SAE International
Collegiate Chapter Manual

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Collegiate Chapters at SAE International – Introduction

Collegiate Chapters are a way for SAE International Student Members to get together on their campus and develop skills in a student run and elected environment. Student members are vital to the continued success and future of SAE and Collegiate Chapters on campus are a great way to develop valuable skills.

While your course work teaches you the engineering knowledge you need, participation in your SAE Collegiate Chapter can develop or enhance other important skills, including: leadership, time management, project management, communications, organization, planning, delegation, budgeting and finance.

SAE Collegiate Chapters provide a valuable service to students, including:

• Increasing the technical knowledge of members through Chapter or Section meetings and guest speakers supported by SAE International through the Industrial Lecture Series

• Providing a forum to discuss industry issues and trends

• Creating opportunities to network with faculty and industry professionals

• Developing a camaraderie with other students and your Faculty Advisor

• Promoting SAE membership on your campus

• Dues reimbursements to use for your Chapter Programming

• Encouraging grade school students to develop an interest in science and math by volunteering in your local A World in Motion program

SAE Collegiate Chapter activities are administered by students as elected officers. They provide students with an experience that simulates running a business or an organization. As a student officer, you'll "set yourself apart from the pack" and increase your visibility to recruiters.

By networking with your local Professional Section, you will have an opportunity to meet practicing engineers in the mobility industry. Student officers are counseled by the SAE Faculty Advisor but may also be mentored by members of their local Professional SAE Section.

You may also choose to get involved in one of the SAE Collegiate Design Competitions. In addition to having fun and meeting great friends, you'll experience integrated project management, giving you the opportunity to realistically simulate your future in engineering. These competitions provide an exceptional engineering experience and allow you to apply your course work in a real world application. You'll experience the various phases of design, manufacturing, budgeting and costing, materials selection, testing and quality control, etc. During the actual competition, you'll be asked to explain what decisions you made and why to the judges. And of course, you'll love the thrill of the dynamic and endurance events.

Your experience with SAE International can range from STEM Programming, Networking with your local Section Members, or participating in your Chapter as an officer by scheduling programming and meetings.

For more information or how to find your SAE Collegiate Chapter please visit our webpage.

Criteria for Forming a New SAE International Collegiate Chapter

1. To qualify as a Collegiate Chapter, you must have:

   o A minimum of 15 paid student members
   o An appointed paid SAE Member Faculty Advisor
   o Elected student officers
   o A plan for your first year of meetings and projects

2. Complete the Collegiate Chapter Application

3. One letter of support from either or:
   o From the Department Chair or Dean of Engineering.
   o From the local SAE Section where applicable. (not all schools are located in a Section)

4. Your engineering curriculum for your university (must be in English or translated into English)

5. Create your constitution (see appendix)

NOTE: Universities in countries where we have SAE Affiliate programs should contact their SAE Affiliate directly for information on organizing their SAE Collegiate Chapter.

- Brazil
- India

Email or Mail the above information to:

Rachel Wetzel
Member Relations Associate
SAE INTERNATIONAL
400 Commonwealth Drive
Warrendale, PA 15096
Chapters@sae.org

The Next Steps

1. Review this Procedures Manual for more information.
2. Connect With Your Local SAE Professional Section.
   Through this relationship, you can build a strong network with professional engineers, find resources for meeting content, possible plant tours, find mentors for your Collegiate Chapter and much more.
3. All Collegiate Chapters must have:
   o A minimum of 15 paid student members

      *International Student Chapters must have 45-50.

- o Elected four student officer positions
- o Evidence of ongoing SAE International relevant activities

Criteria for Restarting a SAE International Collegiate Chapter

1. To restart your Collegiate Chapter, you must have:
   - o A minimum of 15 paid student members
   - o An appointed paid SAE Member Faculty Advisor
   - o Elected student officers
   - o A plan for your first year of meetings and projects

2. Complete the Collegiate Chapter Application.

3. One letter of support from either of the following:
   - o From the Department Chair or Dean of Engineering.
   - o From the local SAE Section where applicable. (not all schools are located in a Section)

Email or Mail the above information to:

Rachel Wetzel
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4. All Collegiate Chapters must have:
   - o A minimum of 15 paid student members
     *International Student Chapters must have 45-50.

Chapter Leadership Positions

The SAE Collegiate Chapter is an opportunity for students to develop or enhance their leadership skills in a relaxed, non-threatening environment. Recruiters are interested in hiring students who have additional experiences outside the classroom and the SAE Collegiate Chapter is an excellent vehicle to obtain this.

Just like the Professional SAE Sections, the primary objective of your Chapter is to provide technical content and networking opportunities for your members.

Through your experience with the SAE Collegiate Chapter, you can develop or enhance many important skills that will be important to your career, including:

- Leadership
- Organizational
- Communication
- Project Management
- Conflict Resolution
- Financial and Budgeting

Electing Officers

First, email or text students to ask who might be interested in volunteering for the Chapter leadership. Then hold a meeting to publicly accept nominations for each position. Finally, the group should then vote on each position and send those names to SAE.

All positions are based on the academic year and run from August through July.

All officer positions represent the Collegiate Chapter to the students, faculty, staff and the community. It is your responsibility to represent SAE and your university appropriately.

At the end of your tenure, all positions should turn over all records, financial records, photographs, historical information and other pertinent data to your successor.

There are four primary roles for an SAE Collegiate Chapter. We use the following titles, but you can rename your positions any way you'd like. You also have the freedom to add other positions that work for your Chapter.

Chair

General:

- Promote a respectable image of the SAE Collegiate Chapter and the university.
- Communicate regularly with members, officers, your Faculty Advisor and any CDS Advisors.
- Contribute to the common goal of increasing student projects, activities and SAE membership.
- Actively attend all Chapter functions and promote SAE membership.

Key Skills You'll Learn In This Position:

- Organization
- Leadership
- Communication
- Planning, project management
- Motivating others
- Public speaking
- Delegation
- Conflict resolution

Some of your duties include:

Planning:

- Encourage others to be involved with SAE and the Chapter.
- Arrange meetings and technical speakers.
- Distribute responsibilities equally among the officers.

Execution:

- Prepare and distribute an agenda for each meeting.
- Call for and preside over all executive committee/business meetings of the Chapter.
- Preside over all general meetings.
- Ensure the recording of finances and meeting minutes.
- Review all outgoing communications to the Chapter and community.
- Keep discussions pertinent to the subject under discussion.
- Call for committee reports.
- Greet attendees at meetings and thank them for coming.

Vice Chair

The Vice Chair may be called upon at any time to assume the responsibility of the Chairperson. So, it is essential for these two positions to work closely together. In addition, while the Chair is responsible for the overall management of the Chapter, the Vice Chair plays a larger role in public relations to the university and community.

General:

- Promote a respectable image of the SAE Collegiate Chapter and the university.
- Act as the liaison with the college administration, the College of Engineering, and the local Professional Section.
- Contribute to the common goal of increasing student projects, activities and SAE membership.
- Actively attend all Chapter functions and promote SAE membership.

Key Skills You'll Learn In This Position:

- Organization
- Leadership
- Communication
- Planning, project management
- Motivating others
- Public speaking
- Delegation
- Conflict resolution

Some of your duties include:

Planning:

- Encourage others to be involved with the Chapter.
- Chair a sub team for content planning, membership and/or publicity.
- Research companies in your region for possible speakers and sponsors.
- Plan and direct an SAE membership drive each semester/term.

Execution:

- Preside over any executive committee or general meetings in the absence of the Chair.
- Greet attendees at meetings and thank them for coming.

Secretary

Your Chapter will only be as good as your communications. The primary role of the Secretary is to communicate your Chapter's goals and activities throughout the university and the community.

General:

- Promote a respectable image of the SAE Collegiate Chapter and the university.
- Contribute to the common goal of increasing student projects, activities and SAE membership.
- Submit materials for the SAE Outstanding Collegiate Branch Award.
- Actively attend all Chapter functions and promote SAE membership.

Key Skills You'll Learn In This Position:

- Organization
- Communication
- Attention to detail
- Project management
- Time management

Some of your duties include:

Planning:

- Announce dates and locations for meetings to officers & committee members.
- Promote all general meetings: dates, locations and topic/speaker.
- Invite others to your meetings: all students, faculty, students from nearby universities and your local Professional Section.
- Promote your meetings to local media: newspaper, radio and TV on campus as well as the community.

Execution:

- Communicate the results of officer elections to SAE.
- Maintain an accurate, up-to-date list of Chapter members. Notify SAE Headquarters of any changes in membership information, particularly email addresses.

At Meetings:

- Take minutes of all meetings and read them at the following meeting.
- Maintain a record of all Chapter correspondence.

Treasurer

The treasurer is responsible for managing the Chapter finances. This includes creating and managing a budget and ensuring the Chapter receives its dues allocations, if eligible.

General:

- Promote a respectable image of the SAE Collegiate Chapter and the university.
- Contribute to the common goal of increasing student projects, activities, and SAE membership.
- Actively attend all Chapter functions and promote SAE membership.

Key Skills You'll Learn In This Position:

- Organization
- Attention to detail
- Project management
- Time management
- Budgeting
- Public speaking

Some of your duties include:

Planning:

- Create a Chapter budget to be approved by the Officers/Executive Committee. The budget must be realistic and should not exceed income.
- Authorize expenditures of all funds.

Execution:

- Keep accurate records of all income and disbursements.
- Present a report at each meeting of the Chapter finances.
- Submit a financial report after each Chapter activity.

Optional Positions

In addition to any of the positions above you are welcome to appoint other officers for specific needs that your SAE Collegiate Chapter may have.

Planning and Executing Chapter Meetings

Successful meetings are planned, they don't happen by accident. You should recruit volunteers for a few teams that will divide the work and maximize the value of your meetings.

Key Planning Activities:

- Brainstorm topics and speakers for meetings.
- Survey your members and other students for possible topics.
- Determine which topics and speakers are the most interesting and the most likely to happen in the coming year.
- Develop a schedule of events for the academic year.
- Invite the speakers and confirm their participation.
- Promote the event through email and flyers around campus.
- Promote the event to the social media outlets on campus and in the community.
- Invite students throughout the university, not just SAE members.
- Invite students from nearby universities.
- Invite members of your nearest Professional Section

Tips For Finding Speakers:

- SAE Industrial Lectureship Program
- University faculty or administration
- Faculty or administration from nearby universities
- Local Professional Section
- Local industry or Collegiate Design sponsors
- Chamber of Commerce

Key Activities During the Meeting:

- Representing SAE International's values or goals in your activity/meeting.
- Have a reception table at the door to welcome each attendee.
- Encourage non-members to join SAE.
- If possible, give each attendee a name tag, especially if you have outside guests.
- Introduce attendees to each other to increase networking opportunities.
- The Chair (or Vice Chair or a substitute) should open the meeting:
  - Introduce yourself
  - Thank everyone for coming
  - Introduce the topic and speaker(s) for the meeting
  - Ask people to hold questions until the end (unless your speaker doesn't mind)

Before Closing the Meeting:

- Thank the speaker(s) and the attendees for coming.
- Inform the attendees of the next event.
- Encourage attendees to consider getting involved with your Collegiate Chapter.

Finance Information for SAE Collegiate Chapters

SAE International is a 501(c)(3) organization, and thus, exempt from federal income tax. It is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

SAE Collegiate Chapters and SAE Collegiate Design Series™ teams are considered SAE International, not independent entities.

Bank Accounts

All banking and investment accounts for your Collegiate Chapter should be opened using the SAE International EIN. To start the process of opening a bank account for your Collegiate Chapter please contact:

Rachel Wetzel
Member Relations Associate
Chapters@sae.org

Taxes

SAE files consolidated tax returns for all states and Canada. Therefore, SAE Collegiate Chapters are not to file any tax returns.

State Tax Exemptions

SAE is exempt from state sales and use tax in several states. Find the list of states and the exemption form here.

Funding

SAE Collegiate Chapters may obtain financial support through a variety of sources, including:

- Chapter allocations (reimbursement of membership dues)
- On-campus fund raisers
- Corporate sponsorships
- Individual donors
- Alumni donations
- Your local Professional SAE Section
- Departmental funding
- Student Government funding

Your Collegiate Chapter is eligible to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

Request a tax receipt for sponsors and donors.

Collegiate Chapter Allocations

SAE Collegiate Chapters may qualify to receive an allocation (dues reimbursement) from SAE International annually. If eligible, you may receive USD $5.00 per paid student member, based on the total paid membership for the calendar year.

These funds may be used for any of the following:

- Promote Chapter meetings and activities
- Hold an SAE membership drive
- Provide a honorarium or gift to a speaker
- Support your Collegiate Design Series team(s)

Activities that are strictly social should be self-supporting and financed by those who participate in them.

Eligibility:

- Submit a slate of elected student officers to SAE by November 1.
- Maintain at least 15 student members each year
- Faculty Advisor information must be current and an SAE International Member.

Timing:

- Allocations are based on the total number of paid student members for the year, as of December 31.
- Membership qualifications will be reviewed to determine eligibility in January.
- Chapters that qualify and have submitted student officers will receive a check in late February/early March of the following year.
- Checks are made payable to the SAE Collegiate Chapter and mailed to the Faculty Advisor.

The following are not eligible for allocations:

- Universities in countries where we have SAE Affiliate programs are not eligible.

Sample Constitution

CONSTITUTION OF THE
(_UNIVERSITY NAME_)
COLLEGIATE CHAPTER OF SAE INTERNATIONAL

This Collegiate Chapter has been chartered by SAE International and is subject to the Constitution, Bylaws, Rules and Regulations of the parent Society.

I. PURPOSE

The purpose of this organization is to provide its members opportunities to gain broader insight into the engineering profession by sponsoring meetings which will bring practicing engineers to the campus, arranging field trips to research and engineering establishments, sponsoring student projects of engineering interest, and participating in local SAE Section activities. It shall also be the purpose of this organization to encourage good fellowship among engineering students and their teachers.

II. NAME

The name of this organization shall be (_UNIVERSITY NAME_) Collegiate Chapter of SAE International.

III. MEMBERSHIP

Students attending (_UNIVERSITY NAME_) who are SAE student members or SAE Members are qualified to become members of this organization.

IV. OFFICERS

The elective officers of the organization shall be:
>   Chairperson
>   Vice Chairperson
>   Secretary
>   Treasurer

The above officers shall be elected by majority vote at a regular meeting of the Collegiate Chapter. The election shall take place at least one month before the close of the school year. Officers thus elected shall take office immediately following the close of the school year and serve for one year.

V. FACULTY ADVISOR

The Collegiate Chapter shall, at all times, have an official Faculty Advisor. It shall be the
Faculty Advisor's responsibility to consult with the Collegiate Chapter officers on matters pertaining to
SAE and school policies, to serve as liaison between the Collegiate Chapter, the
Society and the local SAE Section, and to advise the officers on Collegiate Chapter matters.

VI. OFFICERS RESPONSIBILITIES

The Chairperson shall call and preside over Collegiate Chapter Business Meetings and meetings of its
executive committee The Vice Chair shall assume the responsibilities of the chair should the chair be
unable to perform the duties

The Secretary shall maintain the Collegiate Chapter membership records and prepare minutes of
business meetings and executive committee meetings.

The Treasurer shall keep a record of the Collegiate Chapter's income and disbursements and keep the
executive committee advised of the Chapter's financial status.

VII. EXECUTIVE COMMITTEE

The collegiate chapter shall hold a minimum of six technical meetings and two business meetings during
the academic year. Business meetings may be held in conjunction with technical meetings. Each
business meeting shall include:

> Secretary's Report
>
> Treasurer's Report
>
> Pertinent Committee Reports
>
> Old Business (if any)
>
> New Business

VIII. QUORUM

A quorum shall consist of one-third of the members in good standing.

IX. STANDING COMMITTEES

The Chair, with the concurrence of the chapter officers, shall appoint Chairs to all committees necessary
to carry on the activities of the chapter, including but not limited to:
Membership Committee
Program Committee

Reception Committee
Publicity Committee

The Chair of each committee shall appoint members of the chapter to serve with them. They shall report these appointments at the first meeting of the Executive Committee.

X. DUES

Collegiate Chapter dues shall be ($amount) per year, this in addition to the fee established by the Society for SAE student membership. The chapter dues shall be placed in the chapter treasury; the student membership fee shall be forwarded promptly to SAE Headquarters.

XI. AMENDMENT

This constitution may be amended by a two-third vote of members at a regularly scheduled business meeting of the chapter, provided that a proposed amendment shall be read and discussed at a previous regularly scheduled business meeting of the Chapter. An amendment may be proposed by action of the Executive Committee or by petition signed by ten or more members in good standing.