

GUIDELINES TO BECOME AN SAEINDIA STUDENT MEMBER

AND

TO FORM AN SAEINDIA COLLEGIATE CLUB

1. ABOUT SAEINDIA STUDENT MEMBERSHIP

SAEINDIA has over 13000 student members in more than 120 Collegiate clubs located all over India. Collegiate clubs provide practical exposure to a professional engineering society as well as focal point for campus engineering programs and projects. Applicants must be college/university students pursuing studies leading to any bachelor, masters, or doctoral degree in Engineering. *SAEINDIA* membership is not open to school students.

SAEINDIA Collegiate clubs offer student members organized programs and activities, fellowship, and leadership experience. *SAEINDIA* student members are also entitled to many of the services available to *SAEINDIA*'s regular members.

2. TEN GOOD REASONS FOR STUDENTS TO JOIN SAEINDIA

FREE SUBSCRIPTION TO ON-LINE MAGAZINES

AUTOMOTIVE ENGINEERING, AEROSPACE ENGINEERING AND OFF- HIGHWAY.

These award winning magazines key in on hot topics about ground vehicle and aircraft developments, providing members with a valuable resource to help keep pace with rapidly changing technology in the mobility industry. One hard copy of each is also sent to one of the

Faculty Advisors.

FREE ADMISSION TO LECTURE MEETINGS

Student members are allowed to attend the regular lecture programs. Industry and Academic experts of international repute deliver these lectures.

DISCOUNTS ON REGISTRATIONS FOR MAJOR SAEINDIA MEETINGS AND EXHIBITS

This unique SAE benefit puts members in touch with professional engineers and hardware suppliers who determine the future of expanding mobility industry worldwide. This is a valuable educational placement resource.

DISCOUNTS ON SAE TECHNICAL PAPERS AND BOOKS INCLUDING THE SAE HANDBOOK

These valuable research materials expand member's technical expertise on a variety of mobility related topics.

DISCOUNTS ON SAEINDIA TOP-TECH TRAINING PROGRAMS

Student members get a handsome discount on fees for top-tech training programs. In most cases they pay just about half of the regular fee.

FREE INDUSTRY VISITS

Based on request, students are taken to the leading automotive vehicle and component manufacturing companies, through their collegiate clubs. (However, It is not mandatory for these companies to accept the request all the time). These visits give first hand information about the industrial environment.

DISCOUNT FOR TRANSFERRING TO REGULAR MEMBERSHIP

Members graduating from college can transfer into regular membership for only Rs. 800 if applied while studying.

PRIORITY PROJECT ALLOCATION FOR STUDENT PROJECTS

Automotive companies give preference for *SAEINDIA* student members in allocating industry projects and training.

CONTACTS AND NETWORKING

Build friendships and future contacts with other engineering students and professionals from local *SAEINDIA* section, while participating in collegiate club programs and projects.

SCHOLARSHIPS

There are many scholarships to be won both at section level and national level. Student members are eligible to apply for some of the SAE International scholarship also.

3. SCHOLARSHIPS FOR SAEINDIA STUDENT MEMBERS

There are many scholarships at section level, national level and international level. The present details are given below (May change every year):

NATIONAL LEVEL

ASEIO KALPANA CHAWLA Scholarship: US\$ 500

Donor: American Society for Engineers of Indian Origin (ASEIO)

This scholarship is open to all **lady student members**. However, preference will be given to students with Aerospace background.

TRIM India Kalpana Chawla Scholarship: Rs 15000

Donor: TRIM India Limited

This scholarship shall be given to the outstanding SAE student member Woman Engineer of the year.

SECTION LEVEL

ASEIO Outstanding Student Scholarship: US\$ 250

Donor: American Society for Engineers of Indian Origin (ASEIO)

This scholarship is open to all students.

SAEINDIA Foundation Student Scholarship: Rs 4000 each

Donor: *SAEINDIA* Foundation. This scholarship is open to all student members.

The allocation for sections is given below:

- Southern India Section – 4
- Northern India Section – 3
- Western India Section – 3
- Eastern India Section – 1
- Bangalore Section – 1

INTERNATIONAL LEVEL

SAE International and SAE Foundation offer many scholarships for international students.

Please refer www.sae.org/foundation/scholarships/ for details.

APPLYING FOR SCHOLARSHIPS

Applications should be made before 31st July.

SECTION LEVEL

Applications should be made through the Faculty Advisor or Head of the Department duly attested by the college. Applications should be sent to section offices. The address of different sections are given in the last page.

NATIONAL LEVEL

Applications should be made through the Faculty Advisor or Head of the Department duly attested by the college. Applications should be sent to:

Mr. A.D.Sindwani

Secretary, *SAEINDIA* Foundation

1401 (Basement), Sector-15 (Part-II)

Gurgaon-122001 (Haryana)

E-Mail:sindwani@airtelbroadband.in

INTERNATIONAL LEVEL

Instructions given in the website www.sae.org/foundation/scholarships/ should be followed.

Giving away scholarships

Section level scholarships will be given normally during the annual student convention. If the student is unable to attend the function, the scholarship will be sent by post to the address given by the student.

National level scholarships will be given normally in major national level *SAEINDIA* event. If the student is unable to attend the event, the scholarship will be given in a section event of student's convenience. If both the above are not possible, the scholarship will be sent by post to the address given by the student.

www.sae.org/foundation/scholarships/ provides instructions for international scholarships.

4. PURPOSE OF AN SAEINDIA COLLEGIATE CLUB

Successful *SAEINDIA* Collegiate clubs provide many benefits to their members and are assets to the engineering colleges where they are located. Collegiate clubs provide students with tangible contact with their future profession – engineering – and, in so doing, further the objectives of engineering education.

The purpose of an *SAEINDIA* Collegiate Club is to increase the benefits of *SAEINDIA* student membership through special activities that includes affiliation with the sections.

The students themselves through the elected officers administer college club affairs. Officers are counseled by the *SAEINDIA* faculty advisor and Vice Chair – Student activities

The collegiate club functions according to its Constitution and such general rules as may be outlined by the *SAEINDIA* Engineering Education Board, *SAEINDIA* Students Activities Committee and the *SAEINDIA* Board of Directors.

5. WHY START AN SAEINDIA COLLEGIATE CLUB

A collegiate club is beneficial to the college and the section. A collegiate club

- Arranges for engineering authorities to provide informal and informative meetings with students.

- Stimulates student participation in projects that require the application of engineering knowledge and promote professional growth.
- Sponsors visits to industrial plants and engineering research centres.
- Encourages students to prepare technical presentations for collegiate club meetings, section meetings and for entry in student level competitions.
- Furthers informal contacts with engineers active in industry and government through joint meetings with the section.
- Arranges presentation of industrial and government films which illustrate the application of engineering principles.
- Provides students opportunities to gain experience in administering organizational activities, concluding meetings, taking part in committee activities and writing and speaking before groups.
- Offers social programs that help develop lasting friendships between students themselves, the faculty and section members.
- Provides additional exposure for members as well as clubs through the annual student design competitions and with the recognition and awards programs.
- Gets complimentary copy of SAE International magazine of choice.
- Gets some financial assistance from *SAEINDIA* towards partial cost of running the local activities.

6. GENERAL REQUIREMENTS FOR ESTABLISHMENT OF AN *SAEINDIA* COLLEGIATE CLUB

- Fifty or more student members (Individual application to be attached) and a list to be furnished with email particulars.
- A faculty advisor and an additional faculty advisor should be *SAEINDIA* members. Both of them are required to guide the student members in running the affairs of the Collegiate Club. While the normal *SAEINDIA* member annual fee is Rs.1400/-, it is subsidised to Rs.1100/- for all teaching faculties.
- Completed *SAEINDIA* Collegiate Club Application, indicating a declaration of support from the Principal / Dean of Engineering College and Department Head., with College seal, with the enclosures mentioned in it.

- Name, Address, Telephone, Mobile numbers and E-mail address of faculty members willing to serve as faculty advisor and additional faculty advisor. Both of them should be regular members or join as members of *SAEINDIA*.
- Tentative schedule of technical meetings, projects and other activities to be conducted by the Club in its first year.

- Program designed to recruit new members.
- Student Membership Fee: Rs.250/- per person per year.
(Download Student Member Application from our Website www.saeindia.org)
- Students can also join the 4 + 1 scheme & enroll themselves till one year after the passing out year. The student 4+1 enrolment scheme is as follows:

At time of admission into 1st Year $\text{Rs.}250 \times 4 + 500 = \text{Rs.}1500$

At the time of entry into 2nd Year $\text{Rs.}250 \times 3 + 600 = \text{Rs.}1350$

At the time of entry into 3rd Year $\text{Rs.}250 \times 2 + 700 = \text{Rs.}1200$

At the time of entry into Final Year $\text{Rs.}250 \times 1 + 800 = \text{Rs.}1050$

The membership card will be valid for a period of which the member is paying the subscriptions as stated above.

The Student gets a substantial monetary benefit if opts for the 4+1 scheme. If he joins normally after passing out, his membership starts at a fee of Rs1100 /- as against the above. Alternatively if the Institution collects Rs 1500/- during the first year, there is no further need for the collection process till the student passes out. The student also gets an additional year as benefit.

7. SAEINDIA STUDENT MEMBERSHIP APPLICATION FORM

SAEINDIA STUDENT MEMBERSHIP APPLICATION			
SPONSOR (SAEINDIA MEMBER OR HOD of the College)		SAEINDIA <small>The Engineering Society For Advancing Mobility</small>	
Name :		SAEINDIA Office : No 1/17 Ceebros Arcade, 3rd Cross, Kasturba Nagar, Chennai -600020 Telefax : 91-44-24411904 Phone : 91-44-42152280 E-mail : saeindiaorg@eth.net ; rrs_sae@yahoo.com	
Membership No. / OR			
Designation :			
Please Type Or Print Clearly With Ink			
Student Details :			
First Name		Middle Initial <small>(Ignore if not applicable)</small>	Last Name
Age: <input type="text"/> <input type="text"/> Sex : <input type="text"/>		Date of Birth : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Month <input type="text"/> Year <input type="text"/>
Name for Communication :		E-mail Address :	
Educational Record			
College Name:			
Degree : <small>(B.E/B.Tech/B.Sc Engg/M.E./PhD /Others) Specify</small>		Major : <small>(Mechanical / Automobile / ECE / EEE / Others) Specify</small>	
Course Commencement Date :	Completion Date :	Year of Study I / II / III / IV :	
Home Address : (Block Letters)		College Address : (Block Letters)	
City : State :		City : State :	
PIN :	Telephone No:	PIN :	Telephone No:
Mob No:		Mob No :	
My preferred mailing address Home / College :			
Payment Details			
Amount in Rs.:	DD No. / Ch. No.:	Date:	
Bank:		Branch:	

Date :	Signature :
<p>Note : To facilitate filling up the names conforming to International requirement an illustration is provided for the applicant's convenience. Name for communication : M.S.KUMAR First Name : MANICKAM, Middle Initial : SIVA, Last Name : KUMAR Membership Eligibility: Applicants must be students leading in any bachelor, masters, or doctoral in engineering technology. Membership Services: Through <i>SAEINDIA</i> student membership, students can enjoy many of the services made available to <i>SAEINDIA</i>'s regular members. Further, <i>SAEINDIA</i> Collegiate Clubs offer student members organized programs, design competition, networking opportunities with Industry leaders and leadership experience. <i>SAEINDIA</i> Student members will receive Automotive and Engineering magazines online FREE. The online magazines offer the same great technical content and additional features in a searchable PDF format. Archived issues are also available. SAEINDIA Student: Members now get online access to update. <i>SAEINDIA</i>'s monthly member newsletter featuring society events, industry news, job openings, and more. Student Members will be provided with I.D. and Password. Join today to gain access to <i>SAEINDIA</i>'s magazines publications online. Membership year for new enrolment is August 1 – July 31 : Student applications received May 1 through August 1 will be held for the next membership year beginning August 1. First year students can pay the membership fee as Rs.1000+500 for all 4 years + 1year for transfer of membership to Associate. For other year students, please check with faculty advisor Student Annual Dues are Rs.250/- Dues to <i>SAEINDIA</i> are payable in Chennai by DD. Dues can also be remitted to any branch of ICICI Bank in the name of SAEINDIA A/c. No: 000101202792. Please enclose Xerox copy of the Challan Counterfoil with this application</p>	
Please visit www.saeindia.org College Seal :	

8. SAEINDIA APPLICATION FOR FORMATION OF COLLEGIATE CLUB

To
Membership Cell
SAEINDIA, Chennai 600 020
Dear Sir

We give below the details required to form an *SAEINDIA* Collegiate club in our college. Please process this application form and send us the receipts, passwords and the membership cards at an early date.

1. Information about the College/ Institution:

College Name:	
Address:	
City:	State:
Pin Code:	
College Web Page:	
College Attached to University:	

2. Engineering programs Offered by the College:

- **Whichever applicable**

<input type="checkbox"/> Aerospace Engineering	<input type="checkbox"/> Geo Environmental Engineering
<input type="checkbox"/> Agricultural Engineering	<input type="checkbox"/> Industrial Engineering
<input type="checkbox"/> Architectural Engineering	<input type="checkbox"/> Manufacturing Engineering

<input type="checkbox"/>	Bioengineering	<input type="checkbox"/>	Mechanical Engineering
<input type="checkbox"/>	Biomedical Engineering	<input type="checkbox"/>	Nuclear Engineering
<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	Mining Engineering
<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	Petroleum Engineering
<input type="checkbox"/>	Computer Science Engineering	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Electrical Engineering	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Environmental Engineering	<input type="checkbox"/>	Other _____

3. Which accreditation bodies have accredited your engineering programs?

<input type="checkbox"/>	ABET	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

4. Faculty Advisor Information:

Name:		
Designation:		Department:
College Address:		
Residence Address:		
City:	State:	Pin Code:
Phone:		Mobile:
Email (required):		

5. Additional Faculty Advisor Information

Name:		
Designation:		Department:
College Address:		
Residence Address:		
City:	State:	Pin Code:
Phone:		Mobile:
Email (required):		

6. Head of the Department Information

Name:	
Designation:	Department:
College Address:	
Residence Address:	

City:	State:	Pin Code
Phone:	Mobile:	
Email:		

All facilities will be provided to the *SAEINDIA* Collegiate Club in the Institution for carrying out the Collegiate Club activities.

Signature of HOD

Signature of the Head of the Institution and Seal

- Enclosures :**
- 1) List of Student Members (Minimum 50 Students) with individual application forms & payments details.
 - 2) Payment Details and Membership details of Faculty Advisor and Assistant Faculty advisor./ their fresh Membership Applications with payment details.

9. FORMATION OF *SAEINDIA* COLLEGIATE CLUB AND ITS LIMITATIONS

A Student member is vital to the continued success of *SAEINDIA*. Student members are *SAEINDIA*'s future. *SAEINDIA* exposes a student member to the many benefits derived from *SAEINDIA*'s involvement. It can lead to a lasting and meaningful relationship between *SAEINDIA* and student members.

DEFINITIONS OF COLLEGIATE CLUB

SAEINDIA Collegiate Club - An official *SAEINDIA* student Club having a minimum of 50 student members, with a senior faculty advisor and additional faculty advisor, elected student club officers constitute an *SAEINDIA* Collegiate Club. The club should have a formal program of projects and seminars, industrial visits and meetings. The name of the Collegiate Club proceeds with "*SAEINDIA*" like *SAEINDIA* Amritha Collegiate Club

Successful *SAEINDIA* Collegiate clubs provide many benefits to their members and are assets to the engineering Colleges where they are located. Collegiate clubs provide the students with the ability to contact individuals working in the engineering fields and in doing so, further the objectives of engineering.

ORGANIZING AN *SAEINDIA* COLLEGIATE CLUB

The purpose of an *SAEINDIA* Collegiate Club is to increase the benefits of *SAEINDIA* student membership through special activities that includes affiliation with your

section. The students themselves, through the elected officers, administer Collegiate Club affairs.

Due to the limitations in the *SAE/INDIA*'s constitution and its non-profit status, it is also necessary that certain restrictions be placed on Clubs to promote only programs in the scientific and technical fields. Therefore, **Clubs should not directly or indirectly:**

- Engage in activities to exert political pressure or influence.
- Participate in programs relating to the employer/employee relations or to problems dealing with the economic status of the engineer.
- Endorse or condemn any commercial product by indirect or direct action

10. SAE/INDIA COLLEGIATE CLUB'S OFFICERS AND THEIR RESPONSIBILITIES

The measure of a Collegiate Club's success is the extent to which, Club officers and its committee understand and carry out their individual responsibilities and work together. If every person does their job well, all members of the Collegiate Club will benefit. The organization will enjoy high visibility among the campus groups and will stature in the eyes of the College's administration.

The Collegiate Club executive committee should hold regular meetings to discuss Club management, Club programs and matters of interest and concern to the general membership.

The duration of service and time of election of officers may be decided by the Collegiate Club on an individual basis, although the duration of the office held should not be less than one year, under normal circumstances. The typical Collegiate Club will have one set of officers for a single academic year. The student officers are usually elected before the end of the academic year by April end or May beginning prior to leaving campus for summer vacation.

Regardless of the time of change in officers, the Collegiate Club should follow an election structure that features nominations in the meeting prior to the election, followed by the posting of nominations and holding an election before the completion

of the current year. Upon election of officers, the faculty advisor, chair or secretary should inform *SAEINDIA* of the names of the new officers and their duration of service.

There are many ways to organize your Club. The success and performance of your Club will be based on the programs and activities you plan to implement.

Provided are the suggestions for the duties of Collegiate Club officers.

CHAIRPERSON

Requirements for the job are initiative, drive and ability to think ahead and plan for the group's continued improvement. It is the chairperson's responsibility to organize the other officers and committee people into a team and ensure that they all understand their assignments and carry them out.

The function of the chairperson is to organize the Club activities. This type of organization demands the chairperson be knowledgeable of all Club functions. The chairperson should plan to:

- Actively attend all Club functions and promote membership.
- Promote a respectable image of the *SAEINDIA* Club and the University.
- Maintain proper communication with officers, members, faculty advisor, section and the engineering departments within the college.
- Run all general meetings and weekly meetings in parliamentary manner.
- Maintain an active organizational role in major projects.
- Arrange technical speakers in programs of interest.
- Distribute responsibilities equally among officers.
- Oversee the recording of the activities, both financial and documental.
- Review all outgoing communications.
- Call and preside over all executive committee and business meetings of the Club. Make certain that the meetings specified in the Collegiate Club constitution are held as required. As presiding officer at business and Executive Committee meetings, the chairperson should know the basic rules of parliamentary procedure.
- Prepare an agenda for each meeting.
- keep discussion pertinent to the subject under discussion.
- Call for committee reports.
- Make assignments when indicated.
- Follow up with all committees in order to insure continuity and execution of their assignments. With the consent of the Executive Committee, remove

an inactive committee chairperson or member and appoint a successor.

The chairperson is an **ex-officio officer of all committees**.

VICE CHAIRPERSON

The vice chair may be called upon at any time to assume the responsibility of the chairperson. Thus, it is essential for the vice chair to work closely with the chairperson and to attend executive committee and Club meetings regularly.

Often, a vice chair is given other responsibilities. They may be asked to assume chairmanship of the Program committee or the Publicity Committee with the additional duties described under these two headings.

SECRETARY

The secretary is responsible for maintaining Club records. the duties include:

- Maintaining an accurate, up-to-date list of the Club members and advising *SAEINDIA* Headquarters of any changes in address immediately in order to avoid mailing problems.
- Issuing calls for Executive Committee meetings, as instructed by the chairperson.
- Preparing minutes of meetings and business sessions of Club meetings, sending copies to the chairperson and the *SAEINDIA* headquarters.
- Immediately informing headquarters of all the sections and committee chairmanship appointments as well as any changes that may occur in these offices.
- Delivering all records, card file, historical information, and other pertinent data to their successor at the end of their term of office.
- Maintaining a record of all Club correspondence.
- Assist in arranging tech speakers and programs each year.
- Contribute to the common goal of increasing student projects, activities and membership.
- Maintain a current and up-to-date file of all Club communications.
- Record general meeting minutes and read them at the following general meeting.
- Submit materials for Allied Signal Outstanding Collegiate Branch Award.

Like the other officer positions, the secretary represents the Club to the students, staff and individuals outside the university. It is their responsibility to represent *SAEINDIA* and their University appropriately.

TREASURER

The treasurer's assignment is administration of Club finances. Arrangements should be made with their predecessor for the transfer of Club funds and cooperation in preparing the Club budget for approval at the initial meetings of the Executive Committee and the Club. The budget must be realistic and assure that expenses do not exceed income.

The treasurer should make a report on the organization's financial status at each Club meeting and cooperate with the chairperson in making certain that the budget is adhered to. The budget should be reviewed periodically and revised if there are indications that income or expense is other than anticipated.

It is the treasurer's responsibility to collect *SAEINDIA* student membership fee and Club dues. The student membership fee should be followed to the *SAEINDIA* headquarters without delay, together with a memo stating the amount enclosed and listing the names of the individuals whose enrollment fees are included. A copy of this memo should be given to the Club secretary for their records. A student membership application must be included for each student who was not previously a student member of *SAEINDIA*.

Compliance with the foregoing will enable *SAEINDIA* headquarters to record membership promptly; make certain that students receive the service to which they are entitled.

The function of the treasurer is to keep accurate records of the Club's income and disbursements and be accountable for all Club finances. In addition, the treasurer may be called upon to:

- **Open a Bank Account in the name of *SAEINDIA*.....(mention College Name) Collegiate Club and the account must be operated by both the faculty advisors.**

- Give a financial report at each general meeting.
- Submit a financial report after every Club activity.
- Send all membership applications to *SAEINDIA* headquarters, both new and renewal members.

- Maintain a roster of members.
- Set up and direct the membership drives.
- Assist in arranging technical meetings and programs.
- Attend all Club functions in an active capacity.
- Become an active member of all committees.

The following are the options for additional officers, however, if there are no additional officers, these may be distributed among the officers with duties above.

PROGRAM CHAIR

It is the responsibility of this person to establish meeting programs of interest to all members of the club.

- Plan programs that satisfy the informational needs and interest areas of club.
- May include planning of projects and *SAEINDIA* Collegiate Design Competition

activities.

RECEPTION CHAIR

The reception chair will contribute generally to the success of the club by extending a cordial welcome to new members and guests attending its meeting. Committee members should be on the lookout for new attendees. They should introduce themselves and they see that they meet other members of the club. Appoint several individuals to act as escorts for guests.

It is helpful for the members of the reception committee to wear distinguishing badges so new members and guests can easily identify them. The Reception Chair should work closely with the Membership Chair and introduce its representatives to guests indicating an interest in *SAEINDIA* and student membership. The Reception Chair often is called upon to help extend the courtesies of the club to visiting speakers and off-campus guests.

PUBLICITY CHAIR

The Publicity Chairperson should develop a working relationship with the editor of the school paper and learn the best procedure to follow in order to get club news published including:

- Election of officers and appointment of committee chairpersons.
- Announcement of forth coming meetings.
- Listing of meetings in calendar of events.
- A report of the meeting.
- Design projects.

It is important that the publicity chair cooperate with the program chair to obtain early information about each meeting in order to meet deadlines for meeting notices and release to media.

MEMBERSHIP CHAIR

An active and alert membership chair is the key to *SAEINDIA*'s growth on the campus. A strong membership committee should be assembled as soon as possible following the chairperson's appointment. An active team that will promote *SAEINDIA* should be in action when students arrive on campus following summer vacation. Individual committee members should be assigned specific areas to cover and an *SAEINDIA* booth should be set up in a central area to display *SAEINDIA* publications and application forms for distribution. Students manning the booth should "talk *SAEINDIA*" and be prepared to answer questions about both *SAEINDIA* and club activities.

MEETINGS

Successful meetings are the result of careful planning and required the constructive cooperation of the club officers.

DETERMINING TOPICS OF INTEREST

The program chairperson is responsible for deciding what technical subjects are of greatest interest to the collegiate club members and for securing qualified speakers on these subjects. This can be determined by making an informal survey - asking individual members what topics they would like to have presented. The faculty advisor can help by recalling meetings that have been outstanding successes during past administrations and by suggesting topics of current importance.

Based upon the committee's findings, the program chair should present general outline of the year's program to the club officers for consideration, together with definite proposals for meetings.

Programs should always be scheduled at least one month in advance and announced at the preceding meeting.

11. SAMPLE CONSTITUTION

CONSTITUTION OF THE COLLEGIATE CLUB OF THE SOCIETY OF AUTOMOTIVE ENGINEERS AT (YOUR COLLEGE NAME)

This Collegiate Club has been chartered by the *SAEINDIA* and is subject to the Constitution, Bylaws, Rules and Regulations of 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 meeting that 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 *SAEINDIA* Section activities.

ii. NAME

The name of this organization shall be *SAEINDIA*.....
(Your College name) Collegiate Club of the Society of Automotive Engineers India

iii. MEMBERSHIP

Students attending (your College name) who are *SAEINDIA* student members or *SAEINDIA* members are qualified to become members of this organization.

iv. OFFICERS

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

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

v. FACULTY ADVISOR

The Collegiate Club, at all times, have an official Faculty Advisor. It shall be the Faculty Advisor's responsibility to consult with Collegiate Club officers on matters pertaining to *SAEINDIA* and College policies, to serve a liaison between the Collegiate Club, the Society and the local *SAEINDIA* Section, and to advise the officers on Collegiate Club matters.

vi. OFFICERS RESPONSIBILITY

The chairperson shall call and preside over Collegiate Club 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 Club membership records and prepare minutes of business meetings and executive committee meetings. The Treasurer shall keep a record of the Collegiate Club income and disbursements and keep the executive committee advised of the Club's financial status.

vii. EXECUTIVE COMMITTEE

The Collegiate Club 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 Club officers, shall appoint Chairs to all committees necessary to carry on the activities of the Club, including but not limited to:

- Membership Committee

- Program Committee
- Reception Committee
- Publicity Committee

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

x. **DUES**

Collegiate Club dues shall be (Rs. amount) per year, this is in addition to the fee established by the Society for *SAEINDIA* student membership. The Club dues shall be placed in the Club treasury; the student membership fee shall be forwarded promptly to *SAEINDIA* headquarters.

xi. **AMENDMENT**

This constitution may be amended by two-third vote members at a regularly scheduled business meeting of the Club, provided that a proposed amendment shall be read and discussed at a previous regularly scheduled business meeting of the Club. An amendment may be proposed by action of executive committee or by petition signed by ten or more members in good standing, which may include Collegiate Club's Chairperson, Vice-Chairperson, Secretary, Faculty Advisor, Additional Faculty Advisor, VCSC, *SAEINDIA* Section Chair and its Secretary.

13. STUDENT ACTIVITIES

SAEINDIA relies heavily upon its sections to take leadership in simulating *SAEINDIA* student membership and Collegiate Club activities. The key people in this program are the Vice chairs of the student activities of individual sections. Guided by the Section/Student Activities Committee of the Sections Board, it is their responsibility to work closely with Collegiate Club officers and faculty advisor at Colleges where Collegiate clubs have been established, and work with faculty members at Colleges that have no organized *SAEINDIA* student activity.

Student members are an important asset of *SAEINDIA*. A substantial number of student members continue their affiliation with *SAEINDIA* after graduation. To encourage their membership special dues rates are available.

On various engineering campuses, *SAEINDIA* student members have established Collegiate clubs with the College administration and the *SAEINDIA* Engineering Education Board.

VICE CHAIR OF STUDENT ACTIVITIES

A vice chair of student activities (VCSA) is elected by the section members and becomes a member of the section governing board. The duties of VCSA are to strengthen Section and Collegiate Club relations.

Early in the year, the VCSA should establish a committee, including at least one individual (possibly an alumnus) to maintain liaison with each engineering College in the area. This is an excellent opportunity to keep recently retired members involved in section activities.

This committee should be organized and functioning, before the beginning of the College year so that an early start can be made with the Colleges. This committee should:

- Develop cooperative programs between the section and Collegiate clubs within or near section boundaries.
 - Orient new student officers as they are elected.
 - Establish a close working relationship with the Club faculty advisors.
 - Cooperate with the Clubs in formulating the programs for the year and securing speakers. This is usually done in September.
-
- Encourage Collegiate clubs to set up approved special events that build student enthusiasm for *SAEINDIA* and enhance *SAEINDIA*'s stature at engineering Colleges.
 - Contact Deans of Engineering at Colleges where there is no *SAEINDIA* Club activity to offer cooperation in securing speakers on automotive subjects, arranging plant tours, etc. These deans should be added to the section mailing list to make them aware of your activities.
 - Make sure Collegiate clubs, faculty advisors and student chairs are invited to at least one governing board meeting and are placed at the main table of at least one section meeting.
 - Keep governing board and section membership informed of Collegiate Club activities.
 - Cooperate with section vice chair membership and faculty advisors to make certain that each graduating *SAEINDIA* student member recognizes the benefit of continuing their membership following graduation, and is encouraged to take advantage of transfer to regular membership.
 - Keep the *SAEINDIA* Sections Board/Student Activities Committee informed of local student activities (address c/o *SAEINDIA* headquarters) and call upon this member advisory committee for assistance to suggest improvement opportunities.
 - Report to the section governing board on accomplishing during the year and make recommendations for future improvements.

SAEINDIA will supply, upon request, each section vice chair of student activities with:

- A list of Colleges within the section's boundaries from which *SAEINDIA* accepts applications for student membership.
- A list of *SAEINDIA* Collegiate clubs and faculty advisors within the section's boundaries.
- Names of other Colleges where interest in *SAEINDIA* activity has been expressed and name of the faculty contact.
- Copies of the following materials

- *SAEINDIA* Student Membership application
- Student Posters
- Resume Database Materials
- Semi annual report of student enrollment figures.
- *SAEINDIA* Student Action in Engineering, a quarterly newsletter that contains information on what the Collegiate clubs are doing.

If you have any questions, please call *SAEINDIA* Head Quarters **044-24411904**, **044-42152280** or send E-Mail to **rrs_sae@yahoo.com**

As Vice Chair Student Activities, it is his / her responsibility to develop programs and support networks to strengthen the relationship between sections and Collegiate clubs.

Student members often perceive *SAEINDIA* national/international design competitions as the only real membership benefit. Exposure to section activities during a student's college career demonstrates the benefits derived from involvement in a professional society. The student will develop a network, which includes contacts with engineers active in industry and government, Involvement in section activities also provides the student with opportunities for leadership development.

The student will learn the importance of section involvement as a resource to aid in professional and career development. *SAEINDIA* sections can challenge their

student members to participate in activities, which will enrich their engineering knowledge and promote professional growth.

Stimulating student membership and student involvement in section activities happens through effective and imaginative section leaders. As vice chair of Students Activities, you are the catalyst for fostering the relationship between sections and Collegiate clubs. It is your job to facilitate the process, which will lead to a stronger relationship between your section and the Collegiate clubs within the sections' boundaries.

Involving students in section activities benefits not only the Collegiate Club but the section as well. Student involvement in section activities can bring a new vitality to your section and at the same time prepare students for involvement in *SAEINDIA* after graduation.

Student members who have been exposed to section involvement are more apt to support section activities as a professional than those who are not. However, the fact is *SAEINDIA* is losing students after graduation. They literally disappear for five or six years. The challenge is to turn that around. Your section can be the critical link to making that happen. Begin today to foster and nurture the partnership between your section and your Collegiate Club(s). A partnership that invests in the future of *SAEINDIA*.

14. GUIDELINES FOR CONDUCTING EVENTS

As indicated earlier, the main purpose of *SAEINDIA* Collegiate club is to promote mobility engineering related activities in the college. There are a large variety of activities that can be done in the college. Some examples are

Seminars

Paper presentations

Design contests

Quiz contests

Lecture meetings & Industry Visits.

There are many more activities. Refer to websites of *SAE* collegiate clubs in US and other engineering colleges in India to get more ideas. Celebrations are integral part of student life. Hence there should be good amount of celebrations.

Some of the suggested occasions are:

Club Inauguration

Annual conclusion

Student Engineer Day

Technology Day

Please look for more occasions.

The following aspects should always be considered:

Fun

Learning

Alignment with the college curriculum

Intertwine celebrations and activities to get the best of fun, learning and alignment with curriculum.

Involving other colleges and getting involved in other college activities are required. This fosters friendship and wider sharing of knowledge and experience.

Intercollegiate events provide a good opportunity to do the above. However, conducting such events require long-term planning and large resources in terms of money and man-hours. Hence number of such events should be limited and should be done in accordance with the guidelines set by the *SAEINDIA* local section.

SAEINDIA local section has its own plans of intercollegiate events such as Student Convention and Design Contests. Considering many factors, the section has to decide as to which college should host these events. When a college is selected for hosting the event, other colleges extend full cooperation and support to the hosting college.

SAEINDIA conducts many programs not directly linked to the collegiate clubs. Depending on the nature of such events, *SAEINDIA* may request involvement of college students. Such requests are made only when it is clear that the students will be benefited.

15. BEST COLLEGIATE CLUB AWARD

SELECTION CRITERIA

Number of *SAEINDIA* student Members in the club during the current year

Number of *SAEINDIA* Members from the faculty in the institution during the current year

Programs and activities organized by the club in the current year

SAEINDIA Student Member participation in programs, conferences and seminars organized by other colleges, Institutions and professional societies with details of prizes and awards won.

Initiative taken for establishing / reviving *SAEINDIA* Collegiate Clubs in the neighboring institutions

APPLICATION

A write up covering the accomplishments in the areas given in selection criteria should be sent to *SAEINDIA* through section office. The application must be made before 31st July every year.

GIVING AWAY THE AWARD

The award will be presented to the winning college in a major *SAEINDIA* event. If the college so wishes, the award may be given in a section event.

16. REIMBURSEMENTS FROM *SAEINDIA*

In order to activate the Programs of the Collegiate Club, *SAEINDIA* reimburses sum of Rs 50/- (Rupees Fifty only) per student member to the Collegiate Club. The reimbursement can be claimed by utilizing the "Re-imbusement claim form" which can be downloaded from our website. www.saeindia.org.

The Reimbursements amount is strictly sent only to:

***SAEINDIA*..... (the Collegiate Club's name) and as such a Bank Account should be opened as *SAEINDIA* Collegiate Club.**

The Reimbursement shall not be made to any other account including that of the college.

REIMBURSEMENT CLAIM FORM

To

Chairman,
Students and Engineering Education Board,
SAEINDIA
No 1/17Ceebros Arcade, 3rd Cross, Kasturba Nagar, Chennai -600020
Telefax : 91-44-24411904
Phone : 91-44-42152280
E-mail : saeindiaorg@eth.net; rrs_sae@yahoo.com

Sir,

Warm greetings.

As prescribed by **SAEINDIA** Management Committee, the **SAEINDIA** Collegiate Club of..... (Name of College) has been formed with..... student members.(Number of student members must be 50 or more). We, the two faculty advisers, are **SAEINDIA** members with membership numbersand respectively, and will be jointly operating the account opened in the name of "**SAEINDIA** COLLEGIATE CLUB of (Name of the College), in the..... (Name of the Bank) ** with(Account Number).

Kindly arrange to send a cheque towards the reimbursement due to us for the year----to----- enable us to utilize the same for **SAEINDIA** Collegiate Club activities of our College. We will furnish the audited statement of account for the year in due course for receiving our subsequent reimbursements from **SAEINDIA** in future.

Thanking you

Yours sincerely,

For **SAEINDIA** Collegiate Club of.....

1.....

(Faculty adviser) Signature

Name in Block Letters:

Place:

Date:

** Any Nationalized Bank

Please fill up the reimbursement form completely and send it along with the new and renewal applications

2.....

(Additional Faculty Adviser) Signature

Name in Block Letters:

For further details please contact:

SAEINDIA

No 1/17Ceebros Arcade, 3rd Cross, Kasturba Nagar, Chennai -600020
Telefax: 91-44-24411904
Phone: 91-44-42152280
E-mail: saeindiaorg@eth.net; rrs_sae@yahoo.com

16. REIMBURSEMENT CLAIM FORM

To

Chairman,
Students and Engineering Education Board,
SAEINDIA
Room No.1& 2, ISTE Professional Centre,
Anna University Staff Quarters, Gandhi Mandapam Road,
Kotturpuram, Chennai - 600 025

Sir,

Warm greetings.

As prescribed by *SAEINDIA* Managing Committee, the *SAEINDIA* Collegiate Club of..... (Name of College) has been formed with..... student members.(Number of student members must be 50 or more). We, the two faculty advisers, are

SAEINDIA members with membership numbersand respectively, and will be jointly operating the account opened in the name of "SAEINDIA COLLEGIATE CLUB of (Name of the College), in the..... (Name of the Bank) ** with(Account Number).

Kindly arrange to send a cheque towards the reimbursement due to us for the year----to----- enable us to utilize the same for SAEINDIA Collegiate Club activities of our College. We will furnish the audited statement of account for the year in due course for receiving our subsequent reimbursements from SAEINDIA in future.

Thanking you

Yours sincerely,

For SAEINDIA Collegiate Club of.....

1.....

(Faculty adviser) Signature

Name in Block Letters:

Place:

Date:

** Any Nationalized Bank

2.....

(Additional Faculty Adviser) Signature

Name in Block Letters:

Please fill up the reimbursement form completely and send it along with the new and renewal applications

For further details please contact:

SAEINDIA

Room No.1 & 2, Ground Floor,

ISTE Professional Centre,

Anna University Staff Quarters.

Gandhi Mandapam Road, Kotturpuram

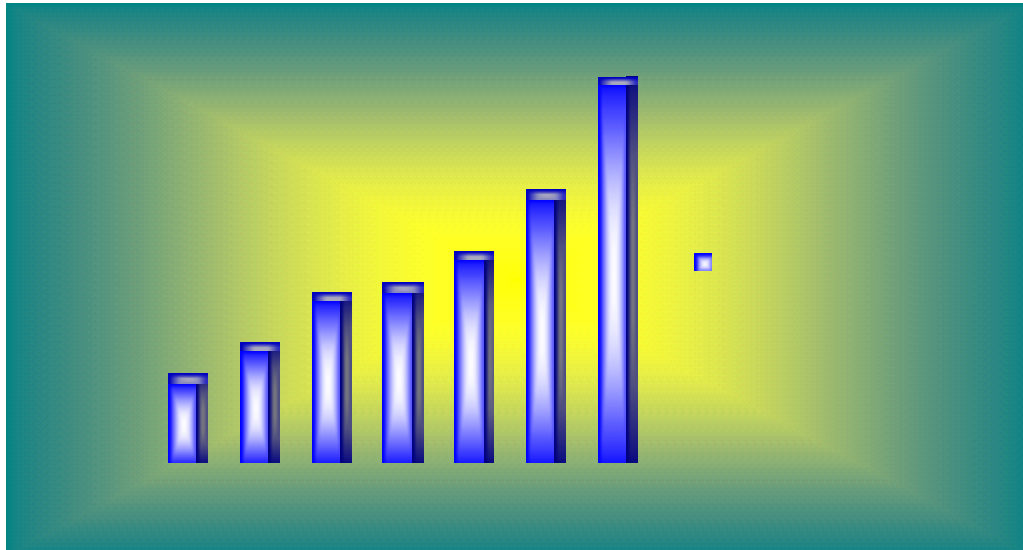
Chennai - 600 025.

Phone : 044 – 24411904, 044 - 42152280

Telefax : 91 - 44 - 24411904

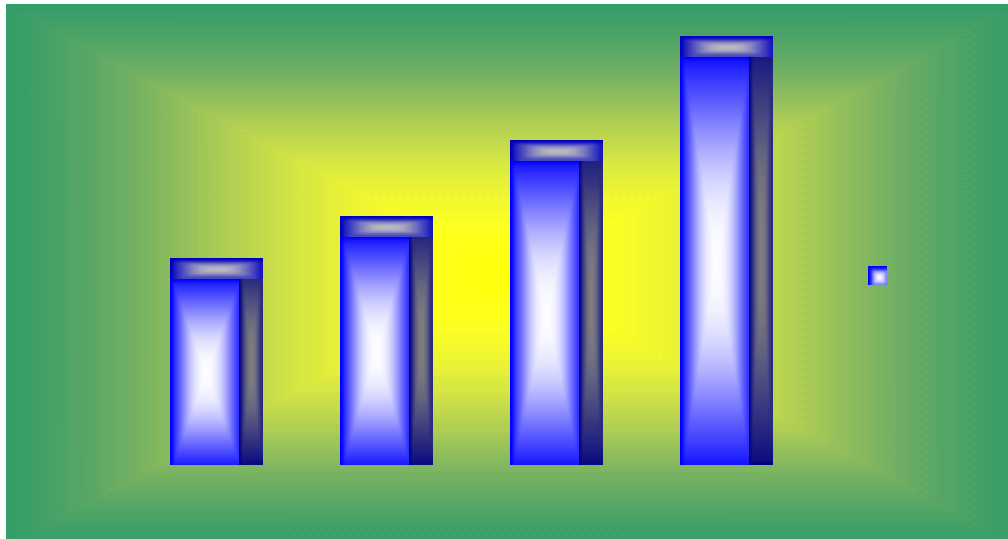
E-mail : saeindia@vsnl.com, rrs_sae@yahoo.com

**SAEINDIA STUDENT MEMBERSHIP GROWTH FROM 2001
(JAN TO DEC)**



2001	2002	2003	2004	2005	2006	2007	2008
1521	3120	4424	6387	6759	8035	10429	14965

SAEINDIA COLLEGIATE CLUBS 50 + FROM 2005



2005	2006	2007	2008
54	66	88	118

17. SAMPLE FOR LIST OF OFFICE BEARERS

Office Bearer of

SAEINDIA _____ Collegiate Club

at:

for the Year:

S. No.	Position	Name
1.	Senior Faculty Advisor	:
2.	Additional Faculty Advisor	:
3.	Student Chairperson	:
4.	Student Vice-Chairperson	:
5.	Student Secretary	:
6.	Student Treasurer	:
7.	Student Reception Chair	:
8.	Student Program Chair	:
9.	Student Publicity Chair	:
10.	Student Membership Chair	:
11.	Others, if any	:

(Student Chairperson)

(Student Vice-Chairperson)

(Student Secretary)

(Student Treasurer)

(Student Reception Chair)

(Student Program Chair)

(Student Publicity Chair)

(Student Membership Chair)

(Senior Faculty Advisor)

(Additional Faculty Advisor)

(Section Chairman)

(Section Vice-Chairman)Students activity

(Section Secretary)

Date:

Place:

Notes:

Notes:

