

AMERICAN SOLAR ENERGY SOCIETY

TECHNICAL DIVISIONS HANDBOOK

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AMERICAN
SOLAR
ENERGY SOCIETY

**TECHNICAL
DIVISIONS**

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ASES Technical Divisions Overview

Purpose of the Technical Divisions Program

ASES Technical Divisions bring together members with similar interests and expertise in order to exchange information and ensure that ASES programs and publications are technically accurate. Their goal is to advocate and distill this expertise for consumer-level consumption and knowledge.

Membership Eligibility

Membership in ASES Divisions is a benefit at the Life, Professional, Student, and Business Membership levels. Members have the opportunity to choose division affiliations when signing up for membership, on their membership renewal notice, and by logging into the online membership account. Division membership in multiple ASES Divisions is encouraged. Basic members are not eligible for Division membership. Division membership expires with ASES membership.

Purposes and Activities

Activities

Divisions will provide support to ASES by:

1. Developing and coordinating workshops, symposia, sessions, and forums for the ASES annual conference.
2. Electing and recommending representatives to serve on the Annual Conference Technical Review Committee (TRC), and on the National Organizing Committee (NOC) and Local Organizing Committee (LOC).
3. Providing guidance and reviewing articles published in *Solar Today* magazine and other publications on the area of the division's expertise.
4. Providing sound technical and scientific information to interested persons, particularly consumers, using a variety of media.
5. Providing counsel and assistance to the ASES Board and administrative staff on matters relating to technical aspects of ASES activities.
6. Promoting the overall social, economic, and environmental benefits of efficient use of renewable energy.

Divisions Committee

The Divisions Committee consists of the Chairs of the individual divisions. The Divisions Committee shall be responsible for amending this handbook. In addition, the Divisions Committee shall meet (normally monthly) to discuss issues relating to Division resources, activities, issues, or other topics of concern to the Division Chairs. ASES staff will take the meeting minutes, and shall record meeting participants, votes, and action items agreed to by the participating board members. Additional meetings of the Division committee are encouraged as needed to guide and carry out the business of the Divisions.

Annual Divisions Forum

At a minimum, an annual forum of the Divisions' membership (by conference call or in person) shall be held. This forum can be at the annual ASES conference or online. Participation by a majority of the members of the Division committee shall constitute a quorum. Opportunity to meet with the ASES chapters should be encouraged throughout the conference. The ASES Executive Director will share an ASES annual report.

Annual ASES conference

The Divisions committee participates in the planning, programming, and implementation of the annual ASES conference. Typical planning includes setting the conference date and location two years prior to each annual conference. Division members not only support the development of the annual conference, but consult with ASES staff to develop the conference outline. Divisions are represented on the National Organizing Committee (NOC), provide leadership for the Technical Review Committee (TRC), and support the TRC and its roles.

While the Divisions support the technical development of the conference, ASES staff implement conference planning and development, which is overseen by the ASES board.

Other Division Meetings

The Division Committee may call other business meetings of the Division upon email notice to all members, distributed at least 10 days before the meeting date unless greater urgency is deemed necessary. These meetings shall be by conference call or video chat such as Zoom.

Meeting Rules

Robert's "Rules of Order" shall be parliamentary authority for procedure in meetings as needed.

Current Divisions

Some topics may be covered by multiple Divisions; a spirit of sharing is encouraged. There are currently nine Technical Divisions:

Education Division

Focuses on the distribution of information created and gathered by the Education Division, as well as information from other Divisions on the general topic of education. The intent is to coordinate, evaluate, and distribute information to various educational audiences, including K-12, community colleges, technical schools, universities, and other educational programs. Members are encouraged to engage in discussion and sharing about educational projects and possibilities.

<https://ases.org/education-division/>

Energy Economics Division

Addresses the interaction between electric grid operations, renewable energy economics, and the financial industry. This Division addresses issues that may be linked to individual or multiple technologies.

<https://ases.org/energy-economics-division/>

Grid Modernization and Storage Division

Focuses on municipal and regional grids, interconnections, microgrids, and storage: evolution of the grid to deliver significantly more energy from intermittent renewable energy sources such as solar and wind. Emphasis includes grid reliability, resilience, and security in the face of increasing natural and human-cause hazards such as terrorism and climate change. The Division fosters research and education, making curated technical research accessible and answerable to all interested stakeholders, including researchers, regulators, utilities, developers, communities, and household consumers.

<https://ases.org/grid-division/>

Photovoltaics Division

Addresses direct energy conversion of the sun's rays to electricity through the photovoltaic process.

Areas covered include photovoltaic (PV) energy technology, concentrating photovoltaic (CPV), photovoltaic thermal (PV/T) technologies, and PV manufacturing.

<https://ases.org/photovoltaics-division/>

Policy Division

Provides information on local, state, and federal policy as it relates to solar energy and the renewable energy landscape.

<https://ases.org/policy-division/>

Resource Applications Division

Covers the development and acquisition of renewable energy resource data and dissemination to the end users.

<https://ases.org/resource-applications-division/>

Solar Buildings Division

Covers building-related passive solar heating and cooling, daylighting, building-integrated photovoltaics (BIPV), site design, energy efficiency, building science, building and energy design tools, and case studies.

<https://ases.org/solar-buildings-division/>

Solar Thermal Division

Concerned with methods and processes that utilize solar flux for heat-driven applications. Applications may include desalination of water, agricultural drying, process heat for industry, photo-enhanced processes (hazardous waste treatment), high temperature solar enhanced processes (water decomposition to form hydrogen), materials processing (high tensile strength fiber production by chemical vapor deposition), solar pumped laser, district heating and cooling, and solar cookers. In addition, the division supports the deployment of concentrating solar power systems for utility-scale solar electric power. These systems use concentrated sunlight to create and store solar thermal energy for the purpose of driving a heat engine to produce electric power during times of peak utility demand.

<https://ases.org/solar-thermal-division/>

Sustainability Division

Promotes the development, exchange, and use of information on the multiple socio-economic and environmental benefits of renewable energy, particularly when combined with energy efficiency and conservation (i.e., wise use of energy). Promotes understanding about interconnections among renewable energy, socioeconomic, and environmental issues and sustainability; and addresses how to best communicate information on renewable energy and sustainable living to diverse audiences.

<http://www.ases.org/sustainability>

Division Operational Procedures

Mandatory Activities:

- Communicate between division leadership and division members at least monthly through email or postings on the ASES Online Community.
- Maintain appropriate content on the Division portion of the ASES website.
- Develop technical content for the annual conference (e.g., organize conference sessions, and plan technical content for the conference two years in advance, etc).
- Support the Technical Review Committee (TRC) of the Annual Conference (i.e., review conference abstracts and papers).
- Conduct an annual in-person meeting (formal or informal) at the Annual Conference.
- Participate in the Divisions Committee monthly conference calls.
- Provide *Solar Today* a quarterly short one-paragraph summary update for each Division.

Voluntary Activities:

- Organize and present webinars.
- Publish newsletters.
- Write articles for ASES publications such as *Solar Today* magazine and the Solar@Work online newsletter.
- Contribute technical expertise as needed to other ASES programs and projects.
- Address issues of topical interest using a threaded conversation on the ASES Online Community.
- Submit award recommendations (as appropriate).
- Coordinate all technical aspects of the annual conference, its workshops, symposia, sessions, and forums.

Chair of the Divisions

The Chair of the Technical Divisions at ASES provides leadership and coordination across specialized areas of renewable energy research and application. This role involves fostering collaboration among experts, guiding the direction of Division activities, and promoting knowledge sharing to advance renewable energy innovations and adoption. This position is appointed by the ASES board for a term of three years.

Division Officers

The full leadership for Technical Divisions are called the Divisions Leaders, which is led by the elected Technical Divisions chair. Each Division is led by the Division chair, and the appointed vice chair and communications officer.

Duties of Individual Division Officers

Each Division leadership shall consist of a chair, a vice chair, and a communications officer. The Division chair shall be elected by the full Division membership. The term of office shall be two years, with the term beginning as soon as election results are known unless otherwise indicated. No officer shall serve in the same office for more than four consecutive years.

There is a strategy to stagger division chair terms across all divisions. Ideally one half of the Divisions will change chair leadership on both even and odd years. This is an attempt to stabilize Divisions leadership changes, apply good governance and ensure that all divisions are not changing leadership in the same year.

Within three months of Division chair election, vice chairs and communication officers are appointed by

the chair for a two-year term. These positions are meant to grow into chair positions in later years.

Duties of the Individual Division Chairs

- A. The Chair will normally preside at any general meetings of this Division, maintain communications with the ASES Divisions Committee Chair and the Division's representative to the ASES Board of Directors (when applicable), and participate in ASES Division activities. The Chair (or designate) shall be the principal official Division contact with the ASES staff.
- B. The Chair shall represent the Division in dealing with outside agencies, serve as an ex-officio (non-voting) member of all Division committees, communicate to the Division such matters and such suggestions to promote the mission of the Division, and transact business on behalf of the Division.

Duties of the Vice Chair

The Vice Chair shall perform such functions as may be delegated by the Chair and to act in the place of the Chair in the event of the Chair's resignation or inability to act.

Duties of the Communications Officer

The Communications Officer shall support the Division chair and the Division in general with effective communication products, online, or in print. The Communications Officer shall be responsible for assisting with sharing easily digestible information to the ASES membership and beyond (with approval from Chair and/or Vice Chair). The Communications Officer will assist with planning future webinars and other events associated with their particular division to increase engagement.

Vacancies

The Division Committee may fill any vacancies in the elective offices from the Division membership.

Officer's Duties

Notices to Members

Division Leaders may want to send notices to Division members asking for newsletter articles, notifying members of meetings or webinars, etc. Because Division membership changes with time, Division membership lists can quickly become outdated. ASES staff will maintain and update lists of Division members twice per year. The ASES Executive Director will designate a procedure for sending division-wide correspondence.

Division Leadership Elections

Elections may be conducted electronically. When more than one candidate is running, the candidate with the most votes is the winner (even if this does not reach a majority of voters).

Leadership Turnover Procedure

When new chairs are elected, they shall conduct a formal turnover with their predecessor BEFORE taking office. The incoming and outgoing chairs should do the following:

Conduct a discussion between the outgoing and incoming chairs, and any other appointed leaders deemed necessary, of at least the following items:

- Upcoming Division events already planned
- Upcoming Division plans in the works (and who's responsible)
- Interactions with other Divisions and state chapters
- Current Division policies in place
- Policy changes that have been recommended to ASES

Turn over the following documents:

- Division Bylaws, if any
- Minutes of all relevant Division related meetings from the last 2 years
- Passwords (ASES website and other passwords needed to do the job)
- Date and time of next Divisions Conference Call
- Points of Contact (including key ASES staff, other division chairs, Technical Divisions chair, Division representative on the Board, etc.)
- Names and positions of Division officers, and what they do
- Professional links (useful to the division)
- List of “active members” and email addresses

Discuss procedures to:

- Communicate using the Online Community
- Establish webinar(s)
- Set up a conference call for Division use
- Set up an online video conference
- Submit web pages and/or updates to the Division page on the ASES website
- Conduct technical paper abstracts and reviews
- Provide awards inputs (turnover template if one is established)
- Review and approve awards (how the awards committee works)

Discuss upcoming and future ASES conference(s):

- Help plan the conference location and session formats.
- How to prepare for the annual conference
- Technical paper and poster review process
- Existing commitments made to you or by you for the conference

When the turnover is completed, make the turnover official by:

- 1) The incoming chair tells the outgoing chair: “I relieve you” (or something similar) to denote the exact point when official responsibility turns over.
- 2) The incoming chair writes an email to the Divisions Chair, cc to the Chair of the Board of Directors, the Executive Director, and all incoming and outgoing officers of the Division stating: “On <date> I relieved <outgoing Chair> as the Chair of the <division name> Division.”
- 3) Provide the designated person at ASES, and your Division officers, with your contact details.

Congratulations, you are now in charge.

Nominations and Elections

Frequency

Elections shall be held every year for one-half of the Divisions.

Election Protocol

For people interested in a leadership position, they shall provide the ASES staff with an electronic statement of background/resume (<400 words), and a position statement (<100 words) by each nominee to be included in an electronic Division ballot. To be valid, ballots must be returned (by mail or email) no later than the time indicated by ASES Executive Director. The individuals receiving the largest number of votes shall be deemed elected. The Division Chair will be elected, then the Vice Chair and Communications Officer will be appointed by the Division Chair.

Resolution of Tie Votes

In the case of a tie vote for a Division office, the Division Committee shall resolve the tie.

Procedure for Formation and Approval of ASES Divisions

Any ASES member who wishes to initiate the formation of a new Division should first contact the Chair of the Divisions Committee. The Chair leads the discussion of a new Division with the Divisions Committee. The Committee approves the new Division. A description of the proposed new Division including its mission statement and leadership is developed by the Division Committee and its proposed new Division Chair. ASES distributes a Division Petition of Charter Members. If the petition receives 20 eligible (Life, Business, Professional, or Student) charter members, the ASES Board of Directors votes to approve the New Division. Once the Board approves the new Division, the Division is added to the ASES website and the online community, and membership is notified. The petitioners are notified that they have become charter members and can be invited to leadership roles.

Mandatory Activities for “ACTIVE” ASES Divisions

Active Divisions provide service to their members and to the society through up-to-date information, technical expertise, conference programming assistance, etc. The mandatory activities should include:

1. Elect Division chair.
2. Division chair appoints the vice chair and the communication officer.
3. Communicate with division members at least twice per year.
4. Participate in the monthly Divisions Committee conference calls.
5. Send a representative to the annual Divisions Forum at the annual conference.
6. Participate in a Divisions meeting held during the National Solar Conference.
7. If requested, provide at least one Technical Review Committee member for the ASES conference.
8. Maintain content for all Division web pages, *Solar Today*, etc.

Procedure for Disbanding an ASES Division

1. The Divisions Chair will recommend disbanding a division if the Division fails to carry out one or more of the mandatory activities. For example, if a Division does not participate and does not notify the Divisions Chair about reasons for missing the meetings in 3 consecutive Divisions meetings, the Divisions Chair can recommend disbanding the Division. At the discretion of the Divisions Chair, warnings can be given prior to recommending disbanding.
2. The full Divisions Committee will discuss and vote to recommend disbanding of the Division to the ASES Board of Directors.
3. The Board will vote on disbanding of the inactive Division.