

## **SOCIETY POLICY**

### **APPOINTMENT OF ASME REPRESENTATIVES TO OTHER ORGANIZATIONS**

#### **I. PREFACE**

- A. By-Law B5.8.1 states, “The Board of Governors or a sector council may appoint a member or members of the Society to represent it at meetings of societies of kindred aim or at public functions. If time does not permit action by the Board of Governors or by a council, sector board, or sector operating board, such appointment may be made by the President or by the chair of a sector.”
- B. B5.8.2 states, “The Board of Governors may appoint a member or members of the Society to represent the Society on committees organized by other societies, Government departments, or other groups.”
- C. B5.8.3 states, “The Board of Governors may appoint such a number of members of the Society to represent the Society on Boards of award of any joint activity recognized by the Board of Governors, as may be required by the by-laws of those activities.”

#### **II. PURPOSE**

- A. To establish the reasons for representatives to other organizations,
- B. To define the function of the representatives, and
- C. To establish the procedure for implementation.

#### **III. POLICY**

- A. The Purpose of ASME Representation
  - 1. To support the activity of the other organization.
  - 2. To provide useful information from the other organization to ASME as a guide to ASME policy and as a guide to some specific function of an ASME activity.
- B. The Function of an ASME Representative
  - 1. An ASME representative contributes to the work of the other organization.
  - 2. An ASME representative provides continuous communication between the other organization and a particular ASME unit.
  - 3. Only in unusual circumstances would an ASME representative be limited in his or her actions by instructions furnished by ASME.

4. In certain cases ASME will designate a member to undertake an assignment in another organization, serving as an individual rather than as a representative of the Society. An example of this is service on the board of a joint award.

C. The Establishment of an ASME Representative

The criteria and procedures for establishment of an ASME Representative must be reviewed and recommended by the relevant Sector or Sector supervisory unit having responsibility for the subject or activity of the other organization.

**IV. PROCEDURE**

A. Qualifications

1. Representatives from ASME to other organizations shall be members of ASME.
2. Representatives from ASME should be knowledgeable in the policies and practices of the Society.
3. Representatives shall be selected for ability to contribute to the work of the other organization and to provide an active communications link with an ASME committee, council, sector board or sector operating board.
4. Nominees must provide their own travel expenses. Society Policy P-4.5 provides conditions and limits pertaining to possible exceptions.

B. Assignment

1. With the exception of certain organizations of very broad scope, each organization to which ASME sends a representative is concerned with a subject or activity which corresponds to the responsibility of a specific ASME committee, council, sector board, or sector operating board.
2. The following ASME representatives will report directly to the ASME Board of Governors:  
  
American Association of Engineering Societies  
  
United Engineering Foundation Board of Directors
3. The Committee on Organization and Rules shall be responsible for review and recommendations prior to the appointments made by the Board of Governors, including all non-elected members of sector boards except for the position of senior vice president.

C. The process of nomination shall be:

1. The committee, council, sector board or sector operating board assigned by the Board of Governors with responsibility for each such nomination will present its initial nomination and reappointment on a form which will state the nominating and reporting responsibility as well as other pertinent information with regard to the appointment and reappointment. When a staff member signs the form, it is understood that he or she has acted on instructions from the committee, council, sector board, or sector operating board.
2. In selecting and recommending nominees, it should be understood that the nomination information will be subject to review by the Committee on Organization and Rules and subsequently by the Board of Governors unless delegated.
3. Each nominee should understand the importance of regular attendance and should be given full opportunity to consider whether he or she has sufficient time to devote to the activity and what personal expenses will be required from the representative. Each nominee should also understand the importance of providing timely reports to the ASME unit to which he or she has a reporting responsibility.

D. Terms of Office

1. In those cases where the outside organization has an established sequence of appointments with a defined term of office, the ASME appointment will be made in accordance with this plan and term of office. Complete information concerning the plan and term of office must be included in the listing of nomination responsibility on the appointment form.
2. In those cases where ASME is asked for representation with no reference to a specific term, ASME will make the appointment for a term determined by the responsible unit, and specified in their Operation Guide, not to exceed three years.

Individuals who have completed one or more terms of service may be reappointed for an additional term.

If the total continuous service in that position does not exceed 10 years, then the justification for reappointment shall be similar to the justification for the original appointment.

In the event of a reappointment for which total service would exceed 10 years, a statement must accompany the nomination setting forth specific reasons why this appointment is critical to the wellbeing of ASME, and the exceptional circumstances involved.

E. Appointment

1. The appointment will be made by the Board of Governors.
2. Notification of the action will be forwarded:
  - a. To the person appointed, by letter from the President of ASME.
  - b. To the other organization by letter from the Executive Director.

F. Dues

1. Affiliation with some organizations includes an undertaking for the payment of dues. Authorization for such payment is not a part of the appointment procedure. Before a nomination is made the unit responsible for the nomination should ascertain either that no dues are involved or that payment of dues has been included in the ASME budget.
2. For information purposes, the amount of any dues obligation must be stated on the appointment form or in a supplemental statement submitted with the appointment form.

Responsibility: Committee on Organization and Rules

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