

## **SOCIETY POLICY**

### **OPERATION GUIDES**

#### **I. PREFACE**

The Board of Governors of ASME has determined that it is beneficial to the operation of ASME for each unit to have an operation guide.

#### **II. PURPOSE**

- A. To set the minimum requirements for the operation guide and
- B. To establish the procedure for maintaining the operation guide.

#### **III. POLICY**

Each unit of ASME is to have an operation guide.

- A. It may be in the form of an ASME Manual.
- B. It may be for a number of similar units, e.g. Groups.

#### **IV. PROCEDURE**

##### **A. Contents**

1. The guide shall list the responsibilities of the unit, including those assigned by the ASME Constitution and By-Laws, the Society Policies, and any that are assigned by the Board of Governors.
2. The guide shall include an organization section defining the composition of the unit and the terms of the members, and listing the leadership and their terms of office.
3. The guide shall include an operations section listing the operating procedures and the meetings.
4. The guide shall include budgeting procedures, fiscal responsibilities and reporting procedures where applicable and in conformity with Fiscal Policies of the society as stated in Society Policy P-2.9.
5. The guide shall include vision and/or mission statements or other statements of purpose or direction of the unit.
6. The guide shall include procedures for nominating the members of the unit. The guide shall define members of the nominating committee for their unit. In addition, each guide will list positions, including the qualifications (e.g.

knowledge and skills) necessary for such positions, and the terms of office required.

7. The guides for the sectors shall include procedures for nominations for appointments that are delegated to the sectors.
8. Units are encouraged to strive for diversity and inclusion in volunteer leadership by making a conscious effort to take diversity and inclusion into account when filling vacancies. Therefore, the guide shall include a reference to Society Policy P-15.11.

#### B. Review and Maintenance

1. For units reporting to the Board of Governors an up-to-date copy of the operation guide shall be provided to the Committee on Organization and Rules for review and to provide a single location and source for these guides. This review should occur at least every three years, or when changes take place.
2. The Committee on Organization and Rules Operation Guide shall be provided to the Audit Committee for review. This review should occur at least every three years, or when changes take place.
3. For units reporting to sectors an up-to-date copy of the operation guide shall be provided to and maintained within each sector as determined by each sector.

Responsibility: Committee on Organization and Rules

Adopted: June 11, 1987

Reaffirmed: November 19, 1998

Revised: (editorial changes 8/88)  
(editorial changes 5/89)  
June 22, 1989  
September 13, 1990  
September 17, 1992  
(editorial changes 3/01)  
June 7, 2001  
June 1, 2005  
(editorial changes 1/14)  
(editorial changes 1/20/15)  
April 20, 2018  
June 3, 2018