

## **SOCIETY POLICY**

### **ESTABLISHMENT OF ASME CONTESTS**

#### **I. PREFACE**

- A. By-Law B2.1 states in part, "To promote the art, science and practice of mechanical and multidisciplinary engineering and allied sciences to diverse communities throughout the world the Society shall ... Offer awards and other honors to encourage contributions to engineering; confer awards and other honors in recognition of meritorious contributions to engineering ... Encourage the personal and professional development of young engineers."
- B. By-Law B5.7.2 states in part, "The Board on Student Programs under the direction of the Student and Early Career Development Council, is responsible for development of programs for students."
- C. Society Policy P-3.2, Establishment of New ASME Awards and Contests, covers those contests deemed by the Society to be within the purview of the Committee on Honors. This policy covers those contests not covered by Society Policy P-3.2.

#### **II. PURPOSE**

To provide minimum requirements for establishing ASME contests and to provide assistance and guidance to contest proposers and organizers.

#### **III. POLICY**

- A. The Board of Governors encourages the establishment of contests to stimulate interest in engineering, provided they are conceived and administered in a manner worthy of the Society's standing and prestige, and do not significantly overlap any existing ASME contest.
- B. To establish an ASME contest the administrative procedures and criteria for the contest must be reviewed by the Board on Student Programs. The Board on Student Programs, through the Student and Early Career Development Sector, shall make recommendations for action to the other sectors of the society.
- C. Local contests, limited in scope, which do not extend beyond the local sponsoring unit do not have to be coordinated through and approved by the Board on Student Programs.

However, it is recommended that these contests also conform to the procedures in paragraphs IV.A.1 through IV.A.3. of this policy. A brief summary of the contest, promotional material, etc. should be sent to the Board on Student Programs for their information so they may help avoid overlap.

- D. Upon the recommended action of the Board on Student Programs, the establishment of an ASME contest shall be by the approval of the Student and Early Career Development Council and the appropriate sector.

#### IV. PROCEDURE

- A. The proposal for the conceptual establishment of a Society contest shall include, at least, all information listed in items 1 through 3:
1. The name of the contest which shall identify it as sponsored or cosponsored by ASME (e.g., the ASME Design Contest and the Padnos Environmentally Responsible Design Contest cosponsored by ASME).
  2. A clear statement of the requirements of the contest including a definition of the fields of engineering to be covered. If several fields of engineering or Society activity are recognized by the contest, the proposer shall be joined by bodies that have competence in those areas.
  3. A statement of the need for the contest, particularly in relation to other ASME contests and other societies' contests in the field of engineering or activity in which the proposed award or contest is being offered.
- B. The Board on Student Programs shall grant, in a timely manner, conceptual approval or shall provide a brief report indicating why conceptual approval was not approved. For final consideration, the following information must be provided.
1. A business plan for any new contest shall be presented to the Board on Student Programs for approval.
  2. Proposed rules and procedures for the administration of the contest that shall include as a minimum:
    - a. provisions for the selection of judges;
    - b. descriptions of the methods to be used in advertising and promoting the contest;
    - c. descriptions of the criteria and method of selecting contest winner(s);
    - d. provisions for a periodic review of all the details of the proposed contest including name, purpose and criteria for selection of the winners; and
    - e. provisions for funding and/or fund raising where required. (Policy P-2.7 Solicitation of Funds should be reviewed if fund raising is proposed.)
  3. A description of the prize, whether medal, plaque, certificate, honorarium, monetary or other form. All prizes shall include a certificate describing the

attainments of the recipients and bearing the Society seal and necessary signatures.

4. A statement that the contest will in no manner relate to the promotion, advertising, or sale of consumer products or services or constitute a lottery or other game of chance.

Responsibility: Student and Early Career Development

Reassigned from Centers Board of Directors  
Reassigned from Council on Member Affairs/Board on Young Engineers

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