

SOCIETY POLICY

POLICY ON SOCIETY POLICIES

I. PREFACE

- A. Article C4.1.1 of the Constitution and By-Law B8.1.5 give the authority to the Board of Governors to adopt, revise, or delete Society Policies in harmony with the Constitution and By-Laws and further describe the timing of adoption and implementation of Society Policies.
- B. Recognizing the need for organizing the Society Policies in an order for reference, availability and filing, a numbering system was established. To assure content and uniformity, this preferred policy format was established to be followed wherever possible.

II. PURPOSE

- A. To provide for the establishment of Society Policies defined as documents which set forth the rules and procedures, consistent with the Constitution and By- Laws, relating to some particular aspect(s) of the ASME organization and operation;
- B. To set forth the format for such Society Policies, and to set forth the procedures for the adoption and revision of such Society Policies; and
- C. To set forth the procedures for maintaining Society files and distribution of all current Society Policies.

III. POLICY

Insofar as it is appropriate, each Society Policy shall include the following sections, in order and in the format of this Policy (P-1.1).

A. Front Matter

Society Policy number (P-x.y) assigned by the Committee on Organization and Rules, the date of adoption of most recent revision and Policy title.

B. Body of the Policy

1. PREFACE, detailing the basis for the Society Policy;
2. PURPOSE(S), a general statement of purpose(s).
3. POLICY, a succinct statement of the Policy;
4. PROCEDURE, a statement describing implementation of the Policy.

5. Additional section(s) if required.

C. Style Guidelines

1. The numbering sequence for subsequent subsections shall be:
 - A.
 1.
 - a.
 - 1)
 - a)
2. No underlining shall be used.
3. Section titles shall be in caps.
4. Emphasis shall be noted by the use of bold face type, whether lower or upper case.
5. All caps in bold face is permitted.
6. For revisions, existing text to be omitted shall be enclosed within brackets, or with tracked changes and the new text shown with a single-line underline or with tracked changes.

D. Closing Details

The name of the units(s) of ASME responsible for the Society Policy, dates of original adoption, revision, editorial change, and reaffirmation;

E. Appendices (if required)

IV. PROCEDURE

A. Adoption and Revision

1. New Society Policies and revision of existing Society Policies shall be approved by action of the Board of Governors.
2. Initiating action shall be by the Board of Governors or by one of the sectors or committees reporting to the Board of Governors.
3. The proposed new Society Policy or revision shall be reviewed by the Committee on Organization and Rules, with consideration being given to the need for the Society Policy, format, compatibility with the Constitution and Society By-Laws and other Society Policies, and whether concerned units of ASME have considered the Society Policy.

4. Drafts for proposed new Society Policies and revisions shall be included in the Agenda for the meetings of the Board of Governors where their adoption is being considered. A recommendation from the Committee on Organization and Rules shall also be presented, concerning the conformance of the Society Policy under consideration with other Society Policies and the Constitution and By-Laws. At the meetings of the Board of Governors where the adoption of new Society Policies and revisions are considered, the initiating sector or committee reporting to the Board of Governors shall respond to any questions from the Board of Governors concerning the content of the Society Policy under consideration.
5. Each Society Policy must be examined by the responsible sector or unit within six years of its adoption or most recent revision or reaffirmation. The Committee on Organization and Rules shall send the Society Policy to the unit having responsibility for it. The unit shall review the policy according to guidelines prepared by the Committee on Organization and Rules, and shall make a recommendation to reaffirm it unchanged, revise and reaffirm it, or eliminate it.

B. Distribution and Files

1. A list of all current Society Policies shall be included in MM-1, Constitution and By-Laws.
2. Notice of all new Society Policies and revised Society Policies shall be distributed to members of the Board of Governors and all other officers of the Society, chairs of sectors and committees reporting to the Board of Governors, and to all members of staff concerned with the activity involved.
3. Current Society Policies can be found on the ASME website.
4. An official file of all current Society Policies and previous versions shall be maintained at ASME Headquarters.

Responsibility: Committee on Organization and Rules

Adopted: January 4, 1957

Revised: November 30, 1957
June 14, 1958
November 15, 1973
March 16, 1975
May 26, 1978
June 17, 1982
June 14, 1985

(editorial changes 6/87)
(editorial changes 8/88)
(editorial changes- attachment 4/89)
June 18, 1992
(editorial changes 6/96)
(editorial changes 11/97)
(editorial changes with reaffirmation 1/98)
November 19, 1998 (reaffirmation)
(editorial changes 3/01)
June 1, 2005
June 7, 2008 (reaffirmation)
(editorial changes 1/14)