

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. Districts.

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 officers and their terms of office.

Where appropriate, the guide shall include procedures for filling a vacancy in the office of vice president in the even the position becomes vacant during an incumbent's term 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.

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 significant changes take place.
2. 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

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