



P-12.11
7/12

SOCIETY POLICY

FISCAL POLICY RELATING TO MEETINGS AND EXHIBITS

I. PREFACE

- A. Article C2.1 of the Constitution states in part: "The purposes of this Society are to: Promote the art, science and practice of mechanical and multidisciplinary engineering and allied sciences ... Promote the exchange of information among engineers and others ..."
- B. Article C4.1.1 states in part: "The affairs of the Society shall be managed by a Board of Governors chosen from its membership which shall have full control of the activities of the Society, subject to the limitations of the Constitution and By-Laws, Society Policies, and the laws of the State of New York."
- C. Article C4.1.11 states: "The deposit, investment, and disbursement of all funds shall be subject to the direction of the Board of Governors."
- D. By-Law B2.1 states in part: "To promote the art, science and practice of mechanical and multidisciplinary engineering and allied sciences..... Hold meetings for the presentation and discussion of original papers and participate in international engineering congresses."
- E. By-Law B5.6.1.1 states in part: "The Knowledge and Community Sector, under the direction of the Board of Governors, is responsible for the activities of the Society relating to engineering communities."
- F. Society Policy P-12.1, The Business Practices of Conferences and Events, states in part:

Expositions, in conjunction with a meeting of the Society, can provide an added service to the membership and broaden the sphere of the Society's usefulness to the profession and industry. There are three types of expositions in which the Society may be interested.

- 1. Expositions directly related to the technical program being presented at a meeting or conference.

2. Expositions conducted by units of the Society as direct adjunct to a meeting or conference.
 3. Expositions owned/managed by a commercial firm.
- G. Any perceived discrepancy between the statement of policy herein and the Society Policy P-2.9, Fiscal Framework, shall be resolved with P-2.9 prevailing.

II. PURPOSE

- A. To define the fiscal policy of ASME for technical conferences; the International Mechanical Engineering Congress and Exposition, and ASME exhibits.
- B. To explain the procedure to be followed to adhere to the fiscal policy.

III. POLICY

- A. ASME technical conferences should be self-supporting.
- B. When the Society is the sole sponsor of an exhibit the objective is, as a minimum, self-support.
- C. The Knowledge and Community Board may permit an exception to self-support for a technical conference or ASME exhibit for the first three years.
- D. The Board of Governors shall delegate the development of appropriate Conference Operation Guides that will contain procedures consistent with III.A., III.B., III.C. and IV.B

IV. PROCEDURE

- A. Conference registration fees.
 1. The objective of establishing a conference fee is to achieve, as a minimum, an overall break-even status for technical conferences in which ASME assumes any financial responsibility.
 2. Recommended items to be covered when establishing a conference registration fee include the Direct Conference Expenses as listed in Appendix I.

Note: The Appendix is for information and is not a part of this Society Policy.

3. The Knowledge and Community Board on Programs and Activities in conjunction with Events Management is responsible for planning conferences of the Society.

- B. The International Mechanical Engineering Congress and Exhibit, (the Congress) registration fees.
1. The registration fees for the Congress shall be in accordance with the Congress Operation Guide to cover all budgeted expenses relative to the technical sessions.
 2. Expenses relative to other activities at the Congress will be budgeted in accordance with the Congress Operation Guide.
- C. ASME exhibits fees and charges.

At an ASME-sponsored exhibit managed by Headquarters Staff, the booth space charges and other fees shall insure that the income, at least, meets direct expenses.

Responsibility: Knowledge and Community Board

Reassigned to BOG on February 16, 2005 from Council on Member Affairs/Conferences and Events Directorate

Reassigned from CMA/Conferences and Events Directorate 6/12/05

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APPENDIX I

RECOMMENDED BUDGET ITEMS FOR ASME CONFERENCES

Note: Not all items will be needed for every event.

Travel
Promotion
Production: Calls for Papers/Advance-Final Program
Telephone/Teleconferences
Postage
Stationary and Supplies
Signage
Labels
Forms and Tickets
Badges and Holders
Certificates
Reproduction
Office Services
Graphics
On-Site Registration Personnel
Section Allotment
Session Aids
Food and Beverage
Bus Transportation
Security
Exhibit Contractors
Machine Rental
Chair's Fund for Awards/Gifts
Credit Card Collection Fees
Honorariums
Professional Meeting Services and Overhead
3% Contingency