

SOCIETY POLICY

QUALIFICATIONS OF ASME ELECTED OFFICERS AND REQUIREMENTS OF OFFICE

I. PREFACE

Constitution Articles C4.1.2, 4.1.3, and 4.1.5 identify the elected Officers of the Society and the qualifications for office. By-Laws 4.3.2 and 4.3.3 specify the duties of these offices. The elected officers of the Society are the President, and the members-at-large of the Board of Governors. To assure qualified candidates and officers are selected and serve these roles, this policy defines additional qualifications for each elected officer and requirements of office.

II. PURPOSE

- A. To list the general qualifications desired in all elected Officers of ASME;
- B. To list the specific requirements of the various administrative levels of elective offices;
- C. To describe the indoctrination provisions; and
- D. To explain the financial conditions pertaining to the elected Officers of ASME.

III. POLICY

- A. General qualifications of elected Officers
 - 1. As trustees and leaders, elected officers are expected to possess high qualities of character, vision, leadership, responsibility, and broad understanding of the Society in order to justify the trust of the members who select them for Society office.
 - 2. Since elected officers must appear before many groups, they should possess the ability to speak effectively before an audience.
 - 3. Elected officers in ASME should be members of experience, high standing, and active participation in the work of the Society.
 - 4. All elected officers of the Society should refrain from serving on units of the Society when that service could compromise the impartial fulfillment of their officer duties or impose an undue influence on the decisions of the unit.
- B. Requirements of office specific to the President

1. The President stands before the public and the members as the recognized leader of the Society. The President is a member of the Board of Governors as President elect, and for one year as President and for one year as immediate past President. As president he or she presides over the Business Meetings of the Society and presides over meetings of the Board of Governors. The Presidential Team Manual, further describes in detail the responsibilities and duties of the President, the President elect, and the immediate past President.
 2. As the highest elected Officer, the President is called upon to address members of the Society at various gatherings and is expected to represent the Society in speaking before other organizations. The President has the opportunity to contribute a President's Page in MECHANICAL ENGINEERING, ASME News, and the Annual Report. From time to time, as the occasion warrants, the President may find it necessary or desirable to communicate to the entire membership by letter or other means.
- C. Requirements of office specific to the members-at-large of the Board of Governors.
1. The Board of Governors is the top policy-making body of the Society and, in the end, is responsible and accountable for the success or failure of ASME. The voting members of the Board are the President, the immediate past President, the President elect, and nine members-at-large serving staggered three-year terms. The Board has been kept small by design and there is no room on it for even one ineffective, marginal, or incompetent person. A governor needs not only to be reasonably well acquainted with most of the activities of this very large organization that is ASME, but he or she should also be aware of what has happened in the recent past, so mistakes made ten years ago are not repeated. A governor should know ASME well enough to assess what is likely to succeed and what is almost sure to fail. The responsibilities of the member-at-large governors are further defined in the Board of Governors Operation Guide.
 2. A member of the Board of Governors is elected to serve the Society as a whole. A governor does not represent any group, and thus has no constituency. Therefore, a proposed nominee should be avoided who gives evidence of wanting to become a member of the Board as a representative of some particular unit in the work of the Society.

IV. PROCEDURE

A. Leadership Development and Indoctrination

1. The newly nominated Officers should have already attained and demonstrated a significant level of leadership development, and be capable of operating at an officer level prior to their selection as officer nominees. Following their nomination, officer nominees should begin a period of additional training and indoctrination for their leadership position which continues until they assume their official responsibilities at the Business Meeting which follows their election. Leadership training and indoctrination

should consist of participating in the leadership programs offered by the Volunteer Orientation and Leadership Training Academy which are relevant to the nominee's position. Additionally, at a minimum, the nominee should attend unit meetings with and learn from the person whose term they are succeeding. Additional formal indoctrination meetings may be arranged so that the Officers-elect may become acquainted with the organization, policies, operational procedures, and fiscal statement of the Society.

B. Financial considerations.

1. Elected Officers of the Society serve without financial compensation. However, provision is made in Society Policy P-4.5, Travel Expense Contribution, for reimbursement of a part of the expense associated with travel, under specific circumstances.
2. Each elected Officer should have sufficient resources (both time and material) to handle routine Society business promptly. Some reasonable financial contribution by either the elected officer or his or her employer for expenses related to routine Society business is a normal expectation.

Responsibility: Nominating Committee

Adopted: October 15, 1956

Revised:

November 29, 1959

September 16, 1960

December 13, 1963

November 27-28, 1966

June 18, 1975

June 17, 1982

January 19, 1984

(editorial changes 3/85)

(editorial changes 6/87)

(editorial changes 11/88)

(editorial changes 9/89)

(editorial changes 2/93)

(editorial changes 8/95)

(editorial changes 9/95)

(editorial change 6/97)

June 9, 1999

November 10, 2000

(editorial change 3/01)

June 1, 2005

(editorial changes 7/12)

(editorial changes 3/18)