

## MODULE C - LEGAL

### SUBMODULES

*C1. Conflict Of Interest/Code Of Ethics*

*C2. Antitrust*

*C3. Torts*

*C4. Intellectual Property*

 *C5. Speaking For The Society*



## REVISIONS

DATE	SLIDE	CHANGE
7/7/08	7 9 & 10	All Notes deleted. First bullet – new item added. Quizzes deleted, last page renumbered.

## *C5. Speaking for the Society*



## OBJECTIVES

### This submodule will

- Explain ASME policies regarding speaking or sending correspondence on behalf of the Society

## EXTERNAL COMMUNICATIONS

- **Definition**
  - Communications with individuals or organizations outside of ASME
- **External communication responsibilities**
  - ASME staff: most external communications
    - Standards users (e.g. inquirers)
    - Other standards-writing bodies
    - Regulatory bodies
  - Volunteers: as necessary or desirable

## SPEAKING FOR THE SOCIETY

- **C&S Senior Vice President (Codes and Standards Board of Directors Chair)**
  - May speak on any C&S matter
- **C&S Vice Presidents (Board Chairs)**
  - May speak on C&S matters within their area of responsibility
- **Codes and Standards Committee Members**
  - May present approved ASME statements or positions when specifically authorized
  - Clarification of status required

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## SPEAKING FOR THE SOCIETY

- **NOTIFICATION**

Keep the ASME President apprised of statements made on behalf of the Society.



## USING LETTERHEAD

- **ASME letterhead**
  - For technical responses to regulatory proposals, position statements, administrative and personnel matters
  - C&S Board of Directors Chair & Vice Chair, C&S Board Chairs
  - ASME Staff may use letterhead.
- **Committee correspondence letterhead**
  - For all other C&S correspondence
  - Sender acting as participant in an ASME board, board of directors or committee
- **Employer's letterhead**
  - When acting as an employee (e.g., inquiry)



## BUSINESS CARDS

- **ASME business cards are provided to**
  - Staff
  - Individuals under contract with ASME, via agreed terms and conditions
- **ASME business cards *may* be provided to**
  - Senior Vice President and elected C&S vice presidents
  - Use limited to events where participation is requested by staff

## REFERENCES

- **Codes and Standards Policy**
  - CSP-18 Speaking for the Society\*
- **Society Policies**
  - P-15.1 Public Affairs & Public Statements

\*Available on C&S Web site at

<http://cstools.asme.org/csconnect/CommitteePages.cfm?Committee=A01000000&Action=7609>