

## **SOCIETY POLICY**

### **SERVICE ON ASME UNITS BY MEMBERS OF THE STAFF**

#### **I. PREFACE**

By-Law B5.1.5 states: "The primary role of staff assigned to boards and committees is to implement actions that are required to meet the objectives of the board or committee on a continuing basis. Working under broad lines of policy established by the Board or Committee, the staff will initiate programs, actively engage in the work, and make operating decisions necessary to carry forward the programs in a dynamic and efficient manner."

- A. ASME volunteers establish policy.

The advice of staff is essential in setting of policy.

- B. ASME staff implements policy.

Volunteers assist in implementation of policy.

- C. Below the level of the Board of Governors, decisions and often procedures are made by the Sectors, Boards, and Committee.
- D. For this Society Policy the term "By-Law Unit" refers to a Sector, Board or Committee for which the function and composition is given in detail in the By-Laws of the Society.

#### **II. PURPOSE**

- A. To provide the method of action relating to the service of staff on units of the Society.
- B. To provide for communication among the units of ASME as a responsibility of staff members to units.

#### **III. POLICY**

- A. The volunteers and staff form a team in the joint effort for ASME.
  - 1. It is important and necessary that appropriate staff persons be members of By-Law units of the Society. These staff persons must participate freely in the discussion and deliberations that precede a decision. Staff voting is defined in the ASME By-Laws pertaining to the unit or the unit's Operation Guide.
  - 2. Some units other than By-Law units will have a staff person as advisor to the unit or as a member of the unit, at the discretion of the appointing body or individual. These staff persons should understand they are part of the ASME team and this should be reflected in their participation in the work of the unit.

3. The situation for task forces is that of III.A.2.
- B. The functions of the volunteers and staff are different.
1. At the higher levels of the ASME organization, staff members of the By-Law units do not vote.
  2. For units other than By-Law units voting by staff members is decided by the unit.
- C. It is extremely important that the staff members of ASME units keep the volunteer members of the units informed about relevant interests, procedures, and plans of other units of ASME of which the staff members have knowledge.
1. The staff member is frequently the best informed source for liaison with other units of the Society.
  2. The staff member should inform the unit of the potential effect of its proposals on the other units of the Society.

#### **IV. PROCEDURE**

Staff members of units have the responsibility of advising the staff members of other units of proposals which have a potential effect upon other units.

Responsibility: Committee on Organization and Rules

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