

SOCIETY POLICY

FORMATION OF VICE PRESIDENT POSITIONS

I. PREFACE

- A. Article C5.1.1 of the Constitution states, "The Society membership may be divided into smaller units for administrative and technical activities."
- B. Article C4.1.2 of the Constitution lists Society officers including vice presidents.
- C. Article C4.1.5 states that a vice president shall be a corporate member of the Society who has reached at least the grade of Member. Qualifications of vice presidents and requirements of the office of vice presidents are further outlined in Society Policy P-4.3, Qualifications of ASME Elected Officers and Requirements of Office.
- D. Society By-Law B5.1.2 states, "Subject to the approval of the Board of Governors, each sector shall have the power to establish its boards and committees."
- E. Society By-Law B5.1.3 states, "Each board or committee, as described in the By-Laws, shall perform the duties prescribed therein, and those assigned to it by the sector to which it reports."

II. PURPOSE

To provide guidelines, criteria and procedures for the formation of vice president positions.

III. POLICY

- A. Following the implementation of Continuity and Change effective July 1, 2005 the formation/creation of any vice president position must be preceded by a trial period of the unit for a period of at least three years.
 - 1. Any period of prior existence of a unit shall be considered against this requirement.
 - 2. In the event ASME undergoes a restructure and a vice president is moved into a different sector and/or has a name change, the three year trial period is not applicable.
- B. There are only a limited number of activities and programs that require a vice president to lead them. Not all worthwhile programs or activities need a vice president.
- C. In those rare circumstances where this need or potential benefit can be demonstrated, the Board of Governors may act, based on a recommendation from a sector, through the Committee on Organization and Rules, to create an additional position of vice president.

- D. When the Board of Governors votes to establish a position of a new vice president, the position is considered to be vacant until filled by election by the membership, or until the Board of Governors acts to name an individual as the vice president. The Committee on Organization and Rules and the Nominating Committee may assist in the identification of individuals to serve as a vice president.

IV. PROCEDURE

- A. Initial unit formation and development shall require a proposal to the Board of Governors. Criteria to establish a new vice president position are:
 - 1. The new vice president shall head an already existing board
 - 2. The existing board shall have operated for at least three years.
- B. Subsequent to the completion of the three-year trial period, the Board of Governors may request the development of a vice president position or a sector may propose such to the Board of Governors.
- C. The proposal shall be reviewed by Committee on Organization and Rules. The proposal shall:
 - 1. State the proposed new vice president position's responsibility and activity.
 - 2. Outline the constituency of the proposed new vice president position, as well as the rationale, scope, projected programs and plans.
 - 3. Justify the need and expected benefits of the proposed new vice president position.
 - 4. Present the vision and mission statements for the board which are consistent with the ASME Vision and Mission and the Balanced Scorecard.
 - 5. Present the goals and objectives for the first term of the proposed new vice president position.
 - 6. Present a three-year budget and budget impacts for the board and the proposed new vice president position.
 - 7. Project the impact of the proposed new vice president position on staff requirements, including staff personnel, staff services, and costs.
 - 8. Project the impact of the proposed new vice president position on the Nominating Committee, including the extent of increase in size of the Nominating Committee, and the expense of additional Nominating Committee representatives and alternates.

9. Present the Operation Guide for the board to be headed by the proposed new vice president position

D. Upon completion of the review by the Committee on Organization and Rules, the proposal, with the Committee's recommendations, will be presented to the Board of Governors for action.

V. DISCHARGE

A. As required by Society Policy P-4.9, Unit Evaluation Review, units of the Society shall review on a biennial basis, the charge, organization, activities, and continued need for that unit to function. The sectors shall evaluate each vice president position. This responsibility should be included the Operation Guide of the sector.

B. The Board of Governors may dissolve a position of vice president through a By-Law change which removes the particular vice president position.

Responsibility: Committee on Organization and Rules

Adopted: September 11, 1994

Revised: (editorial changes 9/95)
(editorial changes 3/01)
June 1, 2005
(reaffirmed 6/7/08)
(editorial changes 8/13)