

## **SOCIETY POLICY**

### **FORMATION AND OPERATION OF SECTIONS, SUBSECTIONS AND GROUPS**

#### **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 C5.1.2 of the Constitution states, "The provisions of the Constitution and By-Laws and Society Policies established by the Board of Governors of the Society shall govern the procedure of all units of the Society but no action or obligation of such units shall be considered an action or obligation of the Society as a whole."
- C. By-Law B5.1.1 states, "Subject to the approval of the Board of Governors, each Sector shall have the power to establish its boards and committees."
- D. By-Law B5.6.2.3 states in part, "The Board on Global Communities shall guide the geographic activities of the Knowledge and Community Sector."

#### **II. PURPOSE**

- A. To provide for the formation of sections, subsections and groups.
- B. To state the policy governing the operation of sections, subsections and groups.

#### **III. POLICY**

- A. Sections, Subsections, and Groups
  - 1. Formation of Sections, Subsections, and Groups
    - a. Sections
      - 1) A section is normally formed as a result of the growth in members and activities of a subsection.
      - 2) A section may also be formed by petition of a body of members successfully completing a petition process.
    - b. Subsections
      - 1) A subsection is normally formed as a result of the growth in members and activities of a group.

- 2) A subsection may also be formed by petition of a body of members successfully completing a petition process.
- 3) A subsection is normally formed with the anticipation that through additional growth, section status will be sought within five years after formation of the subsection.

c. Groups

- 1) A group is formed by petition of a body of members successfully completing a petition process.
- 2) A group is normally formed with the anticipation that through additional growth, section or subsection status will be sought within five years after formation of the group.

B. Operation of a Section, Subsection, or Group

1. Expenditures

The rules and policies are given in the Sections Operation Manual for the control of section expenditures, and shall apply for subsection and group expenditures.

a. Sections

- 1) Any expenditure chargeable to the General Fund of the Society for the purpose of any section must be provided for in the annual budget approved by the Board of Governors. No liability otherwise incurred shall be binding upon the Society.
- 2) The normal annual formula Society support of a section shall be in accordance with the current formula appropriation from the General Fund as stated in Policy P-2.8.

b. Subsections and Groups

- 1) A subsection or group shall report its expenditures to the section on the proper Financial Report Form and the section will either forward the subsection report with the section report as required or incorporate the subsection report in the section report.

- 2) In the event that no parent section exists, the Knowledge and Community Board on Global Communities shall be the governing body.

## 2. Authorization of Funds

### a. Sections

The normal annual formula Society support of a section shall be in accordance with the current formula appropriation from the General Fund as stated in Policy P-2.8.

### b. Subsections and Groups

- 1) The sum specified in Society Policy P-2.8 and paid from the General Fund of the Society to the section for an authorized subsection or group shall be made available to the subsection or group with such additional funds (from section funds) as, in the judgment of the section executive committee, are necessary to permit the subsection or group treasurer to pay operating expenses, authorized by the proper subsection authority.
- 2) In the event that no parent section exists, the Knowledge and Community Board on Global Communities shall be the governing body. For units where the parent is the Knowledge and Community Global Board on Communities, the unit allocation per member normally provided to the section shall be provided to the unit, in addition to the subsection or group lump sum allocation.

## 3. Section Meetings

Each Section, Subsection and Group is advised and encouraged to host recognition events, and other similar ASME events, within non-restricted facilities which permit and promote inclusion of all ASME members, and potential new members, regardless of citizenship status.

## 4. Joint Activities: Sections

- a. A section may arrange to hold joint meetings with other engineering organizations.
- b. A section may also form jointly with other engineering organizations local multi-society engineering organizations, but the plan of such affiliation or organization, and the obligations assumed by the

section and the Society thereby, shall first be approved by the Knowledge and Community Board on recommendation of the Vice President Global Communities. However, if the plan of such affiliation or organization contemplates that the Society, either alone or in conjunction with one or more other engineering organizations, will participate in or lend its name to any legislative, regulatory or political activity, and/or that a separate organization will be formed having its own by-laws or other governing documents and/or letterhead and in which the Society may participate or with which the Society's name may otherwise be linked, the vice president of Global Communities will forward the request for such affiliation or organization to the Assistant Treasurer for legal review. The request for affiliation or organization, modified to reflect the resolution of legal issues, if any, will be forwarded by the Assistant Treasurer to the Knowledge and Community Board, with a copy to the Global Communities Vice President. Any expenditures incurred in such an affiliation must be paid by the section from its own funds.

- c. A subsection, or group may participate in joint activities with other engineering organizations in the communities of the subsections or groups only on approval of the Section Executive Committee and in accord with the provisions of the Society By-Laws.
  - d. For convenient cooperation with technical divisions, each district or section may appoint an individual or a committee to correspond with any technical division for the presentation of papers, holding of meetings, etc., within the particular district or section, and for communicating information that might prove of interest to the technical divisions.
  - e. Subject to the approval of the Conferences and Events Directorate of the Knowledge and Community Board any section participating in the conduct of a Society meeting or conference shall appoint the necessary special local committees which shall function in accordance with policies and procedures prescribed by the Board.
5. ASME Manual ML-10, Section, Subsection and Group Operations contain the guidelines for operation.

## 6. By-Laws

### a. Sections

- 1) A section shall have by-laws adopted, and amended by vote of the section members and approved by the section executive committee. A copy of the by-laws will be filed with the Global Communities Vice President and the appropriate staff. The section secretary shall review them to assure basic agreement with the Constitution & By-Laws of the Society. The section by-laws will provide for the nomination and election of section officers and members of the section executive committee by the members of the section.
- 2) The section by-laws will provide that the chair of the subsection or group is a member of the section executive committee with or without vote at the option of the parent section and that members of the subsection, being also members of the section, will participate in section activities, decisions and election, by letter ballot or otherwise.

### b. Subsections and Groups

- 1) A subsection or group shall have by-laws adopted, and amended by vote of the section members and approved by the parent section executive committee. A copy of the by-laws will be filed with the Global Communities Vice President, the appropriate staff, and the parent section. The parent section secretary shall review them to assure basic agreement with the Constitution and By-Laws of the Society.
- 2) In the event that no parent section exists, the Knowledge and Communities Board on Global Communities shall be the governing body.

## IV. PROCEDURE: FORMATION OF SECTIONS, SUBSECTIONS, AND GROUPS

### A. Sections

#### 1. Formation of a Section

- a. A section may be established when approved by the Global Communities Vice President based upon the recommendation of the local district leader that there is sufficient leadership and interest

to warrant meetings and related activities a section may be established.

- b. The written request from a subsection having more than 300 members must be accompanied by a report showing that a letter ballot of all members in the defined area resulted in a simple majority of the members answering the ballot; and that of those answering, a simple majority favored the action.
- c. An alternate to such an election would be notification to all subsection members of the proposed action, mailed at least 60 days prior to the petition date, and an endorsing letter approving the section formation from the parent section executive committee

B. Formation of a Subsection or Group

1. A subsection may be established when approved by the Global Communities Vice President based upon the recommendation of the local district leader that there is sufficient leadership and interest to warrant meetings and related activities, and upon the approval of the Knowledge and Community Board a subsection or group may be established.
2. A formal request must be submitted showing local jurisdictions to be included, the headquarters city and the approval of the leaders of the proposed subsection and the Officers of the parent section. In the event that no parent section exists, the Knowledge and Community Board on Global Communities shall be the governing body.
3. The formal request shall be upon presentation of a petition to the section by paid-up members within the defined area. The minimum number of petition signers shall be 50 for a subsection and 25 for a group.
4. The defined area must include a concentration of ASME members located at a distance from the normal center of section activities with sufficient leadership and interest to warrant meetings and related activities.
5. Such establishment shall include contiguous areas more remote to the normal center of section activities.
6. Departures from established local jurisdictions may be made only on recommendation of a district leader and with the approval of the Knowledge and Community Board.
7. The subsection or group shall provide regular periodic reports to the Global Communities Vice President to record the active status of the subsection or group. If the Global Communities Vice President determines the

subsection or group to be deficient in its activity, a recommendation shall be made to the Knowledge and Community Board for the dissolution of the subsection or group.

8. The change in status from subsection to section or from group to subsection becomes effective on July 1, following the date of approval by the Knowledge and Community Board of on Global Communities to simplify the allotment of funds based on transfer of members.

Responsibility: Knowledge and Community Board  
Reassigned from Council on Member Affairs 6/1/05

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