

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS

SOLID WASTE PROCESSING DIVISION

MANUAL OF PRACTICE

Revised December 1991

**Approved by Environment and Transportation
Technical Group Operating Board
March 6, 1992**

SOLID WASTE PROCESSING DIVISION

MANUAL OF PRACTICE

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INTRODUCTION

OBJECTIVES

As defined in the By-Laws, the objectives of the ASME Solid Waste Processing Division are to:

- 📄 Collect, correlate, and disseminate accurate information developed by the engineering profession, industry, and government through publications, seminars, inspections, and conferences.
- 📄 Encourage and foster research and development which will result in improved design, construction, and operation of solid waste processing facilities.
- 📄 Cooperate with other established groups in the development of standards.
- 📄 Establish and maintain liaison with governmental groups and foster cooperation in matters of mutual concern.
- 📄 Promote proper management practices for the ultimate disposal of solid waste materials, including thermal conversion, resource recovery, recycle, and landfill, for the general benefit of society.

ACTIVITIES

The By-Laws further state that specific areas wherein the Division shall concentrate its efforts are to include:

1. Compiling and correlating technical and other information of interest to the industry.
2. Encouraging and fostering research and development and the publication of significant data which will result in improvements in the design, construction, and operation of facilities in this specialized field.

3. Disseminating through manuals, technical papers, and other means, operational experiences and experiences in design and construction of solid waste processing facilities and their important components.
4. Organizing inspections of facilities, technical meetings, seminars and conferences, and publishing the transactions thereof.
5. Cooperating with other Divisions in the Society and other professional groups, societies, and committees with respect to standardization, research, preparation of technical papers, and meetings so as to avoid duplication of effort.
6. Establishing and maintaining liaison with governmental groups with a view towards cooperating with them in all matters of concern to this field of endeavor.
7. Directing attention to outstanding engineering achievement in solid wastes processing for disposal, recovery and reuse, and recommending suitable recognition for such achievement.
8. Assuring that the activities of this Division will be directed by members of the Society who have attained prominence and prestige in the field, and have shown, by activity in the Division, the necessary ability and willingness to discharge such responsibilities.

ORGANIZATION

The Division is managed by a five-member Executive Committee, consisting of the Chairman, Vice Chairman and Regional Chapter Coordinator, Secretary, Technical Program Coordinator, and Standing Committee Coordinating Member. Executive Committee members begin as the “Standing Committee Coordinator” and progress through each position, becoming Chairman the fifth year.

Each year the Executive Committee submits a nominee for the incoming member to the Vice President of the Environment and Transportation Technical Group Operating Board for approval.

Any vacancies that may occur are filled by the same procedure.

CHAIRMAN

DUTIES

The Chairman is the spokesman and official representative of the Solid Waste Processing Division (SWPD) to the Society, other Divisions, or the public.

The SWPD Chairman and Vice Chairman also serve as the Division's representatives to the ASME Environment and Transportation Technical Group Operating Board. The Division is thus represented on all matters coming before the Group Operating Board and the Chairman/Vice Chairman reports back to the SWPD.

The Division Chairman serves as Chairman of the Executive Committee and presides over all Executive Committee and Administrative Committee meetings. He may appoint members to be responsible for other duties, such as Treasurer, Meetings Coordinator, or any other activity of the SWPD Division.

The Executive Committee, upon the advice of the nominating committees of the various technical and standing committees received not later than January 1 of each year, shall appoint the officers of these committees. The Division Chairman shall appoint members to fill any vacancy in these committees, subject to the approval of the Executive Committee.

All Division expenditures made throughout the year must have the written approval of the Chairman.

Specific responsibilities to be handled by the Chairman throughout the administrative year are described below.

ORGANIZATIONAL MEETING

At the beginning of the ASME administrative year (no later than July 1st), the Chairman is to call a meeting in July of the Executive Committee and other appropriate members who will be expected to participate in the administrative activities of the SWPD throughout the year. This includes members of the Administrative Committee, Committee Chairmen, Chapter Chairmen, and ASME Staff.

There are several functions to be fulfilled at the organizational meeting. The meeting is to provide an introduction of all people to be involved in the

SWPD and serve as a means of acquainting all officers with each other and the respective duties and requirements of their individual positions. The second function of the organizational meeting is to designate administrative positions and compile the names of persons to fill the SWPD Roster positions throughout the year. Additions or deletions to this compilation are to be agreed upon by the Executive Committee at this Organizational Meeting.

The meeting schedule shall be finalized for the following year. The schedule shall be mailed by mid-August to all Division members.

Upon conclusion of the meeting, the Chairman will have a clear, concise description of the administrative positions, with names of each individual to occupy the position throughout the coming year, all of which has received Executive Committee approval. In addition, the program and schedule for the year should be finalized at the Organizational Meeting.

DIVISION MEETING NOTICES

It is the Technical Program Coordinator's responsibility to oversee the preparation of meeting notices mailed to each divisional participant prior to each meeting throughout the year. Six weeks before each meeting, a proposed Preliminary Notice for the meeting is to be forwarded by that meeting's Program Chairman to the Division Technical Program Coordinator. The content of the meeting program is to be reviewed and approved by the Division Chairman for each meeting. The Assistant Secretary proceeds with the printing and mailing requirements.

THEMES FOR DIVISION MEETINGS

Along with development of a meeting schedule for the year, the Technical Program Coordinator should provide basic input to the Chapter Meeting Program Chairman regarding selection of a theme for each meeting to be scheduled throughout the year. The theme should delineate an area of interest to SWPD members. The content of each presentation to be made at the meeting should be compatible with the theme.

Following the theme selections, and approval by the Chairman, inclusion of the themes in the program schedule for the year is confirmed and that program schedule is to be in each individual meeting notice to all members and participants.

DIVISION MEETING SCHEDULE

A draft of the proposed SWPD meeting schedule for the upcoming year, as developed by the Technical Program Coordinator, is submitted to the Chairman by July 1st. The Chairman should review the draft and have it available at the organizational meeting for Executive Committee review. The approved meeting schedule is then returned to the Program Chairman at the conclusion of the organizational meeting, no later than August 1st.

EXECUTIVE COMMITTEE MEETING DATES

The dates and times of all Executive Committee and Administrative Committee meetings to be held throughout the year are designated by the Chairman. The meetings are normally held in conjunction with the technical programs. Prior to each meeting, it is the Chairman's responsibility to prepare a written agenda outlining the order of business to be placed before each Committee. Prior to each Executive Committee meeting, the Chairman should confirm that minutes of the previous meeting are available from the Secretary for review by the Committee at the upcoming meeting. Each year an organizational meeting is to be held in July.

The Chairman and Secretary will inform Executive Committee members, and others whose presence may be necessary, of the Executive Committee meeting dates no later than thirty days prior to the meeting.

DEVELOPMENT OF THE SOLID WASTE PROCESSING DIVISION ROSTER

The Membership Development Chairman is responsible for preparation and distribution of the SWPD Annual Division Roster, developed as a result of the organizational meeting. The Roster is to contain ASME titles for each administrative office to be occupied in the upcoming year, as well as the name and contact information for the individual who has been approved by the Executive Committee to fill each position.

The names and addresses of division members and participants are prepared by the Membership Development Chairman. The Chairman, in conjunction with the Secretary and Assistant Secretary, oversees the issuance of this Roster, in a finalized form, to the SWPD Liaison (ASME, New York City) by August 1st. The officers appear on SWPD letterhead and in division documents throughout the year.

THE INCOMING CHAIRMAN'S MESSAGE

At the beginning of the term, it is expected that the Chairman will prepare an "Incoming Chairman's Message" for the SWPD Newsletter. The typewritten article is to be submitted to the Newsletter Chairman by September 15th, or sooner, at the request of the Newsletter Editor.

DEVELOPMENT OF THE SOLID WASTE PROCESSING DIVISION NEWSLETTER

The Chairman will oversee the final preparation of a Division Newsletter. In conjunction with the Newsletter Editor, a final draft is submitted to ASME Headquarters four weeks prior to the mailing date set by the Chairman, and agreed upon in July of each year.

ENVIRONMENT AND TRANSPORTATION GROUP MEETINGS

The SWPD Chairman is expected to attend board meetings of the parent ASME group, the Environment and Transportation Technical Group. The Chairman is to prepare a written report for presentation at the Environment Technical Group Board Meeting. The report is to provide information on the status of Division activities, including membership, attendance, new activities, and future plans, as well as a concise statement of SWPD goals and objectives for the administrative year.

The Chairman will have the opportunity to participate in both the Summer and Winter Annual Meetings. Attendance at the Environment and Transportation Technical Group Board Meetings is required. Attendance at other ASME meetings will prove beneficial to the Chairman and/or his representative to be involved in either or both, due to many of the internal operating methods and ASME procedures functioning at the meetings. A better understanding of the ASME systems can also be achieved.

The Technology Executives' Conference (TEC) is an annual ASME event, with the SWPD Chairman and/or his representative having the opportunity to

participate. The incoming Chairman is strongly urged to plan to attend, as are other SWPD officers, as many techniques which are useful to develop leadership programs can be learned.

DISBURSEMENT OF SWPD FUNDS

The Chairman authorizes expenditure of SWPD funds and approves fund transfers to or from Division accounts (Operations, Entrepreneurial, Conference) based on the annual Division and Conference Budgets. An "Authorization for Expenditure" form is generated by the Treasurer and forwarded for the Chairman's signature approval. Following such approval, the form is forwarded for the second approval, normally the Vice-Chairman or Secretary, who provides written approval for the expense and returns the form to the Treasurer. All non-budgeted items require approval of the Executive Committee. All withdrawals from the Custodian Fund must be countersigned by the Division Chairman and one other member of the Executive Committee, jointly. All other Expenditures authorized by the Executive Committee must be approved by the appropriate Division officer or Committee Chairman and sent to Division Chairman for transmission to Division Treasurer for payment.

ANNUAL REPORT

At the close of the year for the Division, the Chairman prepares an Annual Report, to be complete prior to the ASME Summer Annual Meeting, for submission to the Environment and Transportation Technical Group Operating Board. The contents of this report should include a description of the highlights of the year, details concerned with accomplishments, status of Division projects, and recommendations for future action with the Division.

CHAIRMAN SCHEDULE AND DEADLINES

June - Prior to Summer Annual Meeting prepare an annual report of Division Activities for submission to Environment and Transportation Board at Summer Annual Meeting.

July - First Executive and Administrative Committee Meeting

July - Finalize Division Letterhead

July - Prepare first four pages of Division Roster, submit to Membership Development Chairman, and mail to Executive and Administrative Committee Members.

Two weeks prior to each Division Meeting at which an Executive and Administrative Committee Meeting is to be held - prepare meeting agenda and submit to all Executive and Administrative Committee members and other key personnel.

VICE CHAIRMAN

DUTIES

The Vice Chairman should attend all Solid Waste Processing Division Executive Committee and Administrative Committee meetings throughout the year. He is responsible for presiding over meetings in the absence of the Chairman. He shall coordinate the activities of the Regional Chapters.

MEETING ATTENDANCE

The Vice Chairman serves, along with the Chairman, as the Division's representative to the ASME Environment and Transportation Technical Group Operating Board, reporting back to the SWPD on all matters coming before the Board.

In addition to the specific duties of the Vice Chairman, he generally serves on, or is the Chairman of, a number of ad hoc committees that may be developed throughout the administrative year.

Prior to July 1st, the Vice Chairman should provide to the Chairman the names of members who may be interested in participating in the administration of the SWPD during the year. Assisting the Chairman with the set-up of the organizational meeting is another duty of the Vice Chairman. Finalization of the Division meeting schedule is to be submitted and approved by the Executive Committee prior to August 1st.

DEVELOPMENT OF THE SOLID WASTE PROCESSING DIVISION ROSTER

Following the organizational meeting, the Vice Chairman will help compile the listing of those appointed and approved to fill administrative positions. The Membership Development Committee Chairman will be involved in development of the Division Officer Roster for dissemination prior to the Division meeting announcement in September.

THE DIVISION NEWSLETTER

Items of interest for the SWPD Newsletter are gathered with the assistance of the Vice Chairman and submitted for the approval of the Chairman. Information is to be forwarded to Newsletter Editor.

DISBURSEMENT OF DIVISION FUNDS

The Vice Chairman participates in the disbursement of SWPD funds, as he is normally responsible when a second signature is required. The Vice Chairman is to forward such written approval to the Treasurer.

ANNUAL REPORT

As requested by the Chairman, the Vice Chairman may provide assistance with preparation of the Annual Report.

SECRETARY

The Division Secretary keeps accurate records of the Division, conducts its correspondence, and any other similar duties the Chairman assigns to him. He is a member of the Executive Committee. He is the recording secretary of the Executive and Administrative Committees and custodian of the Division By-Laws and Manual of Practice. He may appoint assistants subject to Executive Committee approval.

The Manual of Practice is to be kept current by the Secretary, who is also the custodian of the By-Laws.

Minutes should be mailed out within two weeks after a meeting, so that actions to be taken can be noted. Minutes of each meeting are to be approved at the following meeting. If the Secretary cannot attend a meeting, he should arrange for the Minutes to be taken by another member.

From time to time the Secretary may be called upon to handle correspondence for the Division. This will include response to requests from ASME Headquarters, which should be coordinated with the Chairman.

TECHNICAL PROGRAM COORDINATOR

DUTIES

The primary duty of each Technical Program Chairman is to organize and execute meeting arrangements. The Technical Program Chairman is to work in conjunction with the Technical Program Coordinator of the Executive Committee to develop the details of all meetings scheduled.

MEETING SCHEDULES

A master meeting schedule for the upcoming year shall be prepared and presented to the Chairman by July 1st prior to the organizational meeting to be held at the beginning of the Divisional year. The pattern developed in recent years includes one meeting sponsored by each regional chapter, with the remaining meeting(s) planned by the Technical Program Coordinator. Coordination of all meetings is the responsibility of the Technical Program Coordinator.

MEETING THEMES

The Technical Program Coordinator is expected to provide input for the development of a theme for each of the meetings to be held during the year. The themes are to be presented for approval by July 1st and finalized at the organizational meeting held in July of each year. Technical programs for each meeting should relate to the meeting theme.

CALENDAR OF EVENTS

A calendar displaying the master meeting schedule, meeting theme, individual programs, and times for each event scheduled is to be developed at the start of the ASME year (Attachment A). The calendar is forwarded to the Chairman for review by July 1 for presentation to Executive Committee at the organizational meeting. Once approved by the Executive Committee, the Membership Development Chairman is responsible for distribution to the SWPD membership.

MEETING ARRANGEMENTS

Meeting arrangements are handled by the Technical Program Coordinator (or by the chapters with coordination by the Technical Program Coordinator). The following should be developed 60 days prior to the scheduled meeting:

United Engineering Center Meeting

1. Confirm meeting date with ASME; schedule Room 125 to be available (ASME Division Representative)
2. Obtain the required number of technical presentations (Attachment B - sample letter)
3. Obtain speaker for dinner. Confirm room and menu with ASME (ASME Division Representative)
4. Confirm attendance of speakers (Attachment C - sample letter).
Following up with a telephone shortly before the meeting.
5. Review audio-visual needs; plan accordingly with ASME staff
6. Prepare timely mailing of meeting notice; not later than 45 days prior to meeting forward to Division Chairman for approval and forwarding to the SWPD Secretary/Assistant Secretary for mailing (Attachment D)
7. Secure hotel promotion and registration forms, and send to Assistant Secretary for mailing
8. Arrange with local hotel for meeting; request special rate; coordinate reservation cut-off date.
9. Plan to arrive early on the meeting date to check on all necessities: room, speaker(s), audio-visual aids, meals.

Plant Visit Meeting

1. Confirm with the plant to be visited; obtain a contact person on the plant staff who can assist with local arrangements.
2. Ask the contact person for suggestions about:
 - A. Local hotel/motel with adequate sleeping, dining, and meeting room accommodations;
 - B. Group transportation in area;
 - C. Technical presentations;
 - D. Panel members for plant presentation-
 - i. Owner representative
 - ii. Design engineer representative
 - iii. Construction representative
 - iv. Operator representative
 - v. Local regulatory agency representative
 - E. Local dignitary for welcoming speech (mayor/governor)
 - F. Local minister for invocation at luncheon (optional)

3. Preparation of program for each day of tour (e.g.,
Day 1: Technical; Day 2: Tour/Panel Discussion)
4. Make necessary arrangements with hotel/motel representative:
 - A. Number of hotel/motel rooms anticipated (no guarantee)
 - B. Meals required from the hotel/motel; menu and price
5. Request the hotel/motel assist with or recommend ground transportation required for group on tour:
 - A. Rate for each bus;
 - B. Number of buses needed;
 - C. Contingency for additional buses;
 - D. Deposit required to hold buses;
 - E. Check or cash required for payment.
6. Ask the hotel/motel representative to forward confirmation of arrangements:
 - A. Rooms and rates;
 - B. Meeting rooms and rates;
 - C. Menu and meal costs;
 - D. Cocktail policy for Hospitality Room (ASME operate own suite, or must hotel serve?)
7. Prepare projection of the per person costs for the meeting; determine registration fee to be charged for each registrant based on the cost at a breakeven amount.
8. Prepare the Meeting Notice and forward to Division Assistant Secretary for mailing 45 days prior to meeting.
9. Confirm program participants
10. Attend meeting; coordinate program activity.
11. Assist the Division or Chapter Treasurer with collection of registration fees from meeting participants, as needed
12. Assist the Division or Chapter Treasurer with hotel/motel payments; payment for transportation service.

TECHNICAL PROGRAMS

The Technical Program Chairman (or local chapter chairman with coordination from the Technical Program Coordinator) designates and makes arrangements for the number of presenters scheduled for each technical program. Each presentation should be approximately 60 minutes in total length (including time for questions) and should relate to the theme of the meeting. In each event, the speaker(s) may need audio-visual aids (blackboards, projectors, extension cords, easels, etc.) the Technical Program Chairman is responsible for these items being available at the meeting time.

MEETING ATTENDANCE

The Technical Program Chairman should plan to be present during meetings for the following activities:

1. Attend Executive Committee meetings; report status of yearly program activity.
2. Attend Division meetings and manage local arrangements; coordinate technical sessions; serve as moderator or obtain another moderator.
3. Obtain sign-in roster; see to circulation, then publication of attendance sign-up sheets.

RECOGNITION OF MEETING PARTICIPANTS

Subsequent to the Division meeting, a “thank-you” letter should be forwarded to each speaker/participant (Attachment E). It is the responsibility of the Program Chairman to prepare and mail, with a copy forwarded to the Chairman.

Attachment A

Attachment B

Attachment C1

Attachment C2

Attachment D-1

Attachment D-2

Attachment D-3

Attachment D-4

Attachment E

STANDING COMMITTEE COORDINATOR

The incoming Member of the Executive Committee is the Standing Committee Coordinator. He should contact all Standing Committees and check for officers, activities, and on-going positions.

TREASURER

DUTIES

The Treasurer is the chief financial officer of the Division, and is directly responsible to the Executive Committee for all income and disbursement of Division funds.

The Treasurer maintains all Division accounts and books for the following:

1. Division Account
2. Conference Account
3. Custodian Account
4. Division Budget
5. Operating Budget
6. Mailing List Contributions
7. Annual Financial Statement

He is also responsible for keeping accounts and paying of approved bills for the bi-monthly meetings (at the United Engineering Center or out of town); working in conjunction with the Technical Program Coordinator for meetings in the New York City area; serving as general treasurer for the National Conference (is usually a member of the Conference Committee); and the paying and keeping of records on all bills and operating expenses of the Division.

DIVISION ACCOUNT

The Division Account is a checking account that may be placed in a local bank at the discretion of the Chairman and Treasurer. This is to be the Division operating account, with all normal expenses such as mailings, postage, meeting costs, and approved reimbursements paid from this account. Withdrawals from the account require the signature of two members of the Executive Committee: the Chairman, Vice Chairman, and/or Treasurer. It is the Treasurer's responsibility to have new signature cards signed every year and placed on file for ready review.

The checkbook is kept by the Treasurer and statements are mailed directly to him. All monies received from bi-monthly meetings are forwarded to the Treasurer to be deposited to the Division Account. Other sources of income

are the mailing list contributions and withdrawals from the Custodian Account; likewise to be deposited to the Division Account.

The Treasurer is also charged with the responsibility of maintaining a standing balance of approximately five thousand dollars (\$5,000.00) in the Division Account. An application for withdrawals from the Custodian Account is made by the Treasurer to the Executive Committee as funds are necessary for the operating expenses.

CONFERENCE ACCOUNT

The Conference Account is a checking account placed at the same institution as the Division Account. This account is strictly for the receipts and expenditures of the bi-annual National Conference.

A beginning balance of two thousand dollars (\$2,000.00) is maintained for each conference; this can be a holdover from prior conferences or a deposit from the Division Account. If a deposit is made from the Division Account, the money is repaid to this account as the conference income is received from conference activity. All exhibitors' fees are deposited to this account, and all conference-related Division expenses are paid from same.

At the conclusion of conference activity, and by approval of the Executive Committee, all monies in the Conference Account, excluding the \$2,000.00 standing balance, are deposited to the Custodian Account.

No other expenses are paid from this account. It is the responsibility of the Treasurer to manage the account as outlined and to report on its status to the Chairman, Conference Chairman, and the Executive Committee, when requested to do so and at all Executive Committee meetings.

CUSTODIAN FUND ACCOUNT

The Custodian Fund Account is comprised of Division money kept in the general account of ASME. Although kept in the account of the Society, this money is under the control of the Division.

The account earns interest which is credited quarterly, on a pro-rated basis, from investments made by the Society. A statement is issued by the Society to the Division during any month in which there is a change in the amount of the account. The main sources of income for the Custodian Fund

Account are the National Conference income and interest earned from investments.

A “Request for Withdrawal” form, (Attachment C), is sent to the ASME Treasurer for any withdrawal from the Custodian Fund Account. All withdrawals from the account require the signature of the Division Chairman and one other member of the Executive Committee who is approved as a check signer. All monies withdrawn must be approved by the Executive Committee.

No other expenses are paid from this account. It is the responsibility of the Treasurer to manage the account as outlined and to report on its status to the Chairman, Conference Chairman, and the Executive Committee, when requested to do so and at all Executive Committee meetings.

DIVISION BUDGET

A budget is prepared by the Treasurer each year and submitted to the Division Chairman by July 1st. The budget is reviewed by the Chairman and Executive Committee and, following their approval, it is forwarded to the Society. The budget is a general listing of anticipated receipts and expenditures.

OPERATING BUDGET

The Division Operating Budget is an internal worksheet which is to serve as a budget, the Treasurer’s Report, and a working record of receipts and expenditures (Attachment A). It is developed for the Division fiscal year ending July 30th of the year. The form is also used for the bi-monthly Treasurer’s Report (Attachment B).

MAILING LIST CONTRIBUTION, DIVISION PARTICIPATION NOTICE, AND DIVISION PARTICIPANTS LISTINGS

The Treasurer is solely responsible for an ongoing and updated record of all SWPD participants. Ledgers listing all Division participants, as well as the record of responses and contributions, are kept by the Treasurer.

Once a year, a Division Participation/Mailing List Contribution Notice is mailed to all Division participants of record (Attachment B). This form is updated as necessary and sent with a Chairman’s cover letter. Forms are pre-printed with a mailing label received from the Division Membership Chairman. Individual contribution information is filled in by the Treasurer. Printing of the

forms and the cover letter is handled by the Assistant Secretary. Printed forms and pre-addressed envelopes, with return envelopes, are delivered to the Treasurer. Appropriate information is filled in by the Treasurer and the forms are mailed out, returnable to the Treasurer. A record of responses is kept in ledgers, and information forwarded to the Membership Development Chairman for updating of the Mailing List and Roster. This function is to be complete by February 1st of the administrative year.

ANNUAL FINANCIAL STATEMENT

The option under which the Division has chosen to operate requires that an Annual Financial Statement be prepared by a Certified Public Accountant for the Division. This must be submitted no later than October 25th for the fiscal year ending September 30th. The annual financial statement must be submitted to the Division Chairman by September 1st and after review at the September Executive Committee Meeting is submitted to Society Treasurer. As early as possible, books and accounts for the year are delivered to the CPA for preparation of the Financial Statement. When complete, two copies are forwarded to the Division Chairman for review by Executive Committee and then submission to the Society. As the statement is due to the Society no later than October 25th, it should reach the Chairman by September 1st.

INFORMATION RELATED TO THE HANDLING OF EXPENSES

The Society pays for one newsletter per year. The Division has authorized a second newsletter to be paid for by the Division. The Division Roster expenses are paid for by the Division.

Meeting rooms at the United Engineering Center, New York City, are paid for by the Division; however, the Chairman can apply to the Society for “Entrepreneurial Funds” to help defray this cost.

TREASURER SCHEDULE AND DEADLINES

Fiscal Year-end:	September 30
Administrative Year-end:	June 30
January:	Treasurer's Bi-monthly Report
March:	Treasurer's Bi-monthly Report
May:	Treasurer's Bi-monthly Report
June:	<ol style="list-style-type: none">1. New signature cards for Division and Conference accounts2. Authorized name submission to the Executive Committee for Custodian to the ASME Director of Finance3. Submit Division budget to Chairman
July:	<ol style="list-style-type: none">1. Annual Division Financial Report- July 12. Coordination of Participation Notice with Chairman and Assistant Secretary3. Division Operating Budget to Executive Committee - July 14. Annual Financial Statement to Division Chairman - July 4
August:	<ol style="list-style-type: none">1. Participation Notice and Chairman's cover letter to Assistant Secretary for printing
September:	<ol style="list-style-type: none">1. Mail out Participation Notice; returnable by October 15th2. Treasurer's Bi-monthly Report3. Books to CPA for the Annual Financial Statement preparation - September 30

October:

1. Annual Financial Statement due at the Society - October 25
2. Mailing List changes to the Membership Development Chairman

November:

1. Report to the Executive and the Administrative Committees on the Mailing Responses and deleted participants
2. Treasurer's Bi-monthly Report

SWPD CONTACTS

DIVISION ACCOUNT (Operating Account)

Account Title: "The Solid Waste Processing Division of the ASME"
Account Number: 79-223-3
Housed At: National Community Bank of New Jersey
Fair Lawn Center Office
Fair Lawn, NJ 07410
(201) 845-1135

CONFERENCE ACCOUNT

Account Title: "Waste Processing Conference"
Account Number: 85-290-2
Housed At: National Community Bank of New Jersey
Fair Lawn Center Office
Fair Lawn, NJ 07410
(201) 845-1135

CUSTODIAN ACCOUNT

Account Title: "American Society of Mechanical Engineers"
Account Number: G-0121
Housed At: The A.S. M. E. See Directory for
22 Law Drive Assistant Secretary,
P.O. Box 2900 Program Chairman,
& Membership Development
Fairfield, NJ 07007-2900 Chairman
(201) 882-1170
Mr. David B. Colguhoun

A.S.M.E. CONTACT: Mr. Herb Tinning, Group Director
(212) 705-7054

ACCOUNTANT: Mr. Joseph Cappadona, CPA
438 Broad Avenue
Palisades Park, NJ 07650
(201) 944-8815

MEETING ARRANGEMENTS FOR THE UNITED ENGINEERING CENTER:

Meals	-Food Service Plus, Inc. (212) 705-7593
Rooms	-Ms. Karen DiCarlo United Engineering Center 345 East 47th Street New York, NY 10017 (212) 705-7833
Hotel	DORAL INN 49th Street & Lexington Avenue New York, NY 10022 (212) 755-1200

Budget

Treasurers Report

Society Policy

Request for Withdrawal

ASSISTANT SECRETARY

DUTIES

The Assistant Secretary serves in conjunction with the Division Secretary for coverage of the following responsibilities.

MAILINGS

The Assistant Secretary is responsible for all mailings from the Division to the membership. On a routine basis, the following mailings are made:

Mailing Notices - Notice of upcoming meetings originate from the Program Chairman and are forwarded to the Division Chairman for final approval. Upon receipt and review of the meeting notice package (should take place at least six weeks prior to the meeting date), the Assistant Secretary delivers the information to the printer for duplication and mailing (should occur at least five weeks prior to the meeting date) to the Division membership; the Assistant Secretary will confirm the mailing.

Review of Mailing Expenses – The Assistant Secretary will review all invoices for printing, mailing, and marketing related to the above outlined duties for the handling, processing, and mailing of Meeting Notices and updated Rosters. Following review and verification of invoices, the Assistant Secretary will place written notice as to the amount of the expense for each, and forward them to the Division Treasurer for payment.

CHAPTERS

For administrative purposes, the Division is divided into geographical areas known as Chapters. The Chapter operations are coordinated by the Division Vice Chairman.

The geographical areas are outlined on the following page.

Each Chapter is responsible for arranging meetings in its respective area. Meeting dates are to be coordinated by the Division Technical Program Coordinator and approved by the Division Executive Committee.

The Chapter organization shall include a Chairman, Vice Chairman, Treasurer, Meetings Chairman, and such other officers as the Chapter Chairman shall deem necessary. All officers are to be submitted for approval by the Division Executive Committee.

MEMBERSHIP DEVELOPMENT CHAIRMAN

DUTIES

The Membership Development Chairman receives and processes SWPD applications, processes new ASME members, responds to questions regarding membership, maintains and updates the Roster, produces the mailing lists as needed for the Assistant Secretary, and prepares the Roster annually.

Each of these duties is described below. Letter numbers refer to form letters, copies of which are appended to this manual.

PROCESSING SWPD APPLICATIONS

When SWPD applications are received, the following steps are taken:

1. Determine whether the application is complete. A completed application must be accompanied by \$20.00 or the applicant's ASME member number. If the application is missing one of these items, send letter #3, which requests payment or the ASME number. No other enclosures are needed. If the application is incomplete for any other reason (missing zip code, etc.), try to contact the applicant by phone.
2. Log the application. An 8-1/2 by 11 inch accountant's ledger is used to log all complete applications. The applicant's name, ASME number, check number (write cash if cash is sent), the date the application is sent to the treasurer, and the date the roster and other information is sent to the applicant is recorded.
3. Send information package to applicant. Letter #4 is sent to new members who filled out the application. Enclosures to Letter #4 include current roster, one SWPD application, and one SWPD brochure.
4. Send application to Treasurer. Make a copy of the application and the check for your files. Send the original application and check to the Treasurer. If cash was enclosed, you should write a check, rather than sending cash through the mail. Some checks will be made payable to the membership chairman. Do not endorse them; send them directly to the Treasurer.
5. Update the Roster. Input the appropriate information into the computer. Refer to section on updating the roster for details.

PROCESSING ASME MEMBERS

Each month ASME sends a list of new ASME members who have selected the SWPD as their preferred division. When this list arrives, do the following:

1. Check SWPD roster. If the member is already a SWPD participant, no further action is needed. If not, follow items 2 through 5 below.
2. Log the information. Add the appropriate information to the accountant's ledger as described above.
3. Send information package. Letter #2 is sent to new members who joined by joining ASME. Enclosures to Letter #2 include a current roster, one SWPD application, and one SWPD brochure.
4. Send information to Treasurer. Make a copy of the list sent by ASME, noting which names must be added to the Treasurer's list (cross out those that were already SWPD participants).
5. Update the roster. Input the appropriate information into the computer. Refer to section on updating the roster for details.

RESPONDING TO MEMBERSHIP QUESTIONS

You will receive many letters and calls requesting SWPD applications. Send Letter #1 for these inquiries, enclosing two SWPD applications, one SWPD brochure, one ASME application, and one ASME brochure.

You will also receive inquiries regarding almost any topic unrelated to ASME, the division, or membership. Handle these as best you can.

MAINTAIN AND UPDATE THE ROSTER

The roster is currently maintained on an IBM PC. The division has purchased REFLEX (database management) software and a Hercules graphics card, which is needed for REFLEX, for the IBM system. The division may purchase a computer at a later date. The membership chairman should become

familiar with the use of the software prior to assuming his role, since this is the only means of producing mailing labels for division activities.

PRODUCE MAILING LISTS

About a month prior to each meeting date, and at other times during the year, the Assistant Secretary will request a set of mailing labels. All new members and roster changes should be input prior to preparing the mailing labels. All new members and roster changes should be input prior to preparing the mailing labels. The mailing labels should be run off and sent by *overnight mail* within one week of the request. Two mailing lists should be produced - one for U.S. members and one for foreign members, since the postage may vary.

Other mailing lists may be requested during the year, for the chapters, or for ASME or non-ASME members. These lists can be produced easily by having the computer sort the database. That procedure is discussed in a later section.

PREPARE THE ROSTER

Prior to the September meeting, the Membership Chairman prepares the roster and sends it to the Assistant Secretary to be reproduced and mailed to the membership. The roster as printed should contain the mailing address and office phone number of each member. The roster should be printed on continuous paper, then cut and pasted onto 11 by 17 inch paper in three columns of ten names per column. The 11 by 17 inch should be reduced to 8-1/2 by 11 inch and should be sent to the Assistant Secretary for reproduction and mailing.

COMPUTER SOFTWARE

The roster is maintained using a database management software program called REFLEX. The software was selected because it is easy to use and is specifically designed for database manipulation and mailing lists. The Membership Development Chairman should become familiar with the program by practicing with a backup copy of the roster, prior to working with the active roster. The description below should be sufficient to allow the chairman to access the system, and to learn the formats used in putting in and retrieving information in the roster.

The REFLEX software consists of three disks: (1) System Disk; (2) Report and Utilities Disk; and (3) Help Disk. The first two are copied onto floppy disks along with DOS. If the system cannot be accessed when using it for the first time, refer to the instruction book and follow the instructions to “install” the program. Use the original REFLEX disk and the DOS for the computer being used to create new floppies with the System and Report disks. Do not use the original REFLEX disks - these should be stored in a safe place.

To get started, insert the System disk in drive A and boot the system. Type “reflexh” to access the system disk. (The “h” indicates a Hercules Graphics Card is being used. Refer to the manual if another card is to be used.) Once in REFLEX, the slash key (/) will access the menus. Use the directional arrows to move through the menu. Only those highlighted items in the menu can be selected.

To retrieve the database, insert the disk marked “ASME-REFLEX” into drive B. Using the slash key and directional arrows, move the cursor to “retrieve file” and press “enter.” Use the “tab” key to move the cursor to the directory setting and insert “a:”. Tab to Name setting and type “asme,” then press “enter” twice. Wait for the roster to appear (about one minute).

REFLEX can show the data in two formats: (1) list; and (2) form. “List” is more convenient to use, while any change in the design of the database must be done in “form.” To change from one format to the other, place the cursor on the desired format using the slash key and arrows and enter. The cursor will default to “replace.” Hit “enter” and the desired format will appear.

FIELD NAMES

FNAME - First and middle names or first name and initial.

LNAME - Last name. Do not follow with Jr., P.E., etc. This will cause problems when searching for names.

JRETC - Additional title such as Jr., III, etc. Input as “, Jr.” The comma will appear immediately following the last name when printed.

COMPANY - Name of the company. If too long, feel free to abbreviate. Try to keep it less than 30 characters.

ADDRESS - Desired mailing address as noted on the application. Abbreviate as needed and try to keep it less than 30 characters.

CITY - Name of city, followed by a comma. If foreign, put all information except country, such as "Windsor, Ontario,".

STATE - Two letter state abbreviation. If a foreign country, type entire country name, all capitalized.

ZIP - Five or nine digit zip code. If foreign, input whatever the code as it appears on the application.

PHONE - Business phone number, even if information is sent to residence.

EASTERN - Input Y (capitalized) if applicant is in one of the eastern states. The Eastern Chapter includes the states of: CT, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, SC, VA, Quebec, CANADA, the Executive Committee, and the Administrative Members. Each year the Executive Committee and the Administrative Members must be updated.

MIDWEST - Input Y (capitalized) if applicant is in one of the midwest states. The Midwest Chapter includes the states of: AL, AR, IL, IN, IA, KS, KY, LA, MI, MN, MO, NE, ND, OH, OK, TN, TX, WI, WV, Ontario, CANADA, the Executive Committee, and the Administrative members. Each year the Executive Committee and the Administrative Members must be updated.

WESTERN - Input Y (capitalized) if applicant is in one of the western states. The Western Chapter includes the states of: AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR, UT, WA, WY, and the Executive Committee. Each year the Executive Committee must be updated.

ASMEMBER - Input "1" or "2" if applicant is a primary or secondary member. Input "3" if applicant is ASME member other than primary or secondary, or if there is any doubt. This is done because no ASME member must pay dues (i.e., 1, 2, or 3), while only 1 and 2 receive certain mailings from Headquarters, and will not be sent duplicate mailings from the division. Those in category 3 will, therefore, be sent Division mailings that are sent only to non-ASME members.

FOREIGN - Input Y (capitalized) if applicant is located in a foreign country.

X87 - etc. - SWPD year ending June 1987, etc. (The X is needed since all field names must begin with a letter.) The codes are for offices held by division members for each year. A copy of the office codes is attached. Only one code can be input each year for an individual. The codes are arranged with the lower number being a higher office. Therefore, if an individual holds two or more offices, input the lowest number. A problem with the system is that as individuals leave the division, their record is eliminated. Consideration should be given to creating an archive file (as individuals leave, copy their data to a separate file) or adding an "active/inactive" field to the database, and only send information to the active ones, and keeping the inactive ones for historical purposes.

Field names can be added or deleted by getting in the "Form" format, selecting "Design Form" and typing the desired field name, then exit "Design." The new field will appear on both formats. When inputting information, it does not matter whether the data fits within the space allocated on the "list" view. All information is stored and printed out regardless of what is shown. To show more or less information on the "List" view, select "Set Column Width," then use the right or left arrows to expand or contract the column. Press "enter" when the desired width is shown.

FILTERING THE DATABASE

The database can be filtered to show (or print) those records meeting specific conditions. The filter is used primarily to create mailing lists for the appropriate purposes. To filter the database, select "Set Search Conditions." Move the cursor to the desired field name and type, in quotes, the desired condition. For example, to filter all Western chapter members, type "Y" (in quotes) in the field "WEST." Select "conditions as entered" and proceed. For multiple conditions, those entered in the same column are "and" conditions and those in adjacent columns are "or" conditions. For example, to find all foreign ASME primary members in the Midwest chapter, type "Y" in the FOREIGN field, "1" in the same column under ASMEMBER, and "Y" under MIDWEST, and in the adjacent column, "Y" under WEST. Then select Opposite of Conditions and proceed. The database will be filtered for the desired conditions. Refer to the REFLEX manual for additional filtering capabilities.

Once the conditions are set, press enter, then select "apply filter," enter, and wait. The records meeting the desired conditions will appear. To remove the filter, select "remove filter," enter, and wait. The full database will reappear.

ADDING INFORMATION TO THE DATABASE

To add a record to the database, get into the "List" view, then press "end." This will bring the cursor to the last row of the database. Move the cursor down one more row and input the appropriate information. Always add the information to the end of the database.

To change an address, move the cursor to the appropriate place in the database and type over the existing information. Place all information (copies of applications, address change requests, etc.) in the file marked "computer mailing list - since last update."

Prior to creating a mailing list (about once every two months) sort the database by selecting "perform sort" and entering. This will put all information input since the last update into alphabetical order. Make a backup copy of the disk *immediately*, and note the date on the disk. Confirm that the copy is usable by accessing the file on the copy. Do not use the last backup disk for the copy. In this manner, if anything goes wrong in copying the disk, the data in the "since last update" file can be input into the latest backup disk to recreate an updated disk. Once a backup disk has been created and checked, the old backup can be marked "superseded" and reused at a later date. The hard copy of the updated material can then be removed from the "since last update" file.

PRINTING

The disk labeled "REFLEX Report and Utilities" is used to print all reports. To load the program, boot the system, insert the report disk in drive A and type REFLEX2H. After loading, "report" is automatically selected; hit enter. As with the system disk, use the slash (/) key to access the menu. Put the database disk in drive B and retrieve the roster, as with the system disk. Next, retrieve the report design. The mailing list report is called "mail."

The report is designed to print four lines on each label:

1. FNAME LNAME JRETC - Each field takes as much space as is needed. There is no space between LNAME and JRETC.
2. COMPANY - This field will take as much space as needed. If the company name is too long, the printer will print off the edge of the label. Make sure all necessary information is printed on the label.

3. ADDRESS - This field will take as much space as needed. If the address is too long, the printer will print off the edge of the label. Make sure all necessary information is printed on the label.
4. CITY STATE ZIP - Each field will take as much space as needed. Note that foreign addresses will appear differently in the roster, but can be printed out using this format.

The labels currently used are 1-7/16 inches wide. This is equal to nine lines of print (6 lines of print = 1 inch; the labels have 1/16 inch between labels). Therefore, nine lines must be accounted for in the format. Adjust the format accordingly for different sized labels.

Before printing, select “change printer settings.” Use the following format:

1. Left margin - 2
2. Right margin - 74
3. Top - 3
4. Bottom - 2
5. Page length - 9
6. Continuous feed
7. Print with page breaks (yes)

This tells the printer that a page (label) consists of 9 lines. The printer will leave a top margin of 3 and bottom margin of 2, plus 4 lines of print. If any lines of print are blank, a blank line will be printed. Prior to printing, you should check the alignment of the paper by printing a few test labels. This can be done by filtering the database to five or so names (e.g., set filter conditions of LNAME < “Adams,” then apply filter, then print). Once aligned, remove the filter and print. NOTE: The left margin may have to be adjusted depending upon where the printer’s sprocket is set.

Various sets of labels can be printed by filtering the database prior to printing. This is done using the same procedure as discussed earlier.

To print the roster, simply add the PHONE field under the last line of the report design. Change the top or bottom margins to provide the proper spacing between names, and print.

When finished with the disk, select “quit” and hit enter. Then select “Exit to DOS” and hit enter.

HELPFUL HINTS ABOUT USING THE COMPUTER

1. If you hit a wrong key, pressing the “escape” key will usually get you out of the situation.
2. The software is forgiving, and will usually not delete something you don’t want to delete. If you are about to do something really dumb it will ask “are you sure?” Type no or hit escape to get back where you were.
3. The only way to delete a field is to select “form design” and delete it. Once a field is deleted, the information cannot be recovered. A field can be erased from view if in the “list” format (by selecting “column select” and hitting delete) but the information is saved. To show the information again, type the field name in a blank column.
4. Set the column widths to whatever you feel comfortable with. If they are too narrow, it is difficult to notice typos when inputting information. If they are too wide, only a few can be seen at one time. Once the column widths are set, saving the database will save the columns in the size shown. All the information (even that not shown) is stored.
5. The order of the fields in the list format can be changed by inserting a blank column (place cursor where you want the column, select “column select,” hit “insert” key), then type the name of the field in the appropriate location. The field will be moved to that location.
6. To edit a bit of information, place the cursor in the appropriate place, press special function key F2, and edit the information.
7. Menu items that are followed by two dots are those that will lead to another menu. For example, “change printer settings...,” when selected, will lead to a new screen that asks for more information, while “print” will print immediately.
8. When working with either disk, if the directional arrows do not work, try the tab; if the tab does not work, try the arrows.
9. The above discussion is not intended to be complete, but should be used as a guide to get familiar with the software and to understand how the database is set

up. You should refer to the REFLEX manual for a full understanding of the software.

GOVERNMENT RELATIONS

PURPOSE OF GOVERNMENT RELATIONS

ASME's Government Relations activities are aimed at keeping ASME aware of government activities as they affect ASME and providing government with the technical information it needs to make the best decisions possible. Governments - local, state, and federal - are making decisions on issues such as energy, pollution, and waste disposal with or without technical input. Therefore, engineers have an important role in providing decision makers with the needed technical information. Government decisions on these issues affect engineers; therefore ASME, in particular the Government Relations Chairman, has an important role in providing information on these issues to the ASME members.

ASME staff, under the direction of the Board on Government Relations, conducts programs to promote national and section participation in governmental activities by ASME. The Government Relations Chairman, by his participation in these activities, gains knowledge about the government process and how these processes affect his work and his profession.

ASME has a manual on government relations entitled *Government Relations Manual* by the Federal Government Relations and State and Local Government Relations Departments. It is ASME's manual ML-64, dated August 1984 (Appendix A). This is an excellent source of information on procedures.

GOVERNMENT RELATIONS IN ASME

The Board on Government Relations supervises all program and activities of the federal, state, and local government relations staff. It oversees statements issued by ASME or any of its councils or sections. The Solid Waste Division's government relations contact is responsible for providing the link between the government relations staff and ASME members. A list of all the Government Relations Chairmen or contacts is available from the ASME Washington, D.C. office.

The staff communicates with members and with the government relations chairmen through various methods and publications including the "Hot-Line" column for **ASME News** and the "Washington Window" column for **Mechanical Engineering**, which reach all ASME members and are aimed at providing information about the activity of the federal government and ASME on a variety of issues. The Government Relations Chairman also receives a copy of **Public**

Affairs Highlights newsletter, which further communicates information concerning the federal government.

MEMBERS' INTERACTION WITH GOVERNMENT

ASME members can interact with federal, state, or local government as a private citizen or as an engineer expressing a personal opinion.

AN ASME MEMBER MAY NOT EXPRESS OR IMPLY THAT HIS OR HER OPINION IS THAT OF ASME

Official statements or representations of ASME *only* can be done if expressly authorized by the current ASME President or an appropriate Vice-President and *must* follow in its entirety ASME Policy 15.1.

Before interacting with government, a member should determine in what capacity he or she should act. If the issue is of a technical nature and in the field in which you have expertise, you can be most effective communicating your views as an engineer expressing a personal opinion. Related information showing your qualifications in that field should be transmitted as it adds to the person's credibility on that issue. Do not, however, attempt to use credentials that have no relation to the issue of concern as these add nothing to your argument and could be counterproductive.

If you are interacting on issues on which you have little or no direct technical experience, you are most effective in acting as a private citizen rather than as a professional.

The most important part of interaction with various governmental agencies is to develop communication with those agencies whose actions have possible effects on ASME and its policies and transmitting these actions to the ASME. The key item is to have a good monitoring system to keep abreast of agency activities and be able to provide input if appropriate on agency activities.

GOVERNMENT RELATIONS ACTIVITY IDEAS FOR ASME SECTIONS

The ASME Manual ML-64 has quite a few ideas listed in Chapter 10. The items which appear to be more productive are as follows:

Invite regulatory and legislative staff members to speak at Section meetings on specific issues or on their specific programs.

Provide information to your membership on public officials and staff members on key regulatory agencies including who they are and how to communicate with them.

Establish and maintain a continuing awareness of legislative issues and public problems with concern to your Section.

Identify and provide channel for communication with appropriate government personnel.

ASME TRAINING

ASME provides a training conference once a year for the Government Relations Chairmen. This is the ASME's Public Affairs Leadership Conference, which provides members with training on the public affairs program of ASME and direction on how to help formulate and communicate policy on public issues. Government relations is intended to provide mechanisms to advise federal, state, and local governments on mechanical engineering and technical matters affecting public interest as well as monitoring these agencies in advising ASME members of any actions taken place by these agencies which will affect our society.

SUMMARY

1. Develop lines of communication with government officials.
2. Monitor federal, state, and local government activities.
3. Advise ASME of relevant activities.
4. Advise and provide input to government with respect to relevant technical information on issues affecting ASME.
5. Provide opportunities for meetings and informal briefings with government officials.
6. Support nomination of ASME members to advisory panels.

7. Encourage member involvement on issues affecting ASME.

BY-LAWS COMMITTEE

The duties of the By-Laws Committee are as follows:

1. The By-Laws Committee periodically reviews the Division by-laws and recommends any amendments that appear necessary or desirable.

2. In order to be aware of any necessary or desirable amendments, the Committee must keep abreast of any changes in Division activity, organization, program or objectives, and any changes in Society or Group By-Laws, organization, rules, requirements, etc., that affect the Division.

3. Proposed amendments should first be discussed informally with the Division Executive Committee to obtain its preliminary approval. Before this discussion, a check should be made to assure that the proposed amendments will not be in conflict with Society or Group By-Laws, rules, etc.

4. Amendments may also be recommended and referred to the By-Laws Committee by the Executive Committee or any one or more of its members, may be recommended by the Long Range Planning Committee via the Executive Committee, or may be proposed by petition of 25 ASME members of the Division (By-Laws, Article XI).

5. Following recommendation or preliminary approval by the Executive Committee, the By-Laws Committee drafts the proposed amendments for Division review and approval. It is helpful to reviewers to show the full text and section or paragraph involved with additions *underlined* and proposed deletions lined through, or in italics.

6. It can be helpful to run a copy of the proposed amendments by the Society's Group Director at this point to make doubly sure they do not contravene Society or Group By-Laws, rules, etc.

7. A proposed amendment must be read (and, in practice, approved) at a meeting of the Administrative and Executive Committees and must be approved by four-fifths vote at a subsequent meeting of the Executive Committee (By-Laws, Article XI).

8. After Division approval, an amendment must be approved by the E & T Group Operating Board. Submit a complete preliminary amended copy of the by-laws and, for convenience of review, a copy of the original document

prepared in Step 5 above showing proposed additions and deletions. Submission is made by the Division Chairman or, on his delegation, by the By-Laws Committee Chairman.

9. Following Group Operating Board approval, the Committee prepares complete final copies of the amended by-laws, with cover sheet (sample attached), for distribution to the Executive Committee members, Group Operating Board, Group Director, and others as appropriate.

Minor wording changes suggested or requested by the Operating Board can be incorporated in the final document without further Executive Committee action; however, any major changes requested or objections raised by the Board must be referred to the Executive Committee and may require going through the entire procedure again, or as the alternative, dropping the proposed amendment in question. (This latter situation has not arisen within recent memory.)

Proposed Amendments

Bylaws

LONG RANGE PLANNING COMMITTEE

The duties of the Long Range Planning Committee are as follows:

1. This Committee periodically reviews the Division's goals, objectives, program, activities, structure, by-laws, and operating manual to ascertain whether they are in tune with the status and needs of the Division participants and the solid waste processing field, and reports its conclusions and recommendations to the Executive Committee through the Division Chairman.
2. Recent reports have presented overall recommendations for five years in the future, including recommendations for the first two years in greater detail. Accordingly, it is appropriate that a Long Range Planning Report be prepared at least every two years. It should be submitted in January or February to permit Executive Committee consideration of its recommendations for implementation in the Division activity year starting the following September.
3. A copy of the report is submitted to the Group Operating Board, followed by a report on Executive Committee action on the report's recommendations, with copies to the Society's Group Director. Submissions are made by the Division Chairman or, on his delegation, by the LRP Chairman.
4. The attached ASME "Guideline for Developing Long Range Plans" can be helpful to the Committee as a guide to matters to be considered.
5. The Group Director may also be helpful to the Committee in its review and preparation of its recommendations.
6. A suggested outline for the report is attached.

Guideline

Suggested Outline

Target Dates