SECTION_____

SUBSECTION_____

and_____

GROUP OPERATIONS_____

Manual ML-10

July, 2005

PREFACE

ASME is organized administratively to serve its members into geographically based operating units located throughout the world. These units are known as Sections, Subsections, Groups, and Technical Chapters. Technical Chapters are sub-units of formed Sections.

This manual, ML-10, Section, Subsection, and Group Operations, provides information on the structure and function of these units and furnishes Society leaders with guidelines for their effective management.

The ML-10 is constructed in two parts; Chapters I through IX, the first part, provides information for unit operations. Appendices, the second part, provides procedures, forms, address information, etc. used or needed to fulfill the actions in part one.

STRUCTURE

ASME Section: A group of 75 or more members within a defined territory, organized to execute the objectives of the Society.

ASME Subsection*:* A group of 50 or more members within a defined territory, organized to execute the objectives of the Society.

ASME Group: A group of 25 or more members within a defined territory, organized to execute the objectives of the Society***.***

ASME Technical Chapter: A group of 25 or more members of a Section, Subsection, or Group who are interested in the activities of a particular Technical Division or Subdivision.

ASME Region: A union of geographical territories of the defining Sections organized to coordinate the administrative and technical activities of the society within the Regions. The activities of each region is administered and supervised by the Vice President for that region.

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I. THE ASME SECTION

A. INTRODUCTION

A Section is the largest formally recognized geographic unit organized and operated for the purpose of furthering ASME goals and objectives, most notably those of membership development and member participation.

B. FORMATION

An ASME Section consists of 75 or more members within a defined territory organized to execute the objectives of the Society. Unit formation is authorized in the Bylaws as follows*:

Article B5.9.5 — A Section of the Society may be organized upon the acceptance by the Council on Member Affairs of the written request of at least 75 members. Such a Section shall be designated as the _____ Section of the American Society of Mechanical Engineers.

Article B5.9.6 — For the convenient conduct of its affairs, each Section shall organize an executive committee.

Article B5.9.9 — The purpose of the Regions shall be to coordinate the administrative and technical activities in the Society within the regions.

Article B5.9.9 — The Council on Member Affairs, 60 days after having given notice to the Section, may suspend or disband any Section.

A Section can be formed when a unit, having acquired 75 or more members in good standing, has its petition approved by the Council on Member Affairs. The petition must include: (a) the defined area of the Section; (b) the headquarters city; (c) approval of the Executive Committee of the parent Section, or CMA if there is no parent Section; (d) recommendation of the Vice President of the Region in which the Section is to be established; and (e) signatures of at least 75 members in good standing in the defined area.

In lieu of signatures, a report may be submitted showing that a letter ballot of all members of 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.

A Subsection (Group) can be formed upon presentation of a petition to the Section by a minimum of 50 (25) paid-up members within the defined area. The defined area must

* ASME Constitution and By-Laws: ASME Manual MM-1

include a concentration of ASME members located at a distance from the normal Section activities with sufficient leadership and interest to warrant meetings and related activities.

A charter is presented to the new Section by the Vice President at a suitable meeting after the petition has been approved by the Council on Member Affairs.

The change in status of any unit or establishment of any geographical unit, becomes effective the first of the month following approval by the Council on Member Affairs.

A Technical Chapter is formed through a formal request by the Section Chair to the Regional Vice President and to the Chair of the Technical Division. This request shall include a petition signed by at least 25 individuals meeting Technical Chapter membership requirements and a list of interim officers appointed by the Section Chair.

A Petition to establish a Technical Chapter must contain the following: (See Chapter IX for more details.)

a. The name of the primary host Section and any secondary host Section(s).
b. The name of the sponsoring Technical Division or Subdivision.
c. The name of the organizer, who is designated the interim Chair of the Technical Chapter.
d. The signatures of at least 25 ASME members of the host Section(s) and who show the sponsoring Technical Division as their primary or secondary interest area.

C. GOVERNMENT & BY-LAWS

ASME Sections, Subsections, Groups, and Technical Chapters are organized into Regionally administrated units lead by the Regional Vice President. The government of the units is provided for in the Bylaws as follows:

Article B5.9.2* The Council on Member Affairs may authorize the organization of Sections, composed of members of any or all grades. Each Section shall adopt its own By-Laws, for the conduct of its affairs, which must be in harmony with the Constitution and By-Laws of the Society.

Every publication of such by-laws shall be prefaced with a copy of Article C5.1.2 of the Society's Constitution. A copy of Section By-Laws shall be filed with the Managing Director, Member Affairs.

* ASME Constitution and By-Laws: ASME Manual MM-1

D. TERRITORY

The boundaries of a Section are defined by stated counties or other publicly recognized geographic units such as zip codes, parishes or states. This facilitates the assignment of members to Sections. The Regional boundaries are depicted in Society publication MM-2: ASME Organization and Activities. A complete description of Section boundaries is given in the ASME CMA Directory on the member's only page @www.asme.org. Departures from established zip codes, county, parish, or state boundaries can be made only on recommendation of the Regional Vice President and with the approval of the Council on Member Affairs.

E. AFFILIATION WITH OTHERS

A Section may affiliate with existing local engineering organizations, or form new ones with them. The plan of such affiliation or organization and the associated obligations assumed by the Section and the Society, must be approved by the Council on Member Affairs on recommendation of the Vice President for the Region in which the Section is located. Any expenditure incurred by such an affiliation shall be binding only to the Section and not the Society as a whole.

Sections are encouraged to cooperate with other engineering groups in their area. This cooperation may take several forms, e.g., joint activities at the Section level, programs on the high school and junior high school levels for the guidance and professional development of potential future engineers, programs on engineering registration and public affairs, or joint social functions and technical meetings.

On advice from legal counsel, Sections should not become affiliated with organizations whose activities are not compatible with those of ASME's tax status. (ASME is tax exempt under Section 501(c)(3) of the Internal Revenue Code of 1954.) Such an affiliation may severely jeopardize the Society's tax status. Before approval of an affiliation with another organization, a statement should be obtained from that organization indicating that they are exempt from federal income taxation under Section 501(c)(3).

F. PURPOSE AND OPPORTUNITIES

Article C2.1.1* The purposes of the Society are to: promote the art, science and practice of mechanical engineering and the allied arts and sciences; encourage original research; foster engineering education; advance the standards of engineering; promote the exchange of information among engineers and others' broaden the usefulness of the engineering profession in cooperation with other

* *ASME Constitution and By-Laws: ASME Manual MM-1

engineering and technical societies; and promote a high level of ethical practice.*

In all professional and business relations, the members of the Society shall be governed by the Code of Ethics as stated in the Society Policies.

Article B5.9.4** The purpose of a Section of the Society shall be to promote the work of the Society by a local organization of members whose residence or business address is within a given territory.

As that part of ASME organization nearest to the members geographically, the Section has a great responsibility to serve the members, to provide opportunities for them to grow in professional stature and aid in the development of the engineering profession. An active member is an interested one - one who will profit by the contributions made and in sharing that interest with others.

Programs of importance to the individual engineer, the profession, and the public, requiring continuing efforts by members of the Section, include:

1. Guiding junior high school pre-college students in the choice of engineering study;

2. Assisting junior high school pre-college teachers to retain their interest in teaching;

3. Supporting activities of ASME Student Sections with the Section;

4. Stimulating, inspiring and orienting young engineering graduates, both members and non-members.

5. Encouraging members to become licensed professional engineers;

6. Gaining recognition of outstanding members in the Section by recommending them for Society honors, including seeking out qualified members for promotion to Fellow grade;

7. Encouraging wide participation of engineers in public affairs;

8. Developing membership;

9. Participating, through the regional organization, in the establishment of Society policy and procedure;

10. Actively seeking qualified candidates for Society offices;

* In order to ensure the highest level of professional practice, the Regional Vice President must ensure that the Chair has signed a Conflict of Interest Statement prior to fulfilling the appointed or elected responsibilities. This should occur at the time of nomination and prior to being listed on a ballot.

** ASME Constitution and By-Laws: ASME Manual MM-1

11. Describing to the members the activities of the Society as it relates to codes, standards, research, general meetings, and division conferences;

12. Reporting to the members on business transacted at the Regional Administrative Conference, and the meetings of the Council on Member Affairs;

13. Presenting qualified members for promotion to fellow grade.

G. MEMBERSHIP

Article B5.9.2* The Council on Member Affairs may authorize the organization of sections, composed of any and all grades. Each section shall adopt its own by-laws, for the conduct of its affairs, which must be in harmony with the Constitution and By-Laws of the Society.

Article B5.9.3 A member of the Society shall be entitled to vote or to hold office in only one section at a time.

In general, a member's preferred mailing address determines his or her Section affiliation. Exceptions may be made for members who request a Section change verbally or in writing to ASME Headquarters.

Membership dues are payable on October 1. Failure to pay dues promptly can result in a loss of services to the member and ultimately in a loss of membership to the Section. Section officers should make every effort to ensure that all members pay their dues promptly.

Members who fail to pay by December 31 are notified that they are in arrears and if dues are not paid immediately, *Mechanical Engineering* will be discontinued in January. Members in arrears are continued on the rolls of the Section and the Society and receive subsequent follow-ups. If dues are not paid by January 31, those members are dropped by action of the Board of Governors.

Special Consideration for Unemployed Members: Members who are currently unemployed may request a waiver of dues for the current year by writing to the Executive Director at ASME Headquarters in New York. Dropped members are not eligible for reinstatement through a waiver and must pay the appropriate fee.

Dropped members may reinstate their membership within three (3) years of their drop date. Beyond that date they must reapply for membership.

* ASME Constitution and By-Laws: ASME Manual MM-1

II. ASME SECTION ORGANIZATION AND DUTIES OF OFFICERS

A. ORGANIZATIONAL STRUCTURE

The organizational structure of Sections is not uniform because of wide variations in geographical boundaries, size and member interests. The objective of the organization plan is maximum member participation, which allows tasks to be distributed. In this way, the tasks involve more members who will be inclined to serve when asked.

The Section organization is a team and the members must know their position and responsibilities to work as a team. This necessitates that each Section develop an organizational structure that best serves its membership and their interests. Changes in the economic, social and political climate in recent years must be considered when planning services and programs.

In structuring the Section, consideration must be given to external and internal relationships. External relationships serve the membership of the Section. This demands consideration of member interests in order to keep the organization viable. Internal relationships involve the execution of ASME responsibilities. These include application for allotments, budget development, member initiatives, establishing objectives, nominations and presentations of awards, governance of the Society, etc. In defining this structure, a balance between these relationships must be sought in order to achieve a viable Section.

Other needs include:

1. Decentralization of responsibilities;

2. Minimal duplication of functions;

3. Minimizing levels of organization, so that two-way communication is simplified;

4. Optimization of creative performance.

B. EXECUTIVE COMMITTEE

Article B5.9.6* For the convenient conduct of its affairs, each section shall organize an Executive Committee.

Under the leadership of the Chair, the Section Executive Committee is responsible for the successful operations of the Section. The number of persons serving and the manner of selection shall conform to the guidelines established in the Section's By-Laws. The Executive Committee is normally composed of the Section Officers and a number of Directors.

* ASME Constitution and By-Laws: ASME Manual MM-1

In a very small Section, it may be possible for the Executive Committee to perform all the required functions. It is, however, sound policy to develop maximum member participation.

In addition to the Executive Committee, additional committees are desirable and required in most Sections. They will vary according to size and geographical extent of the Section and may be influenced by engineering specializations represented in the Section membership.

C. SECTION OFFICERS

To be eligible to work on committees or hold office in a Section, a person must be an ASME member in good standing.

The officers of a Section consist of the Chair, Vice Chair, Secretary and Treasurer. Larger Sections may desire more than one Vice Chair while smaller Sections may find it expedient to use a Secretary/Treasurer combination. Some Sections may elect a number of "Directors" to involve more members in the executive committee.

D. CHAIR

The Chair is directly responsible for establishment and fulfillment of Section goals. This office maintains a supervisory relationship over all Section functions. The Chair must become familiar with previous activities of the Section, form working principles to guide committees, and make recommendations to the Executive Committee for promoting the effectiveness of the Sections' functions.

The Chair presides at membership and business meetings of the Sections and Executive Committee meetings. In addition, the Chair leads the Section's representative contingent to the Regional Administrative Conference and other meetings of the Region. The Chair monitors the activities of the Section committees to ensure satisfactory progress of the work and, where necessary, suggests changes of procedures or personnel.

The incoming Chairs of Sections, Subsections, and Groups must sign a Conflict of Interest Statement. If an incoming Chair does not submit a signed statement it will be assumed that the unit has not completed the election process and that the current Chair is still in office.

E. VICE CHAIR

In addition to carrying on in the absence of the Chair, the Vice Chair may be assigned administrative or coordinating activities. It may be desirable to have more than one Vice Chair. This permits one or more Vice Chairs to assist in the administration of areas of interest.

F. SECRETARY

The Secretary shall be responsible for:

1. Recording the minutes of Section and Executive Committee meetings.

2. Maintaining the files of the Section and seeing to it that these files are transferred to the successor.

3. Maintaining a file of Society manuals.

4. Maintaining supplies of the Section.

5. Providing for the Section's Mailings. Upon request the Society's electronic data processing system provides Sections, Subsections, and Groups with regular mailing supplies of pressure sensitive labels, pre-addressed #10 envelopes or access to the Section On Line Roster and email system. New members are added as they join.

Throughout the course of the year, the Secretary, or their designee, will be sent, two sets of addressed envelopes or pressure sensitive labels in zip code order, on August 1, and one in each successive month through April. (Two sets are sent in August so that a spare will be on hand.)

Although ASME will receive notification from the Post Office when *Mechanical Engineering* and other mailings do not reach a member, the Secretary should be sure to advise Regional Support at regionalsupport@asme.org of any address change that comes to his or her attention.

G. TREASURER

The function of the Treasurer is to prepare a budget, receive funds, pay bills in accordance with the budget and prepare the financial report.

H. CERTIFICATES OF APPRECIATION

A Certificate of Appreciation from the Board of Governors for outstanding service to the Society may be presented to Section, Subsection, or Group Chairs upon recommendation of the Executive Committee and the Regional Vice President to the Council on Member Affairs for approval. The request and presentation of such certificates may be made at any time within one year after the individual's term of office. (Chapter VI depicts the Board of Governors Certificate, Industry Plaque, Industry Plaque Guidelines, and Industry Plaque Order Form).

I. NOMINATING COMMITTEE

The organization and operation of the Section Nominating Committee should be described in the Section By-Laws. In addition, the committee may advise the Executive Committee of members for committee assignment.

J. COMMITTEES

In organizing committees, it is important to:

1. Establish committees based upon goals, purpose and needs:
2. Provide each committee with a schedule;
3. Staff the committee with adequate resources;
4. Put the greatest number of members into constructive positions;
5. Avoid overloading willing workers;
6. Select members properly for the tasks to be performed;
7. Plan continuity so that experience gained in one year is not lost in the next year;
8. Provide the committee with the desired result;
9. Ensure the committee exists for a reason and as such has desired results or effects.

K. RELATIONS WITH THE VICE PRESIDENT, THE REGIONAL OPERATING BOARD AND REGIONAL COMMITTEES

In carrying out the responsibilities of the Regional Vice President, the VP or a representative will visit the Sections periodically (see Chapter VII). Manual ML-12 Regional Vice President's Guide outlines the duties of the Vice President and the basic Regional Committees; Sections, Membership Development, Industry Relations, Professional Practice and Ethics, Member Interests, College Relations, Public Relations, Mechanical Engineering Department Heads, Professional Development, Government Relations, Honors and Awards, Board on Diversity and Outreach, Technical Activities, RACON, Long Range Planning, and History and Heritage, all of which have a relationship to Section Operations and are available to help with Section problems.

L. SECTION CHAIR CHECKLIST

This list is provided as a Section Chair guide. Chair duties cover more than is in this checklist. Section chairs are advised to use this basic listing and expand on it through the planning cycle.

FEBRUARY

1. Election of officers for the year beginning July 1st should be complete and the incoming chair has signed a Conflict of Interest Statement.

2. Review ASME Manual ML-10.

3. Begin selecting committees and appointing the chairs. Choose individuals who are both interested and willing to be active. There is a positive correlation between active members and successful Sections.

4. Observe Section Operations to determine which areas are functioning well and which need improvement. Discuss your observations with present and past chairs before July 1st.

MARCH

1. Establish preliminary goals, objectives for next year's activity, outline of action, and event calendar. The goals should be loosely linked to ASME and the Regional goals.

2. Complete selection of all Committee Chairs. Ensure chairs and committee members have opportunity for training. Encourage them to attend the RAC.

3. Provide each committee the manual for their appropriate subject. Manuals may be downloaded from the ASME Web Page. Committee descriptions and chair profiles may be found elsewhere in this manual.

APRIL

1. Attend the RAC. Interact with officers and members of other Sections.

2. Complete Officer Listing for the CMA Online Directory.

MAY

1. Conduct the first planning meeting of the Executive Committee and committee chairs. Establish the goals and objectives for next year's activity. Request committee chairs to establish committee objectives in line with the Section's objectives, which should be specific, and linked to dates for accomplishment.

2. Establish guidelines as to types of programs desired for the next year. Provide guidance to the Section Program Chair by preparing a listing of appropriate subjects and program ideas.

3. Request the finance committee to work with the outgoing officers and formulate a proposed budget for the year beginning July 1st. Fund raising events should be documented to meet monetary needs of the desired functions. In addition, assist the operational Executive Committee in completing the year-end Annual Financial Report.

JUNE

1, Conduct the second planning meeting. The Section and committee objectives should be discussed, adopted and put in written form.

2. Receive a Distinguished Service Certificate from the Regional Vice President to be awarded to the retiring Section Chair. Action within one year is required. When the certificate is received, it should be awarded at an appropriate time and setting.

JULY

1. Section events should be formulated as to general topics and approximate dates by July 31st.

2. In order to receive an ASME allotment, the Annual Financial Report and Unit Activity Reports must be submitted. An Activity Report is required for each activity or event your unit hosts, with the exception of Executive Committee meetings. An Operations Budget Report for the new program year must be also submitted. The outgoing and incoming Section officers work together to compile this information. Forms are available on the Local Leadership Toolbox. http://www.asme.org/leadershiptoolbox/

AUGUST

1. The ASME allotment of operating monies will be issued after August 1st and after receipt of the required reports. These funds are to be spent on behalf of the Section members.

2. By August 31st, specific events and exact dates should be firm for events through December. Events in January through June should be proposed and planned, and committees working to achieve the desired results. Where long term planning is involved, those events should be completed by August 31st.

3. Program announcements must be issued far enough in advance to allow for postal delays.

   a. The minimum lead-time for first class mail should be two weeks.

b. The minimum lead-time for bulk rate mail is three weeks. Bulk rate mail is permitted delivery delays.

c. E-Mail notifications are effective by an initial message and then a follow-up prior to the event. E-Mail should be carefully crafted so all information will be read.

SEPTEMBER

1. Required reporting for unit allocations are due on September 1rst.

2. Remind Section members to propose Member Initiatives by submitting their ideas at www.asme.org/cma/mis.cfm. ASME is operated from the grass roots level. Changes in method of operation originate at the member level. If you want something changed, a member initiative is the proper channel for change in addition to new ideas.

2. Participate in the Regional fall conferences along with your officers, committee chairs, and committee members.

3. Initiate membership, new member and member retention campaigns. Set goals and schedules for achievement.

OCTOBER

1. Propose appropriate members of your ASME Section for the various Honors and Awards of ASME.

2. Conduct Professional Development Courses and Activities.

NOVEMBER

1. Appoint a Section Nominating Committee in accordance with your Section By-Laws. The Nominating Committee should recommend nominees for Section positions and Society positions.

2. Review committee assignments and progress to date. Reinforce committees that are not progressing adequately.

3. Establish or renew contact with industry through the Industry Partnership program.

DECEMBER

1. Submit the nominees for the coming year's offices to the membership.

2. Receive additional nominations from the membership at large in accordance with Section By-Laws.

3. Program details for the second half of the year should be firm.

4. Review membership roll for success to the goals for new members. Kick off member retention campaign.

JANUARY

1. Submit an election ballot of all approved nominees to the membership.

FEBRUARY

1. Announce the election results to the membership and begin to work with the incoming chair.

2. In accordance with the Section's By-Laws, select from the Section members attending the RAC representatives to vote when required. Representatives do not need to be the same persons for every vote.

3. The delegates should consult with the membership to determine their desires concerning:

    a. Proposal of candidates for ASME President, Governors, Regional Vice President and Nominating Committee Representatives

MARCH-APRIL

1. Assist the Chair-Elect to observe Section Operations.

2. Participate in the RAC.

MAY-JUNE

1. As requested, assist the Chair-Elect to organize for next year.

III. SECTION FINANCES

A. SECTION APPROPRIATIONS

Money is appropriated from the general funds of the Society to defray the cost of Section activities and programs. Such appropriations shall not be used for social events, or for activities that normally receive support from the Society budget, such as Student Section operations, Technical Division activities, or services that accrue to the advantage of only a few individuals.

B. REQUESTS FOR AND REPORTS OF SECTION FUNDS

Each year an appropriation to the Section is based on the number of members in good standing[*] (this includes Graduating paid Student Members) in the Section on July 1. The appropriation level (0%, 50%, 100%) of the calculated allotment will be awarded based on unit performance. The measurement of unit performance is based on how many general meetings each unit holds within the program year.

A ***general meeting*** is defined as an activity or program that provides value to the local membership. Examples of unit activities that meet these criteria are: tours, professional development courses, seminars, conferences, shows, expositions, social and outreach meetings. ***Executive committee meetings are not considered general meetings***.

The appropriations guidelines***** are as follows:

0-1 General Meetings = No Appropriation

2-3 General Meetings = 50% Appropriation

4 + General Meetings = 100% Appropriation

****Subsections, Groups, and Technical Chapters*** will still receive a fixed appropriation, based on a minimum activity level of 2 general meetings per year.

The appropriation formula will remain based on the membership level. The compilation of Unit Activity Reports will serve as the Section's program report. Activity Reports should be submitted within two weeks after the completion of the activity or event.

This payment of the appropriation is made on or after August 1st after the following documents have been received by the ASME New York Office: (a) the audited Annual Financial Report of the Section for the previous year; (b) an Operations Budget showing how the ensuing year's appropriation will be used; (c) Unit Activity Reports and (d) the incoming Chair's signed Conflict of Interest Statement. Sections, Subsections, Groups, and Technical Chapters failing to submit financial reports, budgets and activity reports as

[*] A "Member in Good Standing" will be understood to be one whose dues are no more than three months in arrears

stipulated by the Vice President will be assessed a penalty to be determined by the Council on Member Affairs, up to and including loss of financial allocation for the current fiscal year.

Technical Chapter reports must be submitted through the parent section. The financial and budget reports should be sent to the Treasurer of the parent Section so that the Section Treasurer can include them in the Section report.

Subsections and Groups can submit financial reports independent of the Section, or can integrate their report with the Section's report. In either case, the Section indicates on their Annual Financial Report whether the Subsection/Group allocation is to be paid to the section for subsequent disbursement to the Subsection/ Group, or paid directly to the Subsection/Group.

The reports should be prepared and distributed with one copy retained in the Section file, one sent to the Vice President, and the original to the ASME New York Office.

C. BUDGET

Any expenditure chargeable to the Society for the purpose of any Section must be provided for in the annual budget approved by the Council on Member Affairs. No liability otherwise incurred shall be binding upon the Society. Budgeting of appropriation is essential. Over-expenditure is a sign of bad management and reimbursement for over-expenditure requires special authorization of the Council on Member Affairs, upon the recommendation of the Regional Vice President.

D. CLASSIFICATION OF ACCOUNTS

Expenditures of the Section should be classified under the following headings and reported in the Operations Budget.

. Payments to local engineering organizations: this account may include only expenses that are stipulated in an agreement approved by the Council on Member Affairs. In the case of services rendered by engineering organizations as described in the other classifications listed below, these should be charged to the appropriate account.

a. Secretarial
b. Postage
c. Stationery & Supplies
d. Telephone
e. Printing of Meeting Notices
f. Speaker Expense
g. Projection Equipment
h. Rental of Meeting Room
i. Student Activity Expense
j. Regional Meeting Expense
k. Payments to local engineering organizations

l. This account may include only expenses that are stipulated in an agreement approved by the Council on Members Affairs.
m. Other

E. SECTION BANK ACCOUNT

It is required by Section auditing practice that funds under the administration of the Section should be deposited in bank accounts under the name of the Society -- For example, the bank account of The American Society of Mechanical Engineers International -- ABC Section.

All payments or gifts made to the Section by check, money order or in another form shall be made payable to the Section and not to the Society. No Section can collect funds payable to the Society itself.

If a Section has a savings account or invests in stocks or bonds, the Internal Revenue Service requires that an identification number be assigned. Each individual Section has been assigned its unique employer identification (EIN) by the IRS. Please contact the ASME Controller at Infocentral 1-800-THE-ASME (1-800-843-2763) if you need to verify or ascertain this number.

In addition, ASME operates a pooled investment fund in which numerous Custodian, Section, and Division funds are invested. Investment proceeds and fees are distributed on the mutual funds basis, and money may be invested or withdrawn at any time. The pooled fund is managed by investment professionals, overseen by members of the ASME Committee on Finance and Investments, and offers an effective, convenient method for Sections to invest funds. For more information, please contact the ASME Controller at Infocentral 1-800-THE-ASME.

F. SIGNING OF CONTRACTS

The only individuals authorized to sign legal documents (including contracts) in the name of ASME are the Executive Director and Assistant Treasurer.

Functions which generate contracts in which the Sections are most apt to be involved in, are conferences and seminars, bus rentals, catering, meeting locations, and meals. All such contracts should be forwarded to the Assistant Treasurer for review and signature to the NY Executive Office (FAX # 212-591-7739). It is recommended that a copy also be sent to your Field Service Director.

It is also required that mutual indemnification language is used with all vendor contracts, such as audio visual, tours, etc.

1. Certificate Of Insurance

A certificate of insurance must be obtained from vendors when contracting services for buses, boats, etc., naming the ASME as an additional insured.

Under normal circumstances, the time required for forwarding and returning the contract is 2 to 3 days. If the determination is made that another party (meetings department, legal, or insurance broker) must review the contract, please allow extra time for processing.

The following information must be submitted with all site contracts (hotels, convention centers, etc.): Americans with Disabilities Act, Force Majeure, Indemnification and Hold Harmless Obligation of Facility/Vendor, Obligation by the American Society of Mechanical Engineers, Lowest Rate, Cancellation, Guest Walk Clause, Mitigation, Construction, Minimize Noise and Disturbance.

The following information must be submitted with all hotel contracts:

Addendum to Contract Between

American Society of Mechanical Engineers and Facility/Vendor

Re:

Date(s):

2. Americans With Disabilities Act

Facility/Vendor warrants that as a place of public accommodation, it is in compliance with the Americans with Disabilities Act.

3. Force Majeure

The parties' performance under this contract is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or which materially affects a party's ability to perform its obligations under this contract. Either party may terminate this contract for any one or more of such reasons upon written notice to the other party.

4. Indemnification and Hold Harmless Obligation of Facility/Vendor

Facility/Vendor shall indemnify, defend and hold harmless the American Society of Mechanical Engineers and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which American Society of Mechanical Engineers, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of Facility/Vendor, its officers, directors, employees or agents.

5. Obligation by the American Society of Mechanical Engineers

The American Society of Mechanical Engineers shall indemnify, defend and hold harmless Facility/Vendor and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which Facility/Vendor, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the American Society of Mechanical Engineers, its officers, directors, employees or agents.

6. Lowest rate

It is understood that during the dates of the Agreement, the Group will have the lowest rate in-house excluding previously negotiated volume corporate business and/or government accounts, crew rooms other similar agreements. This applies to rate made available to the general public,

either through the Facility/Vendor Reservation Department, 800 Reservation Service, and any airline reservation system or via the Internet. ASME will receive room night credit for attendees who are registered at a government rate. This is provided that the guest identifies him/herself as part of the ASME group at the time of reservation. The government rate is based on availability.

7. Cancellation

This agreement binds both the Hotel and the American Society of Mechanical Engineers. The cancellation fee will be waived if a conference of equal or greater value is booked and held within one year of the cancellation.

8. Guest Walk Clause

If a guarantee and confirmed reservation is not honored because a room in unavailable at check-in, the hotel will relocate the guest to another hotel. The hotel will pay for the guest's transportation to and from the other hotel, a phone call by the guest to advise those concerned of his or her new location, and return the guest to the original hotel as soon as a room is available. The hotel will pay for the guest's first night stay at the other hotel, as well as any rate differential for additional nights that the guest cannot be accommodated at the hotel.

9. Mitigation

Facility/Vendor shall undertake all reasonable efforts to resell any unused or canceled rooms, food and beverage commitments, and any unused or canceled function space under contract to ASME and will credit those revenues against any penalties, performance clause fees, payments, or liquidated damages, which amounts, if any, shall be due and payable 30 days after the dates of the convention/meeting, provided Facility/Vendor provides proof of its efforts to mitigate such penalties, fees, payments, or damages and proof that rooms and space being held for ASME's convention/meeting or its attendees and guests remained unsold. ASME shall not owe any penalties, fees, payments, or liquidated damages (or shall only owe such monies proportionately on a net basis) if Facility/Vendor meets or exceeds its average occupancy level for the week of the convention/meeting. Facility/Vendor shall credit ASME for rooms that are charged to other groups. Facility/Vendor shall deduct rooms that are out-of-order, off market, or are held for sale for the hotel's "preferred customer" program or similar program or promotion. Facility/Vendor shall assume the obligation of demonstrating that, but for ASME's attrition or cancellation, Hotel would have achieved its average occupancy level for that period, and of demonstrating that rooms being held for ASME and its attendees were unsold. An audited statement of actual room usage for each day of the convention/meeting will be provided to the ASME upon request.

10. Construction

Facility/Vendor shall promptly notify Group of any construction or remodeling to be performed in the Facility/Vendor over the meeting dates and Facility/Vendor shall use all commercially reasonable efforts to insure that any such occurrence shall not materially interfere in any way with Group's use of the Facility/Vendor. Should construction or remodeling be mutually determined to materially interfere with Group's meeting, Group shall have the right to terminate this contract without liability with written notice to Facility/Vendor as long as such notice is given within (30) days of Group's receipt of notice of such construction or remodeling.

11. Minimize Noise and Disturbance

The Facility/Vendor shall be responsible for ensuring that the Group's use of all function space is free from noise, distractions, disturbances and interruptions within the reasonable control of the Facility/Vendor. In the event the Group's use of any function space is so disturbed despite these efforts, the Hotel agrees:

To make every reasonable effort to eliminate the noise or disturbance immediately upon notification by the Group meeting planner and;

To provide reasonable compensation to the Group if the noise or disturbance was within the reasonable control of the Hotel but could not be eliminated and such noise or disturbance had a material negative effect on the meeting or function.

Accepted By:

_____

Facility/Vendor Date

_____

ASME International Date

By: Joseph M. Holm, Assistant Treasurer

IV. OPERATING COMMITTEES IN A SECTION

In order to avoid confusion between like-named Regional Committees and Section Committees, the Section name should be used as a prefix whenever reference is made to those Section Committees, e.g., "ABC" Section Nominating Committee, etc. Section committee guidelines may be found later in this manual.

A. SECTION FINANCE COMMITTEE

The Section Finance Committee is to monitor the financial state of the Section and to attest to the reporting of all income and expenses of the Section for IRS purposes.

The first task of the committee occurs about January 1st. Preparation of an Operations Budget begins for the ensuing year. In preparing the budget, the Finance Committee Chair should call a meeting with the Treasurer, preferably at a location where all the financial records will be available. The Treasurer should make available previous budgets and a current summary of the expenditures of the current year, including a forecast of total expenditures for the year. The budget prepared by the Committee should be presented to the Executive Committee with recommendations for adoption.

A second task will be the audit of the Annual Financial Report of the Section prepared by the Treasurer before the end of the fiscal year. For the audit, the Treasurer will make available all financial records, books, receipts, bills, canceled checks, etc. All computations should be verified. The result of the audit of the Annual Financial Report of the Section completed by the Committee should be presented to the Executive Committee with its recommendations.

B. SECTION PROGRAM COMMITTEE

The choice of Section programs is an important factor in the overall success of the Section and the Society. Good programs support the objectives of the Society, stimulate and inspire members and add to the prestige of the Society in the community.

Planning and conducting a year's programs requires talent and experience. This task is entrusted to a Program Committee aided as needed by special committees for individual events, and frequently by other committees. Chapter V of this manual is devoted to the actions of the Section Program Committee.

C. SECTION COMMITTEE ON MEMBERSHIP

In March 2002 CMA went under several changes in structure and positional responsibility. The Committee on Member Interest and the Committee on Membership were joined to form a new Committee on Membership. ASME has established the Committee on Membership (COM) under the Board on Member Interests and Development (BMID).

The purpose of the COM is to coordinate the entire ASME Membership Development effort and to recommend policies and procedures. The vision and mission of COM are:

> THE VISION: The Committee on Membership will provide the leadership to increase ASME membership at all levels such that ASME becomes the professional society of choice for mechanical engineers worldwide.
>
> THE MISSION: The Committee on Membership will aggressively promote and expand the membership worldwide while maximizing member retention, and will provide counsel to other segments of the Society on membership issues.

The Committee on Membership is delegated authority by the Council on Member Affairs through the BMID, subject to Society Policies, to carry out the Policy responsibility for Goal 7 - Membership, which is "To encourage and facilitate membership and participation in ASME International of all engaged in mechanical engineering" by establishing and maintaining programs related to the development of Society activities in the area of "Membership." This includes the promotion of new and retention of current members, the administration and development of membership policies and standards, and counseling the Society on membership issues.

The Section MD's role is to fulfill the following goals and responsibilities:

Member

The Section, Subsection, Group Chair will appoint a Membership Development Chair (MD) to serve the Section for a minimum of two years.

Responsibilities

The responsibility of the MD Chair is to develop member recruitment and retention activities. The Chair should attempt to identify, through discussion and polls, the interest areas of the membership and the assistance that ASME could provide. A Section MD Package is available to assist MD Chairs in developing their programs.

Suggested Activities

Personal Contact:

a. Participate in the Member Get A Member Drive (MGAM):

   1. Distribute Sponsor Guides and New member Guide/Applications

   2. Establish a local competition with prizes to complement National's MGAM program for outstanding recruiters.

   3. Recognize sponsors publicly at meetings and in your newsletter.

b. Sections can establish industry representatives for large employers in their area. These representatives are a great resource for getting applications in the hands of non-ASME engineers.

c. Create a flyer or brochure outlining the benefits of membership in your section to distribute to prospects at job fairs, display booths, etc.

d. Recognize local employers who support ASME activity, publicly at meetings and in newsletters.

e. Distribute membership materials to non-members at continuing education courses, and job fairs, etc.

f. Attend Industry Relations breakfast searching for New Members.

g. Recruit new members at joint programs with other societies.

h. Make available COM information at all meetings. A display might include information on insurance, employment assistance programs, financial passport, ASME organizational charts, copies of MM-2, sample copies of Technical Journals, ME, Applied Mechanics Review, and Codes and Standards.

i Contact each new member and explain the Section's mission, vision, structure, goals and mode of operation. Ensure the new member is acquainted with all the benefits of the Society. Advise members regarding the Member Initiative System's method of handling suggestions and ideas.

j. Conduct annual surveys of your members to find what kind of activities they would like to have for the following year.

k. Participate in or sponsor a science fair for local high school students. Participate as a judge at an established fair, or sponsor and judge Mechanical Engineering awards at an established fair.

l. Committee on Membership will hold an annual meeting where all the benefits are discussed and progress in specific areas (e.g.; pensions, etc.) is outlined.

m. Conduct a salary survey for the engineers in your Section and publish the results in your newsletter.

n. Conduct a benefit survey to see what range of vacations, pensions, insurance, termination allowance, etc. your membership has. Publish the results in your Section and Regional newsletter.

o. Include a COM news form in your newsletter to allow your individual member to keep the Committee informed on various honors, awards, promotions, etc., they have received. Publish the results in your newsletter.

p. Encourage local employers to advertise job openings in your newsletter.

q. Sponsor short seminars or symposiums of a continuing professional development nature in conjunction with the professional development representative at the Section/Group level.

r. Work with other engineering societies in conducting Engineers' Week activities.

s. Establish specific programs for retired engineers.

t. Provide confidential career counseling to members possibly utilizing senior members as counselors.

Mail Campaigns

a. Request roster/labels of Member Prospects (non-members who have had contact with ASME through attendance at a conference, short course, etc.)

b. Contact employers in your areas for names and addresses of potential members. Ask headquarters to purge current members from the list.

c. Send letters to prospects, inviting them to join. Call Information Central to receive a sample letter at 1-800-THE-ASME (1-800-843-2763).

d. Call Member Services (212) 591-7066 and request a list of applicants in your area who have submitted their application, but haven't paid their dues. Most applicants will activate their membership by paying their dues, but others need a friendly push.

e. Send letter or phone automatically upgraded students, welcoming them to your section and inviting their participation. Rosters are available and should be shared with the MD Chairs.

f. Consider paying, or obtaining local sponsors for first-year's dues of graduate engineers.

Things to Do at Meetings

a. Sponsor "Bring A Non-Member Friend" to events.

b. Sponsor talks on mechanical engineering issues, such as local/state legislation affecting engineers in your area.

c. Hold meetings with other engineering societies.

d. Hold meetings with nearby Sections.

e. Hold meetings with Student Sections at local Universities.

f. Invite local community and political leaders to speak at meetings.

g. Mail your Section newsletter/meeting notices to member prospects.

h. Hold a contest for the individual who brings the most guests to meetings in a year. Present gift publicly and acknowledge in newsletter.

i. Consider a free or reduced-cost meal for member prospects that attend a meeting.

j. Introduce guests at meetings. Make sure they get an application and your phone number for questions.

k. Offer discounts for events to those who join at registration.

l. Schedule a member of the committee to “work the door” to greet members at the meeting; make guests feel welcome and present an application kit to a non-member before leaving.

D. SECTION HISTORY AND HERITAGE COMMITTEE

The Section History and Heritage Committee coordinates history and heritage activities and acts as liaison between the mechanical engineering and history communities, specifically for technologies represented within the geographic area of the Section. History and Heritage activities bring together industry, government, education, non-profit, and cultural groups, across a broad professional palette, enhancing the image of the Society and the public perception of the work of mechanical engineers.

The committee does research, communication, fund-raising and publishing. Considerable networking among various units of the Society as well as external groups is common. Most activities are project oriented, often requiring 9-18 months to complete. Many Section committees;

a. Develop a local program to identify, monitor, and report on activities relating to the history of mechanical engineering within the Section's geographic area.

b. Coordinate history-related activities between ASME members and local industry leaders, community leaders, media reporters and editors, museum curators, librarians, and historians.

c. Record Section history and establish or maintain an appropriate archive for long-term storage.

d. ASME Policy P-15.6 covers all the procedures and criteria regarding the History and Heritage of Landmarks. The MS-72 History and Heritage Manual gives guidance on these activities. ASME provides staff support through Public Information at the New York Office.

e. Participate in the Landmarks Program where Sections, Subsections, Groups, Divisions, and Technical Chapters can designate landmarks, sites, and collections. With support from an ASME unit, any ASME member can nominate a landmark, submitting documentation to the History and Heritage Committee. If and when the nomination is approved, it can be designated during a ceremony planned by the supporting unit. This is usually the Section in combination with a Division or jointly with another engineering society.

f. Survey existing landmarks located in the Section's geographic area to ascertain the condition of the landmark and its plaque. Written reports updating or alerting ASME to preservation problems can be submitted at any time to Headquarters.

g. Inventories: Regional and local histories are compiled and published by Sections.

h. Technical Paper Presentations of Historical topics can be coordinated through the History and Heritage Committee for presentation at technical conferences.

i. Prepare Engineer-Historian Award Nominations (including self-nominations) for presentation to mechanical engineers who have published or produced works related to some facet of the history of mechanical engineering.

j. Act as Community/Industry Liaison for questions and concerns regarding sites in the Section's area that may need preservation or evaluation for potential landmark nomination. Local museums or history organizations may require engineering expertise in developing exhibits or programs. Local businesses may need support in organizing anniversary celebrations or in establishing archival programs.

E. SECTION PROFESSIONAL DEVELOPMENT COMMITTEE

The ASME Board on Professional Development (BPD) actively encourages Sections to provide short course programs that will assist its members in staying abreast of the rapidly changing technological scene and that will expand the lifelong professional competence of its members. A Section can be a major asset to its membership in achieving this goal by providing the quality short course programs at a reasonable price. The Section is in a unique and ideal position to present short courses because:

The Section knows the needs of its membership;

Courses can be presented in a flexible format (e.g., weekdays, weekends, evenings, on line, etc.); and

Courses can be presented for a reasonable fee by the use of volunteers and local industry support.

The Section can take advantage of facilities available to its members.

A successful short course involves considerable effort and organization. There are two main phases in creating a successful short course program: Phase I/Course selection and/or Development and Presentation, and Phase II/Administration.

Phase I: Course Selection, Development and Presentation

Probably, the major effort in organizing short course programs is the course development phase, which involves deciding which topics to teach, selecting instructors and organizing the course notes. In preparing for the presentation of a short course, the Section's Professional Development Committee, working with the Section's Executive Committee, must select the topic(s) to be presented. The industrial base of the area must be taken into account so that an offering will have sufficient appeal.

Next, a course coordinator and committee knowledgeable in the selected topics(s) are chosen. This committee becomes responsible for all aspects of the short course program. This committee's first task is to organize the course. For example, will the course be held on evenings, weekends, weekdays or on line? The evening, weekend or on line schedule will enhance employer-sponsored attendance, since the employees do not miss work.

Next, the instructors must be selected for their technical expertise, and for their teaching and presentation ability as well. An agreed upon honorarium is established. The instructor(s) and the committee need to prepare detailed notes. These notes are presented to the students prior to the short course as reference material.

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The Board on Professional Development has developed a series of four-hour short courses called ASME Career Development Series for Section use. These programs include Instructors Guide, Instructors Material and Participant Guides. These courses may be used in lieu of local development of the subject's course material. In addition,

The Professional Development program sponsored nationally includes over 130 courses, many of which may be available for Sections to present.

Phase II: Administration: During or after the course is developed - Topic, Instructors, and Notes - the committee can then concentrate on the "administrative" phase of the short course which includes: advertising, finances, facilities, audiovisual equipment and refreshments. Although not technical in nature, these items require considerable attention. The presentation of quality short course programs will provide an effective learning experience and enhance the reputation of the ASME Section in the technical community. For example, in selecting a facility, consider a comfortable room with blackout capability for slide presentations, wall maker boards, note pads, etc. The facility needs to be in a central location, easily accessible, with ample space for parking. A local company's facilities or a nearby university's classroom can be used at no charge or for a nominal fee. The Section can usually provide its own refreshments - a large savings compared to refreshments supplied by a hotel or a caterer.

Appendix XVIII provides helpful hints plus budget and schedule details. An additional excellent reference is the ASME MS-65 Professional Development Manual, which represents a step-by-step guide to short course organization and presentation

Professional Development Staff and the Sections. If your Section would like to present a course described in the *"ASME News*, Short Course Supplement," or if you have any questions, please contact the ASME Professional Department at ASME New York Office, 1-800-THE-ASME or 212-591-7123.

F. SECTION GOVERNMENT RELATIONS COMMITTEE

The Section Government Relations Committee is a vital link between a Section and the Society's government relations activities. As a Section government relations chair, your goal should be to increase the Section's contributions toward improving the technical content of legislation at the state and local level by providing advice on engineering matters.

Since 1972, ASME Government Relations have enabled the Society and its members to achieve the overriding goal of ASME. The goal is directed towards affecting the outcome of the issues identified by Society members and staff as important to the practice of mechanical engineering in the public interest. The Government Relations Program is conducted through a framework of activities aimed at identifying issues and strategies, informing the ASME membership, and involving them through programs such as the Government Relations Fellowship Programs, the State Government Coordinator Program, and Washington Visitation Program, and the State Action Program. Through these activities, ASME influences public policy decisions by producing position statements, congressional testimony, and other inputs, as well as providing forums for exchange of information with government.

The practice of Government Relations is the process by which individuals and organizations seek to influence the structure and course of government decision-making. ASME's government relations activities are aimed at providing government with the technical information it needs to make the best decisions possible. These activities

can take many forms, including the presentation of non-partisan analysis, studies or research, informal briefings of government personnel, formal comment on proposed government actions, and testimony before government bodies.

As an ASME member, you are part of a group of people known and respected for expertise in technical topics. As an individual, you can always speak on the issues, but as a member of ASME you have increased clout in the public policy process through collective action.

Under the direction of the Board on Government Relations of the Council on Public Affairs, ASME staff in Washington manages programs to promote participation in government activities by individual members. Your participation in ASME government relations not only provides an important public service, but also can help you gain knowledge about the government processes affecting your work and personal life. Taking part in these activities can also put you on a path of enhanced professional and career development.

Government Relations Activity Ideas for ASME Sections:

1. Invite your Congressman, Senators, state legislators or agency official to speak at a Section meeting. ASME staff can help you secure a speaker.

2. Draft fact sheet or position statements of high priority issues for the Section. If you do this, be sure to follow ASME Policy P-15.1.

3. Meet with and/or submit information on your issues to the appropriate government officials; work with your Sections public information chairman to help publicize your statements.

4. Select a delegation to meet at least once a year with your congressman, Senators and state legislators; explain your concerns and offer your Section as a technical resource on specific topics.

5. Hold a Section meeting on government relations to orient members about ASME public affairs programs and encourage them to become involved. Invite a member of the Board of Government Relations to make a presentation. Contact the government relations staff for information on other resources available for presentations.

6. Subscribe to Government Relations "Highlights" monthly, and "Capitol Update" weekly. Include any relevant information in your section's newsletter.

7. If your state has an ASME State Coordinator or Legislative Fellow, work with them on issues of interest and invite them to speak at a Section meeting.

8. Invite a Federal Government Fellow or member of the Board on Government Relations to speak at a Section meeting. Government Relations staff can help you get in touch with the appropriate people.

9. Be active in local affairs such as zoning and building code boards. Members can serve as a technical resource for these groups.

10. Participate in ASME's State Action Program.

Additional information is available in the ASME ML-64 Government Relations Manual. Government relations information, including the manual, is available on ASME.org.

G. SECTION HONORS AND AWARDS COMMITTEE

The purpose of the Section Honors And Awards Committee is to maintain awareness of Section members' accomplishments and to recognize these accomplishments with appropriate Society awards.

Prior to February 1, ASME provides each Section with an opportunity to nominate distinguished members for various Society honors. Response to this opportunity is not a one-time matter and Sections have found it useful to have a continuing committee to maintain scrutiny of membership, so that adequate response can be made to the request for distinguished nominees. In addition, the Section's Honors and Awards Committee should advise the Section Chair of members deserving of Honors by the Section. The Section Honors and Awards Committee should maintain close liaison with the Regional Honors and Awards Committee. Consult the ASME MS-71: Honors Manual for detailed information.

H. SECTION COLLEGE RELATIONS COMMITTEE - STUDENT SECTION ACTIVITIES COMMITTEE

The purpose of the Section College Relations Committee is to assure coordination and information flow and to provide the necessary assistance and personal attention to the proper functioning of the Student Sections at the colleges and universities within the Section boundaries. It is advisable not to have an advisor as Chair of this committee.

Active support of the Student Sections is an important obligation of the Section. To provide such support, it is necessary to exercise close cooperation. Many Sections include the Student Section Chair(s) and Advisor(s) of the Student Section(s) as members of the Section Executive Committee. This is a recommended practice.

The Section is encouraged to focus the attention of the Executive Committee upon the obligation of the Section to the individual Student Member and their concerns. Section activities supportive of Student Sections might include:

1. One or more joint meetings at which special effort is made to bring students and members together with planned opportunity for students to converse with practicing engineers;

2. Prizes for papers;

3. Aid to Student Sections in providing speakers and arranging plant visits;

4. Keeping student members involved in ASME and Senior Section activities and meetings, encouraging their attendance and recognizing student members whenever they attend;

5. Encouraging members to extend professional and social courtesies to Student Members;

6. Offering assistance in providing transportation and expenses of students to the Regional Student Conferences, Regional Student Leadership Symposiums, and ASME conferences;

7. Having the Student Section(s) arrange the program for a meeting;

8. Sponsoring a student day in Industry.

9. Promote establishment of new student Sections at qualified schools; and

10. Assist in promoting ASME student loans, scholarships, fellowships, and guidance materials to assist with students career development.

The Section, by demonstrating its support of the Student Section, will help the Student Members recognize the importance of their activities, both to themselves and to their profession. Refer to the ML-1, Student Section Operations Manual, for detailed information about Student Section activities and programs.

On a national level, the Society supports the programs of JETS, SAE's A World In Motion, engineering activities of the Girl Scouts and Boy Scouts, and the FIRST Robotics competition. ASME is also a member of the Triangle Coalition for Math and Science Education.

ASME has also entered into two partnerships to develop activities and materials intended to promote young people's learning about science and technology. One such partnership is with the Girl Scouts, whose local Councils welcome ASME members in a variety of capacities depending of the ages of their troops (from Career Day presentations at schools, to company visits, senior project supervision, or programs at science museums and amusement parks). The other partnership is with the FIRST Foundation, to support and extend the reach of their national Robotics competition that teams high school students with practicing engineers at sponsor companies to build robots which compete against one another in sports-like settings.

Several Sections, either alone or as part of a community program, have organized efforts to aid high school students interested in engineering. They render valuable service to the community, the engineering schools and the profession. Still other Sections have organized committees comprised of members interested in young men and women and their vocational choices. Among other things they can convey information about the nature of engineering curricula so as to encourage students of high quality, aptitude, and capacity to seriously consider entering the profession. Also they can cooperate with local high schools in conducting vocational counseling, working with prospective students, and planning programs to stimulate the interest of parents and students in engineering.

Science Fairs. Several Sections sponsor or co-sponsor science fairs and/or actively participates in the organization and administration of such fairs in their areas. In general, the fairs are exhibitions of science projects and should be designed for students in two separate groups - junior high school and senior high school divisions.

It is desirable that the local fair be affiliated with the National Science Fair if it is to obtain the maximum amount of prestige and value to the students. If a Section is interested in obtaining particulars on the International Science & Engineering Fair, contact: Science Service, 1719 North Street, and NW, WASHINGTON, DC 20036. This is a non-profit organization, which promotes interest among students in the study of science.

The following represents a sampling of various activities being carried out by ASME Sections throughout the country:

a. Participate in the Annual Middle School Teachers Program.

b. Participate in the Annual Middle School Students Enrichment Program.

c. Participate in and support math and science fairs at local elementary, junior high, or high schools (e.g. funds, judges, awards, etc.).

d. Provide speakers, when requested, to focus on engineering.

e. Provide funds for paper competitions.

f. Present program to high school students highlighting requirements and benefits of the field of engineering.

g. Provide role models and speakers for high school career days and programs.

h. Provide tutoring of math and science at the intermediate level. Also provide career teachers and students.

i. Participate in forming FIRST teams or act as volunteers at FIRST Competitions; or do engineering activities with Boy Scouts and Girl Scouts.

j. Have a special Section meeting addressing the importance of math and science in engineering and technology and invite members to bring a middle or high school student, math/science teacher, or counselor.

k. Provide judges and certificates for an "Invention Convention" program, which is for students K-12. This is a one-day convention which bring together student inventors, adult inventors, attorneys, and engineers for the sharing of ideas.

For fuller description of materials and activities relevant to undergraduate or pre-college education, please contact the Education Department (212-591-8131) or visit the Education section of ASME website: http://www.asme.org/education/precollege.

I. SECTION TECHNICAL INTERESTS-COOPERATION WITH TECHNICAL DIVISIONS

In any Section membership there is certain to be a grouping of technical interests--perhaps conforming to the parameters of ASME Technical Divisions. It is necessary to recognize these interests and encourage an active following. The Section can seek information and advice from the Technical Divisions. The Sections can conduct division programs at the Section level. It is well, therefore, to maintain active liaison with the Technical Divisions in the areas of mutual interest. The names and addresses of the current Technical Division Chairs are given in ASME Annual AC-10: Personnel of Board of Governors Councils and Committees. To identify your membership's Technical Division interests, call Regional Support and ask them to send you a demographics report.

Technical Division interests in the Section should have representation on or have close contact with the Program Committee. Copies of every division conference program are sent to Section Chairs and Secretaries. These programs should be shared with the person in charge of the technical interest in the Section.

There is a provision for forming technical chapters within the Section, administered by the Section but with formal linkage to a particular Technical Division. For further information, contact Regional Support.

J. SECTION INDUSTRY RELATIONS COMMITTEE

The Section Industry Relations Committee is charged with building the section's good will with the employers of its members. A good industry relations program consists of a number of different opportunities for the section to improve its visibility and stature. The following are suggested areas of activities:

Industry Visits (One company at a time)

Conducted by the Field Services Director and/or Regional Vice President in conjunction with Section representatives to learn of industries needs as well as to describe ASME programs and benefits.

Industry Breakfast/Luncheons

Similar to Industry Visits except many different companies are “hosted” at one time by ASME at suitable meeting location for a breakfast or luncheon.

Industry Advisory Group

A group comprised of 5-7 top management persons from local companies to advise Sections of programs and activities for the sections to consider.

Industry Appreciation Awards

A Section can utilize this award to recognize companies and universities in their area fro their outstanding support and contributions to the Section.

Industry Letters

Sections can help its officers receive recognition at work by having the Regional Vice President send letter to their employers commending the officers fro their accomplishments in ASME.

Industry Day

Sections can host a program to encourage companies to permit ASME student members to be with one of their engineers for a day to observe engineers in the field.

Industry Support Opportunities

This is a list of what some companies do to help promote ASME activities.

VIP Subscriptions

Complimentary subscriptions to “Mechanical Engineering” magazine available for corporate management who are non-ASME members.

Visit Reports

Reports issued on meetings with industry summarizing their needs.

Section Guests

Invite one or more industry leaders to be a guest of the section at each meeting. Assign an executive committee member to be an escort.

Managers Night

Invite several engineering managers to a section meeting.

The Industry Relations manual, ML-14, is a good source of information on these programs.

K. SECTION PROFESSIONAL PRACTICE AND ETHICS -- ENGINEERING REGISTRATION

All of the states, commonwealth and territories and the District of Columbia have laws requiring that engineers who practice professionally be licensed or registered. Sections have an important responsibility to keep informed of current licensing information. A brief periodic report from a member of the State Examining Board is desirable.

L. SECTION MEMBER INITIATIVE SYSTEM

The Member Initiative System (MIS) is an electronic method of by which any member or operating unit can propose improvements to Society policy or procedure or to make any other suggestions related to the operation or activities of the Society. The MIS provides the link to the BOG with thoughts of the membership in order that ASME may improve service to members and to the profession of mechanical engineering. You can visit the MIS site at http://www.asme.org/cma/mis.cfm.

M. SECTION NEWSLETTER EDITOR

Newsletter Editor Job Description

The most important person for a newsletter is its editor; the second, the program chair, for without the latter, there would be no program and no need for a newsletter.

As editor of a Section newsletter, your purpose is to inform the Section members and Regional and National representatives in a complete, consistent and timely manner of relevant ASME activities and services, as well as other information related to the mechanical engineering field.

As newsletter editor, you determine the newsletter format and you make the final determination of the content for each issue.

It is your responsibility to keep the Section chair informed as to your activities. Fulfillment of your activities should be with the knowledge and consent of the Section chair. Any difficulties in completing your activities should be communicated as soon as possible to the Section chair. (However, you should continue to resolve problems as they arise without delaying the activities if the chair or vice chair is not available).

Editor's Strategic Plan

As editor your planning should include:

1. To continue monthly publication of the newsletter with features not only of interest, but also of practical help, to Section members.

2. To continue to make known a schedule of deadlines for advertising submissions and editorial copy for each issue, meeting the established schedule each month.

3. To continue to include monthly advertising.

4. To continue to publish a calendar of upcoming events and relevant dates of interest to Section members.

5. To continue to publish ballots of board members up for election so that the voting process will be facilitated.

Commitment

As editor your time commitment should include:

1. Attending the monthly Section Executive Committee meetings on a regular basis. (This is usually just one meeting per month for September through June.)

2. Attending your Section programs, other Section programs in your Region, and national programs on a selected basis as your interest or as benefit to the Section applies. (Probably you will attend four to six events in a calendar year.)

3. Allotting approximately 8 to 16 hours for each newsletter that is produced.

4. Allotting additional time as projects arise and communicate/resolve any conflicts in scheduling the activity with the Section Chair. (This could add another 8 to 16 hours to any given month.)

5. Be flexible!

Process Activities

1. Gather information
2. Follow-up information requested
3. Writing and word processing text
4. Formatting text and layout
5. Proofing of the hard copy
6. Printing the master copy
7. Delivery to printing/mailing service
8. Negotiating a mailing target date
9. Obtaining and filing extra copies
10. Obtaining the invoice for each mailing
11. Passing the invoice to the treasurer for payment

Additional information such as newsletter resources can be found at http://www.asme.org/pi/sections/index.html, you can contact Public Information at 212-591-8301.

N. SECTION NOMINATIONS AND REPRESENTATIVE ON RACON

A Section Nominating Committee is charged with the responsibilities for Section Officers and recommendations for Committee members. This Committee is organized early during each Society year. Some sections find it desirable to also include responsibilities for "Society Nominations," the main function of which is to prepare nominations for members to Society offices and see that they are transmitted to the Society Nominating Committee. In order to ensure the foregoing, each Region has a Regional Advisory Committee on Nominations, (RACON). This Committee is also organized early during each Society year. The immediate past Regional Voting Representative on the Society Nominating Committee acts as its Chair. There should also be a representative from each Section in the Region on this Committee.

O. SECTION PUBLIC INFORMATION COMMITTEE

The objective of the Section Public Information Committee is to gain recognition for the activities and achievements of the Section.

The Public Information Committee arranges for coverage of Section activities in local daily and weekly newspapers, local radio and television, professional journals and trade magazines.

Detailed procedures and devices useful in preparing and distributing news of the Section are contained in the ASME Media Relations Guide, MS-63.

As a first step, the Committee should compile a list of local media: daily newspapers, suburban or nearby weeklies, radio stations that carry news, and television stations, especially public channels. Obtain the names of the persons in charge of such news.

The Committee may wish to call or visit the city desk of a local newspaper or the assignment editor of radio and television news programs to become familiar with the names of journalists who may be interested in Section activities and feature stories.

Experience in writing for a publication is helpful to a Public Information Committee but is not essential. It is much more important to know the facts than it is to express them in journalistic style. Try to keep accounts brief -- no more than two pages in double-spaced format.

There are many ways to keep the press informed of Section activities. The most common method is to prepare a news release on each newsworthy event and distribute copies of these releases by mail or fax. Small routine items may require only a telephone call. Some reporters may ask to be included on your regular Section mailing list so that they will receive information simultaneously with the members. Many Sections invite reporters to attend a dinner meeting as a guest of the Section.

All publications, especially daily newspapers, are concerned with timeliness. Tomorrow's meeting, or the meeting that occurred yesterday, is news; last month's is not.

Any written material submitted to a publication should be typed, double-spaced with generous margins on one side of Section letterhead.

The name, address and telephone number of the Public Information Chair should appear at the top of the first page so that reporters can confirm facts or ask for additional information.

In writing the story, make sure to include the Five W's: Who, What, When, Where and Why. Use the first name; middle initial, and last name and title of each individual mentioned. Be sure to spell names correctly.

Photographs, if any, should be glossy prints at least 3 x 4 inches in size, preferably larger, with complete captions attached.

SAMPLE NEWS RELEASES (Double space in reality.)

July 12, 2007
Joe Doe, Public Information
Mercer, Section, ASME
New Officers Named

John W. Smith, project engineer at the XYP Corporation, has been elected chair of the Mercer Section of the American Society of Mechanical Engineers (ASME).

Other officers are Joe Jones, marketing specialists for AV Corp., vice president; Jane Coe, production engineer, Master Company, treasurer...(etc. listing all the officers.)

The Mercer Section is part of the 125,000-member ASME, a worldwide engineering society focused on technical, educational, and research issues of mechanical engineers.

July 12, 2007
Joe Doe, Public Information
Mercer Section, ASME

301-968-4444

Smith to Speak to ASME

Carter A. Smith, president of Landkind Engineering, Falls City, VA., will speak to the Mercer Section of the American Society of Mechanical Engineers (ASME) at 8 P.M., Wednesday, June 27, at the Pumpkin Inn, Mercer.

Mr. Smith is an expert on Walking Giant Cranes and will discuss the future of such equipment.

The speech will follow dinner at 6:30 p.m. For reservations, call Jack Smith, 301-685-8890.

The 125,000-member ASME is a worldwide engineering society focused on technical, educational, and research issues of interest to mechanical engineers.

Public Information Chairs may also want to publicize or arrange in other activities, such as Engineers Week, Section community involvement (science fairs, Boy Scouts, etc.) or arrange for the press to meet out-of-town speakers.

Consult the ASME Media Relations Guide, MS-63 or call the ASME Public Information Department, 212-591-8301.

P. SECTION COMMITTEE ON DIVERSITY & OUTREACH

The Board on Diversity and Outreach (BDO) works to further the Board of Governors' Key Objective #3:

- Greater participation in ASME activities by an increasingly diverse total population of mechanical engineers, with an emphasis on welcoming students and graduates with 10 years of less of experience
    - Members
    - Those participating in society activities
    - Leadership positions

Additionally, the BDO works in support the Society's Goal #7:

- Encourage and facilitate membership and participation in ASME of all who are engaged in mechanical engineering.

The BDO's vision is: "To fulfill ASME's objective to be the premier professional organization for all engineers by embracing and valuing diversity."

The BDO's mission is: "Through information, expertise, programs and leadership, we seek to foster quality decisions throughout ASME that anticipate, understand and address the needs of a diverse engineering profession, and that encourage under-represented groups to participate in ASME and in the engineering profession."

By promoting an increasingly diverse membership, ASME aims to bring together talented people with different perspectives who can constantly challenge each other's thinking, as well as the status quo. By sharing ideas with no cross-cultural, ethnic or gender boundaries, ASME will create a positive environment that fosters both individual and organizational growth. ASME believes that no culture, no country, nor any one individual has a monopoly on creativity and innovation. Indeed, the bringing together of these diverse perspectives will create a dynamic synergy within the Society.

To be successful in making ASME International a welcome place for all mechanical engineers, all groups within the Society must embrace Key Objective #3, ASME Goal #7and the BDO mission. Indeed, the future viability of the Society depends upon increasing the diversity of its membership.

In that spirit, the BDO recommends that each Section establish a Committee on Diversity & Outreach to foster the Key Objective, Goal and Mission cited, above. In addition, BDO offers the following guidance to ASME Sections on how each may be effective in making ASME International a diverse and welcome place for all mechanical engineers:

- Appointing a BDO Section Chair to oversee and coordinate diversity and outreach activities within the Section.
- Inviting members, regardless of culture, ethnicity or gender, to become active in all Section activities.
- Mentoring members from diverse backgrounds.
- Increasing the visibility of members from all backgrounds in all events by inviting their participation as speakers and panelists in Section events.
- Establishing goals for the participation of persons from all cultural, ethnic and gender backgrounds in the Section's activities.
- Encouraging the participation and promotion of members of diverse backgrounds to seek and gain leadership positions throughout the Society, beginning at the Section level.
- Identifying and nominating members of diverse backgrounds for ASME awards and election to Fellow grade of membership.
- Assisting the BDO in marketing the Diversity Action Grant (DAG) program[*], the Minority Leadership Program (MLP)[†] and the Partners in Mechanical Engineering Program[‡] through the Section and its university affiliations and business contacts.

[*] The DAG program provides funding to ASME Student Sections for innovative projects that support diversity and work to increase the participation of underrepresented minority groups and women in the Student Section and in mechanical engineering. Grants of up to $1.500 are awarded on a competitive basis. The annual application deadline is November 1.

[†] The MLP program funds five internships annually, pairing women and minority engineers with a mentor on an ASME operating board or committee and providing them with an opportunity for active involvement in ASME groups and activities.

- Welcoming all new members and participants in Section activities.

- Encouraging Section officer to promote diversity within the Section leadership.

- Encouraging persons, regardless of cultural background, ethnicity or gender, to pursue engineering degrees.

- Identify mentors for Minority Leadership Program interns who wish to work with a Council unit to ensure that the intern is given a meaningful role to play during the internship period.

- Expanding the base of Section members who seek diversity training by reaching out to non-familiar faces.

- Encourage Student Sections within the Section to submit applications for funding under the Diversity Action Grant Program.

- Encourage Senior Sections to submit applications for funding under the Partners in Mechanical Engineers Program.

- Recruiting and retaining young members.

- Encouraging the Section leadership to establish ties/cooperative activities with Student Sections of the National Society of Black Engineers (NSBE), Society of Women Engineers (SWE), Society of Hispanic Professional Engineers (SHPE), and other minority/female engineering societies.

- Encouraging visits by the Regional Vice Presidents with ASME Student Sections at predominantly minority universities.

- Supporting the participation of Region BDO Representatives at RACs.

Q. OTHER COMMITTEES

A Section may find it expedient to form additional committees as dictated by its goals, size, geographical extent, or according to the variety of engineering specializations represented by the Section membership. The committees formed should have a definitive purpose, a schedule, a desired product, and adequate staffing to accomplish its work.

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‡ The Partners program programs ASME Sections with up to $1,500 to sponsor innovative outreach programs that support collaboration with local sections or chapters of organizations that support women and underrepresented minority groups in engineering. Funding is provided on a first-come, first-served basis throughout the year.

V. SECTION PROGRAM GUIDE

A. PLANNING THE SECTION PROGRAM

A basic program plan should be a pattern of Section functions that, within the Section budget, fundraising activities and managerial ability, will serve the many interests of the Section members. By providing a maximum of stimulating and useful engineering information, and offering opportunities for informal interchange of experiences, knowledge, and social contact among the members, the Section events will be well attended.

It is obvious that overall planning must be integrated within the Section budget and should be completed as early as possible, preferably before July 1. Sections should complete overall and detailed plans so as to announce complete programs of a year's events to its members in early autumn.

To secure press notices of the meetings in advance and proper coverage afterwards, the Program Committee should work closely with the Public Relations Committee and the Newsletter Editor to prepare event notices for the membership and the press.

B. COMMITTEES

1. Section Program Committee

   This committee is responsible for overall Section program planning and execution. The annual plan is prepared (see Parts D and E), speakers selected and contacted, tours arranged, and general program execution activities monitored. Committee membership depends upon the size and complexity of the overall plan. It is recommended that at least two individuals be involved in leading the committee - one executing the current year plan and a second planning for next year. This committee works closely with other Section committees and subcommittees identified below to ensure complete communications and execution.

2. Announcement Sub-Committee

   Announcement. The success of Section functions can be greatly increased by improving the effectiveness of the function announcements. Separate, properly prepared news releases for local newsletters, local engineering sister societies, and announcements posted on the Section Web page can be beneficial. New desktop publishing software for personal computers makes lively and informative announcements possible. A variety of local printing options are available at low cost. For further information, contact the Program Manager, Regional Operations, at ASME in New York.

Mailings. Upon request pre-addressed envelopes (#10 size), or pressure sensitive labels are sent each month (2 sets in August) with the exception of May, June and July, to the Secretary or designated individual. Since these envelopes/labels are run each month to ensure that the latest address data is used, they should not be stored for long periods. Sections are now able to select the option of receiving envelopes/labels for all members of the Section or members without email addresses. The Sections, which chose pre-addressed envelopes, will be receiving them with pre-bar-coding. Bar coding puts the 9-digit zip code on your mail, making it machine-readable at the Post Office. The United States Postal Service offers some discounts for bar-coded 1st or 3rd class mail. The biggest benefit of all is faster delivery. Most Sections now use the On Line Section emailing function from the Section Roster.

Since the Society is classified as a non-profit organization, ASME is eligible to receive special rates. Requests for rates and the procedure to be followed to obtain the necessary permit should be directed to the local Postmaster. Postal rates make it advisable to consider the class of mailing very carefully. Units will find it economical to use third class mail (circulars and other printed matter) at bulk rates. These rates apply to mailings of separately addressed identical pieces (either envelopes or self-mailers requiring no envelopes) of not less than 50 pounds, or of not less than 200 pieces. This method requires greater lead time as third class mail is usually slower. Consider allowing as many as 4 weeks before the meeting may be required.

Sending meeting notices to other Sections in the Region and selected Regional Operating Board members is good practice and promotes the exchange of program ideas. These labels are also provided each month from Headquarters.

3. Attendance Sub-Committee.

In order to maximize the number of members attending Section functions; it is necessary to publicize the meetings in every possible way. This may include word of mouth as well as written notices. An Attendance Sub-Committee can complement the efforts of the Public Relations Committee and Newsletter Editor by posting bulletins in plants and schools, and in general publicizing each meeting.

4. Registration/Fellowship Sub-Committee

Each Section should designate a small group to register each person attending a function and see that they meet others. At least one person in this group should be on watch for new faces, especially to greet non-members. All attendees should be provided with name badges to enhance personal contact. New members should be identified so that they can be introduced.

C. SERVING MEMBER NEEDS - SPECIALIZED INTEREST

An important phase of program and tour planning is the determination of member interests to be served. One obvious breakdown of interests is the various specialties within the field of mechanical engineering. Many Sections recognize these interests through the formation of technical chapters whose representatives may be part of the Program Committee. It is important that the technical profile of the Section be reviewed frequently to make sure that the area interests of the members are reflected on the Program Committee personnel and planning. Several Sections have had notable success in organizing discussion groups or seminars, which have the great virtue of bringing together specialists in small groups where each member has an opportunity to participate in or lead the discussion.

Another group of interests who must be considered in the overall program plan are those of the newly graduated members. Each should be made welcome at Section events but there should also be planned special discussion on subjects of particular concern to these younger Members to encourage active participation.

A third group of interests is that of student section members within the section. They should be informed of Section events and be encouraged to attend. Some Sections program an annual student program/activity where students welcome the opportunity to converse with experienced engineers. A meeting devoted primarily to student interests should be staged as to give the best possible opportunity for contact among students and older members.

The interest of the profession as a whole is the main purpose of an ASME Section. The annual pattern of functions should reflect this concern and create opportunities for mechanical engineers from a variety of specialties to exchange the latest technical information. There should also be occasions where mechanical engineers can meet with other engineering and community groups on matters of broad engineering and community significance.

D. TYPES OF PROGRAM EVENTS

In planning the section program, there are many types of events, which may be useful. The following are typical:

1. General Meeting- A program or activity of broad interest to ASME Members, a noteworthy speaker, a question period. Dinner may or may not accompany the meeting. This is the most common type of ASME Section meeting.

2. Technical Meeting- A program of specialized interest with carefully organized discussion. This type of meeting can be organized as a stand-alone event or presented after one or more of the following types of informal sessions:

    a. Session of General Interest--topics of a technical, semi-technical or non-technical (such as those dealing with ethics, economics, education, etc.) nature, of interest to a broad group.

b. Symposium or Forum--a number of papers covering various parts of a subject may be grouped together for presentation in a series at a single session. Panels for a symposium or forum should include not more than six individuals as experience has shown this number to be a reasonable maximum.

3. Plant Visits, Outdoors Events, etc. - These are extremely useful functions in promoting fellowship and technical benefits. Such an event may be combined with a luncheon, a speaker, a dinner or technical meeting.

4. Joint Meeting or Event- A program sponsored jointly with other ASME Sections, engineering groups, or interested organizations, and typically including a topic of broad engineering, scientific, industrial or community interest.

5. Discussion Group- This event brings ASME activities closer to its members work, where subjects of practical interest are discussed in a round table format.

6. Film Showing- This can precede or follow principal events.

7. Luncheon- A program with a speaker or discussion group is useful for a geographic concentration of members.

8. Coffee Talk- A short presentation of an important matter of current interest, usually following dinner and preceding the principal event.

9. Professional Development Seminar- Local or Society organized activity to help "Lifelong" learning in general or technical skills.

E. OVERALL SECTION PROGRAM PLAN

The overall plan for the annual Section program activities should be prepared in the preceding year to provide ample time to identify individual speakers, arrange trips, and plan tours. All topics, events, and speakers need not be finalized by the beginning of the Section year on July 1, but the overall plan should be in place and individual program finalized at least three months in advance of the meeting date. The program plan should be a mixture of dinners, tours, technical topics, general interest topics and other activities that best suit the needs of the individual Section. Frequency is up to the individual Section with monthly activities being the most common. Some Sections hold more than one activity a month. Many Sections make one individual responsible for each function.

There are as many program plans as there are units within the Society. The following provides a sample program plan used by some Sections.

Month	Type of Program	Sample	Final Date/ Location	Responsible Member
September	Kick-off meeting General Interest Topic	Personal computer update & demo (possibly manager's night)	July 1	
October	Tour	Steel tube manufacturer	August 1	Ind. Comm.
November	Technical topic	Automated manufacturing		Ind. Comm.
December	Social Event	Dinner & local play		Program
January	Technical topic (joint with another society)	Material in space		Prof. Devel.
February	Engineers banquet (joint with other societies)	General interest topic - engineering in amusement parks	December 1	JT Engineering Society Rep.
February	Academic	Old Guard Presentations	January 15	College Relations
March	Professional Development Seminar	"Communication Skills" "ASME Pressure Vessel Code"	March 15	Professional Development
March	Technical	3 short technical presentations by local members	December 31	Technical Activities
April	Tour	Local research center	January 30	
May	General technical -	Stealth military technology		History & Heritage
June	Social	Picnic/golf outing	April 30	Membership
June	Social	"Thank you" barbecue for Section officers - Committee members	April 30	Honors & Awards

Note: The final date and responsible section committee members should be set as early as possible and are subject to change.

F. SOURCE OF PROGRAM IDEAS

Within the completion of the overall program plan, concentration on the details becomes the next step. For general and technical meetings, an alert Program Committee is needed:

1, Seeks special leaders in the Section who have a good reputation for original thought and who are good speakers and writers;

2. Consults programs of other Sections;

3. Consults programs of meetings and conferences for speakers within the area;

4. Reviews *Mechanical Engineering* and the business press;

5. Consults the Public Affairs, Engineering Registration, Newsletter Editor, and Student Activities Committees for ideas in their fields;

6. Contacts colleges and universities in the Section;

7. Uses the Distinguished Lecturers Program;

8. Accesses the Regional speakers program if available. Contact Regional Support.

9. With the rapid advances in computer software and hardware, many Sections now annually include "computer" based meetings, which highlight new advances. These typically include hands on demonstrations.

10. A sample list of lectures and meetings from one ASME Region is provided in Paragraph L.

11. The key to successful Section program topics is making meetings useful and informative and fun.

G. FUNDAMENTALS OF A SUCCESSFUL MEETING

1. Far in Advance of the Meeting

   a. Select a competent Chair (frequently the Program Committee Chair) who is a good presiding officer and knows the subject to be discussed and leaders in the field. In some cases, such a Chair can take complete charge of a meeting program, selecting speaker and discussants.

   b. Select a competent Vice Chair who will aid in the responsibility for mechanical smoothness of the meeting lights, slides, films, etc.

   c. Select a good speaker.

   d. Organize discussion. Publicize discussion leader's name and employer in advance. Good discussion frequently saves what otherwise might be an indifferent meeting.

   e. Secure a list of materials from participants and equipment desired (blackboards, slide projectors, etc).

   f. Write participants with specific information on the date, time, place, topic, dress required, and details on events prior to the meeting. Distribute an advance program.

   g. Alert Public Relations Committee, Newsletter Editor and Secretary for necessary notices and pre-meeting publicity. Good notices that reach beyond Section members stimulate attendance of members as well as guests and add to the prestige of the Section as a leader in the community. The announcement should be posted on the Section's web page.

   h. Alert the Attendance Sub-Committee and the Registration/Fellowship Sub-Committee.

2. Just Before the Start of the Meeting

   a. Check the stage setting to ensure that all equipment is in place and functional. See that the ASME banner is properly displayed.

   b. Make sure that the Registration/Fellowship Sub-Committee, Committee on Membership, and others are on hand to make everyone feel welcome. Display membership applications and Society literature.

3. At the Meeting

   a. Make sure each attendee feels welcome.

   b. Start on time.

   c. Introduce new members and guests.

   d. Attempt to keep the audience alert and interested.

   e. Thank all participants.

4. After the Meeting

   a. Send thank you letters to all who contributed.

   b. Receive reports from the Attendance and Publicity Sub-Committees.

   c. Send copies of local publicity to out-of-town speakers.

H. MEETING ACCESSORIES

Section Program Committees will find the following list of meeting accessories (available from ASME offices) helpful in carrying out their program work;

1. Identification tags--blank;

I. PRESIDENTIAL APPEARANCES

Demands on the President of the Society to appear before Sections and Student Sections are the subject of special correspondence with the Executive Office of ASME.

J. THE CONGRESS AND DIVISION CONFERENCES

Meetings that are Society-wide in scope include the International Mechanical Engineering Congress & Exposition, the Summer Annual Meeting of ASME, and division conferences. With a few minor differences, the mechanics of conducting both types of meetings are the same. The host section may participate in local arrangements including spouses' tours and inspection trips. The host division (or divisions, in the case of the Congress meeting) is responsible for the technical program. Program ideas are always welcome from the host section. To implement functions within its area of responsibility, the host section can work closely with the ASME staff representative from the Meetings Department assigned to that particular conference.

Close cooperation is encouraged between the Section and host division(s) in planning and executing a Society-wide meeting. To ensure this cooperation, the section chair and Regional Vice President are notified by the Board of Communications that a meeting is to be held in their area.

K. MEETING ANNOUNCEMENTS IN FLYERS AND SECTION NEWSLETTERS

Section newsletters, *Mechanical Engineering*, *ASME News*, the membership dues bill, and the annual ballot for officers are the five communications sent to ASME members. They are vital sources of information, backed up by targeted mailings about meetings, publications, short courses, and other activities.

Only section newsletters inform members about local activities and ways they can become personally involved with the Society. The newsletters are prime vehicles for influencing member involvement and attitudes about ASME.

The http://www.asme.org/pi/sectionresources.html site provides useful information to Section Newsletter Editors on how to organize newsletters. Guidelines for newsletters, logos, flyers, booklets, etc., can be found in the MS-73, Graphics Guidelines.

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VI. SECTION OPERATIONS

It is important for Section Officers and Executive Committee members to become familiar with the many resources available to the membership. These resources are for section use in conducting the affairs of the section.

A. IDEAS FOR SECTION REVITALIZATION - "THINGS THAT WORK"

- Sponsoring a PE Refresher course helped to revitalize the Palm Beach Section. It brought in 40 new members, two of whom eventually became section chairs.

- One section in Region VIII developed a door prize by allocating $1 from the meal cost paid by each attendee at the monthly Section meeting. Names are drawn from the membership and you must be present to win. Names drawn are publicized in the Section newsletter.

- A Group in Region IV was revitalized by the initiative of a senior member from the principal industry of the parent Section. A dynamic young member in the company was transferred to their plant in the vicinity of the Group for a year, where he reorganized the activities of the Group and established participation to the extent that the Group upgraded to section status within two years.

- A mentor system within sections, led by senior members and local companies that employ mechanical engineers, can provide a continuous stream of candidates for committees and officer positions.

- The RAC can be scheduled with sections to get more members involved.

- Win-a-Free Meal incentive at section meetings may help. The free meal should be for the next section meeting.

- Assign specific tasks rather than just putting people on section committees.

- Active member participation on committees may be more important than increasing attendance at monthly meetings.

- Personal contacts, encouragement, and recognition are critical motivators.

- A nine meeting format per year is unnecessary. It is better to have quality meetings than any predetermined number each year.

- Industry visits by the local section leadership, Regional Vice President can generate support and encouragement for their employees to take an active role in Section activities.

- Hold joint meetings with other professional societies to increase interest.

- Sponsor a professional development course.

- Sponsor a technical exhibit.

- Sponsor a design contest with media coverage.

- Actively solicit retired members for Section committee and officer positions. They have more time available now and may be willing to serve, if asked.

B. PAST CHAIR CERTIFICATES

Each year, the Society prepares a Certificate of Recognition for each section, subsection or group chair. These certificates are sent to the regional vice president.

Past chair certificates can be awarded only within one year following the chair's term in office. A formal letter requesting the certificates must be sent to the regional Vice President indicating the Executive Committee approval for the award of this certificate if the Vice President has not already provided it to the section. Recipients must be dues paid members of ASME.

Certificates are retained for one year and cannot be prepared or issued retroactively Exceptions to this time limitation may be made only by the Board of Governors. (Ref.: ASME Policy P-1.2.3.b, "Certificates of Appreciation").

C. CONFLICT OF INTEREST

Policy P-15.8 requires a signed Conflict of Interest statement from chairs of sections, subsections, or groups.

The statement is not limited in duration and is required only once for each individual unless there are changes to P-15.8. If additional or subsequent positions are held requiring a signed Conflict of Interest statement, it should not be necessary for it to be redone.

D. INDUSTRY AWARD PLAQUE

Each section can award one industry plaque per year to a local industry or school that has been particularly supportive to the section.

The section pays $34.00 for the plaque. The Board of Governors Committee on Honors contributes the balance of the total cost. See Appendix VIII for order form, and instructions.

E. VIDEOTAPES FOR PURCHASE

INFORMATION CENTRAL

These videotapes, which are all VHS and mostly produced by ASME, deal with some aspect of engineering or career guidance and can be purchased from Information Central.

For a catalog (*Videos from the ASME Library*), call 1-800-THE-ASME (1-800-843-2763) or 973-882-1167.

Please send the following tapes to me:

Name _____

Address _____

_____

City _____State_____Zip_____

Phone _____

Email _____

- *Engineering is for Everyone! Grades K-6*

  A young narrator and her friends work on various projects, demonstrating that math and science is fun and interesting. Objective of the video is to promote math and science in the early grades and provide role models, particularly for female and minority students. 1993. (12 minutes)

  Accomplishments. Grade 6-adults.

  Two programs:

  Engineering Liberty. Explores construction of the Statue of Liberty and it restoration. 1986. (10 minutes)

  American History: A New Dimension. Features some of America's outstanding mechanical engineering accomplishments. From early forging to 20th century space technology. 1984 (20 minutes) Also available as slide show.

For High School

Career Encounters - Mechanical Engineering. High School and College.

Interviews with young mechanical engineers explaining their jobs and setting forth requirements for engineering courses. 1991 (Two different length: 27 minutes and 12 1/2 minutes)

Career Encounters - Women in Mechanical Engineering. High School and College.

Interviews with women working as engineers. ASME participated in its development. 1994 (15 minutes)

Career Guidance. Grades 6-12.

Two programs:

It's Not Too Late. Junior High.

Explores engineering careers of the future and explains why a background in science and math is important. 1984. (25 minutes) Also available separately.

Power Engineers. High School.

Shows how power is created, and the role of engineers in the construction and operation of power plants. (10 minutes)

Who Are Engineers? You? Junior and Senior High.

Made for Engineers Week and features various engineering disciplines. 1992. (12 minutes)

For Engineers and Engineering Students

Discover "E". Engineers.

Produced for Engineers Week, discusses Discover "E" program of engineers going into schools

Engineering 2000. Engineers

Discusses significant trends that will affect the engineering community. Features Joseph Coates, who prepared the report. 1990. (14 minutes)

Engineering Visions for the 21st Century. ASME members, engineers.

Nathan H. Hurt, ASME president 1991-1992, envisions the future and some necessary strategies the profession must develop to meet the challenge. 1992. (20 minutes)

Ethics.

Two-part tape:

Part I *The tradition of the Engineering Profession*. Engineers, engineering student. Presents the Douglas DC-3 as a model of a product engineered for safety, health and welfare. DC-3 engineers discuss the design and manufacturing process. Also presented is the ASME Human Powered Vehicle competition as a model of professional development. 1992. (22.2 minutes)

Part II *Ethics in Action*. Engineers, engineering students.

Deals with the events leading to the Challenger accident by an engineer on the; -ring seal task force. His comments are discussed relative to the fundamental cannons of engineer ethics, by engineering faculty at California State University, Fullerton, 1992. (28 minutes)

Extra! Extra! Newsletter Editors.

A quick look at how to put a newsletter together. 1995. (13 minutes)

- *Gilbane Gold.* Engineers, engineering students.

  A video dramatization on engineering ethics. Produced by the National Institute for Engineering Ethics of the National Society of Professional Engineers. 1989. (24 minutes)

- *Honda Lectures.* Engineers, engineering students.

  - 1993. *Alternative Fuel Vehicles,* by Dr. Roberta Nichols, Ford Motor Company.

  - 1994. *Automotive Diesel Fuel Emissions Durability Trends,* by Dr. Henry K. Newhall, Oronite Technology Group of Chevron Chemical Company.

- *Leadership Series.* Engineers, engineering students.

  ASME/SAM Leadership Training Seminars Tapes. Created by T.C. Scott of the University of Virginia, the series is produced by the ASME and the Society for the Advancement of Management. Designed for self-study, the individual tapes are: (1992)

  _____ Introduction to Leadership
  _____ Dealing with Difficult People
  _____ People and Organization
  _____ Time Management
  _____ Self-Assessment
  _____ Effective Communication

- *Leadership Series.* Engineers, engineering students.

  Based on panel discussion at 1993 winter meeting that ASME Board on Professional Practice and Ethics sponsored. 1994. (30 minutes)

- *Surviving the Freshman Year in Engineering.* (slide show) College Freshman.

  Designed for Student Sections to present to help freshman engineering students, offering opportunity to introduce the concept of professional societies and the benefits of ASME membership.

- *Who Made the Engines of Our Ingenuity?* Engineers, engineering students.

  The concept and spirit of invention is the focus of this. ASME Ralph Coats Roe Lecture by John H. Lienhard, professor of mechanical engineering and history at the University of Houston. 1991. (31 minutes)

For ASME Members

- ASME: A World Within Reach (8 minutes) Member Benefits & Testimonials. 1996

- *ASME Research.* ASME members

  Details activities of the ASME Center for Research and Technology Development and how to get involved. 1987. (12 minutes)

- *ASME Fellow Fellows Program*: Celebrating 25 years of Public Service
  25th Anniversary celebration of Federal Fellows Program. Past Fellows and U.S. government representatives discuss experiences and benefits or program.

- *Honors tapes.* Engineers, engineering students.

  Annual tapes and biographies of those honored at the honors Assembly. since 1980.

- *The Journey.* ASME members.

  Daniel Koenig, 1994-1995 president, discusses the future of ASME. 1995. (15 minutes)

- *Public Affairs tapes*. ASME members.

  - *Public Affairs.* 1990.

  - *Public Affairs - Be Part of the Process.* 1992. (17 minutes)

  - *Public Affairs, You Can Make a Difference.* 1994. (9 minutes)

  - *Public Affairs, Window to the World*. 1996 (6 minutes)

Tapes about ASME Public Affairs activities, urging participation by members.

- *Resource: ASME.* ASME Members.

  Interviews with ASME members describing their activities. 1994. (16 minutes)

- *Video Fact Book.* Upgrading student members.

  Describes ASME activities for upgraded students. 1993. (25 minutes) For Everyone.

- *A Fitting Occupation.* Grades 6-adults.

  Details the history of codes and standards pioneered by the American Society of Mechanical Engineers in 1994. 1984. (27 minutes)

- *Kuwait - Bringing Back the Sun.* General audience.

  By the Bechtel Corporation on putting out the oil fires after the Gulf War.

- *Music and Art.* Grade 6-adults.

  Two programs:

  - *Engineering in the Arts.* Through paintings, sculpture, poetry, carousals, brass pumps, piping and gothic engines, the close interface between distinctly different worlds of art and engineering is explored. (10 minutes) Available as a separate tape.

- *The Music of Engineering.* Music is form moving in sound; engineering is form moving in substance. 1984. (6 minutes) Available as a separate tape.

F. SOURCES OF USEFUL INFORMATION

These publications may be classified as General Interest Publications and Technical Journals.

1. GENERAL INTEREST PUBLICATIONS

   a. *Mechanical Engineering*

   The official ASME monthly since 1919, *Mechanical Engineering* explores the development and application of wide-ranging technology and tools of the profession. The articles are directed to the end user and emphasize applications and available hardware. Key areas include manufacturing processes, engineering materials, job related design problems, instrumentation, R&D, and computers. Since 1989 *Mechanical Engineering* has included CIME: Computers in Mechanical Engineering.

Recent reader surveys have also indicated a heavy reader interest in using, specifying, and purchasing instrumentation and controls to measure flow, temperature, pressure, level and vibration.

In addition to such traditional areas of coverage as energy resources and conversion, environment and transportation, and materials and structures, *Mechanical Engineering* has introduced new features in the areas of robotics, programmable controllers, and testing.

Each issue of *Mechanical Engineering* features key topics for in-depth treatment. These thematic issues offer coverage of a single subject and give advertisers an opportunity to focus on a specific product area. Yet, theme issues in no way sacrifice editorial balance. Each issue also offers articles ranging from professional development to the "nuts and bolts" of engineering applications.

The specific departments of *Mechanical Engineering* merit mention: Software Exchange, Technology Focus, Codes and Standards, New Products, ME Bookshelf, Computing, Calls for Papers, Meeting Calendars, and Managing Technology.

Advertising. In addition to the advertising pages describing products, *Mechanical Engineering* also derives income from the recruitment programs of many companies seeking engineers. These advertising pages range from full-page adds to the monthly listings of Opportunities.

b. *ASME News*

This monthly covers the news of the Society and its members, news of professional interest, and news of other engineering groups that affect ASME and the profession. The *News* covers stories arising from that juncture where mechanical engineering meets the world at large in government, industry, education, and the personal lives of the professional.

It offers a balance of stories, ranging from photo features to short technical pieces of general interest. Articles have focused on technology transfer and ASME research issues which also offer previews of technical conferences such as the Congress.

2. TECHNICAL JOURNALS

a. ASME Transactions

These are published in a series of quarterlies. Only high quality, permanent interests (or reference) papers are selected for publication in these journals. These may be subscribed to individually or as a group (*see ASME Publications Catalog.)*

The ASME Transactions journals provide a forum for the interchange of ideas in the field of mechanical engineering. Each journal contains regular research papers, design data and methods, and brief notes. Special papers are published to promote interest in a new or important area and to present a review or survey by an outstanding authority. The journals also contain book reviews, discussions, and closures and special announcements.

They are:

Journal of Applied Mechanics
Journal of Biomechanical Engineering
Journal of Computing and Information Science in Engineering
Journal of Dynamic Systems, Measurement, and Control
Journal of Electronic Packaging
Journal of Energy Resources Technology
Journal of Engineering for Gas Turbines and Power
Journal of Engineering Materials and Technology
Journal of Fluids Engineering
Journal of Heat Transfer
Journal of Manufacturing Science & Engineering
Journal of Mechanical Design
Journal of Offshore Mechanics and Arctic Engineering
Journal of Pressure Vessel Technology
Journal of Solar Energy Engineering
Journal of Tribology
Journal of Turbomachinery
Journal of Vibration and Acoustics
Journal of Microelectromechanical Systems (MEMS)
Transactions on Mechatronics

b. Other Major ASME Publications are:

Applied Mechanics Reviews, a monthly journal with state-of-the-art review articles, critical book reviews and classified compilations of research abstracts, covering all areas of applied mechanics.

Heat Transfer - Recent Contents, a bi-monthly periodical which lists the latest tables of contents from approximately 30 of the world's most important heat transfer research journals.

Special Publications, bound symposia and proceedings of meetings.

Technical Papers, presented at ASME-sponsored meetings.

ASME Press, a series of research monographs and professional books for engineers, including translations.

Chinese Journal of Mechanical Engineering (CME), this official quarterly journal of the Chinese Mechanical Engineering Society covers the science and technology of the machinery industry.

JSME International Journal, the foremost Japanese journal for mechanical engineers, distributed outside Japan by ASME.

Codes and Standards, in print. Orders for ASME publications should be sent to: ASME Order Department, 22 Law Drive, Box 2900, Fairfield, NJ 07007-2900 or call 1-800-THE-ASME.

3. PUBLICATIONS CATALOG

In addition to the above-mentioned technical papers and periodical publications, the Society is responsible for the production of many other publications. Over 300 special publications are listed in AM-3 Publications Catalog, available on request from the ASME Order Department.

4. ANNUAL REPORTS

The ASME Annual Report is published as part of the November issue of *Mechanical Engineering* magazine and, as a result, is received by all members.

5. NEWSLETTERS AND BROCHURES

There are a variety of newsletters and specialized pamphlets produced by different departments within ASME, too numerous to list individually. There are division newsletters of which you should become aware, prepared on a standardized schedule by the technical division. Another publication of note is the MP-0691/Video Tapes Brochure.

6. ON LINE DIRECTORIES

A variety of directories are produced on line by the Society for both general and specialized purposes. A very important publication is the CMA Directory. This document, which functions as a crucial supplement to the AC-10, Personnel Board of Governors, Councils and Committees, lists all the sections, subsection, groups, student sections, and technical chapters with the names and addresses of their officers. It also includes information on the Regional Operating Board members and other key personnel.

7. GRAPHICS GUIDELINES

ASME Manual MS-73, Graphics Guidelines describes the standards for section letterheads, envelopes, newsletters, announcements and programs. The purpose is to limit the number of different ways that our printed material appears so that our products are always easily and consistently identified as ASME.

8. SECTION LEADERSHIP TRAINING PROGRAM

CMA has developed a program for improving training of section leaders. The training seeks to build confidence and skills for those participants in their workplace, improve the professionalism of section leaders, and to support section management to expand delivery of career and skill development options. Contact one of the Regional Trainers for the latest information.

G. ENGINEERING SOCIETIES INFORMATION CENTER - LINDA HALL LIBRARY

Linda Hall Library of Kansas City, Missouri, serves as the official depository site for the publications of the ASME. Other societies depositing their publications with the library include the AIChE (American Institute of Chemical Engineers), the member societies of the AIME (American Institute of Mining, Metallurgical, and Petroleum Engineers), the ASCE (American Society of Civil Engineers), and the IEEE (Institute of Electrical and Electronics Engineers). In addition, the Linda Hall Library has an extensive collection in the fields of science, engineering, and technology, excluding clinical and surgical medicine. The collection includes more than 42,000 journals and serials, 205,000 conference proceedings an monographs, more than 150,000 standards and specifications, geological and topographic maps, and more than 1.5 million government contracted technical reports. The library has been designated an US Patent and Trademark Depository Library as well. Leonardo, Linda Hall Library's on-line catalog, can be searched from the library's website (http://www.lhl.lib.mo.us) or by telneting to leonardo.lhl.lib.mo.us or 204.56.7.100.

Services

Knowledge reference librarians are available to field questions of a factual bibliographic nature. Questions may be submitted by telephone, fax, or e-mail. Complex reference questions may be referred to the Linda Hall Library Search Service. This special service utilizes staff expertise in conducting on-line and/or manual literature searches. Additional information, including pricing, is available upon request.

Requests for photocopies should be directed to Linda Hall Library's Document Services Department. All requests must comply with copyright law and may be submitted using the on-line request form found in the Document Services area of the library's website or via telephone, fax, e-mail, or regular mail. Orders are routinely processed within 24 hours and dispatched by First Class Mail, Fax, and a number of courier services. Rush service is available at an additional fee. A complete fee schedule is posted at the library's website or available upon request.

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E-mail:	reference@lindahall.org (Reference)
	requests@lindahall.org (Document Services)
Website:	http://www.lindahall.org

VII. THE ASME INTERNATIONAL AND COMMITTEES

A. SECTION PARTICIPATION IN THE NOMINATING COMMITTEE

The Society's Nominating Committee is elected each year at the Business Meeting during the Summer Annual Meeting. The Committee consists of voting members, one from each Region and activity headed by an Operating Board. A first and second alternate for each unit is also elected.

One of the most important responsibilities of Section Representatives and the Regional Operating Board is the selection of the Regional Representative and Alternates to the Nominating Committee at the Regional Administrative Conference (RAC). This requires careful consideration by the Sections in advance of the RAC. In February, the Vice President calls this to the attention of the Sections and asks them to submit names of suitable candidates to be submitted to the Regional Advisory Committee on Nominations (RACON).

The selection of these representatives at the RAC meeting should be carefully considered. It should not be a last minute effort of an adjourning RAC meeting. The Nominating Committee representative for each Region should:

1. have attained a grade of Member or higher;

2. have an understanding of the broad aims and objectives of the Society and be sympathetic to them;

3. be widely known and respected both within and outside of the Region represented, in order to recognize and judge relative qualifications of proposed candidates;

4. be well-versed in the mechanics of Society operations, and

5. be able to attend the committee meetings at SAM and the Congress.

The recommendations of the RAC for representatives and alternates to the Nominating Committee are reported to the Business Meeting at the Summer Annual Meeting and the membership in attendance elects them at that time.

Refer to Manual MM-10, Nominating Committee for further details.

B. SECTION PARTICIPATION IN VARIOUS COMMITTEES

1. THE OLD GUARD COMMITTEE

The Old Guard of ASME are members who contribute regularly to the Old Guard Fund.

The money is used to advance the goal of the Old Guard "to help the young engineer bridge the gap between college and the profession and bring the you engineer closer to the activities of The American Society of Mechanical Engineers International". Significant activities of the Old Guard are listed below.

The Old Guard Committee Organizes and supports the following activities:

a. Old Guard Oral Competition

- Awards prize money to first place winners of the Oral Competition at the Regional Student Conferences, $300x13 = $3,900.
- Provides the winner in each Regional Oral Competition round trip transportation to and lodging at the Congress, approximately $12,000.
- Awards upgrade to Member for student members who participate in the Regional Oral Presentations, approximately $2,000 a year.
- Awards prize money to 1st - $2,000, 2nd - $1,500, 3rd - $1,000, and 4th - $500 winners of the Oral Competition at the Congress, $5,000.
- Hosts a reception for students participating in the Old Guard Oral Competition and ASME leadership at the Congress, approximately $3,500.

b. Old Guard Technical Poster Competition.

- Awards prize money to first place winners in the Old Guard Technical Poster Competition at the Regional Student Conferences, $200x13 - $2,600.
- Awards upgrade to Member for student members who participate in the Old Guard Technical Poster Competition at the Congress, approximately $2,000 a year.

c. Honors and Awards Presentations

- Provide travel cost for the Charles T. Main Award & Arthur L. Williston Medal recipients to the Congress, approximately $3,000.

- Provides half price tickets for students to attend the member and Student Luncheon at the Congress, between $1,400.00 and $1,600.00.

d. Young Engineer's Design Paper Competition

- Awards prize money to the Young Engineer's Design Paper Competition winners - 4 papers x $500 = $2,000.

e. Old Guard sponsored Young Engineers Award

- Young Engineer Award - Provides the member selected with an award of $5,000 plus a prepaid life membership.

- Young Engineer Award - Provides two additional members selected with a prepaid life membership.

- Young Engineer Award - Provides two mailings a year to newly graduated student members of "What Does it Mean to be an Engineer".

- Mailing to 1st year Members "Engineering Manpower".

- Mailing to 2nd year Members "Personal Development Checklist".

f. Old Guard Faculty Advisors Award

- The Old Guard provides for the Faculty Advisor Award $1,000.

(Student Section and Section participation are major items in the selection process for many of the awards. Students chosen in the contests at the local university proceed to the Regional Student Conferences (RSC), and the winner at the RAC becomes a contestant at the IMECE.)

2. THE ASME AUXILIARY

The ASME Auxiliary Inc., established in 1923 and incorporated as a charitable non-profit organization in 1977, composed of eight sections and more than 460 Members, establishes and supports scholarships and loans to students of mechanical engineering at both the graduate and undergraduate levels. It also supports the objectives of ASME International to promote the advancement of the arts, science and practice of mechanical engineering. Membership is open to all members of the immediate families of ASME International members, as well as members themselves.

Members may join a Section, if one is available in their area of the United States, or they may become Members-At-Large. Dues are $10 per year or $100 for a lifetime membership. Section dues are determined by the local Section.

3. ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY

The Accreditation Board for Engineering and Technology (ABET) is a federation of engineering societies and engineering-related societies.

ABET accomplishes its stated purposes by:

a. Carrying out a comprehensive program of accreditation of pertinent curricula leading to degrees, and assists academic institutions in planning their educational programs.

b. Promoting the intellectual development of those interested in engineering and engineering-related professions and providing technical assistance to agencies having engineering-related regulatory authority applicable to accreditation.

c. Acting as a federation of engineering societies and engineering-related societies to assist in, and advance the professional development of engineers, engineering technologists, engineering technicians and others engaged in engineering or engineering-related work.

Sections should put forth names of individuals to do service with ABET. ABET has needs for visitors to the universities on both the Engineering Accreditation Commission (EAC) and the Technology Accreditation Commission (TAC).

VIII. THE ASME GROUP

An outline of activities is provided here for The ASME Group formation or you can contact the New York Office.

A. FORMATION

The operative characteristics of a Group are similar to those of a Section. Formation of a Group requires research to consider predominant and influential social and physical factors. The most notable of these are the number of members and potential members to be served by the Group.

The area should be defined by country, state, parish, county and/or zip code boundaries.

B. LEADERSHIP

It is important to distribute unit responsibilities among several leaders. Although no real progress to start a Group is likely to occur without good leadership, there should be at least twenty-five members with sufficient interest and energy to ensure an effective unit.

C. INITIAL MEETING

The first meeting should be planned and conducted with great care, by an ASME seasoned person as a major goal is to inspire confidence and promote morale. The ASME emblem should be displayed, name cards for members should be used, and a well-planned meal followed by a social hour should be arranged.

D. FINANCES

Sections, Subsections, and Groups are provided with an annual appropriation after the beginning of each fiscal year (July 1). A new Group needs to locate sources of support during the first year such as from the sponsoring unit. Subsequently, a group may opt to file for an appropriation independently or through its Parent Section. (See Section Finances.)

E. OPERATING MATERIALS

Regional Support will be glad to assemble a package of materials, supplies, and manuals for the new unit. The proficiency of officers is in many ways contingent upon careful review of the manuals appropriate to their responsibilities.

F. SUPPORT FROM THE REGION

The Regional Vice President must be used to bring the venture to a successful conclusion. The advice and expertise of the Regional Vice President should be sought in the formative stages of planning the new Group.

G. SUPPORT FROM ASME STAFF

Assistance in the formation of ASME Groups can presently be obtained from the Unit Support Department which can be reached at regionalsupport@asmem.org.

H. PREPARATION OF THE PETITION

Basic Requirements. To receive official approval for the formation of a Group by the Council on Member Affairs, a petition must be submitted which must include the signature of at least 25 paid-up members, per Society Policy P-5.3. (see Appendix IX).

I. BY-LAWS OF OPERATION

The Group shall have By-Laws. The Group By-Laws will provide for the nomination and election of officers and members of the Executive Committee by the members of the Group.

IX. TECHNICAL CHAPTERS

A. CHARACTERISTICS OF A TECHNICAL CHAPTER

The ASME Technical Chapter has the following set of characteristics (see Appendix XI).

1. Technical Chapter promotes the interchange of professional knowledge in defined technical-interest areas.

2. Technical Chapters provide programs and activities for members within the local geographic area.

3. Technical Chapter activities are integrated with Technical Division or Subdivision activities.

4. Technical Activities are integrated with Section activities.

5. The Technical Chapter is easily formed.

B. TECHNICAL CHAPTER ADMINISTRATION

1. The administration, approval, funding and record maintenance of all Technical Chapters shall be, in general, conducted jointly by Member Affairs and Technical Affairs. Both the Council on Member Affairs and the Council on Engineering must approve a petition for the formation of a Technical Chapter and must jointly approve a request to disband a Technical Chapter. Changes in funding levels must also be endorsed by both the Council on Member Affairs and the Council on Engineering. The listings of current chapters and current officers should appear in the annual unit-information directories of both the Council on Member Affairs and the Council on Engineering.

   In all other areas of administration, funding disbursement and record-keeping, the Council on Member Affairs and the Council on Engineering may mutually agree on the tasks to be assigned to either Council, to avoid duplication of effort. A Committee of the Division shall provide technical information such as speakers' bureaus, newsletter information, program topic lists, etc.

2. The Technical Chapter shall operate according to published Technical Chapter By-Laws approved by the Section Executive Committee and a majority of the Technical Chapter membership. Copies of the Technical Chapter By-Laws shall be filed with the Section, the Vice President of the parent Section, the associated Field Service Director, Managing Directors of Technical Affairs and Member Affairs and the Technical Division. Technical Chapter By-Laws shall, as a minimum, provide for the nomination and election of officers by the members of the Technical Chapter.

3. The Section By-Laws or Society Policies shall provide that the Chair of the Technical Chapter is an ex-officio member of the Section Executive Committee.

4. The Technical Chapter funds remain part of the primary host Section funds and shall be included in the Section financial reports and records. The Technical Chapter either may have its own Treasurer or may request that the financial accounting be conducted by the Treasurer of the primary host Section. The Technical Chapter Treasurer shall account for the funds of the Chapter. A Financial Report shall be filed annually with the host Section Treasurer.

5. An Annual Program Report shall be filed with the Section or associated Section Chair.

C. WHAT IS NEEDED TO ESTABLISH A TECHNICAL CHAPTER

1. The name of the primary host Section and any secondary host Section(s).

2. The name of the sponsoring Technical Division of Subdivision.

3. The name of the organizer, who is designated the interim Chair of the Technical Chapter.

4. The signatures of at least 25 ASME members of the host Section and who show the sponsoring Technical Division as their primary or secondary interest area (see Appendix XI for the petition).