

## SPECIAL ACTIVITIES

**SPECIAL ACTIVITIES ... i.e. Golf Match, Canoe Trip, Trail Ride, Hay Ride, etc.**

√	When	Description
	NLT January	Obtain contracts from rental agency Along with copy of proof of insurance
	NLT January	Send contracts and proof of insurance to ASME headquarters for signature
	NLT January	Contact ASME regarding special event insurance for this activity. Rene Ackerman ... 212-591-7098
	NLT January	Provide information required by insurance company regarding event.
	NLT February	Advertise to attendees. Send info to headquarters to post on web.
	By Contract Deadline	Confirm arrangements with vendor
	During Trip	Be sure that some safety personnel are available in case of problems

**SOCIETY POLICY**  
**CHARTERING OF AIRPLANES, SHIPS AND BUSES**  
**ARRANGEMENTS FOR TOURS**

**I. PREFACE**

A. By-Law B4.4.8 states: "Any contract or other obligation to pay money in the work of the Society shall be valid only when signed by the Executive Director, or the Assistant Treasurer."

B. The responsibility for safe conduct lies with the transportation company and it is essential that any contract for transportation clearly specify this liability.

**II. PURPOSE**

A. To confirm the ASME policy concerning potential liability resulting from a transportation-related accident.

B. To establish the procedures for transportation contracts to provide for members' needs and to protect ASME from liability in the event of an accident.

C. To meet the objectives of protecting the Society from liability relating to transportation accidents while permitting sufficient flexibility to make arrangements necessary for program activities.

**III. POLICY**

A. In the event that a unit of the Society desires to arrange the transportation of persons by a commercial entity in conjunction with an ASME activity, attention must be given, among other considerations, to the following:

1. By-Law B4.4.8 requirement for contracts which must be adhered to by all units of ASME.
2. The necessity to assure that the Society have no liability for bodily injury or damage to property resulting from an accident in such transportation.

B. The responsibility for safe conduct lies with the transportation company and it is essential that any contract for transportation clearly specify this liability. In the interests of its members, ASME requires that carriers be properly insured and that the ASME and its members be named in such insurance as insureds.

C. No member of an ASME region, section, subsection, local group, student section, technical division, technical subdivision, or committee is authorized to arrange in the name of ASME tours, consisting of ASME members or members and non-members.

This does not exclude arrangements for distribution to ASME members of brochures describing tours arranged by travel agents.

## IV. PROCEDURES

### A. Travel arrangements for airplanes and ships.

1. Any unit of ASME which desires to charter, lease or rent an airplane or ship shall forward the contract to the Executive Director, for signature by the Executive Director or Assistant Treasurer. The document must be accompanied by a full description of the planned activity.

2. The persons making the arrangements shall make certain that the contract includes a stipulation for insurance coverage, the amount of the coverage, and provision that ASME and its members are included as named insureds.

### B. Travel arrangements for buses.

1. Arrangements for a bus (for activities such as plant visitations) may be made by an ASME unit locally, provided that a contract does not have to be signed and payment for the bus is included in the ASME unit's budget.

2. Arrangements for buses must be made only with state-approved carriers. In the case of a student section, arrangements may be made with the college or university with which the student section is associated. Other carriers may be used only with the specific approval of the Executive Director or the Assistant Treasurer.

### C. Procedures relative to tours arranged by travel agents.

1. Tour literature including brochures which request inclusion of the name of an ASME region, section, subsection, local group, student section, technical divisions, technical subdivision or committee as prospective users must be submitted to the Executive Director or the Assistant Treasurer for approval prior to dissemination to ASME members.

2. Tour literature must include a clause which specifies that ASME has no responsibility whatsoever with respect to the tour and that its members are being solicited in their capacities as individuals, not ASME members.

Responsibility: Council of Member Affairs

Adopted: June 24, 1969

Revised:

June 23, 1976

December 1, 1977

January 19, 1984

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