

## **SOCIETY POLICY**

### **TECHNICAL CHAPTERS**

#### **I. PREFACE**

- A. Article C5.1.1 of the Constitution states, "The Society membership may be divided into smaller units for administration and technical activities."
- B. By-Law B5.6.1.1 states in part "The Knowledge and Community Sector, under the direction of the Board of Governors, is responsible for activities of the Society relating to engineering communities and technical knowledge."
- C. By-Law B5.6.2.2 states in part "The Board on Technical Communities shall guide the technically oriented activities of the Knowledge and Community Sector."

#### **II. PURPOSE**

- A. The purpose of the ASME technical chapter is to provide an organizational mechanism by which the membership of an ASME section may participate in activities in selected technical areas, as appropriate to the interests of the I membership.
- B. The ASME technical chapter has the following set of characteristics:
  - 1. Technical chapters promote 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.

#### **III. POLICY**

- A. Definition of a Technical Chapter
  - 1. A technical chapter is an administrative subunit of an ASME section, subsection or Group and a technical subunit of a technical division or

subdivision. It consists of a minimum of 25 members of the parent section who show the related technical division or subdivision as their primary or secondary technical interest. (Any references hereinafter to a section also apply to a subsection or group.)

2. A technical chapter may be associated with more than one section. One section will be designated the primary host section.
3. Each technical chapter is normally associated with one technical division.

#### B. Technical Chapter Membership

1. A technical chapter member is a member of a section who is registered with the technical division in accordance with Society Policy P-14.1. In the event a technical chapter is associated with more than one section, chapter members may designate their section of association.

#### C. Technical Chapter Administration

1. The administration, approval, funding and record maintenance of all technical chapters shall be the responsibility of the Knowledge and Community Sector. The Knowledge and Community Board must approve a petition for the formation of a technical chapter and must approve a request to disband a technical chapter. Changes in funding levels must also be endorsed by the Knowledge and Community Board. The listings of current chapters and current leadership shall appear on the Knowledge and Community Sector portion of the ASME website.
2. The technical chapter shall operate according to 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 part of the Knowledge and Community Sector Operation Guide 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 form shall be filed annually with the host section treasurer.
5. An Annual Report shall be filed with the host section and associated section chair.

#### IV. PROCEDURE

##### A. Formation

1. A technical chapter is formed through a formal request by the section chair to the Vice President Technical Communities 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.

##### B. The Petition

1. A petition to establish a technical chapter must contain the following:
  - 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, other than Student Members, who are members of the host section and who show the sponsoring technical division as their primary or secondary interest area.

##### C. Approval

1. The request shall be approved by the Knowledge and Community Board.

##### D. Establishment

1. Once approved, the technical chapter shall establish technical chapter by-laws and select its leadership.

##### E. Minimum Membership Requirement

1. A technical chapter shall be required to maintain an ongoing membership of not fewer than 25 members, other than Student Members, in order to receive funding from ASME.

##### F. Communications

1. The host section shall be informed of all meetings of the technical chapter and encouraged to include an announcement of the meeting in the section newsletters to its members. The host section shall receive any meeting attendance credits for activities conducted by those technical chapters which it manages.

##### G. Dissolution

A technical chapter may be dissolved if the chapter has failed to meet the criteria specified in IV.E.1. A notice of the impending dissolution must be given to the

technical chapter by the host section at least three months before any final action. The action will be reported to the Knowledge and Community Board by the Vice President Technical Communities.

Responsibility: Knowledge and Community Board

Reassigned from Council on Engineering/Council on Member Affairs

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