

SOCIETY POLICY

ESTABLISHMENT OF ASME COMPETITIONS

I. PREFACE

- A. By-Law B2.1 states in part, "To promote the art, science and practice of mechanical and multidisciplinary engineering and allied sciences to diverse communities throughout the world the Society shall ... Offer awards and other honors to encourage contributions to engineering; confer awards and other honors in recognition of meritorious contributions to engineering ... Encourage the personal and professional development of young engineers."
- B. By-Law B5.7.2.3 states in part, "The Student Programming Committee, under the direction of the Student and Early Career Development Council, is responsible for development of programs for students."
- C. By-Law B5.2.3.4 states in part, "The Old Guard Committee, under the Executive Committee, shall have responsibility for administration of its competitions and awards."

II. PURPOSE

To provide minimum requirements for establishing ASME competitions and to provide assistance and guidance to competition proposers and organizers.

III. POLICY

- A. The Board of Governors encourages the establishment of competitions to stimulate interest in engineering, provided they are conceived and administered in a manner worthy of the Society's standing and prestige, and do not significantly overlap any existing ASME competition.
- B. To establish an ASME competition the administrative procedures and criteria for the competition must be reviewed by the Student Programming Committee. The Student Programming Committee, through the Student and Early Career Development Sector, shall make recommendations for action to the other sectors of the society.
- C. Local competitions, limited in scope, which do not extend beyond the local sponsoring unit do not have to be coordinated through and approved by the Student Programming Committee.

The Old Guard Committee is responsible for the administration of its competitions.

However, it is recommended that these competitions also conform to the procedures in paragraphs IV.A.1 through IV.A.3. of this policy. A brief summary of the competition, promotional material, etc. should be sent to the Student Programming Committee for their information so they may help avoid overlap.

- D. Upon the recommended action of the Student Programming Committee, the establishment of an ASME competition shall be by the approval of the Student and Early Career Development Council and the appropriate sector.

IV. PROCEDURE

- A. The proposal for the conceptual establishment of a Society competition shall include, at least, all information listed in items 1 through 3:
1. The name of the competition which shall identify it as sponsored or cosponsored by ASME (e.g., the ASME Design Competition and the Padnos Environmentally Responsible Design Competition cosponsored by ASME).
 2. A clear statement of the requirements of the competition including a definition of the fields of engineering to be covered. If several fields of engineering or Society activity are recognized by the competition, the proposer shall be joined by bodies that have competence in those areas.
 3. A statement of the need for the competition, particularly in relation to other ASME competitions and other societies' competitions in the field of engineering or activity in which the proposed competition is being offered.
- B. The Student Programming Committees shall grant, in a timely manner, conceptual approval or shall provide a brief report indicating why conceptual approval was not approved. For final consideration, the following information must be provided.
1. A business plan for any new competition shall be presented to the Student Programming Committee for approval.
 2. Proposed rules and procedures for the administration of the competition that shall include as a minimum:
 - a. provisions for the selection of judges;
 - b. descriptions of the methods to be used in advertising and promoting the competition;
 - c. descriptions of the criteria and method of selecting competition winner(s);
 - d. provisions for a periodic review of all the details of the proposed competition including name, purpose, and criteria for selection of the winners; and

- e. provisions for funding and/or fund raising where required. (Policy P-2.7 Solicitation of Funds should be reviewed if fund raising is proposed.)
3. A description of the prize, whether medal, plaque, certificate, honorarium, monetary or other form. All prizes shall include a certificate describing the attainments of the recipients and bearing the Society seal and necessary signatures.
4. A statement that the competition will in no manner relate to the promotion, advertising, or sale of consumer products or services or constitute a lottery or other game of chance.
5. Although the Student Programming Committee is responsible for competitions, competitions do not need to be restricted to students and may be open to early-career engineers.

Responsibility: Student and Early Career Development Sector

Reassigned from Centers Board of Directors
Reassigned from Council on Member Affairs/Board on Young Engineers

Adopted: November 10, 1994

Revised: March 13, 1998
(editorial change 6/98)
(editorial change 6/03)
(editorial change 9/03)
June 1, 2005
(editorial change 4/09)
(Unit Reassignment Due to Reorganization 6/2012)
December 1, 2023