



Standards and Certification Training

Module C – Legal C5. Speaking for the Society

MODULE C COURSE OUTLINE

C1. Conflict Of Interest/Code Of Ethics

C2. Antitrust

C3. Torts

C4. Intellectual Property

C5. Speaking for the Society

REVISIONS

<u>Date</u>	<u>Change</u>
09/13/24	Updated to align to Rev. 19 of Operating Procedures for ASME Codes and Standards Development Committees
10/29/18	Reformatted entirely and revised Slide 5 and added a new slide titled, “Using Email”.
12/30/15	Reformatted entirely and revised or added notes throughout. Removed slide 6 from previous edition. Added slides 6-8 and 11.
07/07/08	Slide 7 First bullet – new item added. Slides 10 and 13 Quizzes deleted, last page renumbered.

LEARNING OBJECTIVES

At the end of this module, you will be able to:

- Explain ASME policies regarding speaking on behalf of the Society
- Understand the appropriate use of the Society Name, Acronym, Logo, Emblem or Initials

CSP-18

EXTERNAL COMMUNICATIONS

- Definition
 - Communications with individuals or organizations outside of ASME
- External communication responsibilities
 - ASME staff: most external communications
 - Standards users (e.g. inquirers)
 - Other standards-writing bodies
 - Regulatory bodies
 - Volunteers: as defined in the ASME Policies

SPEAKING FOR THE SOCIETY

- S&C Senior Vice President (Standards and Certification Council Chair)
 - May speak on any S&C matter
- S&C Council and Board Officers
 - May speak on S&C matters within their area of responsibility
- S&C Committee Members
 - Authority to Express Views - A member of a committee may only speak to present or explain current, approved ASME statements or positions when designated by the concerned Board Chair and when specifically authorized by the Chair of the Council on Standards and Certification.

SOCIETY POLICY 15.1

PUBLIC AFFAIRS AND PUBLIC STATEMENTS

“Members of the Society are encouraged to participate as individuals in public affairs activities and this policy is not intended to limit this participation. But members as individuals must distinguish their personal views on public issues from those which have received the full and explicit support of the Society.”

EXPRESSING PERSONAL VIEWS

- Standards and Certification committee members must distinguish their personal views from the views of the society
- Authority to Reference ASME Affiliation: If expressing personal views, a member may only mention their affiliation with ASME if they include a disclaimer that the views expressed are theirs alone, and are not necessarily the views of the Society

SOCIETY POLICY 14.6 D

USE OF SOCIETY NAME, ACRONYM, LOGO, EMBLEM or INITIALS

- ASME Logo, emblem or initials cannot be used on personal stationery or letterheads, business cards or other identification
- Chair, Vice Chairs and Members of Committees may use the appropriate title of office or membership only in connection with Society activities
- Such designation of office or membership may not be used for personal endorsement or identification of personal engagement in non-ASME-related activities

USING LETTERHEAD

- ASME letterhead
 - Used for technical responses to regulatory proposals, position statements, administrative and personnel matters
 - Use is limited to S&C Council Chair, S&C Board Chairs and ASME Staff
- Committee correspondence letterhead
 - For all other S&C correspondence
 - Sender acting as participant in an ASME board, committee or subcommittee
- Employer's letterhead
 - When acting as an employee (e.g., inquiry)

USING EMAIL

In accordance with the guidelines in the previous slide, when sending email correspondence on behalf of ASME or the S&C Committee, the email should so indicate

BUSINESS CARDS

- ASME business cards are provided to
 - Staff
 - Individuals under contract with ASME, via agreed terms and conditions
- ASME business cards *may* be provided to
 - S&C Senior Vice President or Board Chair
 - Use limited to events where participation is requested by ASME staff
- All other Volunteers should not have any reference to their ASME committee affiliation on their business cards

MODULE SUMMARY

- Only the S&C Senior Vice President (Standards and Certification Council Chair), S&C Board Chairs, Staff and members who have been granted “Authority to Express Views” may speak or send correspondence on behalf of the Society
- Committee members may express their own personal views and may mention their affiliation with ASME if they include a disclaimer that the views expressed are theirs alone, and are not the views of the Society
- The Society Name, Acronym, Logo, Emblem, Initials and committee affiliations cannot be used on personal stationery, letterheads, business cards or other identification

REFERENCES

- Codes and Standards Policy

- CSP-18 External Communication

<https://cstools.asme.org/csconnect/FileUpload.cfm?View=yes&ID=7614>

- Society Policies

- P-14.6 Society Name, Seal, Logo, Emblem, Initials,
– Titles, Identification and Certificates
- P-15.1 Public Affairs & Public Statements

<http://www.asme.org/about-asme/governance/asma-society-policies>