Module C - Legal
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Objectives

This submodule will explain ASME policies regarding speaking or sending correspondence on behalf of the Society.
**External communications**

**Definition:**
External communications are defined as those communications with individuals or organizations outside of ASME (as a corporate body). External communications include both written and oral communications.

**External communication responsibilities:**
One of the primary duties of the ASME Codes and Standards staff is to serve as the secretary of Standards Committees and correspond with external individuals and organizations. This includes inquirers and other standards users, other standards writing organizations, and regulatory bodies. This serves to protect both ASME and individual volunteers. However, in some cases it may be necessary or desirable for other Board and Codes and Standards Board of Directors Officers to communicate with others outside of ASME, and therefore guidelines have been established.
Speaking for the Society

C&S Senior Vice President (Codes and Standards Board of Directors Chair):
The Chair, Codes and Standards Board of Directors may speak for ASME on all Codes and Standards matters involving government and other external organization actions or potential actions.

C&S Vice Presidents (Board Chairs):
Elected Vice Presidents, Codes and Standards, may speak for ASME on Codes and Standards matters involving government and other external organization actions within their area of responsibility.

C&S Committee Members:
C&S committee members other than Codes and Standards Board of Directors or Board officers may speak for the purpose of presenting or explaining current, approved ASME statements or positions when designated by the concerned Board Chair and when specifically authorized by the Chair of the Codes and Standards Board of Directors.
Under all other circumstances, a Committee Chair or individual designee must preface individual remarks or written comments with a statement that clarifies his or her status as someone speaking either as an individual, or on behalf of the relevant ASME-administered Standards Committee. Most of the time this occurs when providing comments on an external document. Further, the opinions and comments generated as a result of such a review represent a general consensus of the reviewers, rather than of ASME, and therefore are not to be construed as an approval or endorsement by ASME.
**Speaking for the Society (cont’d)**

**Notification:**
It is important that the ASME President be kept apprised on a timely basis of all statements made on behalf of the Society. This is normally handled through ASME staff.
Using Letterhead

ASME letterhead:
Only the Chair or Vice Chair of the Codes and Standards Board of Directors and the Chairs of Boards reporting to the Codes and Standards Board of Directors may use ASME letterhead stationery. Use of such stationery by these individuals may be for technical responses to regulatory proposals, position statements, and administrative and personnel matters such as attendance at functions, recognition, letters of sympathy and awards. Such communications shall be reviewed and issued upon concurrence by the cognizant ASME staff.

Committee correspondence letterhead:
Any other Codes and Standards-related correspondence prepared by a participant in ASME Board of Governors, Board of Directors, Board, or committee activities must be written on committee correspondence letterhead stationery.

Employer’s letterhead:
Stationery of the individual's employer shall be used if the writer is acting as an employee, rather than as an ASME participant, such as in the presentation of an inquiry.
**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**
  - Senior Vice President and elected C&S vice presidents
  - Use limited to events where participation is requested by staff

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**Business Cards**

ASME business cards are provided to ASME employees and to individuals under contract with ASME wherein use is established via agreed terms and conditions (e.g. ASME Conformity Assessment auditors).

ASME business cards may also be made available to, and used by, the Senior Vice President, Codes and Standards, or an elected C&S vice-president, provided such cards are essential for effective representation of ASME and their use is limited to events wherein participation is specifically requested by the cognizant ASME staff.
Pop Quiz #1

An individual who participates in ASME activities has been asked by his employer to present an inquiry and get clarification on a particular standard. Which type(s) of stationery could the individual use? _____

a. ASME letterhead
b. His C&S committee stationery
c. His own company stationery

Answer: Only c., his own company stationery.
Pop Quiz #2 (Extra Credit)

A C&S committee member may speak publicly on behalf of ASME on which of the following? _____

a. Any ASME issue  
b. Any C&S issue related to his/her committee  
c. Approved ASME positions, if authorized to do so  
d. No ASME issues

Answer: Only c., approved ASME positions, if designated or authorized to do so.
REFERENCES

- **Codes and Standards Policy**
  - CSP-18 Speaking for the Society*

- **Society Policies**
  - P-15.1 Public Affairs & Public Statements

*Available on C&S Web site at

http://cstools.asme.org/csconnect/CommitteePages.cfm?
Committee=A01000000&Action=7609

References

Codes and Standards Policy CSP-18 is the applicable policy covering the above communications.