

The Old Guard Committee Operation Guide

I. PURPOSE AND SCOPE

- A. The American Society of Mechanical Engineers (ASME) established The Old Guard and The Old Guard Committee in 1936.
- B. The Vision and Mission of The Old Guard.
 - 1. **Vision:** The Old Guard will assist the early career members of ASME to bridge the gap between college and professional life and bring them closer to the activities of the ASME.
 - 2. **Mission:** The Old Guard Committee will develop innovative programs for helping improve the skills of students and early career engineers as active and productive members of ASME.
- C. Functions of The Old Guard Committee
 - 1. The Old Guard Committee will raise funds to support The Old Guard activities; review and initiate enhancements to The Old Guard programs; and work with appropriate volunteer members and staff on proposed enhancements and procedures regarding students and early career engineers.
 - 2. The Old Guard Committee has established and/or funds various programs which are detailed in Appendix I. These programs include, but are not limited to, contests, awards, travel for award winners, events, and grants.
- D. Organization Affiliation
 - 1. The Old Guard Committee shall coordinate its activities with those of the Student and Early Career Development Sector (SECD) and report its activities to the SVP SECD Sector.
 - 2. The Old Guard Committee will work with the Student Programming Committee and ECE Programming Committees of SECD to advance programs of mutual interest.

II. MEMBERSHIP IN THE OLD GUARD AND THE OLD GUARD COMMITTEE

- A. The Old Guard includes all dues-exempt members of ASME who have made a monetary contribution to support The Old Guard's programs during the current fiscal year.

- B. The Old Guard Committee shall consist of no fewer than five and no more than seven members of The Old Guard, each serving a staggered three-year term. Members may serve more than one term. Terms start on July 1.
- C. The Old Guard staff representative(s) is/are non-voting members of The Old Guard Committee.
- D. The requirement for membership in The Old Guard Committee is being a member in good standing of ASME and a member of The Old Guard.
- E. The Old Guard Committee will elect new members of the Committee. Any member may nominate a potential member. Election is by secret ballot. The winner must have a majority of the votes cast.
- F. If a member of The Old Guard Committee is unable to complete his/her term of office, The Old Guard Committee is responsible for designating a replacement to complete the term.

III. ORGANIZATION OF THE OLD GUARD COMMITTEE

- A. Four of the members of The Old Guard Committee shall be its officers: Chair, Vice Chair, Secretary, and Treasurer. Each officer shall serve a one-year term, but multiple terms are acceptable. Terms of office begin on July 1.
- B. The duties of the officers are given in Appendix II.
- C. The Old Guard Committee will elect its officers each year in the month of June
- D. For actions taken by the Old Guard Committee at a meeting or teleconference to be valid, at least four members must be in attendance. A simple majority of those present is required to approve an action.
- E. Standing committees of The Old Guard Committee include: Contests and Awards, Mailing and Programs, Promotion, History, Finance, and Governance. The charges to these committees are given in Appendix III.
- F. The Chair may appoint ad hoc committee(s) at his/her discretion. Any ad hoc committee will terminate at the conclusion of the term of the Chair.

IV. AMENDMENTS TO THE OLD GUARD COMMITTEE OPERATION GUIDE

The Operation Guide of The Old Guard Committee may be amended by majority vote of all members of The Old Guard Committee.

Original Issue:	December 9, 1995	Revision E	September 14, 2008
Revision A:	May 29, 1998	Revision F	June 12, 2009
Revision B:	September 27, 2000	Revision G	February 26, 2010
Revision C:	August 22, 2005	Revision H	June 08,2015
Revision D:	August 29, 2007		

Appendix I

The Old Guard Programs

1. Contests:
 - International 1st through 4th Place Awards, Student Oral Presentation Contest
 - District 1st through 5th Place Awards, Student Oral Presentation Contest
 - District 1st Place Awards, Student Video Presentation Competition
 - District Best Technical Content, Student Oral Presentation Contest
 - District 1st Place Award, Student Technical Poster Contest
 - District 1st Place Award, Student Technical Webpage Presentation Contest

2. Awards:
 - Early Career Engineer Awards (endowed)
 - Student Section Advisor Award (endowed)

3. Travel for award winners:
 - Charles T. Main Silver Awards
 - Arthur Williston Award

4. Events:
 - Member-Student Luncheon at the Congress (subsidized for students)
 - Oral Contest Winners Breakfast at IMECE
 - The Old Guard Reception at the Congress

5. Grants:
 - Early Career Forum Grants

Appendix II Duties of the Officers

1. Chair
 - a. The Chair will provide overall leadership and direction to The Old Guard Committee.
 - b. The Chair will be the presiding officer of all meetings.
 - c. The Chair will represent The Old Guard Committee at appropriate functions and meetings of the Society.
 - d. The Chair will make the committee assignments prior to June 1 of each year.

2. Vice Chair
 - a. The Vice Chair will assume the duties of the Chair when the Chair is unavailable.
 - b. The Vice Chair will provide assistance to the Chair on administration and governance issues.
 - c. The Vice Chair will publish an annual report to The Old Guard showing accomplishments of The Old Guard Committee. This publication will be placed on the asme.org web site by July 1.
 - d. The Vice Chair will be the chair of the Governance Committee.

3. Secretary
 - a. The Secretary, with the assistance of staff, will keep and distribute minutes of The Old Guard Committee meetings and place them on the asme.org web site.
 - b. The Secretary will maintain the current status of action items of The Old Guard Committee.
 - c. The Secretary will maintain for The Old Guard Committee a repository of the minutes of past meetings.
 - d. The Secretary is responsible for maintaining the Operation Guide and the Web Site of The Old Guard Committee.

4. Treasurer

- a. The Treasurer will coordinate with staff to review The Old Guard monthly income and expense reports from ASME.
- b. The Treasurer will propose a draft budget by June 1 after receiving input from the Chair, Staff, and Committee Chairs.
- c. The Treasurer will coordinate with staff to compile program costs, tracking major cost items attributed to administration, mailings, events, contests, awards, etc.
- d. The Treasurer has oversight of The Old Guard Unrestricted Contribution Graph and the list of The Old Guard Contributions.
- e. The Treasurer has responsibility for identifying and coordinating any solicitation for funds.
- f. The Treasurer will publish an annual report to The Old Guard showing expenditures of The Old Guard Committee. This publication will be placed on the asme.org web site by September 1.
- g. The Treasurer will be the chair of the Finance Committee.

Appendix III

The Old Guard Standing Committees

1. Contests and Awards: The Contests and Awards Committee does the following:
 - a. Coordinates the introduction and presentation timing of contestants during the International Finals of The Old Guard Oral Contest.
 - b. Leads the discussion to determine the First, Second, and Third place winners of the annual Early Career Engineer Award.
 - c. Periodically reviews, coordinating with the Treasurer, the amount of the various Old Guard monetary awards of The Old Guard and recommends revisions.
 - d. Reviews suggested additional contests and leads discussions as to the appropriateness to The Old Guard Vision and Mission statements. Also, recommends the award for any contest that is added.
 - e. Develops and maintains contest rules and interpretation of the rules.

2. Mailings and Programs: The Mailings and Programs Committee has the following responsibilities:
 - a. Develops and recommends to The Old Guard Committee material to be mailed consistent with The Old Guard Vision and Mission statements.
 - b. Work with staff to ensure mailings are accomplished in a timely manner.
 - c. Develops cost estimates for each mailing.
 - d. Reviews and recommend to The Old Guard Committee acceptance or rejection of grant proposals.
 - e. Periodically reviews the grant programs procedures in coordination with the appropriate sub-group(s) of the Student and Early Career Development Sector,
 - f. Reviews suggested additional programs and make recommendations to The Old Guard Committee regarding the appropriateness of adding these proposed programs.

3. Promotion: This committee has the following responsibilities:
 - a. With the help of staff and the Treasurer, the developing of The Old Guard brochure and other promotional material.
 - b. The development of means of recognizing significant milestones of The Old Guard.
 - c. Providing periodic ASME News articles promoting The Old Guard programs for early career engineers.

4. History: This committee is responsible for:
 - a. The development and maintenance of a history of The Old Guard and The Old Guard Committee.
 - b. The Maintenance of a record of the winners of all contests and awards enumerated in Appendix I of this Guide.
 - c. The Maintenance of a record of the grants provided that are enumerated in Appendix I of this Guide.

5. Finance: The Finance Committee is responsible for assisting the Treasurer with his assigned duties given in Appendix II.

6. Governance: The Governance Committee is responsible for assisting the Vice Chair with his assigned duties given in Appendix II.