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CODE OF ETHICS FOR MEMBERS OF THE
AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING

1.0 Purpose

To establish the Code of Ethics that is expected of all members of The American Society for Nondestructive Testing (ASNT) and is a condition of membership.

2.0 Scope

This policy applies to all members of ASNT, irrespective of their membership type, the role they fulfill, or where they live or work.

3.0 References

3.1. ASNT Bylaws

3.2. ASNT Policy G-14, Use of the ASNT Name and Marks

4.0 Responsibility

In spirit and in word, this Code of Ethics shall guide the actions of the members of The American Society for Nondestructive Testing. It is the duty of all members to conduct themselves in accordance with the following precepts:

4.1. Uphold at all times the reputation of the Society and the dignity of membership therein.

4.2. Pursue their professional discipline and activities in a spirit of fairness to all concerned— employer, employees, customers and competitors— consistent with the high ideals of personal honor and integrity.

4.3. Refrain from associating themselves with any enterprise that would use their name or that of the Society in any manner countenancing misrepresentation.

4.4. Avoid damage directly or indirectly to the professional reputation, prospects or business of another member of the Society.

4.5. Advertise only in a professional manner; to avoid using improper or questionable methods of soliciting professional work, and to decline any connection with improper patronage.

4.6. Inform clients or employers of any business affiliations, interests or connections which might influence their fair judgment.
4.7. Treat as confidential their knowledge of any business affairs or technical information of employers, clients or customers, and to make no disclosure of such information without their express consent.

4.8. Accept financial or other compensation for a particular service from one source only, except with the full knowledge and consent of all interested parties.

4.9. Perform their work in the highest professional manner, protecting the life, safety and health of their associates and of the general public.

4.10. Contribute to the advancement of nondestructive testing by the interchange of information and experience with others, taking full advantage of the mediums provided by the Society-symposia, conventions and the press.

4.11. Encourage and provide opportunity for professional development and advancement of their employees or those under their supervision.

4.12. Consider their membership in the Society as affording a distinct opportunity to apply their special talents for the service of mankind.

4.13. Refrain from any statements or acts which constitute hostile or offensive behavior and any forms of intimidation or harassment of any kind by and between members of ASNT whether sexual, racial, ethnic or religious in origin.

4.14. For employer Level III personnel (those certified by the employer and not ASNT certificate holders), that neither the “ASNT” name/acronym nor the ASNT logo shall be displayed on the employer certificates for any reason. Additionally, the requirements in ASNT Policy G-14 shall be followed when developing employer-based NDT certificates.
1.0 Purpose

The purpose of the American Society of Nondestructive Testing, Inc. (“Society” or “ASNT”) conflict of interest policy is to protect the Society's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an ASNT director, officer, committee member, or key employee or contractor, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to 501(c)(3) nonprofit organizations.

2.0 Scope

This policy covers ASNT directors, officers, committee members, employees and contractors (each a “Covered Person”).

3.0 Definitions

3.1 Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family;

3.1.1 An ownership or investment interest in any entity with which the ASNT has a transaction or arrangement.

3.1.2 A compensation arrangement with ASNT or with any entity or individual with which ASNT has a transaction or arrangement, or

3.1.3 A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ASNT is negotiating a transaction or arrangement.

Note: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Pursuant to Section 5, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3.2 Excess Benefit Transaction

An excess benefit transaction is a transaction in which an economic benefit is provided by ASNT, directly or indirectly, to or for the use of any person who was in a position to exercise substantial influence over the affairs of ASNT and the value of the benefit provided by ASNT exceeds the value of the consideration received by ASNT.
Individuals in a position to have substantial influence includes voting members of the board and the Executive Director.

3.3 Duality of Interest

A person has a duality of interest if the person is affiliated with an organization that ASNT is negotiating a transaction or arrangement with or competes with ASNT. Such affiliation exists if the person is a director, trustee, officer, or member of the organization, or has an unofficial role such as a significant donor, volunteer, or adviser to the organization.

Note: A duality of interest is not necessarily a conflict of interest. Pursuant to Section 5, a person who has a duality of interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

4.0 Policy

4.1 Duty to Disclose

In connection with any actual or possible conflict of interest, a Covered Person must disclose the existence of the financial interest or duality of interest and be given the opportunity to disclose all material facts to the directors, members of committees with governing board delegated powers, or Executive Director considering the proposed transaction or arrangement.

Such disclosures shall be included, where applicable, on the annual disclosure form, verbally prior to the applicable discussion, and documented in the meeting minutes.

4.2 Violations of the Conflicts of Interest Policy

4.2.1 If the governing board or committee has reasonable cause to believe a Covered Person has failed to disclose actual or possible conflicts of interest, it shall inform the Covered Person of the basis for such belief and afford the Covered Person an opportunity to explain the alleged failure to disclose.

4.2.2 If, after hearing the Covered Person’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the Covered Person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action including asking the member to resign from his or her position in ASNT or, if the person refuses to resign, the individual shall become subject to possible removal in accordance with ASNT’s procedures.

4.3 Compensation

A Covered Person who receives compensation, directly or indirectly, from ASNT for services is precluded from voting on matters pertaining to that person’s compensation.
4.4 Annual Statements

Each Covered Person shall annually sign a statement which affirms such person:

4.4.1 Has received a copy of the conflicts of interest policy,
4.4.2 Has read and understands the policy,
4.4.3 Has agreed to comply with the policy,
4.4.4 Understands ASNT is a non-profit Section 501(c)(3) tax-exempt organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
4.4.5 Discloses interests that could give rise to conflicts of interest. This may include a list of family members, substantial business or investment holdings, other transactions or affiliations with businesses and other organizations and those of family members, and personal affiliations. (See Attachment A, Disclosure Form)
4.4.6 If at any time during the year, the information in the annual statement changes materially, the person shall disclose such changes and revise the Annual Disclosure Form.

4.5 Periodic Review of Transactions

ASNT Executive Director or his/her designee will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Chairman of the Board in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

4.6 Use of Outside Experts

When conducting the periodic reviews as provided for in Section 4.5 of this policy, ASNT may, but need not, use outside advisors.

5.0 Procedures

5.1 Annual Disclosure Form

5.1.1 The Executive Director shall distribute 30 days prior to the Fall Conference to all Covered Persons a copy of Policy 0-6, Conflict of Interest Policy and Annual Disclosure Form.

5.1.2 Each Covered Person shall complete the Annual Disclosure Form and return it to the Executive Director 14 days prior to the Fall Conference.

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5.1.3 Individuals shall not participate in meetings of the Board of Directors or committees with Board of Directors delegated governing powers until they have submitted the Annual Disclosure Form.

5.1.4 The Chairperson of the Board and the Executive Director shall review each Annual disclosure Form and document their review of the form.

5.2 Results of Disclosure

5.2.1 Individuals who have identified a potential conflict shall:

a. Leave the room during deliberation and voting, or

b. If the individual believes the potential conflict does not impact their fiduciary responsibility to ASNT, after disclosure of the financial interest or duality of interest and all material facts and following any discussion with the Covered Person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if an actual conflict of interest exists.

5.2.2 The individual may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

5.3 Actions During Agenda Item Discussions

The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings shall be recorded in the minutes.

5.4 When Actions Are Beneficial to Covered Person’s Private Interests

5.4.1 The Chairperson of Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

5.4.2 After exercising due diligence, the governing board or committee shall determine whether ASNT can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

5.5 If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement...
arrangement is in ASNT's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
ATTACHMENT A

CONFLICT OF INTEREST ANNUAL DISCLOSURE FORM

1. Name: ______________________________

2. Position: Circle all that apply and list your specific position or title, as applicable.
   Director
   Officer:
   Committee Member:
   Key Employee or Contractor:

3. I affirm the following:
   • I have received a copy of the ASNT Conflict of Interest Policy. ________ (initial)
   • I have read and understand the Policy. __________ (initial)
   • I agree to comply with the Policy. _________ (initial)
   • I understand that ASNT is a non-profit Section 501(c)(3) tax-exempt organization and
     in order to maintain its federal tax exemption it must engage primarily in activities
     which accomplish one or more of its tax-exempt purposes. _____ (initial)

4. Disclosures:

Financial Interest: To the best of your knowledge, please list any financial interests which may
create a conflict of interest between you and ASNT (see definitions in Policy):

_________________________________________________________
_________________________________________________________

Duality of Interest: To the best of your knowledge, please list any duality of interests which may
create a conflict of interest between you and ASNT (see definitions in Policy):

_________________________________________________________
_________________________________________________________

I have the read the Policy attached hereto and attest that the disclosures above are true and complete
to the best of my knowledge. If at any time following the submission of this form I become aware of any
actual or potential conflict of interest or if information provided above becomes materially inaccurate or
incomplete, I will promptly notify the ASNT Chairperson of the Board and the Executive Director.

Signature: ______________________________  Date: _______________________
Print Name: ____________________________
PROHIBITION ON HARASSMENT

1.0 Purpose

To specify ASNT’s policy against harassment.

2.0 Scope

This policy applies to all ASNT Board members, officers, members, other volunteers, and vendors.

3.0 Policy

3.1 Prohibition on Harassment

It is ASNT’s policy to maintain a working environment free from hostile or offensive behavior. Accordingly, ASNT expressly disapproves of and prohibits any form of unlawful harassment based on a person’s race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information characteristics, military status, veteran status, or any other legally protected category or characteristic. Harassment is prohibited wherever and whenever ASNT work is being performed, whether at ASNT’s offices, in another location during a business meeting or trip, or at an ASNT-sponsored social event or meeting.

3.2 Harassment

3.2.1 Harassment can take many forms, including, but not limited to verbal, physical or visual conduct that denigrates or shows hostility or aversion to an ASNT employee or volunteer based on the person’s race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information characteristics, military status, veteran status, or any other legally protected category or characteristic when such conduct has the purpose or effect of unreasonably interfering with an employee or volunteer’s work performance, creating an intimidating, hostile or offensive work environment, or otherwise adversely affecting an individual’s ASNT employment or volunteer opportunities. ASNT will not tolerate any form of such harassment.

3.2.2 Determining what constitutes harassment depends upon the specific facts and the context in which the conduct occurs. Harassment may take many
forms—from subtle and indirect to blatant and overt. Some examples of harassment include:

a. Epithets, slurs, or stereotyping, that relate to the employee or volunteer’s protected characteristic(s).

b. Written or graphic material that denigrates or shows hostility or aversion to an employee or volunteer’s protected characteristic(s).

c. Jokes or teasing related to an employee or volunteer’s protected characteristic(s).

3.3 Sexual Harassment

3.3.1 Sometimes the word “harassment” is used to describe conduct far beyond what is covered under this or any other ASNT policy, such as personality conflicts or general disagreements. However, “harassment” – and, in particular, the term “sexual harassment” – has a specific meaning and is not intended to describe all workplace conflicts or disagreements. Because sexual harassment involves a specific type of unacceptable conduct, this policy includes the following additional explanation of sexual harassment.

3.3.2 Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal and physical acts of a sexual nature where:

a. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s employment or volunteer status.

b. An employment decision or status within the organization is based on an individual’s acceptance or rejection of such conduct.

c. Such conduct interferes with an individual’s work performance, volunteer performance or creates an intimidating, hostile, or offensive working environment.

3.3.3 Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms—from subtle and indirect to blatant and overt. Some examples of sexual harassment include:

a. Promising an employee or volunteer a reward if the employee or volunteer complies with a sexually-oriented request.

b. Denying an employee an employment-related opportunity or volunteer a volunteer opportunity if that individual refuses to comply with a sexually-oriented request.
c. Engaging in sexually suggestive physical contact or touching another employee or volunteer in a way that is unwelcome.

d. Displaying, storing, or transmitting pornographic or sexually oriented materials or objects using ASNT equipment and/or in ASNT facilities.

e. Making unwanted or unwelcome sexual or romantic advances.

f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, jokes, and suggestive or obscene letters, notes or invitations, including those communicated by text message, email or other electronic media.

3.3.4. Sexual harassment may consist of repeated actions or may arise from a single serious incident. Sexual harassment can occur between individuals of the opposite sex or same sex, and it can occur between peers or between individuals in a reporting relationship.

4.0 Complaint Procedure

4.1 Employees and volunteers should not assume that ASNT knows about their situation. Any employee or volunteer who feels he or she has experienced any harassment prohibited by this policy or has knowledge of any harassment should report it promptly to the Executive Director. If the Executive Director is the source of the perceived harassment, then the complaint should be made to the Chairperson of the Board.

5.0 Investigation And Disciplinary Action

5.1 Investigation of Complaints

5.1.1 All complaints will be investigated promptly and fairly under the direction of the ASNT Oversight Committee, with every effort to maintain confidentiality. While ASNT strives to keep the information gathered in the complaint and investigation process as confidential, confidentiality is not guaranteed. Complaining parties should be aware that ASNT’s obligation to investigate may require interviews with the alleged offender(s) and/or other witnesses to the alleged misconduct. The complainant and the accused will be informed of the results of the investigation to the extent permitted under applicable laws.

5.2 Disciplinary Action

5.2.1 If, at the completion of the investigation, ASNT concludes that an individual covered under this policy has engaged in harassment that
violates this policy, appropriate disciplinary action will be taken, such as a written or verbal warning, up to and including revocation of membership and certification. (subject to any applicable requirements under ASNT’s Bylaws).

6.0 Retaliation Prohibited

6.1 ASNT prohibits retaliation against anyone who has, in good faith, reported harassment or discrimination, or assisted in the investigation of such issues. If an employee or volunteer feels he/she has experienced retaliation, the employee or volunteer should follow the procedure described in Section 4.0 of this policy to report the conduct immediately.

7.0 False Complaints

7.1 If an employee or volunteer purposefully lodges a knowingly false harassment claim or deliberately gives untrue information about a complaint of harassment, ASNT will take appropriate corrective action, up to and including termination or removal, against that employee or volunteer who filed the false claim or provided false information about a complaint.
BYLAWS

of

The American Society for Nondestructive Testing, Inc.

ARTICLE I: NAME

Section 1 - Name

The name of this organization shall be the American Society for Nondestructive Testing, Inc. (hereinafter called "Society"). The abbreviation "ASNT" may also be used to refer to this organization.

ARTICLE II: MEMBERS

Section 1 – Qualifications for Membership and Designation of Members

Membership shall be available to persons engaged in or interested in furthering the purposes of the Society. There shall be no membership restrictions based on race, gender, creed, citizenship, or country of origin. Prior members whose membership has been terminated by an action of the Board of Directors (Board) are not eligible for membership without approval of the Board. The membership of the Society shall consist of the following classes: Individual Members, Honorary Members, Student Members, Military Members, and Retired Members. A Corporate Partner shall have the privilege of designating three (3) persons as Individual Members. Those members eligible to vote on appropriate Society matters (the “Voting Members” herein) consist of the following classes: Individual, Honorary, Military and Retired.

Section 2 - Delinquency, Suspension, and Termination of Membership

The membership of any member who fails to pay any dues, fees or assessments of the Society due and owing for a period of more than sixty (60) days may be suspended. Such member shall be removed from the membership records of the Society and shall lose all of the rights and privileges of membership. To be reinstated, the member must reapply for membership and pay all fees required with new member applications. The Board may terminate the membership of any member of the Society, which may be permanent, temporary or conditional on terms specified by the Board. Any member whose membership is in jeopardy shall be entitled to a hearing before the Board, at which hearing cause must be shown for the termination of membership. Such member shall receive notice of the hearing at least thirty (30) calendar days prior to the hearing date. The member shall have the right to speak or submit a written statement on his or on her behalf and may be represented by counsel at the hearing. The decision of the Board shall be final.

Section 3 – Membership Fees and Dues

Members shall pay such membership fees and dues as have been established from time to time by the Board.

Section 4 - Annual Business Meeting
The annual business meeting of the Voting Members shall take place at such time and location as determined by the Board or as the Chairperson shall determine. Members shall be eligible to attend the annual business meeting; however, only Voting Members shall be allowed to vote on matters presented to the membership for a vote.

At the annual business meeting of the Voting Members, ratification of the ballot electing the Officers and designating newly elected Directors shall be automatic, and such ratification shall be entered into the official minutes of the annual business meeting.

Section 5 - Special Meetings
A special meeting of the Society may be called at any time at the direction of the Board or by fifty percent of the Voting Members. Special meetings shall take place at such time and location as determined by the Board. All members shall be eligible to attend special meetings; however, only Voting Members shall be allowed to vote on matters presented to the membership for a vote.

Section 6 - Notice of Meetings
Notice of each annual or special meeting shall be given to each Voting Member no less than five (5), nor more than ninety (90) days prior to such meetings. The notice will be provided though ASNT's official journal or other means, written or electronic, and shall be deemed given when placed in the US Mail or transmitted electronically to the most recent address of the member as contained in the record of the Society. The notice of a Special Meeting must state the purpose or purposes for which the meeting is called.

Section 7 - Quorum
At all annual and special meetings of the Society, a quorum shall consist of at least fifty (50) Voting Members present, in person, including at least one (1) member each from at least ten (10) different Sections.

Section 8 - Waiver of Notice
Notice of the time, place, and purpose of any meeting of the Voting Members may be waived in writing either before or after the holding of the meeting. The attendance of any voting member at any such meeting without protesting the lack of proper notice prior to or at the commencement of the meeting shall be deemed to be a waiver of notice of the meeting by the voting member.

Section 9 - Voting Rights of Members
Voting Members are entitled to one vote on all matters submitted to the membership for a vote. Notwithstanding any provision of the Ohio Nonprofit Corporation Law now or hereafter in force requiring the vote or consent of the Voting Members of the Society for the authorization or taking of any action, such action may be authorized or taken only by the affirmative vote or consent of a majority of the Voting Members present at a meeting at which a quorum is present, unless otherwise expressly required by law, the Articles of Incorporation, or these Bylaws.

Section 10 - Voting by Mail or Electronic Means
Except as may be otherwise provided by law or by the Articles of Incorporation or Bylaws, the voting upon all matters required or permitted to be voted upon by the Voting Members may be conducted by mail, electronic mail, telephone, or other means of electronic or telephonic transmission permitted by law, provided that any such mail, electronic mail, telephone call, or other means of electronic or authorized communications equipment as defined by applicable law.
Section 11 - Voting by Proxy

Voting Members may vote by proxy on a specific issue, unless otherwise limited, provided the proxy vote is:

- authorized in writing by the member or by a duly authorized attorney-in-fact;
- a clear statement of the member’s stance on the issue (in favor of, against, or abstention) and the casting of the proxy vote is as stated;
- used to establish the number of votes cast, but is not used to establish a quorum; and
- valid, being no more than thirty (30) days from the date of execution.

Only the Chairperson shall be permitted to cast more than one proxy on a single ballot.

Section 12 – Telephone or Similar Meetings

Members may participate in and hold a meeting by means of conference telephone or other authorized communications equipment that enables all persons participating in the meeting to contemporaneously communicate with each other. Participation in such a meeting shall constitute presence in a person at the meeting.

Section 13 - Action Without a Meeting

Any action which may be authorized or taken at a meeting of the Voting Members may be authorized or taken without a meeting with the affirmative vote and approval of, and in a writing signed by, not less than a majority of the full number of the Voting Members, which writing or writings shall be filed with or entered upon the records of the Society. Any transmission by authorized communications equipment, as defined by applicable law, including e-mail that contains an affirmative vote or approval of the Voting Member shall constitute a signed writing for purposes of this Section 13. The date on which that transmission by authorized communications equipment is sent is the date on which the writing is signed.

ARTICLE III: DIRECTORS

Section 1 - Authority and Duties

The Board shall have general supervision of the affairs of the Society and shall fix the date and location of meetings. The Board shall act in accordance with the Articles of Incorporation and Bylaws of the Society. The Board may authorize policies in support of the Society’s purpose and Bylaws.

Section 2 - Number, Term of Office, Election, Qualifications

The number of Directors shall be fixed from time to time by the Voting Members; provided, however, that at all times there shall be no less than ten (10) directors. Directors shall hold office until their successors are installed. There shall be three classes of Directors: Directors at Large, Council Directors and Ex Officio Directors.

Directors at Large and Council Directors shall be those individuals elected by the Voting Members or appointed to fill a vacancy and then shall hold office until their successors are installed.

Terms of Directors at Large and Council Directors shall be for three (3) years maximum and commence immediately at the conclusion of the final Board meeting of the Annual Conference. Directors at Large terms shall be staggered so that at least three (3) are available for election by the Voting Members each year. For the purposes of staggered terms, the terms may be modified, as required.

Unless there has been lapse of at least three (3) years following completion of their last Board service as a Council Director or Director at Large, an individual shall not be eligible for election as a Council Director or
Director at Large. Individuals who have served as Officers of the Society are not eligible for election as Directors at Large or Council Directors without a five (5) year break in elected Board service.

**Council Directors** shall be nominated by the Councils, one from each Council, and shall be submitted to the Selection Committee, and if qualified, shall be placed on the ballot. The number of Council Directors elected shall be equal to the number of Councils.

**Ex Officio Directors** shall be those individuals then serving as the Chairperson of the Board, President, Vice President, Secretary/Treasurer, Immediate Past Chairperson of Board, and Executive Director of the Society. At the conclusion of the term of Chairperson of the Board, the incumbent shall remain on the Board as the Immediate Past Chairperson and a voting member of the Board for a one-year term. This position is strictly voluntary until the elections for officers occur in October 2021.

Directors at Large, Council Directors and **Ex Officio** Directors shall be entitled to vote, pursuant to the provisions of Article III, Section 2 as stated above, and they shall be counted for quorum purposes; however, the Executive Director shall not be counted for quorum purposes and shall not be entitled to vote on matters presented to the Board for a vote.

All Directors and nominees shall be Voting Members of the Society. Furthermore, newly elected Directors at the time of their election shall not be from the same subsidiary, agency, or institution as serving members of the Board.

The slate of the nominees for Directors shall be announced in the May issue of the official journal of the Society. Members may then submit additional names for Director nominees by written petition. The submitted petition must include documentation of the individual’s compliance with the eligibility requirements for the position. For Directors, the petition must be signed by not less than two (2) percent of the Society’s Voting Members, including at least five (5) Voting Members each from at least twenty (20) different Sections. By June 1, any petitions must be provided to the Chairperson of the Board, who will ensure that a compliance assessment with the petition requirements is performed.

At least forty-five (45) days prior to the third (3rd) Friday in August, a ballot shall be sent to each current Society Voting Member. The ballot shall include the Selection Committee slate, any qualified petitioner’s name, and a space for a write-in candidate for each position. (Write-in candidates must meet the eligibility requirements specified for the position and their eligibility will be determined at the close of balloting if the vote warrants such). The return of the ballot must be received no later than the third (3rd) Friday in August.

For each class of elected Director, the eligible candidates receiving the highest number of votes for the open positions shall be designated as the elected individuals.

**Section 3 – Removal of Directors; Vacancies**

Any Director may be removed from office at any time for any cause deemed sufficient by the Board, by an affirmative vote of two-thirds (2/3) or more of the full number of Directors acting at a meeting of the Board. The procedure for the removal of a Director shall be as delineated in the Society’s policies.

Vacancies on the Board caused by death, resignation, removal from office, or any other cause other than the expiration of a term (as defined in Section 2 of this Article) shall be filled by the Board through an affirmative vote of two-thirds (2/3) or more of the full number of Directors until the next annual election by the members of the Society for the remaining term.

**Section 4 - Meetings**

Meetings of the Board shall be held on such dates, times and locations as the Board or Chairperson shall determine; provided that there shall be at least two such meetings held each calendar year. Regular meetings

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shall be held at the principal offices of the Society or at such other place within or without the State of Ohio as the Board or the Chairperson shall determine.

Section 5 - Notice of Meetings

Written notice of each meeting shall be given to each member of the Board no less than five (5) no more than ninety (90) days prior to such meetings. The notice will be provided though written or electronic means, and shall be deemed given when placed in the US Mail or transmitted electronically to the most recent address of the Board member as contained in the record of the Society.

Section 6 - Quorum

At least two-thirds (2/3) of the voting members of the Board must be present in person to constitute a quorum at all Board meetings.

Section 7 - Voting Rights of Directors

Each Director shall be entitled to one (1) vote upon any matter properly submitted to the Directors for their vote and no Director shall have veto power; however, the Executive Director shall not be entitled to vote. Notwithstanding any provision of the Ohio Nonprofit Corporation Law now or hereafter in force requiring the vote or consent of the Directors of the Society for the authorization or taking of any action, such action may be authorized or taken only by the affirmative vote or consent of a majority of the Directors present at a meeting at which a quorum is present, unless otherwise expressly required by law, the Articles of Incorporation, or these Bylaws.

Section 8 - Waiver of Notice

Notice of the time, place, and purposes of any meeting of the Board may be waived in writing either before or after the holding of the meeting. The attendance of any Board member at any such meeting without protesting the lack of proper notice prior to or at the commencement of the meeting shall be deemed to be a waiver of notice of the meeting by the Board.

Section 9 - Action Without a Meeting

Any action which may be authorized or taken at a meeting of the Board may be authorized or taken without a meeting with the affirmative vote or approval of, and in a writing or writings signed by, all of the directors who would be entitled to notice of a meeting for that purpose. Such writing or writings shall be filed with or entered upon the records of the Society and any transmission by authorized communication equipment, defined by applicable law, including e-mail that contains an affirmative vote or approval of the director shall constitute a signed writing for purposes of this Section 9. The date on which that transmission by authorized communications equipment is sent is the date on which the writing is signed.

Section 10 - Meetings by Telephone or Other Means of Communication Equipment

Meetings of the Board can be held through the use of conference telephone or any other authorized communications equipment, as defined by applicable law, if all persons participating can contemporaneously communicate with each other. Participation in such a meeting shall constitute presence in person at the meeting.
ARTICLE IV: OFFICERS

Section 1: Election and Designation of Officers
Each year, the Officers of the Society shall be elected by the membership of the Society and shall be the Chairperson of the Board, the President, the Vice President and the Secretary/Treasurer.

Section 2: Nomination Procedure; Time of Election
The Selection Committee shall propose a slate of candidates as nominees for the positions of Chairperson of the Board, President, Vice President, and Secretary/Treasurer. Secretary/Treasurer candidates shall submit an application addressing their qualifications including all specified eligibility requirements to the Selection Committee. All qualified Secretary/Treasurer candidates shall be included on the slate.

The slate of the nominees for the offices shall be announced in the May issue of the official journal of the Society. Members may then submit additional names for each office by written petition. The submitted petition must include documentation of the individual’s compliance with the eligibility requirements for the position. For the offices of the Chairperson of the Board, President and Vice President, the petition must be signed by not less than five (5) percent of the Society’s Voting Members, including at least ten (10) members each from at least ten (10) different Sections. For the office of Secretary/Treasurer, the petition must be signed by not less than two (2) percent of the Society’s Voting Members, including at least five (5) members each from at least twenty (20) different Sections. By June 1, any petitions are to be forwarded to the Chairperson of the Board, who will ensure that a compliance assessment with the petition requirements is performed.

At least forty-five (45) days prior to the third (3rd) Friday in August, a ballot shall be sent to each current Society member. The ballot shall include the Selection Committee slate, any qualified petitioner’s name, and a space for a write-in candidate for each position. (Write-in candidates must meet the eligibility requirements specified for the position and their eligibility will be determined at the close of balloting if the vote warrants such). The return of the ballot must be received no later than the third (3rd) Friday in August.

For each position, the candidate receiving the highest number of votes shall be designated as the elected individual.

Section 3: Term of Office; Vacancies
The terms of the Officers shall be for one (1) year and shall commence at the conclusion of the final Board meeting of the Annual Conference, subject to earlier resignation, removal, death, or other inability to serve.

A vacancy in the position of Chairperson of the Board shall be filled by the President. A vacancy in the position of President shall be filled by the Vice President. A vacancy in the position of Vice President shall not be filled but the duties shall be assigned to the Secretary/Treasurer. A vacancy in the position of Secretary/Treasurer shall be filled through appointment by a majority vote of the Board.

Section 4: Eligibility; Duties
Officers shall be current members of ASNT and shall have been members of ASNT for at least ten (10) years and shall have at least five (5) years of ASNT national involvement and shall have been members of the Board for at least one (1) full term. The Chairperson of the Board shall have served as an Officer of the Society for at least one year immediately prior to that office. No individual shall be eligible for election to the same office for more than one term.

At the time of election there shall not be two (2) members of the Board from the same business interest (e.g. subsidiary, agency, or institution).
They shall perform their duties as legally required and as may be specified by the Board. The Chairperson of the Board shall preside at all Board and Executive Committee meetings and at all business meetings of the Society. In the absence of the Chairperson, the President, the Vice President, or the Secretary/Treasurer shall preside in that order of precedence.

ARTICLE V: EXECUTIVE DIRECTOR

Section 1: General
The Board shall employ an Executive Director who shall direct the day to day operations and affairs of the Society. The Executive Director shall serve at the pleasure of the Board.

Section 2: Duties and Responsibilities
The Executive Director shall:
- Employ a staff and establish compensation for members of the staff.
- Direct all of the activities of the staff.
- Perform other duties as assigned by the Board in accordance with the Articles of Incorporation and the Bylaws of the Society.

ARTICLE VI: COMMITTEES

Section 1: Formation of Committees; Power of Committees
The Board may form committees comprised of a portion of its members. These committees shall serve at the pleasure of the Board and shall have such authority and perform such duties as may be determined by the Board. Any committee of the Board may act by a majority of its members, and any act or authorization of any act by a committee of the Board within the authority delegated to it shall be as effective for all purposes as the act or authorization of the full Board.

The Board may also form committees whose membership is not exclusive to, or necessarily inclusive of, Board members. These committees shall also serve at the pleasure of the Board and perform such duties as may be determined by the Board. These committees are not, however, empowered to act on behalf of the Board.

When forming or modifying a committee, other than those specifically identified in these Bylaws, the Board shall designate the purpose of the committee, the rules governing the committee’s operation and the qualifications for membership on the committee. The Board shall delegate to such committees those powers necessary for the fulfillment of their assigned functions. Each committee serves at the pleasure of the Board and is subject to the control and direction of the Board at all times.

Section 2: Executive Committee
The Executive Committee shall consist of the following voting members: Chairperson of the Board, President, Vice President, Secretary/Treasurer, and the Executive Director (without vote).

When the Board is not in session, the Executive Committee shall exercise all of the general powers of the Board except the power to fill vacancies on the Board and amend Board policies.

The Chairperson of the Board shall preside at meetings of the Executive Committee. In the absence of the Chairperson, the President shall preside.
A majority of the voting members of the Executive Committee, including either the Chairperson or the President, must be present to constitute a quorum. Action of the Executive Committee on any matter shall be determined by the majority of the voting members present at a meeting.

Section 3: Selection Committee

The Board shall appoint a Selection Committee which shall be responsible for nominating a slate of candidates for ASNT Director and Officer positions.

The committee shall consist of the following members:

- The three (3) most recent living past presidents not currently on the Board. The Chair shall be the Past President farthest removed from service on the Board.
- Student members are not eligible.
- Four (4) members at large selected by the Section Operations Council (SOC). These members shall serve for a term of one (1) year and may not serve again until at least two (2) years have passed.

The committee may not include the following as members:

- Individuals who are running for positions on the slate of candidates.
- Individuals who have received compensation from ASNT within the prior 12 months in excess of $1,000.

The Selection Committee shall submit at the Spring Board meeting its slate of candidates to the Chairperson of the Board for approval by the Board. If the Board does not accept the slate as proposed by the Selection Committee, the Selection Committee shall reconvene and submit an alternate slate.

Section 4: Operations Committee

The Operations Committee shall consist of the following voting members: Chairperson of the Board, President, Vice President, Secretary/Treasurer, Council Chairs and the Executive Director. The Operations Committee shall report to the Board on assigned activities as defined in policies.

Section 5: Action without a Meeting

Any action which may be authorized or taken at a meeting of a committee may be authorized or taken without a meeting with the affirmative vote and approval of, and in a writing or writings signed by, all of the members of such committee. Such writing or writings shall be filed with or entered upon the records of the Society and any transmission by the authorized communication equipment, defined by applicable law, including e-mail that contains an affirmative vote or approval of the director shall constitute a signed writing for purposes of this Section 5. The date on which that transmission by authorized communications equipment is sent is the date on which the writing is signed.

Section 6: Meetings by Means of Telephone or Other Communication Equipment

Meetings of committees can be held through the use of conference telephone or any other authorized communications equipment, as defined by applicable law, if all persons participating can contemporaneously communicate with each other.

Section 7: Attendance at Meetings

Committee meetings are open to the membership of the Society except as specified herein or as designated by the Board. Attendance at meetings addressing confidential business, investigative, or personnel matters may be restricted to committee members.
ARTICLE VII: COUNCILS

Section 1: Formation of Councils; Power of Councils
Councils may be formed and dissolved by the Board to fulfill the purposes of the Society as stated in the Articles of Incorporation. Councils shall have Rules of Conduct subject to the approval of the Board that define their purpose, scope, authority and responsibility, qualifications for membership, organizational structure, election procedures, and manner of conducting business. The Board shall authorize Councils to have those powers necessary for the fulfillment of their assigned functions. Each Council serves at the pleasure of the Board and is subject to the control and direction of the Board at all times.

ARTICLE VIII: SECTIONS

Section 1 - Formation of Sections; Power of Sections
The Board may authorize the establishment of Sections as deemed necessary or desirable to carry out within a specified area the purposes of the Society as stated in the Articles of Incorporation. The policies and procedures governing the operations and activities of the Sections shall be as delineated in the Society’s policies.

Section 2 - Issuance of Charter
The Board shall grant charters to authorized Sections, which charter shall provide the Section the authority to carry on the work of the Society within its designated area.

Section 3 - Revocation of Charter
The charter of any Section may be revoked by the affirmative vote of two-thirds (2/3) of the voting members of the Board. Upon revocation of a Section’s charter, the affairs of such Section shall be closed under the supervision of the Executive Director, and all funds or other priority remaining after payment of the Section’s debts and obligations shall be transferred to the Society.

ARTICLE IX: INDEMNIFICATION

To the extent permitted by law, the Society shall indemnify all of its Directors and Officers, the Executive Director, the staff of the Society, former Directors and Officers, and any other person who is a party, or is threatened to be made a party, to any threatened, pending or completed civil, criminal, administrative, or investigative action, suit or proceedings, including all appeals (other than an action, suit, or proceeding by or in the right of the Society), by reason of the fact that he or she is or was a Director, Officer, Executive Director, or staff member of the Society, against expenses (including attorneys’ fees), judgments, decrees, fines, penalties, and amounts paid in settlement actually and necessarily incurred by him or her in connection with the action, suit, or proceeding, unless it is proved by clear and convincing evidence in a court of competent jurisdiction, or such settlement agreement is predicated on an admission, that his or her action or failure to act involved an act or omission undertaken with deliberate intent to cause injury to the Society or undertaken with reckless disregard for the best interests of the Society and that, with respect to any criminal action or proceeding, he or she had reasonable cause to believe that his or her conduct was unlawful; the termination of any action, suit, or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contendre (neither admits nor denies) or its equivalent, shall not, of itself, constitute such proof. No indemnification or advance against expenses shall be approved by the Board or paid by the Society until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.
ARTICLE X: AMENDMENTS

Section 1 - Exclusive Procedure
These Bylaws of the Society may be amended, or new bylaws may be adopted, only as provided in this Article X.

Section 2 - Proposing Amendments
Members of the Society shall have the right to propose amendments to these Bylaws, or to recommend the adoption of new Bylaws, by submitting petitions to the Board which contain the substance of such proposed amendments or new Bylaws. Upon receipt of a petition signed by not less than one percent (1%) of the Voting Members, which percentage must include at least ten (10) members from each of at least five (5) different Sections, the Board shall submit the proposed amendments or new Bylaws contained in said petition to the Voting Members for consideration.

The Board may propose amendments to these Bylaws, or recommend the adoption of new Bylaws, by the affirmative vote of two-thirds (2/3) of the voting members of the Board. Upon approval by the Board, such proposed amendments or new Bylaws shall be presented to the Voting Members for consideration.

At the discretion of the Board, editorial changes to amendments or new Bylaws proposed by the members may be made by the affirmative vote of two-thirds (2/3) of the voting members of the Board.

Section 3 - Notice
Notice of the proposed amendments or new Bylaws shall be published in the official journal of the Society at least sixty (60) calendar days prior to the date of the meeting of the members at which the proposed amendments or new Bylaws are to be considered by the Voting Members. Such notice shall include a full printing of the proposed amendments or new bylaws.

Section 4 - Adoption
After publication, proposed amendments to the Bylaws shall be submitted to the membership as a motion at a designated business meeting of the Society. Members shall be authorized to vote either in person or by letter ballot received at ASNT International Service Center (ISC) at least fifteen (15) days prior to the designated meeting. Amendments shall be adopted upon the affirmative vote of at least two-thirds (2/3) of the votes cast.

Section 5 - Effective Date
Amendments to these Bylaws, or new Bylaws, shall take effect upon adoption by the Voting Members as provided herein, unless such amendment stipulates an effective date, in which case that amendment shall become effective on the date stipulated.
ARTICLE XI: MISCELLANEOUS

Section 1 - Parliamentary Authority
The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the Ohio Nonprofit Corporation Law, the Articles of Incorporation, these Bylaws or any other rules of order which the Society may from time to time adopt.

Section 2 - Membership Book
The Secretary/Treasurer of the Society shall keep or cause to be kept a membership book as required by law separately identifying the names, addresses, telephone numbers, facsimile numbers, and/or electronic mail addresses of the Voting Members and Nonvoting Members.

Section 3 - Fiscal Year
The Society’s fiscal year shall be determined by the Board.

Section 4 - Articles of Incorporation Control
In case any provision of these Bylaws shall be inconsistent with the Articles of Incorporation, the Articles of Incorporation shall govern.
ASNT BOARD OF DIRECTORS JOB DESCRIPTION

1.0 Purpose

The purpose of this policy is to further define the primary responsibilities of the Board of Directors.

2.0 Scope

This policy applies to individuals who serve on the ASNT Board of Directors.

3.0 References

3.1 ASNT Bylaws

3.2 Attachment A-ASNT Board of Directors Commitment Agreement

3.3 Attachment B-ASNT Board of Directors Nomination Form-(this will be a separate file.)

4.0 Responsibilities

4.1 Prior to making the position a new elected Board member shall sign the ASNT Board of Director Commitment Agreement. See Attachment A.

4.2 Assure that Society activities comply with applicable laws, regulations, Society charter, and ASNT Bylaws.

4.3 Establish the mission and strategic direction for the Society.

4.4 Set Board policies to achieve Society goals and Board of Directors responsibilities.

4.5 Delegate necessary authority and responsibility to councils, committees, sections and management to develop and implement Board decisions within the ASNT Bylaws, and financial capabilities.

4.6 Review and approve major governing and operating policies, procedures and rules of the Society.

4.7 Establish and/or approve organization, policy recommendations, and functions of councils, divisions, committees, section, groups and management.
4.8 Approve annual budgets and financial plans developed by the Executive Director and reviewed and recommended for approval by the Business and Finance Committee and Operations Committee.

4.9 Approve objectives and plans proposed by approved by the Operations Committee.

4.10 Employ the Executive Director.

4.11 Authorize employment of legal counsel, auditors, and other outside consultants.

4.12 Establish policies and procedures for regulations of the Board of Directors and its proceedings.

5.0 Chairperson of the Board and Membership

Chairperson of the Board and membership shall be in compliance with the ASNT Bylaws.

6.0 Reporting Requirements

Minutes of the Board of Directors meetings shall be recorded.
ASNT
Board of Directors Commitment Agreement

MISSION STATEMENT: The American Society for Nondestructive Testing exists to create a safer world by promoting the profession and technologies of nondestructive testing.

As an elected member of the Board of Directors of ASNT, I state my commitment and dedication to the mission, to the membership, and to my colleagues on the Board and the staff of ASNT in carrying out this mission. I understand that my duties and responsibilities include the following:

• To understand and define the organization’s mission, values, and purpose.

• To receive no financial gain for service on the ASNT Board of Directors and agree to disclose any actual or possible conflict of interest.

• To understand my accountability to ASNT membership and will exercise leadership in making sound judgments in the best interest of ASNT.

• To refrain from intruding on administrative issues that are the domain of the management.

• To hold in the strictest confidence any and all subjects of discussion, business and related communications designated as confidential by the ASNT Board of Directors.

• To actively promote membership, both by recruitment and emphasis on retention in ASNT, and will encourage fellow colleagues to become active. I will continually make myself familiar with current activities of ASNT and will encourage and support the staff.

• To attend and participate in ASNT Board meetings, and respond to Board communications. I will come to Board meetings prepared and ready to participate in a meaningful fashion, will arrive on time, and not depart until the meeting is adjourned.

• To share in the fiscal oversight responsibility for ASNT with all other Board members. I will maintain a familiarity with the society budget and take an active part in reviewing, monitoring, and supporting the approved budget.

• To understand that the Board shall speak with a unified voice on behalf of the organization, and will seek to understand and share the membership’s common concerns. I understand that others may construe my comments to represent the policies and members of ASNT, and will be informed and speak with care accordingly.

I understand that the ASNT Board of Directors may ask me to resign from the Board if I cannot substantially fulfill these responsibilities or may remove me from the board per the directions specified in the ASNT Bylaws. I understand the importance of the expectations listed above and by signing below I accept this commitment.

__________________________       ___________________________    ____________
Printed Name                Signature                     Date
See Attachment B in a separate file for the WORD version and attached in the PDF Version.
NOMINATION FORM FOR ASNT BOARD OF DIRECTORS

This form has been designed to provide complete information on Director Nominees for use by the Board’s Selection Committee. All nominations will now be processed online. You will need to complete this form and upload it at the following website.

www.asnt.org/director

All nominations must be received no later than 1 February 2020. Keep complete copies for your files.

From the ASNT Bylaws
Board Policies G-03 and J-03

A Director of ASNT ensures that Society activities comply with applicable laws, regulations, the Society Charter and ASNT Bylaws. In addition, the Directors set the Society’s goals, set policies, and delegate necessary responsibility to councils, committees, sections and the International Service Center management to develop and implement Board decisions within the ASNT Bylaws and financial capabilities.

To qualify as a Director of the Society, an individual must receive the following kinds of support from his or her employer: (A) support of Director activities for a minimum of three (3) years; (B) attendance at Board of Director’s meetings, up to four (4) different times and locations each year; (C) visits to at least three (3) Section meetings other than the home Section each year; (D) required travel and related expenses for the above meetings not included in Policy G-16; and (E) reasonable secretarial, telephone, and postal services for the three (3)-year period.

Selections for Director are announced in the spring after the Symposium.

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<th>Name of Nominee</th>
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<td>Years of ASNT Membership</td>
<td>Number of Interruptions</td>
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<td>3</td>
<td>Were you ever listed under a Corporate Membership?</td>
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<td>If yes, list Company or Institution</td>
<td>Years</td>
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<td>4</td>
<td>Number of Years in NDT Profession</td>
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7. **Chief Executive Officer’s Name**
   - Business Address

8. **Supervisor’s Name**
   - Business Address

9. **Section Affiliations**
   - (1) Section Name
   - Years
   - (2) Section Name
   - Years
   - (3) Section Name
   - Years

10. **Significant Contributions to ASNT**
    A. **Served as Section Leader:**
       - New Section Organizer: Section
       - Date
       - Officer Section
       - Date
       - Officer Section
       - Date
       - Officer Section
       - Date
       - Officer Section
       - Date
       - Director Section
       - Date
       - Director Section
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       - Committee Chair Section
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**B  Presented Local Section Talks:**

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**C  Served as National Council Leader [Chair, Vice Chair, Secretary or Secretary Elect in Certification Management, Research, Section Operations or Technical & Education Council]:**

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<th>Council Officer</th>
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**D  Served as National Leader:**

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### Presented Papers at ASNT National Conferences:

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### Served in ASNT National Conferences:

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Track Coordinator? ☐ Yes ☐ No Track Name

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Session Chair/Speaker? ☐ Yes ☐ No Session Name

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Short Course Coordinator? ☐ Yes ☐ No Short Course Name

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### Papers published in Materials Evaluation (ME) or Research in Nondestructive Evaluation (RNDE):

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<tr>
<th>Paper/Journal</th>
<th>Month &amp; Year</th>
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### Contributions to *Nondestructive Testing Handbook* (author, editor, reviewer):  

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<th>Volume Title</th>
<th>Section(s)</th>
<th>Contribution</th>
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### Honors and Awards Received

#### A ASNT awards and honors:

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<th>Award</th>
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#### B Other awards and honors:

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### Significant Contributions in the field of NDT/NDE

#### A Contributions and accomplishment in NDT [R&D, education, manufacturing, design, inventions]:

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B  Presented Papers on NDT at Other Conferences:

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C  NDT Papers Published in Other Journals:

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D  NDT Publications Other Than Papers:

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13  Current Membership in Other Technical Societies

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<th>Society</th>
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This Nomination is Sponsored By [print name]

Sponsor’s Signature
Required

Sponsor’s Address

City

State

Zip

Phone

E-mail

Sponsor is:

☐ ASNT Fellow  ☐ ASNT Board Member  ☐ ASNT Section Chair  ☐ National Awards Committee Member

Sponsoring Section Name

Date Nomination Submitted
**ADDITIONAL COMMENTS**

```
All nominations must be received no later than 1 February 2020. 
Keep complete copies for your files.
```
ASNT CHAIRPERSON OF THE BOARD

1.0 Purpose

To describe the responsibilities of the Chairperson of the Board.

2.0 Scope

This policy applies to the Chairperson of the Board who is the chief volunteer officer of ASNT.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy J-05.01, Executive Committee

3.3 ASNT Policy J-05.19, ASNT Operations Committee

4.0 Duties

4.1 Leads the Board.

4.2 Responsible to work with the Executive Director in achieving the goals of the Society and the programs approved by the Board of Directors.

4.3 Presides at all meetings of the Board, the Annual Business Meeting, Special Business, and Executive Committee.

4.4 Approves the agenda for distribution for the Board of Director’s meetings.

4.5 Appoints Ad-hoc Committees and Special Task Forces.

4.6 When attending functions, represents and promotes the Society’s best interest.

4.7 Appoints, with Board of Directors approval, Chairs and members of Board of Directors standing committees, except for the Standards Development Committee.

4.8 Serves as Chair of the Executive Committee

5.0 Committee Memberships

The Chairperson of the Board is a member of the Executive Committee and Operations Committee.

(Page 1 of 2)
6.0 Reporting Requirements

The Chairperson of the Board shall present the Selection Committee’s written report at the spring Board of Directors meeting.
ASNT PRESIDENT

1.0 Purpose

The Purpose of this Policy is to outline the responsibilities of the ASNT President.

2.0 Scope

This policy applies to the ASNT President.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy J-05.01, Executive Committee

3.3 ASNT Policy J-05.19, ASNT Operations Committee

4.0 Duties

4.1 Presides at all Operations Committee meetings.

4.2 Schedules ASNT Operations Committee Meetings and approves the agenda for distribution.

4.3 Appoints the Chair and members of all committees that report to the Operations Committee.

4.4 Responsible to work with the Executive Director in achieving the goals of the Society and the programs approved by the Board of Directors.

4.5 Presides at Board meetings if Chairperson of the Board is not present

5.0 Committee Membership

The President is a member of the Executive Committee and Operations Committee and an ex-officio member of designated Board Committees.

6.0 Reporting Requirements

The President shall present a report at each Board meeting on the activities of the Operations Committee.
ASNT VICE-PRESIDENT

1.0 Purpose

The Purpose of this policy is to outline the responsibilities of the ASNT Vice-President.

2.0 Scope

To define the duties and responsibilities of the ASNT Vice-President.

3.0 References

3.1 ASNT Bylaws
3.2 ASNT Policy J-5.1, Executive Committee
3.3 ASNT Policy J-5.10, Business and Finance Committee
3.4 ASNT Policy J-5.19, Operations Committee

4.0 Duties

4.1 Serves as Parliamentarian during all meetings of the Board and Operations Committee, and during all Business Meetings of the Society.

4.2 Performs such other duties as may be specified by the chair of the referenced committees and the Chairperson of the Board.

4.3 Assumes the duties and responsibilities of the ASNT President in his absence.

4.4 Responsible to work with the Executive Director in achieving the goals of the Society and the programs approved by the Board of Directors.

5.0 Committee Membership

The ASNT Vice-President shall be an ex-officio member of the Executive Committee, Operations Committee, and Business and Finance Committee.
ASNT SECRETARY/TREASURER

1.0 Purpose

To describe the responsibilities of the ASNT Secretary/Treasurer.

2.0 Scope

This policy specifies the duties of the ASNT Secretary/Treasurer in accordance with the ASNT Bylaws.

3.0 References

3.1 ASNT Bylaws

4.0 Duties

4.1 Reports on the financial status of the Society at the Annual Business Meeting of the Society.

4.2 Responsible for assuring that financial reports are prepared and reported to the Board.

4.3 Responsible to work with the Executive Director in achieving the goals of the Society and the programs approved by the Board of Directors.

4.4 Serves as Recording Secretary for the Society, Executive Committee, Operations Committee and Board of Directors. Ensures preparation, and distribution of minutes for all meetings of these bodies.

4.5 Maintains status of Operations Committee and Board of Director charges, and provides the ASNT President and Chairperson of the Board with a listing of all “Open” charges.

4.6 Chairs the Business and Finance Committee.

4.7 Annually verifies that insurance policies are maintained including Directors and Officers, Employee Dishonesty, Errors and Omissions, General Commercial Liability.

4.8 With the Business and Finance Committee, facilitates Board Review and action related to Board financial responsibilities.
5.0 Committee Membership

The ASNT Secretary/Treasurer shall be an ex-officio member of the Executive Committee, Operations Committee, Governance Committee and Business and Finance Committee (Chair).

6.0 Reporting Requirements

Copies of the draft minutes of all Board, Operations Committees, and Society Business Meetings shall be distributed to the Board within forty-five (45) days after each meeting. Copies of draft minutes of the Executive Committee meetings shall be distributed to the Board within 15 days after the meeting.

A written report on the activities of the Business and Finance Committee shall be submitted to the Board prior to each Spring and Annual Board meeting. The Secretary/Treasurer shall present a summary of the prior year’s financial results at the Annual Business Meeting.
1.0 Purpose

To describe the responsibilities of the Executive Director of ASNT.

2.0 Scope

This policy applies to the Executive Director who reports to the Board of Directors.

3.0 References

3.1 *ASNT Bylaws*

3.2 *Policy G-18, ASNT Spokesperson*

4.0 Duties

4.1 Acts as Chief Officer who manages ASNT’s assets as provided for in *ASNT’s Bylaws* and policies.

4.2 Administers allocated resources toward achieving the Society’s goals.

4.3 Directs the day-to-day operations of the Society.

4.4 Implements programs and applicable policies.

4.5 Prepares the Annual Budgets and Financial Plans.

4.6 Acts as official spokesperson for the Society.

4.7 Engages independent auditors and authorizes the financial audits of the Society.

4.8 Engages legal counsel for the Society.

4.9 Signs or authorizes signing of all legal documents for the day-to-day operations and affairs of the Society.

4.10 Implements liaison with other domestic and international technical societies to foster cooperation.

4.11 Appoints staff representatives to ASNT committees as appropriate.
5.0 Committee Membership

The Executive Director is an ex-officio member of the Board of Directors and the Operations, Executive, Governance, Business and Finance, Publications Review and ASNT/NDTMA Coordinating committees.

6.0 Reporting Requirements

Provides reports to the Board of Directors.
ASNT IMMEDIATE PAST CHAIRPERSON OF THE BOARD

1.0 Purpose

To describe the duties and responsibilities of the ASNT Immediate Past Chairperson of the Board.

2.0 Scope

This policy is applicable to ASNT Immediate Past Chairperson’s position.

3.0 References

3.1 *ASNT Bylaws*

3.2 *ASNT Policy O-03 Code of Ethics*

3.3 *ASNT Policy O-06 Conflict of Interest/Duality Policy*

3.4 *ASNT Policy G-09 Attendance at Board of Directors and Operations Committee Meetings*

4.0 Duties

4.1 This is a voluntary position and is not mandatory.

4.2 Serves as an ex-officio voting member of the Board of Directors for one (1) year following their term as Chairperson of the Board.

4.3 Provides historical perspective, guidance, and input when requested on matters concerning society operations at the Research Symposium or Annual Conference Board of Directors meetings.

4.4 Provide input for the incoming and transitional Board of Directors’ members and on how Board of Directors discussions/decisions may impact ASNT relations with other technical societies.

5.0 Travel Reimbursement

Receives the same travel accommodations as a voting member of the Board of Directors.
ASNT EXECUTIVE COMMITTEE

1.0 Purpose

The purpose of this policy is to define the responsibilities of the Executive Committee in accordance with the ASNT Bylaws.

2.0 Scope

The Executive Committee shall have such authority and perform such duties as may be determined by the Board and as defined in the ASNT Bylaws.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy J-3, ASNT Board of Directors Job Description

4.0 Responsibilities

4.1 Act on behalf of the Board in the event that the Board is unable to meet in a timely manner. The Executive Committee may act on behalf of the Board on all matters except to:

   4.1.1 fill vacancies of the Board,
   4.1.2 amend Board policies,
   4.1.3 authorize expenditures in excess of $30,000 per fiscal year,
   4.1.4 form or dissolve committees, sections or councils, or make appointments to Board committees.

4.2 Conduct performance reviews of the Executive Director. Additionally, prepare an annual appraisal of the Executive Director and authorize salary action of the Executive Director.

4.3 Advise the Board of Directors of justification of meeting, dates and topics to be discussed, except actions specifically directed by the Board or in this policy.

5.0 Membership

Membership shall be as established in the ASNT Bylaws.
6.0 Reporting Requirements

Minutes of the Executive Committee meetings shall be distributed to each member of the Board of Directors within fifteen (15) days, with the exception of the Executive Director’s performance review. A report on Executive Committee activities shall be provided at regularly scheduled Board of Directors meetings.
GOVERNANCE COMMITTEE

1.0 Purpose

The purpose of this policy is to establish the Governance Committee’s purpose and responsibilities, the rules governing its operations, and the committee’s composition including membership qualifications.

2.0 Scope

This policy covers the responsibilities and membership of the Governance committee in the formulation and drafting of revisions and amendments to the ASNT Bylaws and Board policies.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-28, Board Policy Guidelines

4.0 Responsibilities

4.1 Primary Responsibilities

4.1.1 Periodically review the ASNT Bylaws and assess its effectiveness.

4.1.2 Develop proposed revisions to ASNT Bylaws for submission to the Board.

4.1.3 Conduct reviews of Board policies and develop proposed revisions when appropriate.

5.0 Chair and Membership

The ASNT Secretary/Treasurer shall be a member. Six other members shall be appointed, two each year, for three-year terms. The majority of the members shall have at least one-year experience as a National Director, the remaining members shall have prior experience as a Council Officer, and/or Standing Board Committee leadership experience. The Governance Committee Chair shall be appointed by the Chairperson of the Board from the appointed six (6) committee members. The ASNT Executive Director shall be a voting member and serve as Recording Secretary.

6.0 Reporting Requirements

A written report of committee activities shall be submitted to the Board of Directors.

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EXHIBITORS COMMITTEE

1.0 Purpose

To describe the responsibilities of the ASNT Exhibitors Committee

2.0 Scope

This policy specifies the duties of the ASNT Exhibitors Committee. The administration of exhibitor activities is the responsibility of the Executive Director and the Conference Manager.

3.0 References

3.1 *ASNT Bylaws*

3.2 *ASNT Policy O-6*, ASNT Conflict of Interest Policy

4.0 Membership

The ASNT Senior Manager Conferences, and Exhibit & Event Supervisor shall be ex-officio members. The membership of this committee should include at least one exhibitor representative for each of the following NDT methods: Radiography, Ultrasonics, Liquid Penetrant, Magnetic Particle, Eddy Current, Acoustic Emission, Leak Testing and Visual Testing.

5.0 Committee Officers

The Exhibitors Committee officers shall consist of Chair and Vice Chair. The Conference Manager shall serve as Recording Secretary.

6.0 Elections and Terms of Office

6.1 The Exhibitors Committee officers shall be elected in each even numbered year at the Research Symposium by the current committee members.

6.2 The Chair and Vice Chair may serve no more than two (2) consecutive terms in their respective office.

7.0 Duties of the Committee Officers

7.1 Committee Chair:

7.1.1 Preside at all meetings of the Committee

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7.1.2 With the Conference Manager schedule meetings and provide agendas.

7.1.3 Communicate any committee business between meetings with the Conference Manager and staff.

7.2 Committee Vice Chair:

7.2.1 Assist the Chair as needed.

7.2.2 Preside at committee meetings in the absence of the Chair.

8.0 Duties of the Committee Members

8.1 In concert with the Senior Manager Conferences, facilitate effective two-way communications between the exhibitors and the Board of Directors on policy and other matters pertaining to exhibits and exhibitor activities.

8.2 Encourage and promote exhibitor participation in National, Topical, and Regional meetings of the Society.

8.3 Solicit, evaluate, and report exhibitor preferences on future meeting locations and facilities, and types of exhibits.

8.4 Develop, maintain, and implement a planning guide for exhibitor activities.

8.5 Conduct periodic assessments of commercial trends and market attitudes through interaction with the ASNT Senior Manager Marketing & Communications.

8.6 Provide recommendations for enhancing exhibit quality, exhibitor participation, and exhibitor experience.

8.7 Evaluate the quality of commercial exhibits with respect to technical effectiveness and relevance to the interests of the membership.

8.8 During and after each Annual Conference, conduct a verbal and written survey of all exhibitors to solicit constructive feedback for future activities.

8.9 Assist the ASNT President, Board of Directors, and Executive Director in establishing and enforcing policies to ensure that exhibits, hospitality suites, and other exhibitor activities are conducted in a professional manner.
9.0 Reporting Requirements

A written report of committee activities shall be submitted to the ASNT Board of Directors.
BUSINESS AND FINANCE COMMITTEE

1.0 Purpose

The purpose of this policy is to define the assigned responsibilities and composition of the Business and Finance Committee.

2.0 Scope

The Business and Finance Committee shall advise the Board of Directors on annual operating budget and capital budget, financial performance, investment practices and other matters as directed by the Board of Directors.

3.0 Responsibilities

3.1 Recommend policies for investment of the Society's funds.

3.2 Review and recommend for approval to the Board of Directors the annual operating budget, the capital budget, and the three-year financial plan.

3.3 Review and provide recommendations concerning new initiatives or business plans when requested by the Board of Directors.

4.0 Membership

4.1 Membership

The committee shall consist of up to ten (10) members, six (6) appointed by the Chairperson of the Board, and four (4) ex-officio members. The six (6) members shall be appointed to terms so that two (2) expire each year and commence on January 1st. Of the six (6) appointed members, there shall be no more than three (3) Board of Directors’ members. Vacancies shall be filled by appointment of the Chairperson of the Board for the remainder of the term and approved by the Board of Directors. The four (4) ex-officio members are the ASNT Secretary/Treasurer (with vote), who shall be Chair; the ASNT Vice-President (without vote), who shall be Vice-Chair; and the Executive Director (without vote), and Director of Finance and Controller and (without vote).

4.2 Qualifications

The six voting members including the Board of Directors’ members shall have experience in business and finance, capital budget and knowledge in investment in non-profit organizations as a minimum.
5.0 Reporting Requirements

A written report of committee activities and recommendations shall be submitted by the Society Treasurer to the Board of Directors.
ASNT BOARD OF DIRECTORS SELECTION COMMITTEE

1.0 Purpose

The purpose of this policy is to define the process in selecting candidates for ASNT Board of Directors.

2.0 Scope

This policy specifies the responsibility of the Selection Committee in nomination of all director position on the Board of Directors.

3.0 References

3.1 *ASNT Bylaws*

3.2 *ASNT Policy G-01*, Secretary/Treasurer Nominating Procedure

3.3 *ASNT Policy G-03*, Candidate Support Requirements for ASNT Officers and Board of Directors

3.4 *ASNT Policy J-03*, ASNT Board of Directors Job Description

3.5 *ASNT Council’s Rules of Conduct*

4.0 Responsibilities

The primary responsibilities of the ASNT Board of Directors Selection Committee shall be as follows:

4.1 Prescreen all candidate nomination for Secretary/Treasurer prior to submittal to the Board of Directors for consideration in accordance with Policy G-1, Paragraph 4.0.

4.2 Preview current officers and determine the nominations for Chairpersons of the Board of Directors, President, and Vice-President in accordance with the *ASNT Bylaws*.

4.3 Select three (3) Director at Large candidates for nomination, plus additional candidates to replace those who are deceased, are unable to serve, or have resigned prior to completing their term of office.

4.4 Prescreen all candidates selected by the Councils for nomination as Directors in accordance with the *ASNT Bylaws*.

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4.4.1 Request all Council Chairs as required by their Rules of Conduct to submit the name(s) of their Board of Director candidate(s) along with their letter of company support (Policy G-3) to the ASNT Selection Committee by March 1 for final selection.

4.5 Ensure that each candidate has submitted the required background information.

4.5.1 All members, including alternates, shall be provided candidate information packets in advance, so that if called upon, they will be familiar with the candidates.

4.6 Verify that each candidate has employer support in accordance with Policy G-3 and has personal dedication for the improvement of the Society as a director.

4.7 Solicit candidates for director nominations of the Selection Committee by advertising in the December issue of *Materials Evaluation* and solicit local sections; including identification of skills sought and terms to be filled.

4.8 During review of candidate’s application and in making final selections, the Selection Committee should consider organizational requirements as identified and provided by the Board of Directors.

4.8.1 Request Board of Directors to provide recommendations as to criteria for nominees be submitted to the Selection Committee by March 1, such that the Board of Directors’ needs can be considered.

4.9 Shall not nominate members to the Board of Directors who, at the time of election, would be from the same subsidiary, agency, or institution as serving members on the Board of Directors.

4.10 During the review process, any identified real or perceived conflicts shall be taken into consideration. Candidates identified as having conflicts shall be notified by the Chair of the Selection Committee and be given the opportunity to either withdraw their nomination from consideration or to continue to proceed with the nomination process. In any regard, the Selection Committee is responsible to resolve all conflicts prior to submitting names for nomination.

4.11 Maintain all information and committee discussion in complete confidence. No member of the committee shall discuss the results of deliberation outside of this committee, and only the Chairperson shall inform the Board of Directors of this committee’s activities.
5.0 Chair and Membership

5.1 Chair and membership shall be as stated in Article VI, Section 3 in the ASNT Bylaws.

6.0 Qualifications and Restrictions

The ASNT Board of Directors’ Selection Committee shall be comprised of individuals with qualifications and restrictions as described in the ASNT Bylaws.

7.0 Nominations

7.1 All nominations and elections for officers and directors shall be in accordance with ASNT Bylaws and the Councils’ Rules of Conduct.

7.2 The Selection Committee shall nominate the incumbent president, incumbent vice-president, and incumbent secretary/treasurer for positions of Chairperson of the Board, President, and Vice-President respectively, unless the performance of the respective individual is determined to be less than desirable, as determined by 2/3 affirmative vote of the full Board of Directors and communicated to the Selection Committee. In such cases the Selection Committee shall provide recommended replacement nomination(s) to the Board of Directors.

7.3 The Selection Committee shall review all council nominees to ensure all policy and ASNT Bylaws’ requirements are met. If it is found that conflict exists, the appropriate council(s) will be advised and asked to submit an additional name(s).

7.4 Director at Large candidates shall be selected following personal interviews that are conducted at the Research Symposium. Normal parliamentary procedures shall be used with the candidates being selected by secret ballot. The chair shall be a non-voting member. The three Director at Large candidates receiving the most votes shall be nominated for national directors. Replacement nominees, if any, shall be chosen from the remaining candidates or other elected candidates at the Committee’s discretion.

7.4.1 Prior to interviewing the candidates, the Selection Committee shall review the Committee’s responsibilities as outlined in this policy (copies should be available at the selection meeting).

7.4.2 In addition to the chair, a seven (7) member committee shall be present during the interview and selection process. The chair, in the absence of an appointed committee member, shall select an appointed group alternate. In the absence of an appointed group alternate, the chair shall select any appointed alternate. In the absence of the Chair, the Chairperson of the Board shall appoint a past Chairperson of the Board to preside over the interview and selection process.
7.4.3 The Committee should establish that voting for all directors and officers shall be a consensus process with no proxies allowed. The selection process requires the full-time participation of seven (7) members during the interview and selection. The Committee shall maintain all information and discussions in complete confidence.

7.4.4 A suggested process is: appointment times should be arranged with all candidates for a suitable time (preferably one following the other) during the Research Symposium, allowing between 20 and 30 minutes for each. A suitable room shall be made available such that nine (9) individuals are comfortable in a circle work environment.

When the candidate arrives, have them sit down, make them comfortable and inform them they have five minutes (5) in which to give any opening comments. The Committee will then ask various questions of the candidate. Near the end of the interview the Committee will allow the candidate an opportunity for additional comments or questions for the Committee. The Committee will inform the candidate that they will be contacted within approximately 30 days, notifying them of the Committee's decision. Thank the candidate for their time and walk them to the door. The Selection Committee should be given thirty (30) minutes prior to the next candidate to discuss the interview.

After all the interviews for directors have been completed, the Selection Committee should discuss their thoughts concerning the various candidates. Once the discussions have been completed, have each committee member write down on a piece of paper their top three choices while assigning each a value of 3, 2, and 1. Three (3) being the most desired and one (1) being the least desired. The Chair, as a non-voting member, shall collect the paper ballots and tally the number (count/vote) for each candidate. The three candidates receiving the highest number will be the committee selections. In case of a tie, just the candidates involved in the tie will be re-balloted and the one receiving the most votes will be selected.

8.0 Term

The ASNT Board of Directors’ Selection Committee, including alternates, shall be listed on the Board of Directors committee roster list and be reported at the first Board of Directors meeting at the Annual Conference.

9.0 Reporting Requirements

9.1 The Chair of the Selection Committee shall report to the Board of Directors the nominations of the directors and slate of officers at the last Research Symposium.
Board of Directors meeting. In addition, the Chair of the Selection Committee shall notify the candidates in writing upon conclusion of the selection process.

9.2 The Chair of the Selection Committee shall submit a written report which lists the slate of officers and director nominees to the ASNT Secretary/Treasurer for publishing the proposed slate of officers and director nominees in the May edition of *Materials Evaluation*. 
ASNT OVERSIGHT COMMITTEE

1.0 Purpose

Provides the Society with the formal investigation, final appellant, and formal audit functions of the oversight and management review responsibility of the Board of Directors. The Oversight Committee shall function under the direction of and report directly to the ASNT Board of Directors.

2.0 Scope

The Oversight Committee shall be an ad-hoc committee by the Board to be formed when it is apparent that there is a need. The Oversight Committee is charged with the following Board-directed responsibilities:

2.1 Investigate all conflict of interest and code of ethics matters brought before the Board.

2.2 Review and audit Board-directed policy and program requirements.

2.3 Perform appellant investigations on matters referred by the Board of Directors.

2.4 Develop corrective action recommendations for Board consideration and/or action.

3.0 Supportive Responsibilities

3.1 Ensure that there is an appropriate management review program.

3.2 Ensure that there is an appropriate corrective action program.

3.3 Ensure that there are appropriate formal investigation and reporting procedures.

4.0 Committee Membership

The Oversight Committee shall be comprised of four active members with ASNT Board experience, by appointment from the Chairperson of the Board with approval of 2/3 majority of the Board of Directors at the time of need, and who have not recused themselves due to conflict of interest or who have been identified as party to the conflict. If the Chairperson of the Board is not independent to the issue, the next appropriate officer shall make the appointment.

The Committee Chair may request the presence of ASNT's legal counsel. Upon such request, the legal counsel shall be granted ex-officio member status by the Committee.
5.0 General

All minutes, reports, and recommendations by the Oversight Committee shall be for the express use of the Board of Directors and may not be published unless authorized by the Board. All committee records shall be maintained and secured from public scrutiny at International Service Center. The Executive Director shall be responsible for the integrity of the committee records on file at ASNT International Service Center.

Committee meetings called by the Board of Directors for consideration and investigation of code of ethics, conflict of interest violation, and member appellant request shall be conducted as closed hearings with access open only to the parties involved. The Oversight Committee shall have free access to all ASNT records which directly impact the matter under investigation. Recommendations from the committee shall be forwarded to the Board of Directors only after unanimous ratification by the committee members. The ASNT Board of Directors, after receipt and consideration of the committee report, shall make the final disposition on all matters. The Oversight Committee Chair shall schedule the meetings and activities of the committee.

6.0 International Service Center Responsibilities

6.1 Maintain management review program, corrective action program, formal investigation and reporting procedures developed by the Ethics Committee.

6.2 Ensure that there is an appropriate liaison with the ASNT legal counsel to ensure that all Committee recommendations/reports issued concerning, appeals, conflicts of interest, and code of conduct infractions are handled within the bounds of the law and are within the jurisdiction of the Society.
JOINT COUNCIL COMMITTEE RULES OF CONDUCT

1.0 Purpose

This policy establishes the rules and membership of the Joint Council Committee.

2.0 Scope

This policy covers the operational methodologies of the Joint Council which includes monitoring and integration of the activities of Technical and Education, Section Operations, Research, Certification Management, and Engineering Councils.

3.0 Organization

3.1 General Membership

The Joint Council Committee is comprised of two (2) members from each of the Councils. These members shall be the Council’s current Chair and Vice-Chair or their alternates.

3.2 Voting Membership

All Members of the Joint Council Committee (see 3.1 above) shall be voting members.

3.3 Chair and Vice-Chair

3.3.1 The Chair shall be the current Chair of one of the Councils (see 3.3.3 below);

3.3.2 Term of Office

The Chair shall serve for a period of one year, beginning on January 1st.

3.3.3 Order of Service

The Chair and Vice-Chair position shall rotate through the Councils in such a manner that the positions will be filled by each Council once every five (5) years. The order of rotation shall begin with Technical and Education Council, followed by Section Operations, Research, Certification Management, and Engineering Councils.
3.4 **Duties of Joint Council Chair**

3.4.1 Preside over the Joint Council Committee meetings.

3.4.2 Plan and prepare an agenda for each committee meeting.

3.4.3 Assign projects to Councils.

3.4.4 Appoint Task Groups as needed.

3.4.5 Prepare and submit reports concerning Joint Council committee activities and recommendations to the Operations Committee.

3.5 **Duties of the Joint Council Vice-Chair**

3.5.1 Act as the Chair in the absence of the Chair.

4.0 **Responsibilities**

The Joint Council Committee may engage in the following activities:

4.1 Coordinate activities of all Councils by providing an efficient means of communication.

4.2 Assist in the planning for events such as conferences where Council activities may overlap.

4.3 Responding to Operations Committee Direction

The Joint Council Committee will respond to the direction of the Operations Committee by coordinating support, planning and implementation of Council activities. The Joint Council Committee will report to the Operations Committee as necessary.

5.0 **Meetings**

5.1 **Meeting Times**

5.1.1 The Joint Council Committee shall meet at least twice each year, once each at the Research Symposium and Annual Conference.

5.1.2 Special meetings will be scheduled at the discretion of the Chair.
5.2 Quorums

5.2.1 A Quorum is established when at least 50% of the voting membership is present. One member of the quorum must be either the Chair or Vice-Chair and representation from at least 3 of the 5 Councils must be included in the quorum.

5.3 Voting

5.3.1 A majority vote shall rule.

5.3.2 Electronic ballots may be used in instances where decisions on specific matters must be completed before the next scheduled meeting.
ASNT STANDARDS DEVELOPMENT COMMITTEE RULES OF CONDUCT

1.0 Purpose

The Standards Development Committee (SDC) provides the means, methods and actions necessary for the development and maintenance of ASNT Standards, and other documents and/or programs for the Qualification and Certification of Nondestructive Testing Personnel.

2.0 Scope

2.1 Document ASNT’s policy on writing standards pertaining to NDT personnel qualifications and certifications;

2.2 Support the Society’s strategic objectives concerning the establishment of standards for NDT personnel qualifications and certifications;

2.3 Standardize the procedures followed for the development and modification of ASNT Personnel Qualifications and Certifications Standards and Recommended Practices;

2.4 Ensure conformance with the guidelines established by the American National Standards Institute (ANSI); and

2.5 Provide support and oversight of the ASNT SNT-TC-1A/CP-189 Employer-based Certification Audit Program Subcommittee (SC). See Appendix A.

3.0 References

3.1 Standards Development Policy SDC POL-1;

3.2 ANSI Essential Requirements, latest edition;

3.3 ANSI International Procedures, latest edition;


4.0 Policy

4.1 It is the policy of ASNT to develop standards that address nondestructive testing personnel qualifications and certifications.
4.1.1 Proposed national standards shall be developed and approved in accordance with procedures controlled by the committee in compliance with applicable ANSI requirements.

4.2 All other proposed documents shall be developed in accordance with SDC procedures.

4.3 When proposed documents are not appropriate to be developed using the ANSI process, they shall be developed as an ASNT Standard or Recommended Practice.

4.4 SDC shall obtain approval of the scope of proposed documents to be developed from the Board of Directors before the SDC may initiate development.

4.5 The SDC is the consensus body for national standards by ASNT.

5.0 Responsibilities of ASNT to Comply with ASNI Requirements

5.1 Organize the committee;

5.2 Oversee the committee’s compliance with established procedures;

5.3 Maintain a roster of the committee and a list of standards for which the committee is responsible;

5.4 Provide a committee secretary to perform administrative work, including secretarial services; meeting notices and arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft standards; and maintenance of adequate records;

5.5 Submit candidate standards approved by the committee, with supporting documentation, for ANSI review and approval as American National Standards;

5.6 Perform other administrative functions as required by these procedures;

5.7 Provide meeting notification information to ANSI for publication in ANSI’s Standard Action;

5.8 There shall be a chair and vice-chair appointed by the ASNT Board of Directors from the individual member or representatives of the committee, subject to approval by majority vote of the committee. Each will serve until a successor is selected and ready to serve. The vice-chair shall carry out the chair’s duties if the chair is temporarily unable to do so; and

5.9 ASNT shall ensure that the SDC has access to the resources needed to carry out these responsibilities.
6.0 **ANSI/ASNT CP-105**

ASNT Standard Topical Outlines for Qualification of Nondestructive Testing Personnel shall be developed and maintained in accordance with Policy G-36.

7.0 **ASNT SNT-TC-1A Subcommittee**

7.1 The SNT-TC-1A Subcommittee shall establish and maintain a Standard Operations Procedure (SOP).

7.2 **Subcommittee Membership**

Members may apply to a Subcommittee on the basis of their personal interests, qualifications, and their ability to contribute to the work of the committee provided balance is maintained. ASNT members, although encouraged, is not a prerequisite for subcommittee membership. Subcommittee membership may be sought through written or electronic (through ISC) application to the Subcommittee Chair. Subcommittee membership is subject to review and acceptance by the Subcommittee, if the Chair deems it necessary.

*NOTE: Membership on the SNT-TC-1A Subcommittee and SDC must take place separately and the candidates must comply with the respective requirements for each committee.*

7.3 The SOP shall be approved by the voting members of the Subcommittee and by the full SDC by letter or e-mail ballot or at an appropriate committee meeting. The SOP shall address at least the following elements:

7.3.1 **Balance of Interests**

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the subcommittee. All appropriate interests that might be directly and materially affected by the standards activity of the subcommittee shall have the opportunity for fair and equitable participation.

a. Industry Sector Categories shall be defined in the SOP

7.3.2 **Quorum**

7.3.3 **Officers**

a. *SNT-TC-1A Interpretation Panel*
The Chair of the SNT-TC-1A Subcommittee shall be a member of the SNT-TC-1A Interpretation Panel.

7.3.4 Voting

7.3.5 Meetings

a. A record of attendance of the subcommittee meetings shall be maintained.

b. A record of activities of subcommittee meetings shall be maintained in the form of minutes.

8.0 SDC Procedures

The SDC shall develop, approve, and maintain policies and procedures as required by ANSI.

9.0 Numbering SDC Publications

9.1 All ANSI standards published by ASNT shall be uniquely identified using the following number sequence: CP-1YY-ZZZZ.

9.1.1 Where:

a. CP-Certification Program

b. YY-The next sequential numbered standard to be developed

c. ZZZZ-Year of ANSI approval

9.1.2 Based on the examples below, the next sequential standard would be CP-108-ZZZZ, then CP-109-ZZZZ, and so on.

a. CP-106-20XX: Nondestructive Testing-Qualification and Certification of Personnel; the U.S. adoption of ISO 9712 (with modifications)

b. CP-107-20XX: Nondestructive Testing Performance Based Qualification

9.2 Documents published prior to revision E of these Rules of Conduct may have a variation of the above numbering sequence however the above sequence shall be used for all future documents.
9.3 The SDC Secretary will be responsible for document number assignment once the project has been approved by the Board.

10.0 Meetings

Meetings of the committee shall be open to all members and other having direct and material interest.

11.0 Review of Membership

11.1 The SDC shall review the membership list annually with respect to the criteria in SDC POL-1.

11.2 Members are expected to participate actively by fulfilling voting, correspondence, and other obligations. Each member shall attend at least one scheduled meeting per calendar year. Where a member is found in default of these obligations, the SDC shall take appropriate action, which may include termination of membership.

12.0 External Communication

Inquiries relating to the committee should be directed to ASNT (Attention: SDC Secretary) and SDC members should so inform individuals who raise such questions. All replies to inquiries shall be made through ASNT by the SDC Secretary.
APPENDIX A
ASNT SNT-TC-1A/CP-189 EMPLOYER-BASED CERTIFICATION AUDIT PROGRAM SUBCOMMITTEE

A.1.0 The program provides for the assessment and registration of nondestructive testing (NDT) Service Providers (Inspection Agencies Laboratories, etc.), administered and maintained by the American Society for Nondestructive Testing (ASNT).

A.2.0 The scope of the assessment and registration is to show documented compliance by the (NDT) Service Provider (Inspection Agency Laboratory, etc.) to ASNT-SNT-TC-1A and/or ANSI/ASNT CP-189, as determined by ASNT.

Scope of the Employer-based Certification Audit Program SC. The scope of the SC is to provide advisory oversight to the EBC Audit Program, as a whole, specifically providing input or actions as follows:

A.2.1 Program Document Oversight/Approval. All revisions shall be approved by the SC Recommended modifications to the Program document based on implementation needs and to make adjustments as the business model develops.

A.2.2 Provide feedback/guidance to ASNT staff developing/implementing the program as requested, including providing a resource for procedure/checklist development/ review as needed by ASNT staff.

A.2.3 Conduct an annual audit of the program at ASNT for compliance and recommend Opportunities for Improvement.

A.2.4 Act as the initial Program Approval Panel (ad-hoc pilot panel) until adequate resources are developed (fully approved audit staff).

A.2.5 Assist in developing the auditor training.

A.3.0 SC Membership

Members may apply to SC on the basis of their personal interests, qualifications, and their ability to contribute to the work of the committee provided balance is maintained. ASNT and SDC membership, although encouraged, is not a prerequisite for SC membership. SC membership may be sought through written or electronic (through ISC) application to the SC Chair or Secretary. SC membership is subject to review and acceptance by the SC, if the Chair deems it necessary.

NOTE: Membership on the Audit Program SC and SDC must take place separately and the candidates must comply with the respective requirements for each committee.

(Please provide the next page if necessary.)
A.3.1 The SC shall establish and maintain an SOP. The SOP shall be approved by the voting members of the SC and the SDC by letter or e-mail ballot, or at a meeting. The SOP shall address at least the following elements:

A.3.1.1 Membership Criteria

A.3.1.2 Balance of Interests

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the SC. All appropriate interests that might be directly and materially affected by the standards activity of the SC shall have the opportunity for fair and equitable participation.

a. Industry Sector Categories shall be defined in the SOP.

A.3.1.3 Quorum

A.3.1.4 Officers

A.3.1.5 Voting

A.3.1.6 Meetings

a. A record of attendance of the SC meetings shall be maintained.

b. A record of activities of the SC meetings shall be maintained in the form of minutes.
ASNT OPERATIONS COMMITTEE

1.0 Purpose

The purpose of this policy is to define the assigned responsibilities of the ASNT Operations Committee.

2.0 Scope

The ASNT Operations Committee is responsible for coordinating in conjunction with ASNT International Service Center (ISC), the implementation of the goals and programs approved by the Board of Directors through the Councils. Communicates council issues and Operations Committee issues to the Board of Directors. This Committee shall meet at least twice a year, typically prior to the spring and fall Board meeting at the request of the Chairperson of the Board or a majority of the members of this committee.

3.0 Reference

3.1 ASNT Bylaws

4.0 Responsibilities

4.1 Review and recommend for approval the annual operating budget and capital budget for the Board of Directors at the spring meeting.

4.2 Review the three-year financial plan.

4.3 Provide recommendations on policies, operations, business initiatives, financial plans, and products and services proposed by Councils or when requested by the Board of Directors.

4.4 Coordinates activities between Councils and communicates Council issues and Operations Committee recommendations to the Board of Directors.

5.0 Chair and Membership

The ASNT President shall serve as the Chair and the members shall be as designated in the ASNT Bylaws.

6.0 Reporting Requirements

The minutes of each Operations Committee meeting should be provided to the Board of Directors by the ASNT Secretary/Treasurer within thirty (30) days following each Operations Committee meeting.
AUDIT COMMITTEE

1.0 Purpose

The purpose of this policy is to define the Audit Committee’s responsibilities, the rules governing its operations, and the committee’s composition including membership qualifications.

2.0 Scope

This policy establishes that the Audit Committee shall be responsible for the oversight of the financial audits of the Society and such policies as the Board of Directors may establish with respect to financial audits.

3.0 Reference

3.1 *ASNT Bylaws*

4.0 Responsibilities

4.1 Ensure that a financial audit is performed annually by an independent certified public accounting firm in accordance with Generally Accepted Auditing Standard (GAAS).

4.2 Oversee the external financial audit, review and approve the external financial audit report and make recommendations to the Board of Directors concerning the audit process and report.

4.3 Confirm with the auditor whether the financial affairs of the Society are in order.

4.4 Assure that any non-audit service performed by the audit firm for ASNT does not compromise its independence.

4.5 Recommend selection, retention or termination of the independent auditor.

4.6 Perform an annual self-assessment of the Audit Committee performance and recommend changes to the Board of Directors.

4.7 Other activities as prescribed by the Board of Directors pertaining to the Society’s financial audit functions
5.0 Authority

The Audit Committee is authorized to conduct or authorize investigations into matters within the committee’s scope of responsibilities as defined in paragraph 2.0. The committee is authorized to obtain expert assistance and to retain independent counsel, accountants or others it deems necessary to assist in an investigation.

6.0 Membership, Qualifications and Chair

6.1 The Audit Committee shall consist of three (3) voting members, nominated by the Chairperson of the Board and approved by the Board to serve for three (3) year terms. Appointments shall be made so that one term is completed each year. In filling vacancies due to resignation or any other reason, the term of such appointments shall be until the expiration of the original term. Vacancy appointments shall be made by nomination of the Chairperson of the Board and approved by the Board of Directors.

6.2 Members of the committee shall not include any member of the ASNT staff, officer, or member of the Board of Directors. The members of the Committee shall have a general understanding of business and finance, and not-for-profit association financial issues. They shall be able to read and evaluate financial statements at a similar level of complexity as the Society’s financial statements. Members shall be independent, free from any relationship that would interfere with the exercise of their independent judgment. A person providing services to the Society for compensation or a major customer of the Society is not to be considered independent and may not serve as a member of the committee.

6.3 The member with the longest length of service on their current committee term shall be the committee Chair. If the longest length of service is shared by more than one member, the committee shall elect the Chair.

7.0 Reporting Requirements

A written report of committee activities, review findings, and recommendations shall be submitted to the Business and Finance Committee first and then to the Board of Directors at the second Board meeting of the Annual Conference.
1.0 Purpose

This Policy defines the “Standard Operating Procedure” for governing the operations of the ANSI Technical Advisory Group to TC 135.

2.0 Scope

The Technical Advisory Group (TAG) establishes the rules and guidelines for the conduct of TAG operations and includes the requirements of Annexes A and B of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO standards related to NDT.

3.0 References

3.1 ASNT Policy J-5.18 - ASNT Standards Policy
3.2 ASNT Policy G-16 - Requisite Travel & Expense Policy
3.3 ANSI Procedures for U.S. Participation in the International Standards Activities of ISO
3.4 ANSI Guide for US Delegates
3.5 ISO/IEC Directives Part 1 & Part 2

4.0 Definitions

4.1 Technical Advisory Group (TAG) – The committee responsible for developing and recommending to ANSI the U.S. position on International Standards concerning Nondestructive Testing (NDT) proposed by ISO TC 135.

TAG Administrator – ASNT has been appointed the TAG Administrator by ANSI for ISO TC 135.

4.2 TAG Subcommittees:

4.2.1 SC 2 Surface methods
4.2.2 SC 3 Ultrasonic testing
4.2.3 SC 4 Eddy current methods
4.2.4 SC 5 Radiation methods
4.2.5 SC 6 Leak detection methods

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4.2.6 SC 7 Personnel qualification
4.2.7 SC 8 IR thermography
4.2.8 SC 9 Acoustic emission testing

5.0 Responsibility

It shall be the responsibility of the TAG Committee to ensure that the “Standard Operating Procedures” described within this policy are followed.

6.0 Objectives

The TAG Council’s objectives are to ensure compliance with Annex A2, Functions and Responsibilities, of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO, subject to ISO rules and limitations by the following:

6.1 Recommend registration of ANSI as a Participant (P)- or Observer (O)- member on an ISO committee, recommend a change in ANSI membership status on an ISO committee or recommend termination of membership as a P- or O- member on an ISO committee.

6.2 Initiate and approve U.S. proposals for new work items for submission by ANSI for consideration by an ISO committee.

6.3 Initiate and approve U.S. working drafts for submission by ANSI to ISO Committees (and, where appropriate, Working Groups) for consideration as committee drafts.

6.4 Identify and establish close liaison with other U.S. TAGs in related fields or identify ISO or IEC activities that may overlap the U.S. TAG’s scope.

6.5 Recommend that ANSI invite the ISO committees to meet in the United States.


7.0 Committee Officers

7.1 The Chair and Vice-Chair of the TAG shall be appointed by the ASNT BOD.

7.1.1 The term will be 3 years. Consideration should be given to performance and continuity with incumbents eligible for re-appointment. Both shall be able to demonstrate at least 2 years of international experience involving NDT methods or personnel qualification/certification (active participation in TAG activities is one method for qualifying international experience).

7.2 The Secretary-TAG Administrator is provided by ASNT and shall not be a voting member and shall not be used to make up a quorum or majority of the TAG.
7.3 Duties

7.3.1 Chair. The duties of the Chair shall be to:

a. Preside over TAG meetings.

b. Prepare an agenda for TAG meetings and submit it to the Secretary.

c. Form subcommittees and assign tasks.

d. Participate in the meetings of TC 135.

e. Provide a written report to the BOD on all TAG activities (travel, meetings, etc.) within 30 days of the activity.

f. Comply with all conditions in Policy G-16P

g. Provide annual budget (travel, etc.) to the BOD by October 1st each year.

7.3.2 Vice-Chair. The duties of the Vice-Chair shall be to:

a. Assist the chair in the discharge of their duties.

b. Assume the duties of the chair when the chair is unavailable or unable to act.

c. Carry out any assignments made by the Chair.

d. Participate in the meetings of TC 135 when necessary.

7.3.3 Secretary. The duties of the Secretary-TAG Administrator shall be to:

a. Maintain and distribute the TAG and applicable subgroup rosters and update them as necessary, to include officers, representatives, alternates, observers, and business affiliations, as necessary.

b. Record and distribute Chair approved minutes of all TAG meetings.

c. Conduct ballots when required.

d. Maintain and distribute as necessary TAG procedures.

e. Receive applications for TAG membership and forward them to the TAG Chair.
f. Handle other correspondence as the Chair may direct.

g. Act as liaison between the TAG and ANSI.

h. Ensure that all documentation required by ANSI be submitted in a timely manner.

i. Establish a written antitrust policy reflecting the TAG’s practice to conduct all business and activity in compliance with applicable antitrust laws.

j. Serve as committee parliamentarian.

8.0 MEMBERSHIP

Members of the TAG shall consist of individuals having a direct and material interest in the NDT profession, representing varied interest categories in NDT, without domination by a single interest category. Participation and membership is not conditional upon being an ASNT member.

This TAG shall consist of not less than eight (8) voting members and a non-voting secretary provided by ASNT. Members are expected to fulfill obligations of active participation.

8.1 Application. A request for membership should be addressed to the Secretary-TAG Administrator and shall indicate the applicant's direct and material interest in the TAG's work and willingness to participate actively the applicant’s interest category, and, if the applicant is a representative of an organization, company, or government agency, shall identify an alternate, if desired.

8.2 Interest Categories. Members of the TAG shall be assigned one of the following interest categories:

8.2.1 Producer: provider of NDT services or of goods which require NDT services;

8.2.2 User: user of NDT services or of goods which require NDT services;

8.2.3 General Interest: all others.

8.3 Balance of Interests. The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up more than a majority of the TAG. All appropriate interests that might be directly and materially affected by the standards activity of the TAG that do not upset this balance shall have the opportunity for fair and equitable participation.

8.4 Membership Roster. The Secretary shall maintain the list of TAG members and the organization they represent. The roster shall include the following:

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8.4.1 Title and designation of the U.S. TAG, ANSI US TAG TC 135.

8.4.2 Scope of the U.S. TAG.

8.4.3 U.S. TAG administrator (name of organization [ASNT], name of secretary, address, telephone number)

8.4.4 U.S. TAG officers (TAG Chair and Vice-Chair)

8.4.5 Members:
   a. Names of the individuals and alternates (as applicable), addresses and business affiliations including name of the organization they are representing on the U.S. TAG.
   b. The interest category of each individual and alternate (as applicable).

8.5 Membership Obligations. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations.

8.6 Review of Membership. The TAG shall review the membership list annually with respect to the criteria in 8.1 through 8.3. Members are expected to participate actively by fulfilling attendance, voting, correspondence, and other obligations. Where a member is found in default of these obligations, the TAG shall take appropriate action, which may include termination of membership.

8.7 Observers. Individuals and representatives of organizations having an interest in the U.S. TAG's work may request listing as observers. Observers shall be advised of the U.S. TAG activities, may attend meetings, and may submit comments for consideration, but shall not vote and shall not be counted when establishing a quorum.

8.8 Alternates. If an assigned TAG member cannot attend a TAG meeting, he/she may recommend to the TAG Chair that an alternate be considered. The alternate should be from the same interest category as defined in 8.1. The TAG Chair may assign a temporary alternate and first consider members that are currently assigned to other TAG’s such as the Vice-Chair or other members on SC-2 through SC-9 who would have the same voting privileges as the member being represented.

9.0 MEETINGS

9.1 The TAG will generally meet at the ASNT Spring and/or A Conference to address International Standards development activities.

9.2 Open Meetings. Meetings shall be open to anyone having direct and material interest. The TAG meeting date and time will be published in the ASNT Materials Evaluation magazine prior to the next meeting.
9.3 The Chair shall develop an agenda for each meeting and submit it to the Secretary at least one month prior to meetings. The Secretary shall thereafter transmit the meeting agenda to all members and observers at least two weeks prior to meetings.

9.4 The following are the quorum requirements for TAG meetings:

9.4.1 One-third of the TAG members shall constitute a quorum for the purpose of conducting business at a meeting.

9.4.2 If a quorum is not present at a meeting, actions may be taken subject to confirmation by ballot.

9.5 The secretary shall record the minutes of meetings and distribute them to all TAG members within 1 month.

9.6 Establishing the formal U.S. Position on matters before the U.S. TAG shall be determined by a vote which complies with 9.4.

9.7 ISO/TC 135 Committee Participation. As delegated by ASNT (the U.S. TAG), either the Chair or the Vice-Chair shall represent the U.S. TAG at ISO/TC 135 meetings. Funding shall be per ASNT Policy G-16P. In the event neither can attend, the TAG Chair shall recommend an alternate for consideration by the BOD.

10.0 VOTING

10.1 Each member shall vote one of the following positions:

10.1.1 Affirmative

10.1.2 Affirmative with comment

10.1.3 Negative with reasons (In all but administrative matters, the reasons for a negative vote shall be given and if possible should include specific wording or actions which would resolve the objection.)

10.1.4 Abstain with reason. It is expected that TAG members perform due diligence and that an “Abstain” vote would be infrequent.

10.2 Vote of Alternate. An alternate's vote is counted only if the principal representative fails to vote. Alternates may not vote on letter ballots.

10.3 Voting Period. The voting period for letter ballots will typically be 30 days. A shorter time frame may be necessary due to timeliness issues in receiving the documents from ANSI. An extension may be granted at the option of the Chair when warranted (e.g., when the requirements for approval or disapproval specified in this document are not achieved.)
10.4 Authorization of Letter Ballots. A letter ballot may be authorized by:

10.4.1 Majority vote.

10.4.2 The Chair.

10.5 Actions Requiring Approval by Majority. The following actions require a letter ballot or a motion recorded vote with approval by at least a majority of the TAG:

10.5.1 Approval of officers appointed by the BOD Chair.

10.5.2 Formation of a subgroup, including its procedures, scope, and duties.

10.5.3 Disbandment of a subgroup.

10.5.4 Addition of new TAG members.

10.5.5 Approval of minutes.

10.5.6 Other actions of the TAG not specified elsewhere.

10.6 Actions Requiring Approval by Two-Thirds of Those Voting. The following actions must be approved by at least two-thirds of those voting by letter ballot, excluding abstentions, or if at a meeting, by two-thirds of those present, excluding abstentions, provided that a majority of the total voting membership of the TAG is present (If a majority is not present, the vote shall be confirmed by letter ballot).

10.6.1 Adoption of the TAG procedures, categories of interests, or revisions thereof.

10.6.2 Approval of recommendation to change the TAG’s scope.

10.6.3 Approval of U.S. position on technical matters brought before the TAG (i.e., NP, CD, DIS, FDIS).

10.6.4 Approval of recommendation to the ASNT Board of Directors to terminate the U.S. TAG after providing ANSI with the required three months prior written notice.

10.6.5 ASNT, through the TAG Secretary, shall report successful ballots on items 10.5.1, 10.6.2 and 10.6.4 to ANSI, along with its views on the action.

10.7 Resolution of Letter Ballot Negatives and Comments. The Secretary shall forward the negatives and comments received to the TAG Chair or his designee. The Chair shall determine whether the negatives and comments shall be considered by telephone, correspondence, or at a meeting.

10.7.1 Consideration shall be given to the negatives and comments of all participants including those commenting on a draft international standard (DIS) listing in
Standards Action. A concerted effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefore.

10.7.2 Substantive changes required to resolve negatives and unresolved negatives, shall be reported to the TAG members to afford all members an opportunity to reaffirm, or to change their position. This vote shall follow 9.6 except that the time frame for the vote may be modified to comply with necessary time limits.

10.8 Report of Final Result. The final result of the voting shall be reported to the TAG within 30 days of the vote.

10.9 Submittal of U.S. Position. Upon completion of the procedures for voting, resolution of negatives and comments, and appeals, the U.S. position, which represents the U.S. consensus, shall be submitted to ANSI by ASNT. ANSI, as the official ISO member body, is responsible for providing the U.S. position to ISO.

10.9.1 The Secretary shall supply the information required in Annex A7.10 of the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO. The US position submitted to ANSI shall be copied to the TAG Chair and Vice-Chair.

11.0 RECORDS

11.1 All associated records described in this SOP shall be prepared and maintained at the ASNT International Service Center (ISC) by the TAG Secretary to provide evidence of compliance with the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.

11.2 Records concerning new, revised, or reaffirmed ISO Standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

12.0 APPEALS

12.1 Directly and materially affected U.S. national interested parties who believe they have been or will be adversely affected by an action or inaction of the U.S. TAG or its administrator (ASNT) shall have the right to appeal.

12.2 Appeals shall be conducted in accordance with A10 in the ANSI Procedures for U.S. Participation in the International Standards Activities of ISO.

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SOCIETY MEETINGS POLICY

1.0 Purpose

Provide guidance for planning and scheduling of society meetings.

2.0 Scope

This policy is applicable to National meetings, (including those called Regional or Topical meetings), Joint meetings, Special meetings and others.

3.0 References

3.1 ASNT Policy TE-01, Technical and Education Council Rules of Conduct

3.2 ASNT Policy R-01, Research Council Rules of Conduct

4.0 Policy

4.1 General: The policy of the Society is to authorize three (3) types of meetings as described in subsequent paragraph 4.2.

4.1.1 For each meeting authorized by the Operations Committee the International Service Center (ISC) shall prepare a budget.

a. These Operations Committee authorized meetings will be Sponsored by ASNT, with fiscal control by the ISC staff and administratively run by the ISC.

b. The conference budget may include the Conference Chair (or designee) hotel room expense and full conference Registration Fee.

4.1.2 Registration for Conference Speakers, Session Chairs, Short Course Instructors, and Paid Instructors will be offered at a discounted registration fee.

4.2 Meeting types are:

4.2.1 National meetings: National meetings include the Research Symposium, the Annual Conference, as well as other conferences, seminars or symposia which may be titled Regional, Topical, or Joint Conferences. A meeting will be considered a national meeting if the scope of the intended audience is the entire ASNT membership (national and international members).

a. The Operations Committee shall approve the conference dates and site selection for the Research Symposium, seminars or symposia which may be titled Regional, Topical, or Joint Conferences.
b. The Board of Directors shall approve the Annual Conference.

c. See Appendix A for National Conference Guidelines for Conference Official and host ASNT Sections, which outlines the roles and responsibilities to organize and accomplish a successful conference.

d. See Appendix C for Organizing National Conferences (Other Than Annual Conference or Research Symposium) procedures and schedules.

e. Should any National meeting be a Joint meeting with another organization then the activity must be run in accordance with Appendix B, as applicable.

f. Should any meeting involve a local Section as program coordinator, then the activity must be run in accordance with Appendix C and D, as applicable.

g. Registration fees are charged according to paragraph 4.1.2.

4.2.2 Special meetings: These meetings include invitations for ASNT representation at various meetings/activities and may include international travel.

a. Special meetings require the approval of the Operations Committee.

b. Operations Committee will be provided all details of Special meetings, prior to approving attendance, on a case-by-case basis.

c. These meetings may, in their advertisement or discussion, be listed as sponsored by, or authorized by, or endorsed by ASNT.

d. Joint meetings with other organizations must be run in accordance with Appendices B or C, as applicable.

4.2.3 Other meetings: This category includes all of the local Section meetings, local Section activities and non-financial co-sponsored meetings.

a. These meetings do NOT require Operations Committee approval.

b. These meetings must be in compliance with the mission of ASNT.

c. Local Section meetings must be conducted in accordance with Section Bylaws and Section Board of Director guidance.
APPENDIX A
NATIONAL CONFERENCE GUIDELINES FOR CONFERENCE
OFFICIAL AND HOST ASNT SECTIONS

A.1.0 Purpose

This appendix describes the roles and responsibilities associated with the National meetings conducted by ASNT.

A.2.0 Scope

This appendix is issued as a guide for volunteers participating in conference planning. It also outlines staff and volunteer roles. This appendix is not intended to be restrictive; new ideas and activities are encouraged.

A.3.0 Responsibility

A.3.1 ISC: ASNT Conference and Marketing Departments have primary planning responsibility for logistics, activities, events promotion and publicity.

A.3.2 Members/Volunteers: A Program Committee is responsible for development of the conference technical program.

A.3.2.1 Annual Conference: Professional Program Committee (PPC) is the organizer for the Annual Conference.

a. Professional Program Chair: The Professional Program Chair or their designee shall use the established guidelines developed by the PPC to develop the conference technical program, including the call for papers, selecting session chairpersons and filling sessions for the conferences. The Chair works closely with ISC on calls for abstracts, program planning and promotion for each conference. The Chair provides target marketing guidance to promote the conference. The Chair establishes the technical program according to the timetable established by the ISC. The Chair must be available on-site throughout the conference for questions and assistance, as outlined in the PPC Standard Operating Procedure.

A.3.2.2 Research Symposium: The Research Council Program Committee is the organizer for the annual Research Symposium.

a. Program Chair: The Program Chair shall use the established guidelines to develop the conference technical program, including the call for papers, selecting session chairpersons and filling sessions for the conferences. The Chair works closely with ISC on calls for abstracts, program planning and promotion for each Symposium. The Chair provides target marketing guidance to promote the Symposium. The Chair establishes the technical program according to the timetable established by the ISC.
Chair must be available on-site throughout the conference for questions and assistance.

A.3.2.3 Other National Meetings (may be titled Regional, Topical or Joint Conferences):

a. A Program Committee is established to organize the conference.

b. First action of the Program Committee is to request ASNT support for the conference activity. This is accomplished by a formal request through the Professional Program Committee. See Appendix C.

c. If a local Section has the Program Committee responsibilities, then revenue sharing may occur. See Appendix D for criteria and applicability.

d. A representative of the Program Committee must be available on-site throughout the conference for questions and assistance.

A.3.2.4 Host Committee: The Host Committee is made up of local section members in the area that the conference will be held. The committee assists the conference department on a variety of tasks that support the conference.

A.4.0 Conference General Procedure

A.4.1 The Research Symposium is held in the spring, and an Annual Conference is held in the fall. The Operations Committee shall approve the conference dates and site selection for the Research Symposium and the Board of Directors for the Annual Conference. When contracts for hotels/convention centers have been entered into, deviations will not occur to the schedule.

A.5.0 National Conference Site Selection: The ASNT National Conference sites should be confirmed a minimum of 24 months (36 months for Annual) in advance of the actual conference dates. This allows ASNT a better opportunity to reserve the facility of its choice and a better availability for selection of dates.

A.5.1 Annual Conference: ISC shall be responsible for recommending site selection for the ASNT Annual Conference. Site recommendations are submitted by Executive Director to the Board of Directors for approval.

A.5.2 Research Symposium: The Research Council Program Committee shall be responsible for recommending possible site selection for the Research Symposium to ISC. The ISC shall be responsible for recommending final site selection for the Research Symposium. Site recommendations are submitted by the Executive Director to the Operations Committee for approval.
A.5.3 Site selection considerations include but are not limited to: access - air and ground transportation; appropriateness, affordability and attractiveness to attendees and exhibitors; cost to ASNT; locations of competitive or other related meetings; availability of hotel and meeting space.
APPENDIX B
NON-FINANCIAL CO-SPONSORSHIP

B.1.0 Purpose

This appendix describes ASNT’s non-financial co-sponsorship of events with other organizations. It covers the use of the Society's name as required by Policy G-14. In addition, criteria and guidelines for authorizing non-financial co-sponsorship are provided.

B.2.0 Scope

It is the policy of ASNT to consider non-financial co-sponsorship of events with other organizations when the events are related to the NDT field and when this cooperative effort will advance NDT information useful to individuals, industry and the general public.

B.3.0 Additional References

B.3.1 ASNT Policy G-14, Use of the ASNT Name and ASNT Marks

B.4.0 Procedure

Requests will be submitted to the Executive Director. The Executive Director will assess each request against the criteria contained in this policy. If the request complies with the criteria, the Executive Director may authorize the non-financial co-sponsorship. For instances where there is uncertainty regarding the application of the criteria, the Executive Director will consult with ASNT’s Chairperson of the Board. The Executive Director will inform the requesting organization of the decision. All documented co-sponsorship requests will be reported to the Operations Committee.

B.5.0 Criteria

B.5.1 The event is organized by a nonprofit society.

B.5.2 The purpose of the event includes advancing NDT information useful to individuals, industry and the general public.

B.5.3 Co-sponsorship will not be permitted if:

B.5.3.1 The dates overlap with an ASNT national conference.

B.5.3.2 Co-sponsorship of the event could be harmful to ASNT’s reputation.
APPENDIX C
ORGANIZING NATIONAL CONFERENCES (OTHER THAN ANNUAL CONFERENCE OR RESEARCH SYMPOSIUM)

C.1.0 Purpose

The purpose of this appendix is to provide guidelines for the organization of national meetings, other than Annual or Research Symposium, which may be titled Topical, Regional or Joint conferences.

C.2.0 Scope

This appendix establishes the procedures to be followed in organizing National meetings, which may be titled as topical/regional/joint conferences. Topical/regional/joint conferences shall be defined as a series of technical presentations that span a minimum of two-days.

C.3.0 Responsibility

C.3.1 See Appendix A, which outlines the roles and responsibilities for organizing a National meeting.

C.3.2 It shall be the responsibility of the Professional Program Committee to:

C.3.2.1 oversee the implementation of this policy;

C.3.2.2 ensure compliance with the requirements of this policy.

C.4.0 Supportive Responsibilities

C.4.1 Management of all approved topical/regional/joint conferences shall be the responsibility of the ISC Conference Department.

C.5.0 Procedure

C.5.1 Requests to host topical/regional/joint conferences shall contain as a minimum the following information:

C.5.1.1 Topical/regional/joint event objective and title

C.5.1.2 Proposed month and year

C.5.1.3 Proposed sites (city and state), including suggested alternate sites

C.5.1.4 Projected attendance

C.5.1.5 Projected income and expenses

C.5.1.6 Name of sponsoring Section(s)
C.5.1.7 Names of organizing committee (chair, technical chair, and committee members) and their affiliation within the sponsoring section.

C.5.2 Request for approval of topical/regional/joint conferences should be submitted by ASNT Section(s) and be fully supported by the respective section(s) in writings to the Professional Program Committee no less than eighteen (18) months prior to the date of the proposed conference.

C.5.3 Upon receipt of request, the Professional Program Committee shall review and determine the viability of all requests within 30 days of receipt, and shall verify that:

C.5.3.1 Sufficient qualified personnel to organize and lead the conference are available in the area of the proposed conference.

C.5.3.2 The proposed conference site is appropriate for the objective of the conference.

C.5.3.3 The Section(s) fully supports the proposed topical/regional/joint conference.

C.6.0 Approval

C.6.1 If approved by the Professional Program Committee, the request shall be forwarded, through the T&E Council Chair to the Operations Committee for approval.

C.6.1.1 If the Professional Program Committee disapproves the request, it shall be returned to the responsible party with written explanation.

C.6.2 The Operations Committee approval should occur at least sixteen (16) months in advance of the proposed topical/regional/joint conference date.

C.6.2.1 If approved by the Operations Committee, the request shall be forwarded to the responsible party with a copy to the Professional Program Committee and the ISC Conference Department.

C.6.2.2 If the Operations Committee disapproves the request, it shall be returned to the Professional Program Committee with written explanation. The Professional Program Committee shall notify the submitter of the Board of Directors written explanation of disapproval.

C.7.0 Scheduling

C.7.1 Upon Operations Committee approval, the ISC Conference Department, in consultation with the topical/regional/joint conference chair, shall proceed to select specific hotels and specific dates.

C.7.2 The ISC Conference Department, in consultation with the Professional Program Committee and the topical/regional/joint conference organizing committee, shall prepare
all plans at least twelve (12) months in advance of the topical/regional/joint conference date. Final plans shall include, but are not limited to the following:

C.7.2.1 Promotional plan

C.7.2.2 Call for abstracts

C.7.2.3 Program and event planning schedules and deadlines
APPENDIX D
REVENUE SHARING POLICY

D.1.0 Purpose

The purpose of this appendix is to provide guidelines for the revenue sharing of national meetings titled topical, regional or joint conferences. This policy does not apply to the Annual and Research conferences.

D.2.0 Scope

This appendix establishes the criteria for allowing ASNT Sections to share in the revenue of successful topical/regional/joint conferences. Revenue sharing is the allocation of a portion of the net revenue of a topical/regional/joint conference to the organizing section(s). It shall be the responsibility of the ISC Executive Director to ensure revenue sharing is provided in accordance with this policy.

A conference shall be defined as a series of technical presentations that span a minimum of two-days.

D.3.0 Revenue Sharing

D.3.1 Section Responsibilities: The Section must establish a Program Committee with at least three (3) members of the local section. The Program Committee will utilize the local Section membership for soliciting papers, session chairs, and onsite support.

D.3.2 Revenue Sharing Criteria

D.3.2.1 Sharing will be granted if the net excess revenue from a topical/regional/joint conference is achieved after direct cost and labor have been allocated.

D.3.2.2 Sharing amounts shall be 25% of the net excess revenue from a topical/regional/joint conference or $5000.00 whichever is less.

D.3.3 Revenue Sharing Allocation

D.3.3.1 Upon meeting the requirements described in 3.1 and 3.2, the ASNT Director of Conferences shall notify the Director of Finance and Controller and the Executive Director of the eligibility for revenue sharing and the recommended amount of revenue sharing to be allocated.

D.3.3.2 The Director of Conferences shall take the necessary measures for distribution of payment within 60-75 days of the conference completion. A notification of distribution shall be forwarded to the T&E Council Chair and the Professional Program Committee for their information. A notification that there will be no distribution shall be forwarded to the Section, as well
D.4.0 Periodic Review

D.4.1 Every three years, or third occurrence for topical/regional/joint conferences that are held every other year, at the end of the 3rd conference occurrence, the organizing section shall resubmit to the Professional Program Committee a historical report and future plans for continuation of the topical/regional/joint conference.

D.4.1.1 Historical Report--a summary of the past three conferences, including locations number of abstracts submitted, number of presentations made, attendance figures, number of exhibitors, financial results.

D.4.1.2 Future Plans—a resubmission of the Topical/Regional/Joint Request Form, including objective and title, proposed month and year, proposed sites (city and state), projected attendance, projected income and expenses, names of organizing committee (chairman, technical chairman, and committee members) and their affiliation within the Section, name of sponsoring Section(s).

D.4.2 Should the organizing Section decide not to continue with the topical/regional/joint Conference, notice should be sent to the Professional Program Committee no less than 3 months prior to the third year or occurrence.
FINANCE POLICY

1.0 Purpose

This policy defines the financial responsibilities for ASNT.

2.0 Scope

This policy establishes the financial responsibilities for the fiscal and financial affairs of the Society.

3.0 References

3.1 *ASNT Bylaws*

3.2 *ASNT Policy J-03* ASNT Board of Directors Job Descriptions

3.3 *ASNT Policy J-04.04* ASNT Secretary/Treasurer

3.4 *ASNT Policy J-04.06* Job Description-Executive Director

3.5 *ASNT Policy J-05.01* ASNT Executive Committee

3.6 *ASNT Policy J-05.10* Business and Finance Committee

3.7 *ASNT Policy J-05.19* Operations Committee

3.8 *ASNT Policy J-05.20* Audit Committee

4.0 Financial Planning

4.1 General

4.1.1 Financial planning of the Society shall be directed toward:

   a. Assuring continuity and growth of services to members.

   b. Fulfilling the Society’s obligations as a corporation.

4.2 Three-Year Financial Plan

4.2.1 The Executive Director shall prepare a three-year estimate of the income and expenses for the Business and Finance Committee, Operations
Committee, and Board of Directors for review by the first Friday in February with the annual budget.

4.2.2 Any adjustment made to the original draft shall be submitted to the Board of Directors prior to the last Board of Directors meeting at the annual Research Symposium.

4.2.3 In developing the Three-Year Financial Plan, the last Three-Year Financial Plan shall be reviewed for financial impact. New initiatives presented via a Business Plan shall be incorporated into the Three-Year Financial Plan. The Three-Year Financial Plan will be updated annually to add an additional year and modify the previous plan, as needed.

4.2.4 The Three-Year Financial Plan will be based on the Society's long-range plans and programs, predicted growth of the Society, predicted trends in the U.S. economy as related to expected costs in subsequent years, and other factors that would be expected to influence the level of income and expense. Assumptions related to the various trends involved in the prediction shall be documented in the plan.

4.3 Annual Budget

4.3.1 The Executive Director shall prepare and present the proposed Annual Budget to the Business and Finance Committee and Operations Committee by the first Friday in February.

4.3.2 A copy of the draft budget shall be sent to the Board of Directors by the first Friday in February.

4.3.3 A final draft that has been reviewed and recommended by the Business and Finance Committee shall be presented to the Board of Directors at the last Board of Directors meeting at the annual Research Symposium.

4.3.4 Budgeted income and expense shall be based on: (1) predicted U.S. trends, predicted Society growth, and Society financial commitments as outlined in the Three-Year Financial Plan, (2) refinements thereof based on current performance against budget as recorded in the monthly financial statements, (3) other factors shall be considered as appropriate.

4.3.5 It is desirable that the approved Annual Budget be a balanced budget reflecting a continuing growth in the net assets.
5.0 Financial Operations

5.1 General

The general management and day-to-day financial operation of the society shall be managed by the Executive Director within the scope of the budget and financial policy approved by the Board of Directors.

5.2 Excess Operating Cash Flow

To ensure continuity of day-to-day operations of the Society, excess funds shall be invested prudently based on the investment policy. The investments will be monitored monthly by the Executive Director and a written report will be provided to the members of the Business and Finance Committee. The Executive Director shall manage funds in compliance with the Board of Directors approved investment policy.

The Executive Director shall ensure that the investment manager provides an annual investment report to the Business and Finance Committee prior to the annual fall meeting of the Business and Finance Committee. The Business and Finance Committee shall review the investment report at the fall meeting, prior to Board of Directors meeting.

5.3 Financial Statements

To ensure that the Society maintains a proper financial position, the Executive Director shall publish monthly financial reports to include statement of activities, financial position (balance sheet) and liquidity, with distribution to the Board of Directors, Operations Committee and Business and Finance Committee members.

6.0 Expenditures Not Included in the Budget (Non-budgeted Items)

Proposed expenditure for non-budgeted items outside the annual budget shall be reviewed and approved by the appropriate bodies. The Executive Director may approve non-budgeted items up to an accumulative amount of 5% of the annual expense budget per fiscal year. All non-budgeted items shall appear as line items in the monthly financial report.

7.0 Proposed New Initiatives

To ensure that the Society properly reviews all new initiatives carefully and thoroughly, the Executive Director shall prepare a Business Plan demonstrating the viability of the proposed initiative to the Society. The Business Plan shall be distributed to Business and Finance Committee and Operations Committee for review and recommendation 30 days prior to the next meeting of the Business and Finance Committee. New initiatives through the Business Plan may be presented by the Executive Director as the
opportunities arises; but will be considered an ex-budget item until incorporated into the Three-Year Financial Plan and the Annual Budget.
INVESTMENT POLICY

1.0 Purpose

This Investment Policy:

1.1 Defines the responsibilities of all involved parties.

1.2 Establishes a clear understanding of the investment principles, objectives, and guidelines for the investment assets of American Society for Nondestructive Testing (the “Fund”) that is invested through the Investment Manager(s).

1.3 Offers guidance and limitations to the Investment Manager(s) regarding the investment of the Fund.

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the Fund toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

2.0 Scope

This Investment Policy applies to ASNT Board of Directors, ASNT Business and Finance Committee, Investment Manager(s), and Executive Director in the management and governance of ASNT’s investments.

3.0 References

3.1 ASNT Policy J-03, ASNT Board of Directors Job Description

3.2 ASNT Policy J-04.06, Job Description – Executive Director

3.3 ASNT Policy J-05.10, Business and Finance Committee

4.0 Definitions

“Investment Horizon” of the Fund shall mean the time period over which the Investment Objective is expected to be met. The Investment Horizon is a rolling ten (10)-year period measured from any given date.

“Investment Manager” shall mean a fiduciary of one (1) or more individual(s) or group of individuals employed to manage the investments of all or part of the Fund. Each Investment Manager will have full discretion to make all investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, and philosophies as outlined in this statement. A fiduciary shall be defined as having a duty of care, duty of loyalty, good faith and a legal duty to act in the best interest of ASNT.
“Risk” shall mean (1) the probability of losing money over the Fund’s Investment Horizon; (2) the probability of not maintaining purchasing power over the Fund’s Investment Horizon; or (3) the probability of not meeting the Fund’s objectives.

“Securities” shall mean the marketable investment securities which are defined as acceptable in the Investment Policy.

5.0 Investment Objective

The Investment Objective of the Fund is to minimize the probability of loss of principal by avoiding excessive Risk. Short-term volatility will be tolerated in as much as it is consistent with the volatility of a comparable market index, but emphasis shall be placed on minimizing return volatility rather than maximizing total return. The Fund shall be invested with the goal of meeting the Rate of Return Target during the Investment Horizon, and with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims. Cash is to be employed productively at all times by investment in short-term cash equivalents to provide safety, liquidity, and return.

6.0 Asset Allocation Guidelines

Investment of the Fund shall be in accordance with the following guidelines:

6.1 The Fund assets shall be allocated in accordance with the following asset classes.

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity Securities</td>
<td>65% +/- 5%</td>
</tr>
<tr>
<td>Fixed Income Securities</td>
<td>35% +/- 5%</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
</tr>
</tbody>
</table>

The investment policy assumes investment concentration in mutual funds with daily liquidity and therefore there is no need for a minimum cash reserve.

6.2 Rebalancing will occur on at least an annual basis when asset class weights are more than five (5) percentage points away from the target weights or more often as contributions and disbursements are transacted, using these transactions to rebalance.

7.0 Permitted Investments of the Fund

7.1 Permitted Assets

Permitted assets include, but are not limited to, the following:
7.1.1 Cash and Cash Equivalents

a. Cash

b. Treasury Bills

c. Money Market Funds that contain securities whose credit is rated investment grade by Standard and Poor’s and/or Moody’s
d. Short-term Investment Fund (STIF) Funds
e. Commercial Paper rate A.1 (or equivalent) or better
f. Bankers Acceptances
g. Repurchase Agreements
h. Certificates of Deposits

7.1.2 Fixed Income Securities rated “investment grade” or better

a. U.S. Government and Agency Securities

b. Corporate Notes and Bonds
c. Mortgage Backed Bonds
d. Preferred Stock
e. Fixed Income Securities of Foreign Governments and Corporations
f. Planned Amortization Class Collateralized Mortgage Obligations (PAC CMO’s) or other “early tranche”
g. CMO’s Interest-Only (IO), Principal-Only (PO), and Residual Tranche CMO’s
h. Global Industry Classification Standard (GICS)

7.1.3 Equity Securities

a. Common Stocks

b. Convertible Notes and Bonds
c. Convertible Preferred Stocks
d. American Depository Receipts (ADR’s) of Non-U.S. Companies

e. Stocks of Non-U.S. Companies (Ordinary Shares)

f. Real Estate Investment Trusts (REIT’s)

g. Mutual Funds which invest in Securities

h. Global Industry Classification Standard (GICS)

7.2 Prohibited Assets

Prohibited assets include, but are not limited to the following:

7.2.1 Commodities and Futures Contracts

7.2.2 Private Placements

7.2.3 Options

7.2.4 Limited Partnerships

7.2.5 Venture Capital Investments

7.2.6 Derivative Securities

7.3 Prohibited Transaction

Prohibited transactions include, but are not limited to the following:

7.3.1 Purchasing securities on margin.

7.3.2 Pledging or selling derivative securities for speculation or leverage.

7.3.3 Pledging or hypothecating securities, except for loans of securities that are fully collateralized.

7.3.4 Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected given the objectives of the portfolio.

7.4 Diversification of the Fund

Appropriate diversification provides reasonable assurance that no single security, or class of securities, will have a disproportionate impact on the Portfolio.
Diversification both across and within asset classes is the primary means by which the Portfolio is expected to avoid undue risk of large losses over long time periods. To protect the portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, practical precautions will be taken in the portfolio construction process in order to avoid excessive investment concentrations.

Specifically, the following guidelines will be in place:

7.4.1 Utilize incoming cash flow (contributions) or outgoing money movements (disbursements) to realign the current weightings closer to the target weightings, and

7.4.2 with the exception of (a) passively managed investments vehicles seeking to match the returns on a broadly diversified market or market sector index, and (b) fixed income investments explicitly guaranteed by the U.S. Government, no single investment security shall represent more than 5% of total plan assets, and

7.4.3 with respect to fixed income investments, the average credit quality of these investments shall be investment grade (Standard & Poor’s BBB; Moody’s Baa) or higher, and

7.4.4 in addition, all investments within each asset class and sub asset class shall meet all other standards of prudent diversification and risk management.

8.0 Liquidity

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, ASNT Staff will periodically provide the Investment Manager(s) with an estimate of anticipated cash withdrawals.

9.0 Investment Management Performance Review and Evaluation

The Portfolio’s composite investment performance (net of fees) will be judged against the following standards:

9.1 The Portfolio’s absolute long-term real return objective over a suitably long-term investment horizon generally across full market cycles or, at a minimum, a rolling five (5)-year basis.

9.2 A composite benchmark consisting of the following unmanaged market indices weighted according to the expected target asset allocations stipulated by the Portfolio’s investment guidelines:

(Page 5 of 7)
9.2.1 U.S. Equity: CRSP U.S. Total Market Index or a similar broad domestic equity index such as the Russell 3000.

9.2.2 Non-U.S. Equity: FTSE Global All Cap ex US index or a similar broad international equity index

9.2.3 U.S. Investment Grade Fixed Income: Barclays Capital U.S. Aggregate Float Adjusted Index

9.2.4 Non-U.S. Investment Grade Fixed Income: Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index (USD Hedged)

9.2.5 Real Estate Investment Trusts: MSCI U.S. REIT index

9.2.6 Cash: Citigroup three (3)-Month T-Bill Index

10.0 Responsibilities

10.1 Business and Finance Committee

10.1.1 To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in the Investment Policy, the Business and Finance Committee plans to review this Investment Policy at least annually.

   a. At each of its meetings, conduct a review of the performance of the investments relative to the established targets;

   b. at least annually, meet with the investment advisors to review investment performance and any matter related to management of the investments.

   c. Recommend for approval by the Board of Directors, the selection of (or change in) professional investment advisors as presented by ASNT Staff.

10.2 Board of Directors

10.2.1 Act upon recommendations put forward by the Business and Finance Committee relating to the investments;

10.2.2 annually review the performance of the investments.
10.3 Executive Director

10.3.1 Advise the Business and Finance Committee of any matters related to the investments that they should know about;

10.3.2 offer advice to the Business and Finance Committee and the Board of Directors;

10.3.3 prepare the required presentations of investment performance for the Business and Finance Committee and the Board of Directors;

10.3.4 work with the professional investment advisors to ensure that investments are made according to this policy.

10.3.5 Research and select potential professional investment advisors for recommendation to the Business and Finance Committee.
ASNT MEMORIAL SCHOLARSHIP FUND

1.0 Purpose

The purpose of the ASNT Memorial Scholarship Fund is to provide an opportunity for honoring deceased colleagues and to provide a means for sharing our worldly resources in the cultivation of future generations of NDT practitioners in the furtherance of the art.

2.0 Scope

This policy establishes the procedure for obtaining, conserving and dispensing money from the ASNT Memorial Scholarship Fund.

3.0 Policy

It is the policy of this Society to provide the means to its members for honoring their deceased colleagues through the provision of donations to this fund.

4.0 Responsibility

4.1 The Awards Committee is responsible for selecting or recommending recipients for all awards as described in the Board of Directors Policy and Procedure Number J-5.2.

4.2 The ASNT Executive Director is responsible to the Board of Directors for carrying out the provisions of this policy.

5.0 Procedure

5.1 General - The fund may be used to start new scholarship awards as directed by the ASNT Board, and/or increase the award made by either the ASNT Robert B. Oliver Scholarship Award or the ASNT Fellowship Award.

5.2 Until the ASNT Board of Directors adds other scholarships to be awarded, donations will be used to support current awards.

5.3 Maintaining the ASNT Memorial Scholarship Fund:

5.3.1 Money donated to the ASNT Memorial Scholarship Fund shall not be mixed with other ASNT accounts.

5.3.2 The ASNT Memorial Scholarship Fund money shall be invested in interest and/or dividend earning instruments from which earnings can be withdrawn each fall without penalty.
5.3.3 The ASNT Memorial Scholarship Fund's principal shall be allowed to accrue and to earn interest and/or dividends.

5.4 Dispensing money from the ASNT Memorial Scholarship Fund:

5.4.1 There is no limitation on the dollar value or the number of yearly awards. The Board of Directors may set the award dollar value and/or the number of awards at any level within the amount of money available from the ASNT Memorial Scholarship Fund earnings.

6.0 Demoralization

6.1 Publish in Redi Reference Guide an explanation of how to arrange for contributions to the ASNT Memorial Scholarship Fund upon the death of a member by ASNT Sections and by others when the family expresses the desire for contributions to the ASNT Memorial Scholarship Fund instead of other remembrances.

6.2 ASNT National Office shall stock suitably imprinted cards and envelopes which will be sent to the requesting ASNT Section or family member and to others who make inquiry for sending gifts to the Memorial Scholarship Fund in memory of the deceased in a timely manner. An accompanying note should explain the convenience to donors for placing the cards and addressed envelopes at the location where the eulogy and services will be conducted, if possible and appropriate. The cards and envelopes should also be available at the next Section meeting following the member's death.

6.3 ASNT National Office shall send the names of donors to the Section Chairman with copy to the Section Secretary, including a suggestion that a designated person send a card or letter to the surviving spouse and/or family members expressing condolences on behalf of the Society and listing the names of donors. The letter or similar notice should be published in Materials Evaluation following the death of a colleague announcing the opportunity for others to honor the deceased by making a donation to the fund.

6.4 Maintain a memorial wall plaque at ASNT the International Service Center of sufficient size to add names of those memorialized by donations to the ASNT Memorial Scholarship Fund totaling at least $500.00.

6.5 Publish a list in Redi Reference Guide of deceased members memorialized by donations to the ASNT Memorial Scholarship Fund in or adjacent to the pages describing ASNT Awards and Honors.
POLICY ON THE PROCESS FOR DETERMINING COMPENSATION

1.0 Purpose

This Policy establishes the process for determining the compensation of the Executive Director.

2.0 Scope

This Policy applies to the ASNT Executive Committee determining appropriate compensation for the Executive Director.

3.0 References

3.1 ASNT Policy J-04.06, Executive Director
3.2 ASNT Policy J-05.01, Executive Committee
3.3 Internal Revenue Code (IRC) 4958

4.0 Procedure

The process includes all of these elements: (1) review and approval by the ASNT Executive Committee; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

4.1 Review and approval

The compensation of the Executive Director is reviewed and approved by ASNT Executive Committee, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

4.2 Use of data as to comparable compensation

The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

4.2.1 Compensation and benefits will be assessed based on comparison to associations having the following similar attributes to ASNT:

a. Membership type (professional association)

b. Budget size
c. Staff size

d. Geographical scope

e. Geographical location

4.3 Establishment of compensation adjustment

ASNT Executive Committee will make its determination of the compensation offer to the Executive Director based on the totality of information gathered in the performance evaluation and compensation review process. That is, it will consider the Executive Director’s performance review and comparable compensation data as applied by the ASNT Executive Committee in reaching a conclusion about compensation. Any compensation adjustment shall be consistent with the Executive Director’s employment contract.

4.4 Contemporaneous* documentation and recordkeeping

4.4.1 ASNT Executive Committee shall submit documentation of deliberations and decisions regarding the compensation arrangement to the Senior Manager of Finance and accounting for record keeping purposes.

* Contemporaneous – Originating, existing, or happening during the same period.
ASNT RESERVES POLICY

1.0 Purpose

This policy provides guidelines for establishing and maintaining adequate reserve levels or net assets to sustain ASNT through potential economic downturns or unforeseen scenarios that ASNT might encounter and to provide a source of internal funds for organizational priorities such as building repair and improvement, program opportunity and capacity building.

2.0 Scope

The policy applies to ASNT Staff, ASNT Board of Directors and ASNT Business and Finance Committee.

3.0 References and Related Documents

3.1 ASNT Bylaws

3.2 ASNT Policy F-02 - Investment Policy

3.3 ASNT Policy J-05.10 - Business and Finance Committee

4.0 Definitions

4.1 Operating reserves are defined as net assets designated by action of the Board of Directors for contingencies and unplanned losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

Opportunity reserves are defined as net assets designated by action of the Board of Directors to provide funds to meet special targets of opportunity or need that furthers mission of ASNT.

“Restricted Funds” shall mean the asset value of the fund that must be exceeded before any withdrawals are allowed.

5.0 Policy

5.1 Amount of Operating Reserves

5.1.1 The amount to be designated will be sufficient to maintain ongoing operations and programs for a set period of time. The set time period will be based upon the recommendation of the Business and Finance Committee to the Board of Directors.
5.1.2 The amount of the operating reserves will be calculated at the end of each fiscal year based on the closing fiscal year operating costs. Any amount needed to increase the operating reserves will come from undesignated net assets. Excess amounts, if any, will be returned to undesignated net assets.

5.2 Accounting and Funding of Operating Reserves

The operating reserve will be recorded as a Board of Directors Designated Operating Reserve. The reserves will be commingled with the general cash and investment accounts of ASNT and invested according to ASNT’s investment policy. The adjustment to the amount of the reserves shall be based upon the calculation, recorded at the end of fiscal year and reported to Board of Directors and Business and Finance Committee as part of the financial report.

5.3 Use of the Operating Reserves

International Service Center will identify the need for access to operating reserve funds and confirm that the use is consistent with the purpose of this policy and submit a request to use the fund to Business and Finance Committee. The request will include the reason for the shortfall, the availability of funds before using the reserves and estimation of the time that the funds will be required and replenished. The Business and Finance Committee will review and recommend the request to Board of Directors. The Board of Directors must approve the request prior to use of the reserves funds. Upon approval of the use of the reserves funds, International Service Center will maintain records of the use of the fund and the plan for replenishment and provide regular reports to Board of Directors and Business and Finance Committee.

6.0 Amount of Opportunity Funds

6.1 The initial amount of Board of Directors “restricted funds” is set at $10,000,000. This fund shall be increased each year by a minimum of 1% starting on July 1 of each year starting July 1, 2017.

6.2 Accounting and Funding of Opportunity Fund

6.2.1 The amount of the restricted fund will be recorded as a Board of Directors designated fund in the balance sheet.

6.2.2 The reserves will be commingled with investment accounts of ASNT and invested according to ASNT’s investment policy. The adjustment to the amount of the reserves shall be based upon the calculation, recorded at the end of fiscal year and reported to Board of Directors and Business and Finance Committee as part of the financial report.
6.3 Use of the Opportunity Reserves

International Service Center will identify the need for access to “Restricted Funds and confirm that the use is consistent with the purpose of this policy and submit a request to use the fund to Business and Finance Committee. The request will include a business case including payback and recovery metrics. The Business and Finance Committee will review and recommend the request to Board of Directors. Withdrawals from principal of the “restricted funds” shall require a vote from two-thirds of the ASNT Board of Directors. Upon approval of the use of the reserves funds, International Service Center will maintain records of the use of the fund and the plan for replenishment and provide regular reports to Board of Directors and Business and Finance Committee.
SECTION LEADER TRAINING TRAVEL AND LODGING ASSISTANCE GRANTS

1.0 Purpose

1.1 The purpose of this policy is to define the use and dissemination of the allocated funds to support section leader travel and lodging expenses.

2.0 Scope

2.1 This policy governs the availability, qualifying process and evaluation of travel and lodging grant application/requests from section leaders to attend scheduled Section Leaders Conferences (SLCs) and Regional Planning Meetings (RPMs). Grants will be given in the form of reimbursement. Each year there is scheduled leadership and management training(s) for ASNT local section leaders. SLCs are held in even numbered years and RPMs are held in odd numbered years. Section leaders and Regional Directors (RDs) come together in this forum for exchange of section management ideas and best practices. These trainings help to create consistency among ASNT’s diverse sections. Section Operation Council officers and Regional Directors are involved in creating and delivering content at the training(s). There are no registration fees for leaders to attend these training(s). The expense for leaders is in their travel and lodging to attend training. Some sections have the ability to financially support their leaders travel and lodging and some do not.

3.0 References

3.1 President’s Award Manual

4.0 Procedure

4.1 Funding

4.1.1 Allowable expense reimbursement of up to $1,500 is available for approved grant applicant/requests. This reimbursement is available for up to ten (10) leaders from chartered sections each year.

4.2 Eligibility

4.2.1 Leader must be an ASNT member.

4.2.2 Leader must hold current or incoming leadership position at local section.

4.2.3 Leaders affiliated with chartered ASNT sections are eligible to apply for grants.
4.2.4 Leaders affiliated with chartered ASNT sections that do not have funds to support leader travel and lodging expenses for SLCs or RPMs are eligible to apply for grants.

4.2.5 Leaders applying for grants must confirm that their affiliated chartered ASNT section has submitted current year’s projected budget reports to ISC.

4.3 Limitations

4.3.1 Leaders who previously received grant reimbursement to attend SLC or RPM will not be considered for grant in the three (3) years following last SLC or RPM support grant received. (For example: leaders receiving grant in 2018 will not be eligible for grant consideration until 2021).

4.3.2 No more than two (2) leaders from the same section can receive the grant per SLC or RPM event, per year.

4.3.3 Leaders affiliated with a section that have a Projected Total Balance in the President’s Award Program Annual Projected Budget of more than $6,000 will not be considered for grant.

5.0 Application/Request

5.1 Announcement

5.1.1 No less than one hundred and twenty (120) days prior to the scheduled SLC or RPM an event announcement and notice of grant applications/requests will be broadcasted to all section leaders via email.

5.1.2 Applications/requests for grants can be in the form of an email or written letter and submitted to the Sections Coordinator at ISC.

5.1.3 Applications/requests for grants must include;

a. member name

b. section name

c. volunteer role (current or incoming)

d. a minimum of fifty (50) words describing why the volunteer leader wants to attend the leadership and management training

e. an email or letter of support from the Section Chair
f. estimated travel and lodging expenses

g. a copy of the section’s current year’s projected budget

5.1.4 Grant application/request is due no later than ninety (90) days prior to the scheduled SLC or RPM.

6.0 Evaluation

6.1 Evaluation of grant applications/requests will not commence until the submission deadline has passed.

6.2 Application/requests submitted by the deadline and meeting the qualifications will be reviewed by ISC staff.

6.3 Application/requests submitted must include all items in 5.1.3 above for consideration.

6.4 Leaders in sections with the most financial need will be considered first.

7.0 Notification

7.1 ISC will receive and manage all grant applications/requests.

7.2 No applicant/requestor will be notified of grant approval status until evaluation of all requests are completed by ISC.

7.3 ISC will inform RDs and SOC officers of ISC’s evaluated and approved applications/requests prior to recipient and non-recipient notification.

7.4 Sections Coordinator at ISC will notify all applicants/requestors of approval or denial of requests by email, unless an email address is unknown then letter will be mailed.

7.4.1 Notices will be sent no less than sixty (60) days prior to the scheduled SLC or RPM.

7.4.2 Approval notices will include reminders of allowable reimbursable expenses of up to $1,500 and copy of expense report form.

8.0 Allowable Expenses

8.1 Travel

8.1.1 Airfare
a. All airline travel shall be on commercial carriers, utilizing the lowest fare available consistent with reasonable business schedule needs. At their own expense, an individual may purchase an upgrade in service; however, the lowest reasonable available fare shall be documented for expense reimbursement. Individual shall present three (3) airfare bids with their request for reimbursement.

8.1.2 Use of Personal Vehicle

a. ASNT reimburses mileage at the current applicable IRS mileage rate.

b. ASNT shall reimburse for mileage provided that it does not exceed the cost of travel by air after considering mileage reimbursement, parking and toll costs.

8.1.3 Miscellaneous Transportation Expenses

a. Shuttle or taxi fare between airport and hotel

b. Fees for visa applications are allowable if it is necessary for travel to the SLC or RPM.

8.2 Lodging

8.2.1 Hotel

a. Individuals shall make their own lodging reservations at the SLC or RPM host hotel by the deadline for the lowest negotiated rate. If special accommodations are chosen by the individual, they will be required to pay the difference between the rate charged and the lower rate.

9.0 Reimbursement

9.1 Reimbursement shall not exceed $1,500 and will be paid only if the grant recipient attends the SLC or RPM event in the year awarded.

9.2 Original receipts and completed expense report are due to the Accounting Department at ISC from the grant recipient no later than fifteen (15) days after their attendance at SLC or RPM.

9.3 Grants will be paid to individuals directly and not to sections in which the applicant/requestor is affiliated.
SECRETARY/TREASURER NOMINATION PROCESS

1.0 Purpose

To define the nomination process that shall be followed in selecting the candidate(s) for the ASNT Secretary/Treasurer.

2.0 Scope

This policy is applicable to the nomination of the ASNT Secretary/Treasurer.

3.0 Reference

3.1 *ASNT Bylaws*

4.0 Procedure

4.1 Candidate(s) Eligibility

Eligibility requirements shall be published in the November issue of *Materials Evaluation*.

4.1.1 Eligible candidates shall submit the following in writing to International Service Center by February 1st. (The Selection Committee shall be as defined in the *ASNT Bylaws*).

a. Letter of intent indicating desire and qualifications.

b. Employer's letter of support for a 4-year commitment.

c. Resume indicating candidate's experience in business management, NDT and ASNT, including both national and local ASNT activities and contributions, with emphasis on executive leadership experience and accomplishments.

4.2 Selection Committee

The Selection Committee as defined in *ASNT Bylaws* shall review the qualifications for eligibility of all the Secretary/Treasurer candidates prior to submittal to the Chairperson of the Board during the spring meeting of the Board.

4.2.1 Selection Committee shall review the qualifications of all candidates to determine if they meet minimum eligibility requirements as specified in the *ASNT Bylaws*.
4.2.2 Selection Committee Chair shall notify the Board of Directors by the spring Board of Directors meeting of the results of the Selection Committee. If candidate does not meet the eligibility requirements, Chair shall write a letter declining request and explaining why candidate is not qualified.

4.2.3 All qualified Secretary/Treasurer candidates shall be placed on the annual ballot.
CANDIDATE SUPPORT REQUIREMENTS FOR ASNT OFFICERS AND BOARD OF DIRECTORS

1.0 Purpose

The purpose of this policy is to define the support requirements from an employer for candidates applying for the position of ASNT Officers and Board of Directors.

2.0 Scope

This policy establishes the commitments which will be required of a company for the support of either a Director or Officer of the Society.

3.0 References

3.1 ASNT Policy G-16 Requisite Travel & Expense Policy

4.0 Commitments of a company supporting a Director of the Society are as follows:

4.1 Support for a minimum period of three (3) years.

4.2 Attendance at Board of Directors meetings up to four (4) different times and locations each year.

4.3 Visit to at least three (3) Section meetings other than his/her own Section each year.

4.4 All required travel and related expenses for the above meetings not included in Policy G-16.

4.5 Reasonable secretarial, telephone, and postal services for the three (3)-year period.

5.0 Commitments of a company supporting an Officer of the Society are as follows:

5.1 Support for four (4) years with the option of an additional year until 2021 and then support for five (5) years thereafter.

5.2 Attendance at Board of Directors meetings, at up to four (4) different times and locations with the possibility of up to one (1) additional meeting each year.

5.3 Attendance at up to eight (8) Executive Committee meetings per year at various locations (at least three (3) are in conjunction with Board of Directors meetings). Participation in four regular Board meetings, bi-weekly Executive Committee

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Teleconferences as well as four face to face Executive Committee meetings; locations to be determined.

5.4 Attendance of at least one (1) international meeting during the four (4)-year period as an Officer.

5.5 Attendance of at least five (5) Section meetings per year, other than home Section.

5.6 Travel and related expenses for meeting and visits listed above that are not included in Policy G-16

5.7 Reasonable secretarial, telephone, and postal services during the four (4)-year period.

NOTE: In the event of a career job change by a Director or Officer of the Society, it shall be that person’s responsibility to ascertain that the new management will continue his support. Reaffirmation shall be sent to the Chairperson of the Board by the new management.
PUBLICATION POLICY

1.0 Purpose

The purpose of this policy is to provide guidance to Society officers, Councils, Committees, other groups, and International Service Center staff, regarding publications activities.

2.0 Scope

The policy defines publications goals, identifies publications types, and lists the responsibilities of those involved in the Society’s publications activities.

3.0 Publication Goals

The publications of the Society serve as a means of communication between the Society members and other interested members of the technical community. These publications should, as a minimum, satisfy needs for the dissemination of technical, educational, and Society business. Included among the types of content that should be published are the following:

3.1 Technical papers

3.2 Announcements of technical meetings and educational courses

3.3 News of particular interest to members including local, national and international news, and general interest feature content

3.4 Reviews of books and papers

3.5 Educational materials

3.6 Business and financial reports as required in the Bylaws

3.7 Research papers

3.8 Conference, symposium, and topical materials

3.9 Honors lectures

Specific items not listed, as typical types of materials, which should be published, are not excluded from publication. Additional items that satisfy publication goals may be added.
4.0 Publication Media

The present publications of the Society include the following:

4.1 A monthly journal, *Materials Evaluation*

4.2 A quarterly journal, *Research in Nondestructive Evaluation*

4.3 A quarterly newsletter, *The NDT Technician*

4.4 A bi-annual product guide, *NDT Marketplace*

4.5 *Nondestructive Testing Handbook* Series

4.6 Educational materials

4.7 Personnel training and qualification publications and standards documents

4.8 Personnel qualification documents, procedures, and testing material

4.9 Paper summaries and extended abstracts

4.10 Society promotional and sales materials including brochures, calls for papers, and conference and membership information

4.11 asnt.org

4.12 Electronic media

Copies of commercial company newsletters, correspondence or any other non-ASNT material which could be perceived as an endorsement of that company, its products and/or services, and any statements which reflect a bias toward a specific company or product, shall not be published by ASNT.

Additional publication media may be considered at any time.

5.0 Responsibility for Publications

5.1 Assembly, production, and distribution of Society publications shall be supervised by the Executive Director.

5.2 The various committees through the Publications Division of the Technical and Education Council along with ISC staff supervise the publication of *Materials Evaluation* and *NDT Marketplace*, *The NDT Technician*, *The Nondestructive Testing Handbook* series, personnel training and qualification publications and standards documents and all educational materials as specified in the *Technical*
Publication Division Procedures document and as administered by the Technical and Education Council. This includes assisting in identifying publications needed, the development of writing outlines, and completing peer reviews to determine the acceptability of technical material for publication.

5.3 The Research Council, through the Executive Director, supervises the production of Research in Nondestructive Evaluation, as specified in the Research Council Rules of Conduct. An outside Editor-in-Chief utilizes a peer review system to determine the acceptability of material submitted for publication.

5.4 The ASNT Board of Directors will consider additional publications as needs for these are demonstrated
EDITORIAL AND ADVERTISING POLICIES FOR ASNT’S OFFICIAL PUBLICATIONS

1.0 Purpose

The purpose of this policy is to establish criteria that ASNT shall use in the evaluation and acceptance of submitted materials (i.e. articles, statements, information, letters, etc.) and advertisement for ASNT official publications.

2.0 Scope

ASNT shall, through its publisher (the Executive Director), reserve the right to refuse any submissions and advertisements.

3.0 Responsibility

3.1 It shall be the responsibility of the Publications Division of the Technical and Education Council and the Research in Nondestructive Evaluation (RNDE) Committee of the Research Council as applicable to ensure that the criteria described within this policy have been followed.

3.2 It shall be the responsibility of the Materials Evaluation (M.E.) Editor to provide monthly technical paper status reports to the M.E. Technical Editor and periodic updates to all Associate Technical Editors. Status reports will be made available to others upon request.

4.0 Procedure

4.1 Technical Articles and Information

Submission and acceptance of technical articles and information shall be subject to rules, regulations and procedures set forth by the Publications Division of the Technical and Education Council and the Research in Nondestructive Evaluation (RNDE) Committee of the Research Council as applicable.

4.1.1 All articles and information of a technical nature shall be peer reviewed and approved by an associate technical editor, a contributing editor or a designate of either prior to publication. The RNDE Editor-in-Chief and the RNDE review board will approve RNDE content.

4.1.2 Technical articles and information for Materials Evaluation, NDT Marketplace, and The NDT Technician, shall be reviewed and approved by M.E. Associate Technical Editors, Technical and Education Council committee members including methods committee members and when appropriate the Methods Committee chair.
4.2 Other Types of Articles, Information, Letters, and Materials

ASNT reserves the right to prepare summaries compiled from information submitted by other sources and ASNT disclaims all knowledge or liability for accuracy, authenticity or completeness of submissions.

4.3 Official publications shall carry a legal disclaimer that shall be prominently displayed in the publication. The disclaimer shall read:

“The American Society for Nondestructive Testing, Inc. (ASNT) is not responsible for the authenticity or accuracy of information herein. Published opinions and statements do not necessarily reflect the opinion of ASNT. Products or services that are advertised or mentioned do not carry the endorsement or recommendation of ASNT.”

4.4 Official Statements and/or Positions

Statements or articles representing the official position of ASNT must have the approval of the Board of Directors prior to publishing, which shall be duly noted in the statement.

4.5 Advertisements

4.5.1 ASNT reserves the unrestricted right to reject or cancel any advertising at any time. ASNT shall be subject to no liability whatsoever for its rejection or cancellation of any advertisement.

4.5.2 Products or services that are advertised or mentioned do not carry the endorsement or recommendation of ASNT.

4.5.3 Advertisers and their representatives shall be liable for all contents including text representation and illustrations of advertisements accepted and printed and shall hold ASNT harmless from any and all claims and related expenses arising from or connected with any advertisements in ASNT publications.
ATTENDANCE AT BOARD OF DIRECTORS AND OPERATIONS COMMITTEE MEETINGS

1.0 Purpose

To define requirements for attendance at Board of Directors and Operations Executive Committee meetings.

2.0 Scope

Defines attendance requirements specified by the Society for its Officers, Council Chairs, and Directors, and access for the membership of the Society.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-16 Requisite Travel and Expenses

4.0 Meeting Attendance

4.1 Board of Directors Meetings

4.1.1 Attendance at Board of Directors meetings is open to all ASNT members of the Society, except when the Board is in Executive Session.

4.1.2 Requests for guests to attend the Board of Directors meeting shall be directed to the Chairperson of the Board.

4.1.3 The Board of Directors meeting minutes shall reflect the absence of any Board member by classifying the absence as excused or unexcused.

4.1.4 Any Officer or Director absent from two consecutive Board of Directors meetings without prior notice to the Chairperson of the Board shall provide the Chairperson with written correspondence (mail or electronic means) of explanation for such absences. This written correspondence shall reiterate his/her commitment to attend all future Board directed activities. The receipt or lack of receipt of written correspondence shall be documented in the next Board of Directors meeting minutes.

4.1.5 If an Officer or Director is absent without just cause from three consecutive meetings, the Board of Directors may take action at the third meeting from which the person is absent, declaring the position vacant and appointing a new person for the remainder of the unexpired term. The
Officer or Director so removed shall then be notified by the Chairperson within thirty (30) days of the action taken by the Board.

4.2 Operations Committee Meetings

4.2.1 Attendance at Operations Committee meetings is open to all members of the Society, except when the Operations Committee is in Executive Session.

4.2.2 Requests for guests to attend the Operations Executive Committee meeting shall be directed to the President.

4.2.3 The Operations Committee meeting minutes shall reflect the absence of any committee member by classifying the absence as excused or unexcused.

4.2.4 Any Officer or Council Chair absent from two consecutive Operations Committee meetings without prior notice to the President shall provide the President with written correspondence (mail or electronic means) for such absences. This written correspondence shall reiterate his/her commitment to attend all future Operations Committee meetings. The receipt or lack of receipt of written correspondence shall be documented in the next Board of Directors meeting minutes.

4.2.5 If an Officer is absent without just cause from three consecutive meetings, the Operations Committee may take action at the third meeting from which the person is absent, declaring the position vacant.

4.2.6 If a Council Chair is absent without just cause from three consecutive meetings, the Operations Committee may take action at the third meeting from which the person is absent, declaring the position vacant. The unexpired term shall be filled in accordance with the applicable council’s Rules of Conduct. The Council Chair so removed shall then be notified by the President within thirty (30) days of the action taken by the committee.
ASNT COPYRIGHT POLICY

1.0 Purpose

The purpose of this policy is to create mechanisms to control ownership and distribution of the intellectual property interests of The American Society of Nondestructive Testing, Inc. (hereinafter, “the Society” or “ASNT”).

2.0 Scope

It shall be an established policy of the Society, to recognize the intellectual property interests of third party copyright holders/authors as well as those of the Society, and to clearly document those respective rights through adherence to the provisions of the revised Copyright Law, 17 U.S.C. § 101, et seq.

As publisher, user, and disseminator of copyrighted technical materials (“Work(s)”), ASNT will recognize the emergence and development of royalty collection and payment mechanisms and attempt to conform to their requirements and the stipulations of the publishers and/or copyright holders.

3.0 Title

The Society shall in no case publish or agree to publish any third-party Work without a clear written understanding of the copyright position of the Society with respect to the Work, be it an individual paper, journal, book, or portion thereof. The Society shall not accept unsolicited materials from third party Authors.

4.0 Assignment/Licensing

The transfer or license to publish any third-party Work by ASNT shall be in writing, signed by the Author or copyright holder of that Work. ASNT staff member compiling written, spoken, visual, or audiovisual Works for distribution by ASNT shall first procure suitable written copyright assignment, using the current ASNT Copyright Transfer agreement from each and every Author/copyright holder with suitable representations of authorship/ownership and originality of their contribution to the Work.

A “Work for Hire” is defined in 17 U.S.C. § 101 and includes, without limitation, a Work for use as a contribution in a collective Work, compilations, instructional texts, and tests. In the case of Work for hire from a third-party Author, the Society shall first secure formal transfer of copyright via the ASNT Copyright Transfer agreement, identifying the name or title of the publication for which such contribution Work is being engaged. This agreement shall also acknowledge that the Work is considered a Work made for hire. All Works created by an employee of the Society within the scope of their employment are considered Work for hire under the Copyright Act.

Where it is desired to publish material for which copyright is held by a third-party publisher, ASNT shall obtain a written license from the publisher prior to any use by the
Society. A copy of such permission shall be kept on file at the International Service Center.

5.0 Copyright Notice

No Work shall be published by the Society without a proper copyright notice. For visually perceptible copies, these elements shall include, but not necessarily be limited to:

5.1 The word Copyright or the © symbol;
5.2 The year of first and subsequent years of publication;
5.3 The full legal name of the Society; and
5.4 The reservation of rights in the Work,
5.5 and appear conspicuously on the face or cover page of the Work.

5.5.1 Example:
© 2017 The American Society of Nondestructive Testing, Inc.
All rights reserved

6.0 Attribution

The Society shall, without exception, require of all third party publishers proper written attribution of copyright held by the Society. This printed attribution shall include the first three elements noted in the preceding paragraph 5.0 on Copyright Notice. No permission to reproduce material copyrighted by the Society shall be granted to any third party without a signed agreement to this effect residing in the files of the Society.

Conversely, ASNT shall follow a like procedure when reproducing materials copyrighted by third party publishers, for which reprinting rights have been granted.

7.0 Photocopying

Provision of copies of or from the copyrighted materials of other publishers shall always comply with the current copyright laws and regulations. Stipulated royalties for reproduction of documents shall be paid to the suitable copyright holder through the Copyright Clearance Center or similar mechanism made known to ASNT. In all cases where the copyright holder has not specified royalties or does not request same, ASNT will operate under fair use guidelines and provide attribution, where possible.

Photocopying for internal use of the Society and for the related business use by the Society shall be carried out in accordance with the requirements of current copyright law. Staff shall keep records of all copies from a given source, purchased from libraries, or document supply centers, and of which no royalty has
been paid through that source. Continued photocopying of a given Work in such aggregate quantities as to substitute for a subscription to or purchase of such Work is unfair and prohibited.

8.0 Royalties

The Society, as part of its recognition of the rights of other publishers and its recognition of established collection and payment mechanisms, shall require suitable royalties for copying of its publications and products by others. It shall be a policy of the Society to evaluate each publication in this respect before publication and to include printed notification to this effect, where applicable.

9.0 Registration and Deposit

All original Works, including hardcopy publications and digital media (e-books, videos, audios, etc.), shall be registered with the United States Library of Congress as provided for under 17 U.S.C. § 408. ASNT the International Service Center (ISC) Publications Department staff shall be responsible to maintain and record a copyright registration system for all ASNT intellectual property.

10.0 Digital Millennium Copyright Act (“DMCA”)

The DMCA provides a safe harbor for publishers of digital content. To benefit from the safe harbor provisions of the DMCA, ASNT shall adopt, implement, and maintain an ASNT Publications Department Procedure to respond to notices of alleged infringement that comply with the Act, 17 U.S.C. § 512, and other applicable laws.
EMPLOYMENT RECRUITMENT PRACTICES AT
NATIONAL SANCTIONED ASNT MEETING

1.0 Purpose

The purpose of this policy is to provide an avenue whereby conference attendees may post resumes and employment opportunities at Society national conferences. No other type of employment recruitment practice is allowed or may be openly displayed in any Society controlled exhibit during a national meeting.

2.0 Scope

The policy applies to members and non-members alike.

3.0 General

The Society does not act as an employment service. The Society operates and maintains a confidential employment service in Materials Evaluation for members seeking employment opportunities and also provides an opportunity for employers seeking employees.

This policy does not affect personal conversations of a private nature regarding employment opportunities or use facilities outside the control of the Society.

4.0 Policy

4.1 Employment Opportunities Board - An Employment Opportunities Board may be placed in the registration area. Only this board shall be used by conference attendees to post potential job openings.

4.2 Resume Board – A Resume Board may be placed in the registration area. Only this board shall be used by conference attendees to post resumes.

5.0 Responsibility

5.1 Set-up – The Conference Department shall ensure that an Employment Opportunities Board and Resume Boards be placed in the registration area or other suitable area at each national conference, if required.

5.2 Format – The Conference Department shall provide a standard format to be used in posting employment opportunities and resumes.

5.3 Maintenance - The Conference Department shall maintain the Employment Opportunities and Resume Boards to ensure that all posting have complied with an established format and each posting has been done in a professional manner so as not to detract from surrounding Society activities.
5.4 Comments – The Section Operations Council will be the group responsible for receiving comments from membership on the value of this service and reporting this information.

6.0 Exception

Exception to this policy is accomplished by the ASNT Board of Directors.
USE OF THE ASNT NAME AND ASNT MARKS

1.0 PURPOSE

1.1 The purpose of this policy is to protect our brand, identify any misuse of the logo or brand that would hurt our reputation and describe the permissible use of the American Society for Nondestructive Testing (ASNT) name and marks which are collectively referred to as the ASNT mark(s) and in limited circumstances describes the permissible use of these by others.

2.0 SCOPE

2.1 This policy establishes the criteria for who can utilize the ASNT brand or logo, identification and use of all names and marks including the letter combination “ASNT”; the name “The American Society for Nondestructive Testing”; the name “The American Society for Nondestructive Testing, Inc.”; the name “American Society for Nondestructive Testing,” the title “ASNT Corporate Partner;” the ASNT mission statement, the corporate partner logo which has the ASNT globe logo and offset words “Corporate Partner” on a watermarked background with the letters “ASNT” the three-globe logo having the letters “ASNT”; the letters “ACCP”; chartered section names; chartered sections’ logos of varying design, and other images created or commissioned by ASNT ISC to signify unique relationships and sub-brands presently in use or of future creation.

3.0 REFERENCES

3.1 ASNT Bylaws


4.0 RESPONSIBILITY

4.1 This Policy has been adopted by the Board of Directors of The American Society for Nondestructive Testing, Inc. (hereinafter referred to as “ASNT” or the “Society”), 1711 Arlingate Lane, Columbus, Ohio 43228-0518. The Board of Directors is the governing body of ASNT and is authorized to represent it.

5.0 POLICY

5.1 General

5.1.1 It is the policy of ASNT to limit the use of the ASNT marks to use by authorized legal persons and to authorized manners and circumstances of use. This policy describes the mark in clear terms and defines general classes of acceptable and prohibited use. It does not attempt to define every imaginable use of the mark, but it provides a clear path to seek approval on the mark and its permitted uses. The purpose is to protect the public and ASNT, to comply with the requirements of
law, and to maintain the Society’s professional image and its leadership role. To protect the reputation of the brand, usage of all ASNT marks and images are subject to review and authorization by ASNT ISC. This Policy establishes the proper use of ASNT marks. This Policy shall be enforced to the extent practical and permitted by trademark laws. ASNT recognizes that some uses of ASNT marks are beyond the control of ASNT. These include uses by media and in legal documents. No legal person shall use any ASNT mark except: (1) as provided herein or in subsequent revision hereof; or (2) upon written license approved by the Executive Director which license shall include maintenance of appropriate control by ASNT over the use and the quality of the goods, services or other things in connection with which an ASNT mark is used.

5.1.2 The ASNT names and marks shall not be re-dressed, altered, situated in another logo, or situated in close proximity or wording to another brand. (Style guidance is on file with ASNT ISC.)

5.2 Background

5.2.1 Since its inception, the name of the Society has been associated with being the leader in NDT associations. The Society has a registered trademark and anticipates obtaining further registrations. Article I of the ASNT Bylaws delineates the official name. The Society Code of Ethics (Policy O-3) requires members to “refrain from associating themselves with any enterprise that would use their name or that of the Society in any manner countenancing misrepresentation.” Further, those who hold an ASNT certificate as a Level III (including but not limited to ASNT NDT Level III, ACCP Level III and PdM Level III) are bound by the Code of Ethics for Level III personnel. A member, officer, section, or employee may not represent individual opinions as being those of the Society unless sanctioned to do so. In the event of misuse of one or more of the ASNT marks, this Policy will be referenced when communicating to a legal person who used one or more ASNT marks in violation of the Policy and failed to request or to obtain permission to use one or more of the ASNT marks. However, failure to make such a reference shall not affect the validity of the notice.

6.0 PROCEDURE

6.1 Uses In Connection With Sale or Distribution of Goods

6.1.1 Use by ASNT

a. ASNT may use the following ASNT marks in connection with the promotion, sale or distribution of goods such as publications, including electronic and other media, and promotional goods: the letter combination “ASNT,” the name “The American Society for Nondestructive Testing,” the name “The American Society for Nondestructive Testing, Inc.”; the name “American Society for Nondestructive Testing”; the ASNT mission statement, the corporate partner logo which has the ASNT globe logo and offset words “Corporate Partner” on a watermarked background with the letters “ASNT”; and the three-globe logo having the letters “ASNT;”
chartered section names; chartered section logos of varying design, and other images created or commissioned by ASNT ISC to signify unique relationships and sub-brands presently in use or of future creation.

6.1.2 Use by Others

a. Corporate Partners may use the title ASNT Corporate Partner (or Corporate Partner) and/or the corporate partner logo in marketing or advertising to signify that they are affiliated with ASNT, but the logo may NOT be used in any manner that may imply (or give the perception) that ASNT has approved or endorsed any advertised or assumed products or services offered by the Corporate Partner.

No other legal person shall use the ASNT marks in connection with the sale or distribution of goods or services except as authorized by written license described and authorized in this Policy.

6.2 Uses in Connection with Performing Services or Promoting or Conducting Events

6.2.1 Use by ASNT

a. ASNT may use the following ASNT marks in connection with the promotion and conduct of events and activities which it sponsors and which are in the nature of education, dissemination of information, professional development, programs for the demonstration and certification of attainment of a level of competence and for its official business related to these events and activities; the letter combination “ASNT,” the name “The American Society for Nondestructive Testing,” the name “The American Society for Nondestructive Testing, Inc.;” the name “American Society for Nondestructive Testing”; the ASNT mission statement, the title ASNT Corporate Partner, the corporate partner logo which has the ASNT globe logo and offset words “Corporate Partner” on a watermarked background with the letters “ASNT”, and the three-globe logo having the letters “ASNT,” chartered section names, chartered section logos of varying design, and other images created or commissioned by ASNT ISC to signify unique relationships and sub-brands presently in use or of future creation. ASNT may use “ACCP” only in connection with the promotion and conduct of its certification program or in reference to that program. ASNT may not use any of the marks in connection with the promotion, sale or rendering of nondestructive testing services.¹

6.2.2 Use by ASNT Authorized Sections

a. Chartered sections may use their respective chartered section name and approved section logo in promotion and conduct of section authorized or sponsored events and activities. Each Section of ASNT may use the letter combination “ASNT,” the name “The American Society for Nondestructive Testing,” and the name “American Society for
Nondestructive Testing” in the explanation of the section’s relationship to ASNT, a boilerplate description of the Society (located in the style guidance on file with ASNT ISC), or specific reference to corporate ASNT branded initiatives and activities.

To preserve and/or ensure the standards of excellence of the visual ASNT brand, each section may also choose to represent itself with the use either of the two ISC-designed section logos that combine the three-globe ASNT logo with the section image/identity: 1) tandem logo with the three-globe ASNT logo situated next to the section logo and/or 2) the ISC stylized three-globe ASNT logo and section name. All approved section logos including the three-globe ASNT logo/section images must be submitted to and be kept on file with the ISC. Sections may grant a third party the use of their respective chartered section logo and/or approved ISC designed tandem logo which includes the three-globe ASNT logo with section logo and/or the ISC stylized three-globe and section name for the purposes of publication, marketing, advertising, and other unique relationships.

Sections have discretionary use of the ASNT three-globe logo and the ASNT corporate tagline, “ASNT… Creating a Safer World” in conducting section activities. Usage should be with the sole intent of advancing scientific, engineering and technical knowledge in the field of nondestructive testing. Prudent consideration of ASNT three-globe usage by sections should include placement so as to not 1) give the appearance of affiliation or endorsement of a non-ASNT activity or entity; 2) damage the ASNT reputation by aligning the logo with an activity or entity incongruent with ASNT’s mission, or 3) inappropriately and/or unduly enrich and/or ingratiate an individual outside of section activities. Use of the ASNT three-globe logo will be subject to oversight by ASNT Marketing & Communications for alignment with brand standards.

Sections may not use “ACCP” except in references to ASNT’s certification program. Chartered sections may not use any ASNT marks defined in G-14C 2.1, including chartered section names and logos, in connection with the promotion, sale or rendering of nondestructive testing services.

6.2.3 Use by Authorized Examination Centers

a. Each Authorized Examination Center may use the letter combination “ASNT” and letter combination “ACCP” but only in reference to ASNT and its programs, events, and activities and only as permitted in ASNT’s Publication Department Procedure PDP.157.
6.3 **Uses to Signify Membership in ASNT**

6.3.1 The letters “ASNT” and the three-globe logo will be used by ASNT to signify membership in ASNT. This includes use upon membership certificates and membership cards. The conditions for membership are manifestation of an interest in the field of nondestructive testing, payment of amounts due, and compliance with the Bylaws and Policies of ASNT.

6.4 **Uses to Signify Certification**

6.4.1 **ACCP Certification**

a. Each person who has met the criteria for certification under the ACCP certification program may use “ACCP” in their signature block to signify that he or she has met the standard of competency of ASNT under that program by meeting the criteria for certification as shown in the ACCP program document ACCP-CP-1. The ACCP-CP-1 document can be found in the “Certification” section on the ASNT website.

6.4.2 **NDT Level III Certification**

a. Each person who has met the criteria for certification under the ASNT NDT Level III certification program may use “ASNT,” and the three-globe logo in their signature block to signify that he or she has met the standard of competency defined by ASNT.

6.5 **Uses by Employer for Certification to SNT-TC-1A and CP-189**

Certification Certificates or Wallet Cards. When certificates or wallet cards are issued and provided by the employer or external to the employer (for example training certificates), neither the “ASNT” name/acronym nor the ASNT logo shall be displayed on the certificate, except to identify the signatory credentials of the American Society for Nondestructive Testing Level III when they hold ASNT Level III certifications.

6.6 **Sanctions for Unauthorized Use of ASNT Marks**

6.6.1 In the event that ASNT, in its sole discretion, deems any use of an ASNT mark to be in violation of this Policy, ASNT will communicate the nature of the violation to the legal person responsible for such use and demand that such use cease.

6.6.2 If such use does not cease within the time limit deemed reasonable by ASNT, then such legal person shall be subject to the following sanctions: termination of membership in ASNT and loss of all privileges associated therewith; revocation of certification; publication in one or more ASNT publications, websites and social media of the fact of such termination and/or revocation and the reason thereof; and equitable and/or legal remedies including but not limited to injunctive relief in a court of competent jurisdiction.
6.7 Reproduction

6.7.1 The names and marks owned by ASNT may only be reproduced as stated above and only within the graphic and typographic limits established in the ASNT Logo Reproduction Specification.

1 Since some of the ASNT marks are used to certify the competency of persons in the field of nondestructive testing and those persons then render services in that field and display the certification mark in connection with the rendering of those services, the law forbids the use of same marks by the certifying body in rendering such services. If such a use were permitted, the certifying body would be certifying itself, which would be a conflict of interest, which would be destructive of the credibility of the certification. Since ASNT does not engage in such services and does not intend to do so, this should not be a problem. This sentence is included for two reasons. It makes this policy clear to any court which might have reason to review this policy for compliance with legal requirements and it reminds future generations of this requirement of law.
REQUISITE TRAVEL & EXPENSE POLICY

1.0 Purpose

This policy defines the requisite travel and expense policy for Society Officers, members of the Board of Directors, and Past Presidents.

2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from some other source.

3.0 Officers

3.1 Research Symposium and Annual Conferences

The Officers shall receive:

3.1.1 Complimentary conference registration for officer and spouse or partner.

3.1.2 Complimentary hotel accommodations

3.1.3 Complimentary tickets to all tours that are offered as complimentary to the officer will also be extended to their spouse or partner.

3.1.4 All air travel arrangements will be made by the individual Officer or by the travel agent that is used by ASNT and paid for by the Society. ASNT will pay airfare for the Officer’s spouse or partner for the Annual Conference.

3.1.5 Up to two (2) Complimentary Banquet Event tickets

3.1.6 Ground Transportation to conference hotel.

3.2 Other Board meetings

The Officers shall receive:

3.2.1 Reimbursement for air travel, hotel accommodations, ground transportation and meals for other Board meetings.

3.2.2 All hotel and air travel arrangements will be made by the individual Officer or by the travel agent that is used by ASNT and paid for by the Society, to attend Board meetings.
3.3 Section Visits

The ASNT Officers are encouraged to make ASNT Section visits during their term of office not to exceed sixteen (16) total aggregated visits. Section visits include but are not limited to attending section meetings, section sponsored conferences, section promotional events or any activity where the Officers believes they are serving in the best interest of ASNT. ASNT will reimburse the Officers for all travel and business-related expenses for Section visits, President may attend two Section visits outside the Continental U.S.

3.4 Expenses for the Chairperson and President

3.4.1 The Chairperson and President shall receive an account up to the amount of $1,500 on the day of becoming Chairperson and President; for any ASNT official expenses accrued during their term of office (such items may include meals, miscellaneous business expenses or entertainment expenses).

3.5 Expenses for all Officers

3.5.1 The President has the discretion to pay any of the Officer expenses not covered by their respective companies.

4.0 Requisite Officer International Travel and Expenses:

4.1 International ASNT Officer Travel

International travel for up to two Officers

4.1.1 A maximum of sixteen (16) international trips are authorized for any ASNT fiscal year for International Conferences or meetings beneficial to the Society. A maximum of two (2) spouse trips to accompany officers when appropriate are authorized. Additional spouse trips must be approved in advance by the Board.

5.0 ASNT Related Meetings

5.1 Society Officers may submit expenses including conference registration, hotel, airfare, meals, and ground transportation when serving as a Society representative with prior approval of the President.

6.0 Board of Directors

6.1 Research Symposium and Annual Conferences including Winter and Summer Board Meetings

All members of the Board of Directors

6.1.1 Conference registration for Board member, hotel accommodations, airfare, ground transportation and up to two (2) Banquet Event tickets. Registration for the spouse or partner is complimentary.
6.1.2 Travel and expenses for Directors not to exceed $1,250.00 per conference or meeting or a total of $6,000.00 per fiscal year.

6.1.3 Section meetings expenses which are outside 150 miles from the Directors home base can be submitted within the $6,000.00 annual maximum restriction.

6.1.4 For Directors who live outside of North and South America, expense reimbursement may be increased to $2,500.00 per conference or a total of $12,000 per fiscal year.

For Directors who live outside the United States of America but reside within the Americas, expenses may be increased to $1,562.50 per conference or a total of $7,500.00 per fiscal year.

These additional expenses listed in 6.1.4 must be approved by the President prior to making travel arrangements.

6.2 New Board & Officer Training

Travel to the ISC and all hotel costs shall be either made by the new Board member or by the travel agent that is used by ASNT. This shall include transportation to and from the ISC, meals, and appropriate hotel costs for the training.

7.0 Past Presidents

7.1 Research Symposium and Annual Conference
All ASNT Past Presidents – Expenses

7.1.1 Conference registration for the Past President and their spouse or partner, and up to two (2) Banquet Event tickets are provided

7.1.2 All Past Presidents are provided with lifetime ASNT membership

8.0 General Travel and Expense Policy

8.1 Requirements

8.1.1 Completed expense forms must be submitted within thirty days after returning from a business trip for ASNT. Forms received after the 30 days date, must receive approval from the President prior to processing the expense form.

8.1.2 Receipts are required for reimbursement for all expenses. Exceptions can be made for expenses under $25.00 with the approval of the President. Each receipt should include the merchant’s name, date, item purchased and amount.

8.1.3 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for Officers and Directors beyond those addressed herein shall be handled as Ex-Budget items.

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8.1.4 All exceptions to this policy must be approved in advance by the President.

8.1.5 All airline tickets will be based on “Coach/Economy Class” pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.
APPENDIX A
TAG COMMITTEE
REQUISITE TRAVEL AND EXPENSE POLICY

A.1.0 Purpose

This policy defines the requisite travel and expense policy for volunteers serving on TAG Committees.

A.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

A.3.0 Requirements

A.3.1 The TAG Committee Representative for each method is allowed to attend two (2) meetings per year that are authorized by the Chairperson of the Board, TAG Committee Chair, and the Executive Director. The Chair of the TAG Committee will need to send a schedule of the meetings to the President at least three (3) months prior to the scheduled meetings for approval.

A.3.2 Completed ASNT Volunteer Expense Forms must be submitted within thirty days (30) after returning from a business trip for ASNT.

A.3.3 Receipts are required for reimbursement of any expense over $25.00. Each receipt should include the merchant’s name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.

A.3.4 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for members of the TAG Committee beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.

A.3.5 All exceptions to this policy must be approved in advance by the President.

A.3.6 All airline tickets will be based on “Coach/Economy Class” pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.
APPENDIX B
REPRESENTATIVES TO INTERNATIONAL FEDERATIONS
REQUISITE TRAVEL AND EXPENSE POLICY

B.1.0 Purpose

This policy defines the requisite travel and expense policy for volunteers serving on International Federations.

B.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

B.3.0 Requirements

B.3.1 Representatives are allowed to attend two (2) meetings per year that are authorized by the Chairperson of the Board and the President. The International Representatives will need to send a schedule of the meetings to the President at least three (3) months prior to the scheduled meetings for approval.

B.3.2 Completed ASNT Volunteer Expense Forms must be submitted within thirty days (30) after returning from a business trip for ASNT.

B.3.3 Receipts are required for reimbursement of any expense over $25.00. Each receipt should include the merchant’s name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.

B.3.4 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for International Representatives beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.

B.3.5 All exceptions to this policy must be approved in advance by the President.

B.3.6 All airline tickets will be based on “Coach/Economy Class” pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.
APPENDIX C
WORLD CONFERENCES
REQUISITE TRAVEL AND EXPENSE POLICY

C.1.0 Purpose

This policy defines the requisite travel and expense policy for Officers and spouses/partner to attend the World Conference which is held every four (4) years.

C.2.0 Scope

Requisite expenses covered by this policy are only to the extent they are not otherwise reimbursed from other sources.

C.3.0 Requirements

C.3.1 Officers and their spouses or partners will be funded for airfare, ground transportation, hotel accommodations, and registration/conference event tickets for the World Conference which is held every four (4) years.

C.3.2 Officers need to let the President know at least 3 months prior to the World Conference if their spouse/partner is attending.

C.3.3 Completed ASNT Volunteer Expense Forms must be submitted within thirty (30) days after returning from a business trip for ASNT.

C.3.4 Receipts are required for reimbursement of any expense over $25.00. Each receipt should include the merchant’s name, date, item purchased and amount. Travel expenses such as airfare, lodging, and meals will be reimbursed by ASNT.

C.3.5 All expenses covered by this policy shall be forecasted and included as a specific category in the annual budget. Any travel and business-related travel for Officers and spouses/partners beyond those addressed herein shall be handled as Ex-Budget items and must be approved at the discretion of the President.

C.3.6 All exceptions to this policy must be approved in advance by the President.

C.3.7 All airline tickets will be based on “Coach/Economy Class” pricing. Any flights over six (6) hours of continuous flight, may be upgraded to the next level of service; excluding first class.
ASNT SPOKESPERSON POLICY
Authority to Speak or Act for
The American Society for Nondestructive Testing, Inc.

1.0 Purpose

The purpose of this policy is to enjoin ASNT officials, who are fully responsible for the actions of the membership when acting under "apparent authority", to observe the policy.

2.0 Scope

This policy impacts those who have been authorized to speak on behalf of the Society in accordance with ASNT Bylaws, Policies, Procedures, Rules of Conduct and Job Descriptions. It also impacts those not in a position to speak for or act on behalf of the Society. It also requires conformity with established procedures concerning the development of standards.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G 14 Use of ASNT Name and ASNT Marks

3.3 Section Leadership Manual

3.4 The legal doctrine "apparent authority" which holds a nonprofit organization fully responsible for the actions of its members when acting under "apparent authority."

4.0 Definitions

4.1 “Apparent authority” means that a principal, such as an employer, can be held liable for the wrongdoing of an agent, such as an employee, when the employee is acting in the ordinary course of employment and “appears” to be authorized by the employer.

5.0 Policy

5.1 It is the policy of the Society that:

5.1.1 Only those persons who have been authorized to speak for, or act on behalf of, The American Society for Nondestructive Testing, Inc., in accordance with ASNT Bylaws, Job Descriptions, Policies, Procedures and Rules of Conduct may so speak or act and shall so speak or act only
with respect to those matters on which they have been authorized to speak or act.

5.1.2 No individual shall represent or hold himself/herself out to any other person as possessing or exercising authority on behalf of the Society without express or implicit authorization.

5.1.3 No person shall have the authority to bind the Society either orally or in writing, without the prior, written, approval of the Board of Directors.

5.1.4 In the case of establishing and/or interpreting Society Standards, the Society shall conform to its established procedures as approved by the Board of Directors.

6.0 Procedures

6.1 In keeping with the above policy, the Board of Directors requests a disclaimer statement be made by ASNT, members to include committees and Sections when speaking or writing to individuals or groups, to prevent any chance of statements being mistaken or representing those of the Society.

6.2 A recommended disclaimer for such purposes is, "The opinions and statements I express are my own and do not represent those of The American Society for Nondestructive Testing, Inc."
1.0 Purpose

The purpose of this policy is to ensure an efficient and coherent methodology for generating general NDT publications.

2.0 Scope

This policy applies to the volunteer structure from which most publications should be generated, paid authors, International Service Center (ISC) Publications staff that will cause approved documents to be published, ISC Marketing and Communications staff that will ensure promotion of the catalog and contents to appropriate audiences, and contracted authors. The policy does not include unsolicited manuscripts. This policy does not apply to the NDT Handbook Series and all periodicals.

3.0 References

3.1 ASNT Policy G-06, Publication Policy

3.2 ASNT Policy G-10, ASNT Copyright Policy

4.0 Policy

It is ASNT policy to publish general NDT technical publications based on industry and membership needs. ISC Publications staff, with input from Councils and Committees, develops the publication program for inclusion in the annual budget. Work for hire contracts are negotiated by ISC Publications staff and approved by the ASNT Executive Director. Materials are peer reviewed by technical and subject matter experts who are members within ASNT’s Council structure, and when necessary, technical and subject matter experts who are not aligned with ASNT’s volunteer structure. Contracted authors are compensated for their work based on attainment of milestones as identified in the ASNT Publications Contract.

5.0 Responsibilities

5.1 Concept of publishing documents and materials

Publications development is based on ASNT and NDT industry needs. ISC staff and Councils work together to identify those needs. The Senior Manager, Publications will prioritize projects for budgeting and publishing purposes with input from the Educational Materials Supervisor, the Educational Materials Editor, and other ISC staff. Publications staff recruit and hire authors and ensure content is reviewed by appropriate technical experts, and subject matter experts...
from various ASNT committees, and when necessary technical and subject matter experts who are not aligned with ASNT’s volunteer structure.

5.2 ASNT Councils

ASNT’s Councils aid in the planning and development of the Society’s publications program, they:

5.2.1 recommend the development of educational materials in order to meet ASNT and NDT industry needs,

5.2.2 assist in the preparation of ASNT publications, approve book outlines and perform reviews, and

5.2.3 prepare and revise personnel, training, and qualification programs including Recommended Practice No. SNT-TC-1A, ANSI/ASNT CP-105, ANSI/ASNT CP-189 and other documents.

5.3 The International Service Center (ISC) will:

5.3.1 with input from Councils and Committees, develop the publication program for inclusion in the annual budget;

5.3.2 with assistance from Councils and Committees and ISC Publications Department staff, recruit and contract authors, coordinate outline development, monitor progress, and recruit technical reviewers and subject matter experts;

5.3.3 through the Marketing Communications Department, add published materials to the ASNT Publications Catalog;

5.3.4 establish publications pricing and promote new material; and

5.3.5 ensure the annual publications development program is incorporated into the budget.

6.0 Ethics

6.1 Author selection must ensure a quality product, as well as preclude an author monopoly (and/or vested interest) of writing ASNT content and follow Publications Department Procedure PDP.301 Educational and training materials production.

6.2 Contracts will not be let with prospective authors who are in the decision-making process which cause publication. Individuals are specifically precluded from authoring while a member of any of the following councils or committees:
Business & Finance Committee, Certification Management Council, members of the Technical and Education Council’s Educational Publications Committee, the Board of Directors. After a one-year lapse, former members of the above councils, committees and the Board of Directors may submit a proposal for authoring ASNT content. ISC staff is prohibited from authoring ASNT content for compensation beyond payroll.
BOARD OF DIRECTORS POLICY GUIDELINES

1.0 Purpose

The purpose of this policy is to define the process for developing, revising, or deleting of ASNT Board of Directors’ policies including the formatting requirements. For guidance in developing Purpose statement, see Appendix A.

2.0 Scope

Applies to ASNT Board of Directors’ policies. For guidance in developing Scope statement, see Appendix A.

3.0 References

3.1 ASNT Bylaws

4.0 Procedure

4.1 Policy Formatting

4.1.1 Left justification used for the entire document.

4.1.2 Font style shall be Times New Roman 12.

4.1.3 Titles of all policies shall be centered in bold capital letters.

4.1.4 A numerical technical style outline system shall be followed throughout the context of a policy. Letters and/or roman numerals shall not be used to outline policies; except as noted in 4.2.1.

4.1.5 All pages of a policy should be numbered. Page numbers shall be placed in parenthesis at the bottom center portion of the page indicating the appropriate page number out of the total number of pages within the policy. Example: (Page 1 of 3). Use the insert page numbering on each individual policy.

4.1.6 A policy number shall be placed in the top right corner of each page of the policy. The policy number shall be designated by a letter, which shall correspond to the category of policy, followed by the sequence number. For a revised policy the number will be followed by a revision letter. Policies will be numbered using 01, 02, 03…10, 11, 12, etc.
All policies shall indicate the policy’s initial issue date, all revision dates (maximum of 2 most recent).

4.1.7 The date of issue and any subsequent revision dates shall be the date the policy was approved by the Board of Directors and shall appear on the first page of the policy directly below the policy number. The most recent revision date should be the last date listed in the Revision Date Section.

Dates on all policies should use the following format: two (2)-digit month, two (2)-digit day, and four (4) digit year: XX/XX/XXXX

Example:

POLICY G-28
Issued: 03/21/1994
Revised: 04/14/2016
12/03/2019

4.1.8 When referring to the Board of Directors in a policy, the words “Board of Directors” needs to be written out instead of being referred to as the “Board”.

4.1.9 When referring to the *ASNT Bylaws* the words “*ASNT Bylaws*” should be in bold and italicized.

4.1.10 There should be a hyphen between the word “vice” and position. For example: Vice-President and Vice-Chair.

4.1.11 The term “Chairperson” is used when referring to the top position of the Board of Directors. The term “Chair” is used when referring to the top position of a council, committee, division, subcommittee, etc.

4.1.12 In Section 3.0 when referencing policies, the name of the policy needs to be in bold and then the name of the policy needs to be written out.

4.1.13 Formatting Appendices—refer to Appendix A of this policy.

4.1.14 After Board of Directors approval, all new and revised, policies shall be posted on the ASNT website in the form of the new/revised policy manual.

4.1.15 The first time an acronym is used in a document, the acronym should be placed in parenthesis directly after the proper name. Then the acronym can be used in place of the proper name for subsequent usages. The exception is the use of ASNT.

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4.1.16 A complete set of master policies shall be maintained by the Executive Director at ASNT International Service Center (ISC). Any and all copies of archival information regarding policies shall be maintained within the master volume.

4.2 Developing New Policies

4.2.1 Each new policy shall contain as a minimum the following information, in the following paragraph numbering style:

1.0 Purpose

This is the Purpose of the Policy itself. Please use Appendix A of this policy for more detail.

2.0 Scope

This is the Scope of the Policy itself. This should include a list of any appendices within the Policy. Please see Appendix A of this policy for more detail.

3.0 Reference, Related Documents and Responsibility as applicable

References – documents referred to in the policy

Related Documents – documents with relevant content to the policy – This also needs to be listed on a separate page so that when policies are revised or deleted, it is known what other policies are affected and those policies also need to be revised at the same time.

Responsibility – assignments to positions or groups

4.0 Document Type (i.e. Policy, Procedure, Guidelines, Rules of Conduct, etc.)

4.1

4.1.1

a.

4.2.2 Policies with Appendices shall title each Appendix with the Appendix letter and title in all caps, as enumerated below.

APPENDIX A – PROCESS OR OBJECT BEING DESCRIBED IN FURTHER DETAIL.

4.2.3 Policies with Appendices shall be numbered in the following manner:
a. Appendices shall be assigned a capital letter alphabetically starting with A.

b. Numbering shall continue as outlined below.
   A.1.0
   A.1.1
   A.1.1.1
   a.

c. Each Appendix shall have a Purpose and Scope. Subsequent sections can be specific to the appendix, however multiple appendices in the same policy should contain headings which are as consistent as possible.

4.2.4 When a new policy has been written, it shall be submitted to the Governance Committee for review. Upon approval, the Governance Committee shall assign the new policy number. The Governance Committee shall then submit the new policy to the Board of Directors.

4.2.5 When a new policy is approved the Table of Contents for the policies shall be revised to reflect the new policy and its issue date.

4.3 Policy Revisions

4.3.1 Any addition made to a policy shall be indicated by underlining the changes. Any deletion shall be indicted by the use of strikethrough.

4.3.2 When a revision to a policy has been made it shall be submitted to the Governance Committee for review and approval. Upon approval by the Governance Committee the revised policy shall be submitted to the Board of Directors.

4.3.3 When a revised policy is approved, the Table of Contents for the policies shall be changed to reflect the revision and implementation date. All revisions shall be marked with a sidebar in the margin next to the affected paragraph to indicate the change in current revision until approved.

4.3.4 Policies editorially revised to correct errors such as grammar, spelling, typographical, only require approval from the Governance Committee. The policy revision level shall be as prescribed in Paragraph 4.1.4. If changes are made that the Board of Directors has approved and is needed to make policy current, but does not change the policy content, then the ISC may make the change and send out the new policy. Example: If the
Board of Directors approves to increase the amount of money the President is given for travel expenses; the policy is not changing, but the amount that is given is; the ISC can make the change to the policy without going through the Governance Committee first; however, the Governance Committee needs to be notified of the change. The updated manual will then be distributed.

a. When policies are editorially revised and published, the date shall not change.

b. The Governance Committee needs to inform the Board of Directors when editorial changes are made to policies.

4.4 Policy Deletions

4.4.1 Deleted policies shall be maintained for archival information.

4.4.2 If a deleted policy is to be combined with another policy, it shall be indicated in the deleted policy as to which policy it was combined with.

5.0 Control and Distribution of ASNT Board of Directors Policies

5.1 The current list of Board of Directors approved policies shall be maintained on the ASNT website.

5.2 The current revision of each Board of Directors approved policy shall be accessible and available for downloading from the ASNT website.

5.3 When the Board of Directors approves the deletion of a policy, the policy shall be removed from the ASNT website.
APPENDIX A
GUIDANCE WHEN DEVELOPING PURPOSE AND SCOPE STATEMENTS

A.1.0 Purpose

The process of this Appendix is to provide guidance on how to craft a purpose statement within proposed ASNT policies.

A.2.0 Scope

The scope of this Appendix covers best practices in describing the scope of a policy and some suggestions on how to craft a scope statement within proposed ASNT policies.

A.3.0 Guidance on Purpose

A.3.1 A Purpose statement is a declarative sentence which summarizes the specific topic and goals of a document. It is typically included in the introduction to give the reader an accurate, concrete understanding what the document will cover and what he/she can gain from reading it. To be effective, a statement of purpose should be:

A.3.1.1 Specific and precise - not general, broad or obscure
A.3.1.2 Concise-one or two sentences
A.3.1.3 Clear-not vague, ambiguous or confusing
A.3.1.4 Goal-oriented-stated in terms of desired outcomes

A.3.2 Some common introductory phrases for purpose statements include:

A.3.2.1 “The purpose of this policy/appendix is to...”
A.3.2.2 “This policy describes the…”
A.3.2.3 “The purpose of this policy is twofold: to ___ and ___”
A.3.2.4 “The purposed of this policy is to define the process for…”
A.3.2.5 “The purpose of this policy is to provide…”
A.3.2.6 “The purpose of the _____ committee is to…”
A.3.2.7 “The purpose of this policy is to outline…”

A.3.3 This is the purpose of your POLICY.
Try to answer - Why does your policy exist? Why is it necessary?
This is NOT the purpose of your group, position or anything other than the POLICY

A.4.0 Guidance on Scope

A.4.1 The Scope statement is to guide the development of a policy, provide a summary of a proposed policy, and ensure that those who might be affected by a policy are identified, considered, and consulted.

Some common phrases for scope statements include:

A.4.1.1 “The scope of this policy applies to…”
A.4.1.2 “The scope of the _____ committee is to…”
A.4.1.3 “This policy specifies the responsibility of…”
A.4.1.4 “This policy is applicable to…”
A.4.1.5 “This policy establishes the criteria for…”

A.4.2 General Notes: This is the scope of your POLICY. This is NOT what your group does. Answer the question: To whom or to what does this policy apply?
AMENITY POLICY FOR COUNCIL OFFICERS, DIVISION CHAIRS AND COMMITTEE CHAIRS

1.0 Purpose

The purpose of this policy is to define the amenities to be allocated to ASNT Council members at ASNT Research Symposium and Annual Conference.

2.0 Scope

This policy establishes amenities to be made available to Council Officers, Division Chairs, Regional Directors and designated Committee Chairs (Division and Standing) for their volunteered time and efforts in support of Council activities.

3.0 Amenity Procedure

3.1. Council Officers shall receive the following amenities:


3.1.2. Access to any related conference, non-tour, activities including luncheons, banquets, and receptions.

3.2. Council Chairs will also receive a guest registration to include access to any related conference, non-tour, activities including luncheons, banquets, and receptions that are included with the Chair’s complimentary Full Conference registration.

3.3. Council Division Chairs, Council Secretary-Elect and Regional Directors shall receive the following amenities:

3.3.1. Complimentary Full Conference registration for the Research Symposium and Annual Conference.

3.4. Committee Chairs shall receive the following amenities:

3.4.1. Discounted Full Conference registration for the Research Symposium and Annual Conferences.

4.0 General

4.1. All Council Officers, Division Chairs, Regional Directors, and Committee Chairs will be required to fill out the necessary registration forms in order to be eligible for these amenities.

4.2. Any deviation to this policy shall require approval by the Executive Director and the Operations Committee.

Note: Complementary registrations will be issued a 1099 tax form according to the IRS regulations.
WRITING AND APPROVING STANDARDS, RECOMMENDED PRACTICES, AND CODES

1.0 Purpose

The purpose of this policy is to promote the writing and development of nondestructive testing standards, recommended practices, and codes, that are the essential elements in the application of nondestructive testing.

2.0 Scope

This policy establishes the criteria for which nondestructive testing standards, recommended practices and codes shall be written and revised and not impact other standard writing code bodies as aforementioned in this policy.

3.0 References

3.1 ASNT Policy J-05.18 Standards Development Policy

3.2 ASNT Position Paper 07

4.0 Responsibility

It shall be the responsibility of the ASNT Board of Directors to insure that proposed written, revised, or modified standards, practices, and codes complete the consensus process by the board.

5.0 Procedure

5.1 Standards and Recommended Practices

ASNT, through its Councils and Committees, will develop and approve Standards and Recommended Practices related to Qualification and Certification of Nondestructive Testing Personnel. When such documents are considered for National or International Standards, they shall be presented by the council or committee to the ASNT Board of Directors for approval. When approved by the ASNT Board of Directors, that council or committee shall be charged with developing that standard in accordance with an approved ANSI consensus process.

5.2 NDT Standards and Recommended Practices

NDT Methods Standards and Recommended Practices are developed and approved by the American Society for Testing and Materials (ASTM). Except as provided for in Sections 1 and 4, ASNT shall not develop such documents for publication. Where ASNT Councils and Committees identify the need for additional NDT Standard Practices, Test Methods, and Guides, they shall request
such activity to be undertaken by ASTM. Should ASTM decide not to undertake the activity, ASNT Councils and Committees may, with ASNT Board of Directors approval, undertake the development of such documents.

5.3 NDT Codes and Evaluation Criteria

The American Society of Mechanical Engineering, The American Welding Society, the Federal Government, and others issue codes which involve the use of nondestructive testing. It is the position of ASNT that writing, approving and issuing of such codes does not fall under the scope of ASNT activities. However, with ASNT Board of Directors approval, Recommended Evaluation Criteria to be used with a recognized NDT Method Standard or Code may be developed and published by ASNT where ASNT Councils and Committees feel there is a need for such documents.
ANSI/ASNT CP-105—ASNT STANDARD TOPICAL OUTLINES FOR QUALIFICATIONS OF NONDESTRUCTIVE TESTING PERSONNEL

1.0 Purpose

The purpose of this policy is to define the responsibilities and to ensure timely and cooperative communication for development, revision, balloting and submission of the ASNT Topical Outlines, designated as national standard ANSI/ASNT CP-105.

2.0 Scope

This policy is applicable to development and revision of topical outlines of methods and techniques developed by the Technical and Education (T&E) Council’s Method Committees for inclusion into ANSI/ASNT CP-105.

3.0 Responsibilities

3.1 The Standards Development Committee (SDC) is responsible for the development, revision, balloting and submission of ANSI/ASNT CP-105.

3.1.1 The SDC shall be responsible for the consensus process (balloting and documentation of comment resolutions) as prescribed in the ANSI approved ASNT SDC Policy and Procedures.

3.1.2 SDC will publish a ballot schedule to assist the T&E Methods Division, Method Committees and ASNT International Service Center with their respective preparations of Method Topical Outlines and publications activities for revision to CP-105.

3.2 The Technical and Education (T&E) Council’s Method Committees are responsible for the technical content of each method topical outlines and the resolution of comments.

3.2.1 The T&E Methods Division and Method Committees shall be responsible for the development of emerging NDT Method Topical Outlines and the revision of existing Topical Outlines.

3.2.2 The T&E Method Divisions and applicable Method Committees shall resolve comments and negatives that may occur during the SDC consensus balloting process with 45 days of notification of such comments and negatives by the SDC.

3.2.3 The T&E Method Division and applicable Method Committees shall resolve comments and negatives that may occur during the ANSI public
review process within 60 days of notification of such comments and negatives by the SDC.

3.3 The SNT-TC-1A Subcommittee is responsible for the technical content of the NDT Level III Basic and PdM Level III topical outlines and the resolution of comments.

4.0 Communication

4.1 The Standards Development Committee (SDC) and the and the SNT-TC-1A Subcommittee shall communicate directly to each Method Chairman regarding ballot issues requiring resolution.

4.2 Each Method Committee shall communicate directly to the SDC and the SNT-TC-1A Subcommittee regarding ballot resolutions.

4.3 In the event that the applicable T&E Methods Committee does not provide a written resolution within 60 days, as specified in 3.1.1 and 3.1.2 the SDC shall disposition the comments and negatives.

5.0 Reporting

5.1 All communications specified in 3.0 and 4.0 shall be copied to the respective chairs and vice-chairs of the T&E Council, T&E Methods Division, SDC and the SNT-TC-1A Subcommittee.
REGIONAL DIRECTOR TRAVEL POLICY

1.0 Purpose

This policy defines the guidelines for Regional Director travel to assigned sections.

2.0 Scope

This policy covers allowable travel expenses and the procedure for reimbursement of such expenses incurred by Regional Directors while visiting the sections within their assigned regions.

3.0 References

3.1 ASNT Bylaws

4.0 Procedure

4.1 Recommended Allowable Reimbursement by Region.

The recommended reimbursement by region for each fiscal year (the period of July 1 through June 30th) shall be as follows:

4.1.1 Regions 1-14 & 16 – 2.7% of the total Regional Director travel budget for the fiscal year

4.1.2 Region 15 & 17 - 5% of the total Regional Director travel budget for the fiscal year

4.1.3 Regions 18 & 19 – 17.5% of the total Regional Director travel budget for the fiscal year

4.1.4 Regions 20 & 21 – 7.25% of the total Regional Director travel budget

4.1.5 A Regional Director may not exceed their recommended budget without approval prior of ISC and the SOC chair.

4.2 Requesting Reimbursement for Travel Expenses

4.2.1 No pre-approval is required for the section visit.

4.2.2 The Regional Direction submits a section visit report to ASNT International Service Center (ISC) immediately after the trip.
4.2.3 The Regional Director sends an expense report and all original receipts to ASNT ISC.

4.2.4 The Regional Director sends copies of the expense report and all receipts to the Section Operations Council Chair for approval.

4.2.5 The Section Operations Council Chair provides concurrence to ASNT ISC for reimbursement.

5.0 Allowable Travel Expenses

5.1 Transportation

5.1.1 Airline

   a. All airline travel shall be on commercial carriers, utilizing the lowest fare available consistent with reasonable business schedule needs. At their own expense, an individual may purchase an upgrade in service; however, the lowest reasonable available fare shall be documented for expense reimbursement.

   b. Non-refundable fares shall be utilized when they provide a significant savings in cost. If air travel plans change for justifiable reasons, ASNT will pay the change fee for non-refundable tickets or the cost for the replacement ticket.

5.1.2 Rental Vehicles

   a. Rental vehicles should be standard or midsize category.

   b. Normally, an individual’s auto insurance covers them when renting a vehicle. However, individuals whose personal insurance does not cover them against physical damage should obtain the appropriate insurance from the rental company.

5.1.3 Use of Personal Vehicle

   ASNT reimburses mileage at the current applicable IRS mileage.

5.1.4 Miscellaneous Transportation Expenses

   a. Parking

   b. Baggage charges and related transportation costs

   c. Taxi fare between hotels and airports

(Page 2 of 3)
d. Transportation at destination by airport bus or limousine, if more economical than by taxi.

e. Fees for visas and passports are allowable when it is necessary to perform the Regional Director’s job requirements.

5.2 Lodging Expenses

Individuals required to travel overnight shall arrange lodging accommodations at the lowest reasonable rates. If special accommodations are chosen by the individual, they will be required to pay the difference between the rate charged and the lower rate.

5.3 Meal Expenses

Personal Meals are authorized at reasonable amount consistent with the cost of meals in the location visited. The cost of meals for individuals who are not eligible for reimbursement of personal meals shall be noted on the receipt and not included in the expense report.

5.4 Non-Reimbursable Expenses

5.4.1 Expenditures for personal entertainment and refreshments, other than meals, are not reimbursable.

5.4.2 Other than as provided in this policy, travel expenses are not reimbursable unless authorized by the Executive Director.

5.4.3 Expenses incurred while conducting business in conjunction with a section visit are not reimbursable.
1.0 Purpose

This policy is designed to bring all ASNT financial awards and non-financial recognition policies under one policy that will govern how awards are created, revised, and deleted as well as how they are reviewed to be given to recipients.

2.0 Scope

This policy governs the requirements for establishing new or revising/deleting current awards as well as the criteria used in reviewing and awarding recipients for all ASNT awards granted by the Society. All awards will be handled by two committees: one committee will oversee the financial awards and one committee will oversee the non-financial recognitions and awards.

Current Awards that this policy covers:

**Financial Awards**

Engineering Undergraduate – Appendix A
Faculty Grant – Appendix B
Fellowship – Appendix C
Robert B. Oliver – Appendix D
Student Travel – Appendix E

**Non-Financial Recognition Awards**

50 Year Member Recognition – Appendix F
Advancement of Active Military and Veterans in NDT Award – Appendix G
Advancement of Women in NDT – Appendix H
Award for Innovation – Appendix I
Award for Sustained Excellence – Appendix J
Charles N. Sherlock Meritorious Service Award - Appendix K
Fellow – Appendix L
George C. Wheeler Excellence in Personnel Certification Award – Appendix M
George Pherigo Tutorial Citation – Appendix N
Lester/Mehl Honor Lecture - Appendix O
Lou DiValerio Tech of the Year – Appendix P
Mentoring Award – Appendix Q
Philip D. Johnson Honorary Member – Appendix S
Presidents’ Award-Gold, Silver, Bronze – Appendix T
Robert C. McMaster Gold Medal – Appendix U
William Via Bridge NDT Lifetime Service Award – Appendix V
Each committee operates under the guidelines or rules that have been developed for that specific award and are contained in the appendices of this policy. Committee recommendations for these awards shall be presented to the Board of Directors for approval.

3.0 References

3.1 *ASNT Bylaws*

4.0 Responsibility

4.1 The ASNT Chairperson of the Board is responsible for the coordination and execution of this policy.

4.2 Conflict of Interest

When such a situation presents itself, the committee members must announce his/her potential conflict, disqualify himself/herself, and be excused from the particular award and all proceedings related to that particular award until discussion and decision is over on the award nominee or proposal involved. The Chair of the respective committee; financial or non-financial recognition, shall inquire prior to the committee conducting business whether any conflict appears to exist including whether any other member has a conflict of interest and has not made it known.

4.3 Confidentiality

All deliberations of the committees shall be confidential. No discussions regarding the selection process or any aspect of the committees’ activities shall be divulged. The members of the committees and the Board of Directors shall hold the committees’ recommendation and the Board’s approval decision confidential until the recipient(s) has been notified. Some appendices may have additional requirements for confidentiality that only apply to that particular award or recognition.

4.4 A call for all awards shall be published in the *Materials Evaluation*.

4.5 ASNT International Service Center (ISC) shall contact possible participants and solicit proposals.
5.0 Committee Membership

5.1 Financial Awards Committee

5.1.1 Committee Chair

The Financial Award Committee Chair will serve a three (3) year term and be appointed by incoming Chairperson of the Board from one or more individuals nominated by the Research Council (RC).

5.1.2 Committee Structure

The Committee Chair will then appoint a minimum of eight additional members to the committee using the following guidelines below.

Committee members will serve a three (3) year term that is staggered. One-third (1/3) of the new members of the committee will be selected every year. When setting up the initial committee, 1/3 of the members will serve one (1) year terms, 1/3 of the members will serve two (2) year terms, and 1/3 will serve three (3) year terms.

a. There should be a minimum of nine (9) committee members

b. Each of the Engineering Council (ENG), Section Operations Council (SOC), Technical & Educational Council (T&E), and Certification Management Council (CMC) will be provided with a job description and experience requirements and requested to provide nominees for participation in the committee.

c. Research Council will be provided with a job description and experience requirements and requested to provide a minimum of five (5) nominees for participation in the committee, such that there will be a minimum of (6) Research Council Representatives plus the Chair of the Committee due to the majority of the awards in this committee currently are RC awards.

d. The committee can bring in other volunteers for expert advice as they deem necessary when reviewing the awards. Expert volunteers may not vote on the actual recipients for the awards and can only offer expert advice as to the criteria for selection.

Meetings will be held in person, by web, or by teleconference. If members of the committee miss two (2) consecutive meetings or a total of three (3) meetings, then they will be asked to step down from the committee and the Committee Chair will appoint an alternate member. This newly appointed member will finish out the term of the individual member that they are replacing.
5.2 Non-Financial Recognitions and Honors Committee

5.2.1 Committee Chair

The chair over the non-financial recognition awards will serve a three (3) year term and be appointed by the incoming Chairperson of the Board.

5.2.2 Committee Structure

The Committee Chair will appoint members to the committee. There should be fourteen (14) committee members:

a. One (1) Committee Chair

b. Two (2) Representatives from the following Councils for a total of ten (10) representatives: ENG, SOC, (T&E), (CMC), and RC.

c. One (1) past recognition/award recipient

d. Two (2) Members at large

e. Two (2) Alternates in case a committee member cannot participate in meetings or needs to be replaced.

f. The committee can bring in other volunteers for expert advice as they deem necessary when reviewing the awards. Expert volunteers may not vote on the actual recipients for the awards and can only offer expert advice as to the criteria for selection.

Meetings will be held in person, by web, or by teleconference. If members of the committee miss two (2) consecutive meetings or a total of three (3) meetings, then they will be asked to step down from the committee and the Committee Chair will appoint an alternate member. This newly appointed member will finish out the term of the individual member that they are replacing.

6.0 Revising or Deleting Current Award Programs

6.1 A request for revision to a current Award Program may be submitted by any ASNT member by submitting a letter to the Chair of the financial awards committee or the non-financial recognitions and honors committee with the following information:

6.1.1 Explanation of what needs to be revised in the program

6.1.2 Justification of the revision

6.1.3 Impact of the revision on past and future recipients
6.2 The Chair of the respective committee shall use other resources such as the Past Presidents, Councils and Local Sections to obtain additional input prior to Board approval.

6.3 If the committee deems the change or deletion necessary/valid, the Chair of the committee will submit the revised or deleted policy to the Governance Committee for their review of the wording and Bylaws ASNT compliance of the change or deletion. After Governance Committee approves the change/deletion of the policy, it will be sent back to the Board for final approval and all affected policies will be changed. If the request is rejected by the committee, by the Board, or by the Governance Committee at any point in the process, the Chair of the respective committee shall send a letter to the requester explaining the rationale for the rejection of the proposed change.

7.0 Creating a New Award

For a new award, a proposal shall be submitted to the Governance Committee for review. Upon approval, the Governance Committee shall assign the new policy number. The Governance Committee shall then submit the new policy to the Board of Directors.

8.0 ASNT Member Recognition

8.1 An ASNT Member may be recognized by use of their name as part of the Award name, ISC plaque, or other methods. The petition to have an ASNT member recognized must include the following information:

8.1.1 Justification for recognition-including background information on the person whose name is being used so that award winners know why the award/recognition was named after this individual(s).

8.1.2 Impact on the society if any.

8.1.3 The petition shall be sent to the Chair of Non-Financial Recognitions and Honors Committee including the signatures of 50 ASNT members from 10 Local Sections.

8.2 Same procedure shall be used as stated in 6.2 and 6.3.

9.0 Applications/Nominations

9.1 Applications should be in the format specified in the applicable appendix and be sent by the date indicated.

9.2 Applicants and nominators shall be sent an acknowledgement by ISC upon receipt of the application.

9.3 ISC shall be responsible for forwarding the applications to the applicable committee chair as well as the committee members.
9.4 Applicant/nominee must be a member of ASNT to be eligible for an award unless specified otherwise in the applicable Award appendix.

9.5 For the current award cycle, the ISC shall retain the applications/nominations and the recommendations provided by the committees for a minimum of one year in a confidential file once the applicable committee’s activities are concluded.

9.6 All applicants/nominees must submit a new application/nomination each year. Applications/nominations do not roll over to the next Awards year.

9.7 Scoring Sheets shall be used for awards where applicable. Scoring sheets will be used to rank/score individuals that have been nominated or have applied for the particular award. Score sheets will have criteria that are relevant to determine if a candidate is eligible to receive the specific award. These sheets will have the name of the committee member that scored the applicant/nominee and be kept confidential. This will allow for consistency in the criteria of how awards are evaluated by each committee and allow for more objectivity. These scoring documents will be created by the Financial Awards and the Non-Financial Recognitions and Honors Committee members with the assistance of expert volunteers and approved by each of the respective committees.

10.0 Notification

ISC will manage applicant and recipient notification process. Additionally, ISC will invite award/recognition recipients to the appropriate ASNT event where award will be presented and communicate applicable recipient amenities.

11.0 Amenities

The recipient of the award(s) shall receive complimentary full conference registration and two award banquet/luncheon tickets when the award will be presented if applicable. Should the recipient be an organization, two registrations and two award banquet/luncheon tickets shall be provided. Other amenities may be addressed in the applicable appendix.

12.0 General

Committee meetings, actions without a meeting and voting shall be in accordance with the Bylaws, Article VI: Committees.

13.0 Reporting Requirements

Each committee shall provide their recommendations to the Chairperson of the Board by the beginning of the final Board meeting of the Research Symposium and to the appropriate ISC staff member. The exception to this is the Student Travel Grant; see Appendix E for criteria and the Research Award Innovation and Sustained Excellence; see Appendices I and J. (These are selected at the Annual Conference and recipients speak at the Research Symposium).
14.0 Board of Directors Approval

The award recommendations must be approved by the Board of Directors.
APPENDIX A
ASNT ENGINEERING UNDERGRADUATE SCHOLARSHIP

A.1.0 Purpose

The purpose of this appendix is to provide a scholarship program as an incentive to engineering undergraduate students enrolled in colleges and universities in the United States of America (US) with recognized engineering department programs to choose nondestructive testing and evaluation (NDT/NDE) as their field of specialization. This award is part of an ASNT strategy to support engineering education, promote NDT/NDE as a career and to create awareness of the ASNT brand in academia and for future engineering professionals.

This award is not intended for students in universities or colleges based outside the US, but the requirements and processes in this document can provide a template for the creation and application of engineering scholarships by any international ASNT Sections for local awards where similar purposes need to be satisfied.

A.2.0 Scope

The scope of the policy applies to the awarding of the ASNT Engineering Undergraduate Scholarship as a monetary award and is intended to provide assistance to students in defraying costs of their undergraduate education. It is expected to be awarded to students who are already enrolled in an engineering department at a US university/college and have not yet graduated. Specific accreditation such as engineering department ABET accreditation is not required, however evidence of student performance, faculty support and overall impression of the application are considerations to be used in evaluating applications. Applications will be based on merit and relevance to NDT/NDE professional career paths considerations, and not based on financial need.

A.3.0 Eligibility

A.3.1 Number of scholarships granted may be up to a maximum of three (3) scholarships per year.

A.3.2 Funding will be $3,000 per Engineering Undergraduate Scholarship.

A.3.3 Eligibility requirements:

A.3.3.1 Each potential candidate for this scholarship must be an undergraduate student enrolled in a recognized engineering program of a university or college at the time the application is submitted for this scholarship.

A.3.3.2 Each potential candidate for this scholarship must show their anticipated graduation date to be later than the date the scholarship funds are to be disbursed.

A.3.3.3 Each potential candidate must show an active interest in the field of NDT and NDE.
A.3.3.4 Potential candidate is not required to be an ASNT member.

A.4.0 Application

A.4.1 Announcement

A.4.1.1 Annually, university administrators, faculty and students shall be encouraged to submit applications for the ASNT Engineering Undergraduate Scholarship, beginning August 1 through the application deadline of December 15.

A.4.1.2 A call for award applications shall be published in the August issue of Materials Evaluation.

A.4.2 Contents: Each application shall include the following:

A.4.2.1 Completed application form, signed by the Administrative Officer (department head or chairperson) or his/her designee, of the program in which the candidate is enrolled.

A.4.2.2 Outline of student’s program of study.

A.4.2.3 Official school transcript showing all completed coursework

A.4.2.4 Three (3) letters of recommendation signed by separate faculty members

A.4.2.5 An essay by the undergraduate student candidate describing how the candidate envisions the role of nondestructive testing and evaluation in his/her studies and career.

A.4.3 Deadline: Applications must be received on or before December 15th each year.

A.5.0 Evaluation

A.5.1 Criteria: A critical review will be made of all applications by the committee, using the following guidelines or other appropriate criteria as bases, agreed by the committee members based on their experience and the contents and quality of the submitted applications.

A.5.1.1 Academic performance based on transcripts

A.5.1.2 Essay Evaluation

A.5.1.3 Clarity and intelligibility

A.5.1.4 Potential contribution to NDT
A.5.1.5 Letters of support from faculty

A.5.1.6 Overall impression

A.5.2 Results

A.5.2.1 Scholarship recipients will be presented with a certificate at the ASNT Annual Conference following approval of the scholarship by the ASNT Board of Directors.

A.6.0 Funding

A.6.1 Funds shall be made available in July for the following school term, e.g. submission December 15, 2013, funds available July 2014.

A.6.2 The scholarship funds shall be directed to the recipient.

A.6.3 There are no specific requirements by ASNT on how Engineering Undergraduate Scholarship funds shall be used. The intent is to support the students in the pursuit of their undergraduate engineering studies, including such items as college or university tuition and fees, study materials, room, board or other necessary student expenses.

A.7.0 Amenities

Scholarship recipients who are not members of ASNT will be given a complimentary one (1) year student membership.
APPENDIX B
ASNT FACULTY GRANT

B.1.0 Purpose

The purpose of this appendix is to provide an annual incentive to faculty members of engineering or science programs at US universities and colleges to revise their existing courses or to develop new courses to teach NDT and NDE by providing financial resources in the form of a grant. This award is part of an ASNT strategy to support engineering and science education, promote NDT/NDE as a professional career and to create awareness of the ASNT brand in US academia.

This award is not intended for students universities or colleges based outside the US, but the requirements and processes in this document can provide a template for the creation and application of faculty grants by all international ASNT Sections for local awards where similar purposes need to be satisfied.

B.2.0 Scope

The scope of the policy applies to the awarding of the ASNT Faculty Grant as a monetary award and is intended to provide assistance to university or college faculty in defraying costs of additions or improvements to course curriculum. It is expected to be awarded to individual or teams of faculty in an engineering or science department of a US university or college to be spent for efforts or procurement of equipment as proposed in the submitted application. Specific accreditation such as engineering department ABET accreditation is not required, however evidence of faculty background, course subject materials, and department support provided in the application are considerations to be used in evaluating applications. Applications will be based on merit and relevance to university or college level undergraduate and/or graduate level education, and proposed use of funds including cost sharing by the faculty’s department, college or university.

B.3.0 Eligibility

B.3.1 Number of grants may be up to two (2) per year.

B.3.2 Funding will be $10,000 per Faculty Grant.

B.3.3 Eligibility requirements:

B.3.3.1 Engineering and science programs are eligible for the Faculty Grant.

B.3.3.2 Faculty member(s) must meet the requirement for curriculum and teaching requirements as required by the nominating university. No more than one (1) proposal per faculty member shall be considered annually.

B.3.3.3 Faculty Grant applicants are not required to be ASNT member.

B.3.4 The funds shall be used as described in the proposal submitted as part of the application documentation. The intent is to support the faculty in the development of
the curriculum, classroom or laboratory elements needed towards attaining the educational goals proposed.

B.4.0 Application

B.4.1 Announcement

B.4.1.1 Annually, university faculty members shall be encouraged to submit proposals for the ASNT Faculty Grant, beginning September 1 through the application deadline of December 1.

B.4.1.2 A call for proposals shall be published in the September issue of *Materials Evaluation*.

B.4.2 Contents

B.4.2.1 The proposal shall describe a program that has as its principal objective the modification of an existing course or courses or the development of a new course to teach nondestructive testing principles, methods and applications.

B.4.2.2 The proposal, with all support materials, should not exceed 20 one-sided sheets.

B.4.2.3 All proposals should be formatted as follows:

a. **Title Page:** Should list the title, the school name, the faculty member submitting the proposal, mailing address, telephone and fax numbers and e-mail address. Shall specify the anticipated starting date, estimated date of completion and to who the funds are to be disbursed.

b. **Abstract:** A brief executive summary of the nature and scope of the course development to be performed.

c. **Abstract:** A brief executive summary of the nature and scope of the course development to be performed.

d. **Grant Proposal:** This should contain a detailed description of the modifications to existing course content and material, or development of new course contents and materials indicating the objectives, planned approach, and expected results, including the number of students likely to be impacted.

e. **Program of Study:** This should provide a brief description of the existing curriculum and how the modification or additions will impact and integrate with the overall department curriculum. A brief catalog description of the indicated courses would be helpful.
f. **Budget:** The proposed use of the ASNT Faculty Grant funds should be indicated explicitly. It is anticipated that the grant funds shall be used to pay faculty salaries, purchase curriculum materials, audio-visual or online content. None of the ASNT Faculty Grant funds can be used for overhead or indirect institution expenses. Substantial cost-sharing by faculty member’s institution is expected.

g. **Faculty Member:** Background information on the lead faculty member and any other faculty member involved must be included.

h. **Departmental Support:** A letter of support from the departmental administrator is required.

**B.4.3 Deadline:** Proposals must be received on or before December 1st each year.

**B.5.0 Evaluation**

**B.5.1 Criteria:**

A critical review will be made of all proposals by the committee, using the following guidelines or other appropriate criteria as bases, agreed by the committee members based on their experience and the contents and quality of the submitted proposals.

- **B.5.1.1 Potential contribution to NDT**
- **B.5.1.2 Impact on the current curriculum**
- **B.5.1.3 Thoroughness of approach**
- **B.5.1.4 Documentation of the number of students likely to be impacted**
- **B.5.1.5 Level of cost sharing**
- **B.5.1.6 Qualification of faculty member**
- **B.5.1.7 Letter of support from the departmental administrator**

**B.5.2 Results**

Recipients will be presented with a certificate at the ASNT Annual Conference. Financial support is not provided for attending the awards ceremony.

**B.6.0 Funding**

**B.6.1** Funds shall be made available according to the following schedule:
B.6.1.1 The first payment of 50% shall be made available upon Board of Directors approval but no earlier than May 1st.

B.6.1.2 Final Report Received – Additional 25% of award funds shall be forwarded.

B.6.1.3 Final Report Approved – Remainder 25% of award funds shall be forwarded.

B.6.2 The grant funds shall be directed to the contracting office of the university or college department of the approved recipient for disbursal as described in the proposal.

B.7.0 Reporting

B.7.1 A written Final Report on the completed study or activity must be submitted one month following the stated completion date of the proposed program that would describe in detail the course outline, textbooks, references and laboratory materials that were developed and include originals of any audio-visual materials developed.

B.7.2 The Final Report shall be reviewed and approved by the committee. In cases where the committee may find that all of the work or documentation of the work is not adequately presented in the Final Report, the Committee shall instruct ASNT ISC to request the faculty member to submit a revised report.

B.8.0 Amenities

Recipients who are not members of ASNT will be given a complimentary one (1) year membership.
APPENDIX C
FELLOWSHIP GRANT AWARD

C.1.0 Purpose

The purpose of this appendix is to provide financial support of high-quality research activities in sciences and technology topics at the graduate level (M.S. or Ph.D. candidates) in the form of fellowship grants. It is expected that these topics are directly related to NDT and NDE or they form the fundamental basis to known NDT/NDT technologies or are expected to contribute to potentially new and innovative NDT/NDE technologies and methods. This award is part of an ASNT strategy to support engineering and science research and education, promote NDT/NDE as a professional career at the highest levels of science and technology and to create awareness of the ASNT brand in US academia and research communities. The ASNT Fellowship Grant is expected to be highly competitive.

This award is not intended for student universities or colleges based outside the US, but the requirements and processes in this document can provide a template for the creation and application of research grants by all international ASNT Sections for local awards where similar purposes need to be satisfied.

C.2.0 Scope

The scope of the policy applies to the awarding of the ASNT Fellowship Grant as a monetary award and is intended to provide assistance to university or college graduate students in defraying costs of their post-graduate research. It is expected to be awarded to graduate students under the direction of faculty advisor or advisors in an engineering or science department of a US university or college and to be spent as proposed in the submitted application. Specific accreditation such as engineering department ABET accreditation is not required, however evidence of student background, faculty advisor background, available research facilities and equipment, graduate level curriculum, and the novelty and quality of the research topic provided in the application are considerations to be used in evaluating applications. Evaluation of applications will be merit based using common guidelines for post-graduate engineering and science research.

C.3.0 Eligibility

C.3.1 Number of grants may be up to a maximum of five grants per year.

C.3.2 Fellowship funding will be $20,000 per Fellowship Grant.

C.3.3 Eligibility requirements:

C.3.3.1 Academic institutions with graduate educational research programs are eligible for the Fellowship Grant.

C.3.3.2 Faculty advisor must meet the requirement for directing the student’s graduate degree program as required by the nominating university. No more than one (1) proposal per faculty member shall be considered annually.
C.3.3.3  Student must meet the requirement for the degree program described in the proposal as required by the nominating university.

C.3.3.4  Student applicant is not required to be an ASNT member.

C.3.3.5  Faculty advisor(s) are not required to be ASNT members.

C.3.4  The funds shall be used as described in the proposal submitted as part of the application documentation. The intent is to support the students in the conduct of their studies or research needed towards attaining a graduate level degree.

C.4.0  Application

C.4.1  Announcement

C.4.1.1  Annually, university administrators and faculty shall be encouraged to submit proposals for the ASNT Fellowship Grant, beginning September 1 through the application deadline of October 15.

C.4.1.2  A call for proposals shall be published in the September issue of *Materials Evaluation*.

C.4.2  Contents

C.4.2.1  The application shall be in the form of a proposal for a graduate level research project from the university outlining what the program or graduate study activity will consist of and how they will manage the fellowship.

C.4.2.2  The proposal, with all support materials, should not exceed 20 one-sided sheets.

C.4.2.3  All proposals should be formatted as follows:

a.  **Title Page:** Should list the title, the school name, the faculty member submitting the proposal, the name of the potential student recipient (required), mailing address, telephone and fax numbers and e-mail address. Shall specify the anticipated starting date, estimated date of completion and to who the funds are to be disbursed.

b.  **Abstract:** A brief executive summary of the nature and scope of the research to be performed.

c.  **Research Proposal:** This should contain a detailed description of the graduate research project indicating the objectives, planned approach, and expected results.
d. **Program of Study**: This should provide a brief description of the actual or typical program of study of the potential student recipient. A brief catalog description of the indicated courses would be helpful.

e. **Research Facilities**: Should include a description of the research facilities, equipment and other appropriate resources available for use on this project.

f. **Budget**: Should indicate the resources dedicated to this project. The proposed use of ASNT Fellowship funds should be indicated explicitly. None of the ASNT Fellowship Grant funds can be used for overhead or indirect institution expenses.

g. **Research Advisor**: Background information on the faculty advisor of the student recipient must be included.

h. **Recipient**: Background information on the graduate student is required

C.4.3 **Deadline**: Proposals must be received on or before October 15th each year.

C.5.0 **Evaluation**

C.5.1 **Criteria**:  
A critical review will be made of all proposals by the committee, using the following guidelines or other appropriate criteria as bases, agreed by the committee members based on their experience and the contents and quality of the submitted proposals.

C.5.1.1 How novel is the research

C.5.1.2 Value of potential contribution

C.5.1.3 Soundness of technical approach

C.5.1.4 Scope of the proposed research effort

C.5.1.5 Potential for successful completion

C.5.1.6 Adequacy of the proposal team

C.5.1.7 Adequacy of the facilities

C.5.2 **Results**

Recipients will be presented with a certificate at the ASNT Annual Conference following approval of the grant by the ASNT Board of Directors. Financial support is not provided for attending this conference (see C.7.3 for presentation support).
C.6.0 Funding

C.6.1 Funds shall be made available in July e.g. submission October 15, 2013, funds available July 2014.

C.6.2 The grant funds shall be directed to the contracting office of the university or college department of the approved recipient for disbursal as described in the proposal.

C.6.3 ASNT expects that funds from the ASNT Fellowship Grant will be used for support of the student and the student’s research and not for overhead or indirect institutional expenses.

C.7.0 Reporting

C.7.1 A written report on the completed study or activity must be submitted to the staff of ASNT no later than 24 months after program initiation as indicated in the proposal.

C.7.2 The report must be in a format suitable for publication in Materials Evaluation.

C.7.3 The fellowship student recipient must present the findings at an annual conference following completion of the research. ASNT shall provide an airline ticket, hotel room for the conference and waive conference fees.

C.8.0 Amenities

C.8.1 Recipients who are not members of ASNT shall be given complimentary one (1) year membership.

C.8.2 ISC will arrange for one (1) night’s overnight stay at the conference host hotel. ISC will reimburse up to $500.00 for a coach/economy flight expense and waive full conference registration fees.
POLICY G-41B

APPENDIX D
ASNT ROBERT B. OLIVER SCHOLARSHIP

D.1.0 Purpose

To provide an incentive to students currently enrolled in course work related to NDT in a program of study leading to an associate degree or a post-secondary certificate at a university, college, technical school or company whose primary purpose is workforce education.

This award is part of an ASNT strategy to support NDT/NDE technology education, promote NDT/NDE as a professional career at the entry level and advanced levels of technicians and to create awareness of the ASNT brand in US academia and technical schools, and for individuals looking for an advantageous career change.

This award is not intended for student universities or colleges based outside the US, but the requirements and processes in this document can provide a template for the creation and application of scholarships by all international ASNT Sections for local awards where similar purposes need to be satisfied.

The scholarship memorializes ASNT Past President, Honorary Member and Fellow Robert B. Oliver. The ASNT Robert B. Oliver Award is a monetary award.

D.2.0 Scope

The scope of the policy applies to the awarding of the Robert B. Oliver Scholarship as a monetary award and is intended to provide assistance to students in defraying costs of their associate degree or certificate granting education. The scope of this scholarship is to be an award to the students submitting the best original manuscripts on nondestructive testing. The manuscript should develop a concept in NDT and may be based on practical experience, laboratory work or library research. Papers may be classroom assignments for work outside NDT, such as an English class.

D.3.0 Eligibility

D.3.1 Students applying for the scholarship must be officially enrolled in an associate degree or certificate program which includes studies in NDT.

D.3.2 Because the award may be made after the completion of studies, there is no requirement that the student use the funds for school expenses.

D.3.3 Student applicant is not required to be an ASNT member.
D.4.0 Application

D.4.1 The scholarship is awarded to the students submitting the best original manuscripts on nondestructive testing. The manuscript should develop a concept in NDT and may be based on practical experience, laboratory work or library research. Papers may be classroom assignments for work outside NDT, such as an English class.

D.4.2 The application package must be received by ASNT ISC no later than February 15 and must include a completed application form and the following materials:

D.4.2.1 Original copy of the student’s NDT paper;

D.4.2.2 Curriculum of student, showing classroom hours of NDT course work (may attach school’s published curriculum if available);

D.4.2.3 Transcript of grades showing all of student’s completed course work; and,

D.4.2.4 Letter from an instructor or school official verifying the student’s enrollment.

D.5.0 Evaluation

Submission of a manuscript means that it has not been published elsewhere and that it will not be published elsewhere while under consideration by ASNT. Manuscripts from the scholarship winner will be copyrighted by ASNT and submitted for publication in *Materials Evaluation,* or *The NDT Technician,* two (2) of the Society’s technical journals. No payment is made for the use of articles. Details of manuscript submission are outlined below:

D.5.1 The manuscript must be submitted as an electronic file.

D.5.2 The manuscript must contain title, author and complete references.

D.5.3 The manuscript is limited to 5,000 words and a maximum of 10 illustrations.

D.5.4 Photographs should be high resolution digital images.

D.5.5 Photographs and line drawings, if submitted, must be original (not taken from a published source).

D.5.6 The International System of Units or SI, the approved international metric system, is preferred for all measurements.

D.5.7 The ASNT Robert B. Oliver Scholarship is judged on creativity (10 points), content (50 points), format and readability (25 points), and the student’s hands-on involvement in the project (15 points).
D.6.0 Funding

D.6.1 Funds will be available in July and a certificate will be presented to the winner at the ASNT’s Annual Conference. The ASNT Robert B. Oliver Scholarship is awarded only if, in the opinion of the selection committee, a manuscript merits the award.

D.6.2 A $2,500 scholarship will be awarded by ASNT to a maximum of three (3) students enrolled in course work related to NDT in a program of study leading to an undergraduate degree, an associate degree or a certificate program.

D.6.3 A complimentary copy of the journal containing published manuscripts is provided to the student.

D.7.0 Amenities

Recipients who are not members of ASNT will be given a complimentary one (1) year membership.
APPENDIX E

ASNT STUDENT TRAVEL GRANT PROGRAM

E.1.0 Purpose

The purpose of this appendix is to provide an annual incentive to full time students, at graduate or undergraduate level, enrolled at a four-year university or college in the US with recognized engineering department programs to attend the Research Symposium.

It is expected that the students will use their time at the Research Symposium to attend technical sessions, committee meetings, mentoring sessions, and social activities. This award is part of an ASNT strategy to attract engineering and science students to the society and to NDT/NDE as a professional career before students leave the academic environment. The ASNT Student Travel Grant is expected to promote new membership and the development and strengthening of university and college based local sections, and to expand the reach of existing local section to students.

This award is not intended for students universities or colleges based outside the US, but the requirements and processes in this document can provide a template for the creation and application of travel grants by all international ASNT Sections for local awards where similar purposes need to be satisfied.

E.2.0 Scope

The scope of the policy applies to the awarding of the ASNT Travel Grant as a monetary award and is intended to cover travel associated expenses to the Research Symposium for full-time students, graduate or undergraduate, enrolled at a four-year college or university. Specific accreditation such as engineering department ABET accreditation is not required, however evidence of the student’s plans, faculty support and overall impression of the application are considerations to be used in evaluating applications.

E.3.0 Eligibility

E. 3.1 Full-time students, graduate or undergraduate, enrolled at a four-year college and university in the US.

E.3.2 Student applicant is not required to be an ASNT member.

E.4.0 Responsibilities

E.4.1 Primary Responsibilities:

The Student Travel Grant Program selection committee shall submit the name(s) of the proposed twenty (20) recipients and up to two (2) alternates should original proposed recipient be unable to attend to ASNT ISC by January 15th.

E.4.2 Supportive Responsibilities:
E.4.2.1 ASNT ISC shall monitor the adherence to the program's schedule. This shall include initiating the mailing of announcements and advertisements, as well as serving as the contact point for receipt of the student’s submitted information. A copy of the announcement and advertisement shall be provided to the Financial Award Committee.

E.4.2.2 The following administrative schedule shall be utilized:

a. September 1st - Announcements shall be sent to college and university engineering programs (e.g. mechanical, electrical, materials, aerospace engineering departments), and to academic members of the Research Council.

b. December 15th - Deadline for receipt of Student Travel Grant application.


d. January 15th – Recipient for grant funds is submitted to ASNT ISC by the Financial Award Committee.

e. January 21st – ASNT ISC notifies selected students.

E.5.0 Application

E.5.1 General

E.5.1.1 Annually full-time students, graduate or undergraduate, enrolled at a four-year college and university shall be encouraged to submit request for ASNT Student Travel Grant to attend the Research Symposium. The request shall include the following:

a. Submitted short essay of the student’s career plans, the role they expect NDE to play in their plans, and the benefits they anticipate from attendance at the Research Symposium.

b. A letter of recommendation from a faculty member which includes verification of the student’s full-time status.

c. A cover page with the addresses, telephone numbers, E-Mail addresses and signatures of the faculty members and names of university official.
E.6.0 Evaluation

Selection shall be based in part on the number of students’ applications received. Students presenting at the Research Symposium shall be given priority during the selection process. Student activities involved in NDE research will be weighted heavier.

E.7.0 Funding

Reimbursement not to exceed $1,000 is provided to cover travel associated expenses to the Research Symposium for full-time students, graduate or undergraduate, enrolled at a four-year college or university. Reimbursements will be used for airfare, ground transportation, lodging and meals through submittal of receipts.

E.8.0 Amenities

Recipients who are not members of ASNT will be given a complimentary one (1) year student membership.
F.1.0  Purpose

The 50 Year Member Recognition provides recognition for long-term membership in the Society.

F.2.0  Scope

This policy is applicable to the administration of the 50-year member recognition.

F.3.0  Eligibility

Candidates for this recognition shall meet the following requirements:

F.3.1  Have 50 or more total years of membership in the Society; they may be cumulative years and need not be consecutive years.

F.3.2  There are no limitations on the number of recognitions given in any calendar year.

F.4.0  Nominations

F.4.1  Nominations for this recognition can be made by anyone who can provide record of the nominee’s membership length. Such records may consist of, but are not limited to, minutes with attendees listed, dated working documents, letters, receipts for annual dues or other such records.

F.4.2  Nominations are sent to ISC and shall be received (postmarked) by February 15th.

F.5.0  Evaluation

F.5.1  Selection of successful candidates for this recognition shall be made by the Non-Financial Recognitions and Honors Committee.

F.5.2  Selection of recipients shall normally be made at the Research Symposium committee meeting.

F.5.3  Presentation of these awards shall be made at the Annual Conference Awards Banquet/Luncheon.

F.5.4  When a nomination is not accepted, the nominator shall be notified within 30 days of the action by the Non-Financial Recognitions and Honors Committee Chair.
F.6.0 Amenities

Recipients shall receive, a plaque with an inscription recognizing the 50 years of membership.
APPENDIX G
ADVANCEMENT OF ACTIVE MILITARY AND VETERANS IN NDT RECOGNITION

G.1.0 Purpose
This award recognizes individuals or organizations who encourages Active Military and Veterans to enter and thrive in the field of NDT, either through creation and/or implementation of programs that provide educational or career advancement opportunities in NDT that may not otherwise be available to Active Military and Veterans or through leading by example of how Active Military and Veterans can not only have a career in NDT but also contribute greatly to NDT, ASNT, and to creating a safer world. Current Active Military and Veterans of the Armed Forces have made and continue to make the ultimate commitment to ensure our way of life and safety worldwide. Transitioning from a Military career back into a Civilian career is not always a clear path for many of these individuals. Through a noble activity, this is not an award for mentoring.

G.2.0 Scope
This policy establishes the procedure for administration of the Advancement of Active Military and Veterans in NDT Recognition.

G.3.0 Evaluation
Individuals or organizations selected for the Military in NDT award shall have made outstanding contributions in creation and/or implementation of programs that provide educational or career advancement opportunities in NDT that may not otherwise be available to individuals in the military or through leading by example of how Active Military and Veterans can not only have a career in NDT but also contribute greatly to NDT, ASNT, and to creating a safer world.

G.4.0 Nominations
An announcement shall appear in the January issue Materials Evaluation requesting nomination from the general ASNT membership be submitted to the ISC by February 1st.

All Nominations shall contain the following information:

G.4.1 Name of Nominee
G.4.2 Address of Nominee
G.4.3 Business Affiliation of Nominee
G.4.4 Nomination letter not to exceed 350 words outlining the contributions the nominee has made.
G.4.5 Letter must include tangible programs and/or achievements that encourage Active Military and Veterans to go into and excel in NDT.
G.5.0 Recognition Guidelines

Must exhibit tangible program creation or implementation for Active Military and Veterans in NDT, or exhibit achievements in the world of NDT that encourages Active Military and Veterans to excel in the NDT world.
APPENDIX H
ADVANCEMENT OF WOMEN IN NDT RECOGNITION

H.1.0 Purpose

This award recognizes individuals or organizations who encourage women to enter and thrive in the field of NDT, either through creation and/or implementation of programs that provide educational and/or career advancement opportunities in NDT that may not otherwise be available to women or through leading by example of how women can not only have a career in NDT but also contribute greatly to NDT, ASNT, and to creating a safer world. Though a noble activity, this is not an award for mentoring.

H.2.0 Scope

This policy is applicable to the administration of the Advancement of Women in NDT.

H.3.0 Evaluation

Individuals or organizations selected for the Award for the Advancement of Women in NDT award shall have made outstanding contributions in creation and/or implementation of programs that provide educational or career advancement opportunities in NDT that may not otherwise be available to women or through leading by example of how women can not only have a career in NDT but also contribute greatly to NDT, ASNT, and to creating a safer world.

H.4.0 Nominations

H.4.1 An announcement shall appear in the January issue Materials Evaluation requesting nominations from the general ASNT membership be submitted to the ISC by February 1st.

H.4.2 All nominations shall contain the following information:

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<tr>
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</thead>
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<tr>
<td>H.4.2.1</td>
<td>Name of Nominee</td>
</tr>
<tr>
<td>H.4.2.2</td>
<td>Address of Nominee</td>
</tr>
<tr>
<td>H.4.2.3</td>
<td>Business Affiliation of Nominee</td>
</tr>
<tr>
<td>H.4.2.4</td>
<td>Nomination letter not to exceed 350 words outlining the contributions the nominee has made.</td>
</tr>
<tr>
<td>H.4.2.5</td>
<td>Letter much include tangible programs and/or achievements that encourage women to go into and excel in NDT.</td>
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APPENDIX I
RESEARCH RECOGNITION FOR INNOVATION

I.1.0 Purpose

To recognize highly distinguished individual breakthroughs in research in the field of NDE/NDT within the past five years.

I.2.0 Scope

This policy establishes the procedure for administration of the ASNT Research Innovation Recognition. The prestige of any award is measured by the accomplishments of past recipients. It is the responsibility of the Non-Financial Recognition Committee to assure that the accomplishments of any potential recipients are commensurable with the accomplishments of past recipients.

I.3.0 Eligibility

A candidate for this award must have contributed to a breakthrough in NDE/NDT research made within five (5) years of the date of nomination, such as when a patent was issued, a publication was released, or a recognition was granted. Should the list of potential nominees not include one individual with this qualification, no one should be recommended for this recognition.

I.4.0 Evaluation

The Non-Financial Recognitions and Honors Committee selects up to one individual each year, provided the nominee has met the established guidelines of accomplishments—otherwise no one should be recommended for the recognition. In addition to the accomplishments requirement and the required materials for the nomination, the potential recipient of the Research Council Recognition for Innovation is required to deliver a plenary address on his or her breakthrough during the Research Symposium, where the honorary citation will be presented.

In case the potential recipient does not fulfill the requirement of personally presenting a lecture during the Research Symposium, the following steps will be taken:

I.4.1 The honorary citation is not presented

I.4.2 The recommendation of the Non-Financial Recognitions and Honors Committee is retracted, and the case is reverted to the Non-Financial Recognitions and Honors Committee for further evaluation/deliberation. The Non-Financial Recognitions and Honors Committee will deliberate and make additional recommendations, which may include the following:
I.4.2.1 The retraction is justified, in which case no further action is needed, or

I.4.2.2 The absence of the recipient is understandable (e.g., documented medical reasons, bereavement), in which case the Non-Financial Recognitions and Honors Committee recommends the recognition be restored and the recipient invited to present the missed lecture at a future event.

I.5.0 Amenities

Citation – Glass Award or equivalent

I.6.0 Nominations

Nominations may be submitted electronically. Self-nominations for the Research Council Recognition for Innovation are not accepted. Nominations for the Research Council Recognition for Innovation shall consist of:

I.6.1 Announcements are made annually in the May issue of Materials Evaluation

I.6.2 Nomination deadline: 1st of September

I.6.3 A letter of nomination, with a statement identifying the breakthrough, why it is important and what effect it has had or will likely have to the field of NDE/NDT;

I.6.4 Curriculum vitae; and

I.6.5 Two (2) letters of support

I.6.6 There is no limit to the number of times an individual can be nominated to this recognition.
J.1.0 Purpose

The Research Recognition for Sustainable Excellence is to recognize outstanding sustained contributions in NDE/NDT research by a single individual.

J.2.0 Scope

This policy establishes the procedure for administration of the ASNT Research Recognition for Sustained Excellence. The prestige of any award is measured by the accomplishments of past recipients. It is the responsibility of the Non-Financial Recognitions and Honors Committee to assure that the accomplishments of any potential recipients are commensurable with the accomplishments of past recipients.

J.3.0 Eligibility

A candidate for this award must have made outstanding, sustained contributions in the field of NDE/NDT research. Should the list of potential nominees not include one individual with this qualification, no one should be recommended for this recognition.

J.4.0 Evaluation

The Non-Financial Recognitions and Honors Committee selects up to one individual each year, provided the nominee has met the established guidelines of accomplishments—otherwise no one should be recommended for the recognition. In addition to the accomplishments requirements and the required materials for the nomination, the potential recipient of the Research Recognition for Sustainable Excellence is required to present an overview lecture on some aspect of his or her research during the Research Symposium, where an honorary citation will be presented.

In case the potential recipient does not fulfill the requirement of personally presenting a lecture during the Research Symposium, the following steps will be taken:

J.4.1 The honorary citation is not presented

J.4.2 The recommendation of the Non-Financial Recognitions and Honors Committee is retracted, and the case is reverted to the Non-Financial Recognitions and Honors Committee for further evaluation/deliberation. The Non-Financial Recognitions and Honors Committee will deliberate and make additional recommendations, which may include the following:

J.4.2.1 The retraction is justified, in which case no further action is needed, or

J.4.2.2 The absence of the recipient is understandable (e.g., documented medical reasons, bereavement), in which case the Non-Financial Recognitions and Honors Committee recommends the recognition be restored and the recipient invited to present the missed lecture at a
future event.

J.5.0 Amenities

Citation – Glass Award or equivalent

J.6.0 Timeline of Award Process

J.6.1 Announcements are made annually in the May issue of *Materials Evaluation*

J.6.2 Nomination deadline: 1st of September

J.7.0 Nominations

Nominations may be submitted electronically. Self-nominations for the Research Recognition for Sustained Excellence Award are not accepted. Nominations for the Research Recognition for Sustainable Excellence shall consist of:

J.7.1 A letter of nomination with a summary of important achievements and contributions of the nominee in the field of NDE/NDT;

J.7.2 Curriculum vitae; and

J.7.3 Two (2) letters of support

J.7.4 There is no limit to the number of times an individual can be nominated to this recognition.
APPENDIX K
CHARLES N. SHERLOCK MERITORIOUS SERVICE

K.1.0 Purpose

The Charles N. Sherlock Meritorious Service Recognition provides recognition for outstanding voluntary service to the National Society through single or aggregate activities not necessarily in any single year. Activities performed as a function of an elected office or paid position shall not be considered.

K.2.0 Scope

This policy is applicable to the administration of the Charles N. Sherlock Meritorious Service Recognition.

K.3.0 Eligibility

K.3.1 Nominees shall meet the following requirements and as determined by the point Score card established in K.6.0.

Note: scores shall be form (0-10) with 10 is the highest

K.3.2 Nominees shall have outstanding voluntary services to ASNT for a minimum of 15 years.

K.3.3 Nominees shall have outstanding voluntary services through participation on ASNT local and national levels through single or aggregate activities.

K.3.4 Nominees shall be limited to performers of significant exemplary services to ASNT.

K.3.5 Nominees not meeting the minimum year requirement shall be notified by ASNT ISC after verification.

K.4.0 Nominations

K.4.1 Nominations are sent to ISC and shall be received by February 1st.

K.4.2 Nominations for this recognition may be made by members of the ISC staff, Board of Directors, Councils, the committee, Local Sections or any ASNT member.

K.4.3 If in the opinion of the committee, there are no candidates to meet the criteria, it is not mandatory that recognition be made in a given year.
K.5.0 Amenities

Recipients will receive a Charles Sherlock Meritorious service plaque.

K6.0 Score Card

Awards shall be determined by point

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<thead>
<tr>
<th>CRITERIA</th>
<th>CANDIDATE 1</th>
<th>CANDIDATE 2</th>
<th>CANDIDATE 3</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>1. Outstanding voluntary services through ASNT participation at local and national level</td>
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<td>2. Significant exemplary services to ASNT</td>
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<td><strong>Total Score</strong></td>
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APPENDIX L
ASNT FELLOW RECOGNITION

L.1.0 Purpose

The purpose of the ASNT Fellow Recognition is to acknowledge and honor persons of outstanding service in the field of nondestructive testing. Recipients shall have a history in the fields of research and development, applications, teaching and/or management.

L.2.0 Scope

This policy is applicable to the administration of the ASNT Fellow Recognition.

L.3.0 Nominations

L.3.1 Nominations are sent to ISC and shall be received by February 1st.

L.3.2 Nominations for the Fellow Recognition shall be made by either the candidate's local Section Chair, by any member of the ASNT National Board of Directors, or by any ASNT Fellow.

L.3.3 All nominations shall be in the form of petitions, with required supporting documentation, and in such form as may be required by the Board.

L.4.0 Eligibility

L.4.1 Nominees shall meet the following requirements and as determined by the point system established in accordance with Attachment L (Fellow Evaluation Checklist).

L.4.2 A Fellow of ASNT shall be an Individual, Sustaining, Honorary, or Retired Member who is of unusual professional distinction, and who has made continued significant contributions to the advancement of nondestructive testing and evaluation in areas such as management, engineering, science, education, or administration.

L.4.3 The nominee shall have demonstrated support for the Society through contributions and participation at the local and/or national level.

L.4.4 Nominees shall have at least 15 years of professional NDT-related experience and have been members of ASNT for not fewer than 10 years. In addition, membership shall not have been interrupted more than two (2) times with a total interruption time not to exceed two (2) years. All of the mentioned time qualifications shall be met as of the nomination due date.
L.5.0 Evaluation

The following point system and referenced checklist shall be used to evaluate the applicant’s ASNT and NDT related professional activities and accomplishments.

L.5.1 An applicant for Fellow shall have a minimum of thirty (30) points as determined by the Fellow Evaluation Checklist (Attachment L).

L.5.2 The Fellow Evaluation Checklist establishes two (2) major categories for consideration:

L.5.2.1 Significant contributions to the Society

L.5.2.2 Significant accomplishment in the field of NDT

L.5.3 To remain eligible, a nominee may obtain no fewer than ten (10) points in either Society or Professional accomplishment category (see Attachment L) providing the overall total points achieved is equal to or greater than the minimum requirement of thirty (30) points.

L.5.4 The Society shall elect no more than fifteen (15) members to Fellow in any one calendar year. Should the number of nominees with thirty (30) points or more exceed the fifteen (15) member limit, only those having the highest number of points shall be considered. In the event of a tie in points, the number of Fellows elected in any one calendar year shall not exceed fifteen (15).

L.5.5 ASNT ISC shall verify the nominees’ term(s) of Society membership based on a review of membership records.

L.5.6 Those nominees not meeting the minimum membership requirements shall be notified immediately by ASNT ISC after verification.

L.6.0 Amenities

Recipients will receive a pin and certificate.
**ATTACHMENT L**

**FELLOW EVALUATION CHECKLIST**

**NOMINEE:** ____________________  **MEMBER NUMBER:** ____________________

**ASNT Membership:** 10 Years Minimum  □ Yes/ □ No

**NDT Related Experience:** 15 Years Minimum  □ Yes/ □ No

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**ASNT Activities**

**Local Activities**

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<td>1b</td>
<td>Section Officer</td>
<td>2 Points/Year</td>
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<td>1c</td>
<td>Section Director</td>
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<td>1d</td>
<td>Committee Chairman</td>
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<td>1e</td>
<td>Education Program Organizer</td>
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<td>1f</td>
<td>Education Program Instructor</td>
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<td>1g</td>
<td>Section Talks/Presentation</td>
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**National Activities**

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<td>2a</td>
<td>National Council Officer</td>
<td>2 Points/Year</td>
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<tr>
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<td>Division Officer</td>
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<td>National Director</td>
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<tr>
<td>2f</td>
<td>National Officer</td>
<td>2 Points/Year</td>
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<td>Papers at National Conference</td>
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<td>2k</td>
<td>National Conference Session Chairman/Speaker</td>
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<td>National Conference Short Course Coordinator</td>
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**Professional NDT Activities (Non-ASNT)**

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<td>4c</td>
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<td>4e</td>
<td>Membership in other Technical Societies</td>
<td>1 Point/Society</td>
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</tr>
<tr>
<td>5</td>
<td>Other Comments</td>
<td>2 Points</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

---

(Please provide any additional comments or notes related to the NDT community or specific contributions.)

---

(Please sign and date the evaluation form.)

---

(Please attach any relevant documentation or supporting materials.)
APPENDIX M

GEORGE C. WHEELER

EXCELLENCE IN PERSONNEL CERTIFICATION RECOGNITION

M.1.0 Purpose

The purpose of the George C. Wheeler Excellence in Personnel Certification Recognition is to recognize and honor an individual who has made significant contributions to the development and advancement of professionalism of ASNT’s programs for the qualification and certification of personnel for nondestructive testing.

M.2.0 Scope

This policy is applicable to the administration of the George C. Wheeler Excellence in Personnel Certification Recognition.

M.3.0 Eligibility

M.3.1 The following guidance should be used by the committee during their selection process:

M.3.1.1 The candidate shall be a long-time member of the Society (minimum fifteen (15) years) and must be widely recognized and appreciated nationally, and perhaps internationally, for many years of significant exemplary service to the Society.

M.3.1.2 The candidate shall have maintained an ASNT NDT Level III certification at least ten (10) years.

M.3.1.3 Recognitions shall be limited to performers of service to the Society. Activities performed as a function of an elected office or paid position shall not be considered.

M.3.1.4 If in the opinion of the committee, there are no candidates to meet the criteria, it is not mandatory that a recognition be made in a given year.

M.3.1.5 The attributes described in the attachment determined to be present in the candidate's history are then weighed, valued, or otherwise compared to determine that the candidate is more deserving of recognition via the ASNT George C. Wheeler Excellence in Personnel Certification Recognition than his/her contemporaries.

M.3.2 Each member of the committee shall use the scorecard, at the end of this Appendix, to address the items for judgment. (Attachment M)
M.4.0 Nominations

M.4.1 Nominations for this award may be made by members of the ISC staff, Board of Directors, Councils, the committee, Local Sections or any ASNT member.

M.4.2 Nominations are sent to the ISC and shall be received by February 15th.

M.4.3 The nomination shall be in the form of a letter setting forth the reason and describing some of the contributions and how there service has contributed to the advancement of ASNT, specifically in the area of Personnel Certification and why the candidate should receive the recognition.

Service activities may include but are not limited to: Serving on or chairing industry specific certification committees, authoring technical papers, giving presentations, activities which foster collaboration within industry sectors, working with other societies or agencies.
The Scope of the George C. Wheeler Appendix states:

*The purpose of the George C. Wheeler Excellence in Personnel Certification Recognition is to recognize and honor an individual who has made significant contributions to the development and advancement of professionalism of ASNT’s programs for the qualification and certification of personnel for nondestructive testing.*

Our committee is charged to evaluate the four candidates above using the following scorecard which contains the guidance criteria in Appendix M.
Please evaluate each candidate to the criteria listed as it relates to the information in their nomination package. Score items 2 through 6 from 1-10. Consider 10 the highest score for the criteria. Provide comments to support the scoring which may be used during our discussion.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Candidate 1</th>
<th>Candidate 2</th>
<th>Candidate 3</th>
<th>Candidate 4</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The nominations meet the criteria listed in paragraph M4.1.1 and M4.1.2:</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>2. Membership on the ASNT Certification Management Council, including previous PTCC, NCB, LPC, etc., for at least six (6) years and serving as chair of an examination method for at least three (3) years.</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The Responsible position involved in the development of personnel qualification and certification program documents, innovations and/or enhancements.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The Involved as chair or vice chair of a committee or task group responsible for the development or revisions for personnel qualification and certification program documents i.e. SNT-TC-1A, ANSI/ASNT CP-189, Interpretation panels, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Assisting ASNT’s personnel qualification and certification programs serving as examination supervisor or proctor including at least one international assignment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Service as a member of an ISO committee, task group, or document development group in certification.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Score
APPENDIX N
GEORGE L. PHERIGO TUTORIAL CITATION RECOGNITION

N.1.0 Purpose

The purpose of the George L. Pherigo Tutorial Citation Recognition is to recognize and honor an individual who has made significant contributions and efforts in the area of NDT education and training.

N.2.0 Scope

This policy is applicable to the administration of the George L. Pherigo Tutorial Citation Recognition

N.3.0 Eligibility

These contributions should include but not be limited to one or more of the following:

N.3.1 Long-term educational efforts through a local section

N.3.2 Noteworthy service and promotion of education and training through service to the Technical and Education Council.

N.3.3 Development, planning, or conduction of educational or training courses through an academic institute, (such as trade or vocational schools, colleges, universities) or other formalized and recognized educational institutions.

N.3.4 Development and publication of educational materials or training aids that are judged to be outstanding.

N.3.5 Outstanding contributions to development or publication of an NDT Handbook.

N.4.0 Nominations

N.4.1 Nominations are sent to ISC and shall be received by March 1st.

N.4.2 All nominations submitted to the committee must be accompanied by substantial support documentation attesting to the qualification and accomplishments of the nominee.

N.4.3 This George L. Pherigo Tutorial Citation Recognition in the opinion of the committee no nominee is qualified, then George L. Pherigo Tutorial Citation Recognition will not be given in that year.

N.5.0 Evaluation

Candidates will be evaluated according to the Eligibility requirements outlined above. The best candidate shall be chosen with regards to those eligibility requirements.
O.1.0 Purpose

The Lester/Mehl Honor Lecture is established in memory of the outstanding contributions to ASNT and the NDT industry by Dr. H. H. Lester, and Dr. Robert F. Mehl, pioneers in the field of NDT. The lectures recognize these outstanding contributors to the field of NDT by selecting an individual to speak on a subject with direct bearing on the use of NDT and its application to materials evaluation.

O.2.0 Scope

This policy is applicable to the administration of the Lester/Mehl Honor Lecture.

The Lester/Mehl Honor Lecture is combined and given annually. Recipients will be notified in the spring after the Symposium and will present their paper at the Annual Conference the same year. Only one Lester/Mehl Honor Lecture is given annually.

O.3.0 Eligibility

Individuals selected to present the Honor Lectures shall have made outstanding contributions to the science of NDT. Such contributions may be in the area of research, applications technology, management, education, equipment development, or other related areas. The individual must be prominent amongst their peers.

O.4.0 Nominations

O.4.1 Announcement

O.4.1.1 Nominations are sent to ISC and shall be received by August 1st.

O.4.1.2 The committee Chair shall solicit the names of nominees from each of the members of the committee.

O.4.2 Contents

All nominations shall contain information on the contribution(s) made by the Nominee and justification for award including how contributions relate to the appropriate conference theme. No specific format is required.

O.5.0 Evaluation

O.5.1 The Recipient is expected to present as a plenary speaker at the ASNT Annual Conference.

O.5.2 In case the potential recipient does not fulfill the requirement of personally presenting a lecture during the specified ASNT Fall Conference, the following steps will be taken:
5.2.1 The honorary citation is not presented at the conference and the case is re-submitted to the ASNT Non-Financial Recognitions and Honors Committee for further evaluation/deliberation. The ASNT Non-Financial Recognitions and Honors Committee will deliberate and make additional recommendations, which may include the following:

a. The retraction is justified, in which case no further action is needed, or

b. The absence of the recipient is understandable (e.g., documented medical reasons, bereavement), in which case the Non-Financial Recognitions and Honors Committee recommends the Award to be presented and the recipient invited to present the missed lecture at a future event

O.5.3 The Recipient is expected to provide a written text of the lecture to ASNT for publication in Materials Evaluation. The format, style and schedule for the text are to be obtained from the ISC. The paper shall be published in the December or January Materials Evaluation issue following the Annual Conference and the lecture is expected to provide the manuscript to the ISC in ample time to meet the publication date. The magazine feature title shall be "Lester/Mehl Honor Lecture – 20__".
APPENDIX P
LOU DIVALERIO TECHNICIAN OF THE YEAR RECOGNITION

P.1.0 Purpose

This Recognition is intended for an individual whose primary duties are those of a technician.

P.2.0 Scope

This policy establishes the procedure and process for the administration of the Technician of the Year Recognition.

P.3.0 Eligibility

As such the acceptability of various products is determined by this individual from predetermined criteria and the data the individual collects through the application of one or more NDT methods. The NDT method(s) is (are) performed to written instructions. In general, the individual’s duties and responsibilities should be similar to those described by SNT-TC-1A for NDT Level I, II & III personnel. No single definition of a technician will be adequate in all cases. However, some general rules shall apply.

P.3.1 Primary job function is to perform “hands-on” inspection and evaluation of various products through the application of one or more NDT methods.

P.3.2 Has no supervisory or managerial responsibilities other than “on-the job” training or “guidance” as described in SNT-TC-1A.

P.3.3 Has no responsibility for technique development (other than “in-practice” improvement, or data collection for engineering personnel).

P.3.4 Has no responsibility for the development of the criteria used for product acceptance.

P.3.5 Normally would not hold an educational degree higher than a two-year (associate’s) engineering diploma.

P.4.0 Nominations

The following general procedure for the review and evaluation of nominees for the Lou Di Valerio – Technician of the Year Recognition is recommended.

P.4.1 Nominations are sent to ISC and shall be received by February 1st.

P.4.2 Format

P.4.2.1 Nomination forms (attachment P1) shall be sent by the ISC by December 1. Submittals not utilizing the nomination form are unacceptable.
P.4.2.2 Submittals must be legible and completed in a neat manner by a representative of the local section.

P.4.2.3 Nomination Enclosures, Mandatory and Substantiating Information

a. Local section support, verification of membership (good standing), and verification of meeting attendance.

b. Employer’s verification that the nominee is a practicing technician with little to no supervisory or managerial responsibility.

c. Certifications, awards, and other Society memberships (Note, photocopies of documents or an employer letter is acceptable).

P.5.0 Evaluation

The basic responsibility of the committee is to select the highest rated individual from all of the nominations received each year for the Lou Di Valerio - Technician of the Year Recognition (nomination form, Attachment P1). This shall be accomplished through the use of all available information during the review of each nominee and the allocation of points for each specific area on the grading sheet (Attachment P2).

P.5.1 General Review

Applications are reviewed individually for neatness, necessary attachments/verification, and the local section’s thoroughness in accordance with the current grading system (Attachment P2).

P.5.2 Grading

The grading system is designed to award points for individual accomplishments and ASNT involvement. Points are not awarded for intangible achievements or the apparent attitude of the nominee. The only judgement (subjective) area is the “tie-breaker.”

Note: Areas in doubt shall not be given credit until verified. Points cannot be given to events or achievements which have not yet occurred. Membership in good standing shall be verified by ISC.

P.5.3 Grading Procedure

All Non-Financial Recognitions and Honors Committee members shall be provided with the current grading sheet and copies of all nominations received by ISC up to the cut-off date of February 1 (postmarked). All documentation shall be provided to the Non-Financial Recognitions and Honors Committee members by February 15.
Non-Financial Recognitions and Honors Committee members shall grade each application based on the received materials. Non-Financial Recognitions and Honors Committee members may follow-up on any questionable item with the individual making the nomination. All communications shall be documented with copies to the Non-Financial Recognitions and Honors Committee Chair. Non-Financial Recognitions and Honors Committee members shall grade all applications in a fair and un-biased manner utilizing their own experiences, skills, and common sense.

P.5.4 Selection

The Non-Financial Recognitions and Honors Committee members shall select the candidate who meets the criteria of a “Technician” and who obtains the highest score. In addition, a candidate must be considered deserving of the recognition.

All discussions, comments, and the final selection shall be confidential. Acknowledgment of a candidate as the “Lou Di Valerio - Technician of the Year” shall remain confidential until ASNT ISC officially announces the winner.

P.6.0 Amenities

P.6.1 A letter of congratulations from the ASNT President

P.6.2 A letter of congratulations from the ASNT President to the individual’s employer

P.6.3 A feature article on the Lou DiValerio Technician of the Year shall appear in *Materials Evaluation*.

P.6.4 An ASNT jacket and plaque
This document is provided by the Non-Financial Recognitions and Honors Committee to obtain information on the nominees. The Non-Financial Recognitions and Honors Committee recognize that not all categories listed herein apply to all nominees. All nominees who wish to be considered for the recognition must complete and return the nomination form (pages 3-6 of this document) along with their support documentation to ASNT International Service Center by (postmarked) **February 1**. Nominations may be submitted by e-mail to **Awards@asnt.org** or by mail to:

Lou DiValerio Technician of the Year Award
Attn: ASNT Member Services
The American Society for Nondestructive Testing, Inc.
1711 Arlingate Lane, P.O. Box 28518
Columbus, OH 43228-0518

**Definition of a Technician**

This Recognition is intended for an individual whose primary duties are those of a technician. As such the acceptability of various products is determined by this individual from predetermined criteria and the data the individual collects through the application of one or more nondestructive test methods. The nondestructive test method(s) is (are) performed to written instructions. In general, the individual’s duties and responsibilities should be similar to those described by SNT-TC-1A for NDT Level I, II or III personnel. No single definition of a technician will be adequate in all cases. However, some general rules shall apply.

1.) Primary job function is to perform “hands-on” inspection and evaluation of various products through the application of one or more nondestructive testing methods.

2.) Has no supervisory or managerial responsibilities other than “on-the job” training or “guidance” as described in SNT-TC-1A.

3.) Has no responsibility for technique development (other than “in-practice” improvement, or data collection for engineering personnel).

4.) Has no responsibility for the development of the criteria used for product acceptance.

5) Normally would not hold an educational degree higher than a two-year (associate’s) engineering degree.

**Eligibility Requirements**

1.) The Lou DiValerio Technician of the Year must be a distinguished member of the Society through service to ASNT who exhibits exceptional merit and who is also an accomplished technician.
2.) The nomination of an individual for the Lou DiValerio Technician of the Year must be made jointly by the individual’s employer and by the local (sponsoring) section. Nominations must be made on the form provided. Include supporting documentation as required. It is the responsibility of the local section of the individual to verify the accuracy of the data supporting the nomination.

3.) The nominee’s application shall be evaluated by the Non-Financial Recognitions and Honors Committee using established guidelines and rating categories.

4.) A nominee must achieve a rating of 1,600 or more points.

5.) The Lou DiValerio Technician of the Year Award is given one time to a deserving recipient. Nominations for prior award recipients will not be considered.

6.) The Lou DiValerio Technician of the Year Award is presented at the Awards Banquet/Luncheon at Annual Conference.

Documentation Required

1.) The Nomination Form, Lou DiValerio Technician of the Year Recognition, must be completed in all areas that pertain to this particular technician. The form must be neat and legible.

Nominations made on other formats or which are illegible will be returned.

2.) A letter of nomination from the individual’s supporting local section verifying membership and meeting attendance.

3.) A letter of nomination from the individual’s employer is required. The letter shall include a detailed description of the nominee’s primary job responsibilities (IE, practicing “hands-on” technician with little or no supervisory or managerial responsibilities). Photocopies of Certificates or Awards shall be included with the nomination form if not verified in the employer’s letter.

4.) Additional supporting data may be submitted at the nominee’s, section’s, or employer’s discretion.
Amenities

The amenities granted to the selected Lou DiValerio Technician of the Year Recognition winner which is presented at the Annual Conference include:

1.) Complimentary Annual Conference Full Registration.

2.) Two complimentary awards banquet/luncheon tickets.

3.) A letter of congratulations from the ASNT National President

4.) A letter of congratulations from the ASNT National President to the individual’s employer.

5.) A feature article on the Lou DiValerio Technician of the Year shall appear in Materials Evaluation.

6.) An ASNT jacket and plaque.
Nomination Form

Nominee Name

__________________________________________________________

ASNT Member Number

__________________________________________________________

Home Address

________________________________________________________________

________________________________________________________________

Home Phone ____________________________

E-mail Address ____________________________

Employer

________________________________________________________________

Business Address

________________________________________________________________

________________________________________________________________

Position/Title

________________________________________________________________

________________________________________________________________

Supervisor’s Name

________________________________________________________________

________________________________________________________________

Supervisor’s Title

________________________________________________________________

Supervisor’s Phone

________________________________________________________________

1. SECTION PARTICIPATION

   a) Current section affiliation

   b) Number of meetings attended in last year

(Page 52 of 76)
c) Officer positions held and dates

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

2. SERVICE

a) Educational program(s) instructor/speaker
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________

b) Technical meeting presentation(s) (do not include future presentations)
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________
Title/Date_____________________________________________________________________

(Please provide additional columns or sections for further details if required.)
c) Council Activity

Position Held/Dates

Position Held/Dates

Position Held/Dates

Position Held/Dates

d) Number of National Meetings/Conferences attended this year or last year

e) Published technical papers (or accepted for publication) in Materials Evaluation or The NDT Technician

Title/Month/Year

Title/Month/Year

Title/Month/Year

Title/Month/Year

f) Regional/National Director positions held

Title/Dates

Title/Dates

Title/Dates

Title/Dates

3. JOB RELATED ACCOMPLISHMENTS

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. **CERTIFICATIONS** (please provide copies of certificates)

a)  

<table>
<thead>
<tr>
<th>ASNT/ACCP*</th>
<th>ACCP*</th>
<th>EMPLOYER BASED</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL III</td>
<td>LEVEL II</td>
<td>LEVEL III</td>
</tr>
<tr>
<td>IA AE</td>
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<td>VA</td>
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<tr>
<td>VT</td>
<td>( )</td>
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</tr>
</tbody>
</table>

* ASNT Central Certification Program

b) Other certifications (i.e. CWI, CQE, CQA, CQT) ________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

c) Continuing Education Units in related technology to NDT ____________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Page 55 of 76)
5. ENDORSEMENTS

a) Attach required employer letter of endorsement

b) Attach letter of endorsement from your location section (signed by Section Chair or Representative)

6. NARRATIVE OF ACCOMPLISHMENT(S) which resulted in nomination for Technician of the Year Recognition

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

7. NUMBER OF YEARS IN PROFESSION _______

8. YEARS OF EXPERIENCE IN NDT

AE_____ ET_____ LT_____ PT_____ MT_____ NRT_____ RT_____ TIR_____

UT_____ VA_____ VT_____ Other_______________________________

9. PROFESSIONAL SERVICE AWARDS

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Nominations may be submitted by e-mail to Awards@asnt.org or by mail to:
Lou DiValerio Technician of the Year 0 Attn: ASNT Member Services
The American Society for Nondestructive Testing, Inc.
1711 Arlingate Lane, P.O. Box 28518
Columbus, OH 43228-0518

ASNT Technician of the Year Rating Sheet (Rev 2/11/11) (Attachment P2)

<table>
<thead>
<tr>
<th>Nominee ______________________</th>
<th>Category</th>
<th>Point Value</th>
<th>Maximum</th>
<th>Points Rec’d</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1) ASNT Member</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Point per Year for each Year of Membership</td>
<td>.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Service to Local Section</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Activities (Past or Present)</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Section Officer</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Committee Chairman</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Committee Member</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) ASNT Sponsored Education Program</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) Main Instructor</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) Guest Speaker</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3) Service to National ASNT</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Active Member of a Council</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Active Member of a Committee</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4) Technical Papers</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Published (Local or National)</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5) Technical Meeting Presentations</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Local Level</td>
<td>100</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>b) Regional or National Level</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6) Job-Related Accomplishments</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) (ASNT, ACCP or Employer/3rd party certification (per method))</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>1) Level III (Per Method)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Points</td>
<td>Total</td>
<td></td>
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<td>---</td>
<td>-----------------------------------------------------------------------------</td>
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<td></td>
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<tr>
<td>2)</td>
<td>Level II (Per Method)</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td>Level I (Per Method)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6c)</td>
<td>Other NDE Related Certifications (per cert)</td>
<td>100</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>6d)</td>
<td>Continuing Education Units in Related Subjects (Per Unit)</td>
<td>10</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>Meeting Attendance</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>National</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Local</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>Endorsements</td>
<td>300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Employer (Required Information)</td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Section</td>
<td>150</td>
<td></td>
<td></td>
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<tr>
<td>9)</td>
<td>Tie Breaker</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX Q
MENTORING AWARD

Q.1.0 Purpose

The award for outstanding mentor was established to recognize those persons or groups in the society working to encourage others to reach goals they may have otherwise not sought, and to offer the rest of the membership an example of what they could be accomplishing by acting as Mentors.

Q.2.0 Scope

This policy establishes the procedure for administration of the Mentoring Award Recognition.

Q.3.0 Eligibility

Q.3.1 Mentoring is an important activity that the Board of Directors of ASNT intends to honor by offering this award to outstanding mentors of the past and present.

Q.3.2 Realizing that mentors have probably touched every person in the Society at some time, this award may be presented to more than one (1) honoree. Up to five (5) awards may be given each year.

Q.4.0 Eligibility

Q.4.1 Individual must be a current ASNT member in good standing for the past five (5) years.

Q.4.2 Individuals selected for the Mentoring Award shall have made outstanding contributions in assisting one or more individuals to reach goals in the NDT industry that they may have not otherwise attained creation and/or implementation of programs. The contributions may be in the sciences, or specific industry related assistance to colleagues or co-workers.

Q.4.3 Indirect mentoring opportunities - Individuals selected for the Mentoring Award shall have made outstanding contributions by providing mentoring opportunities for others by creating an environment that fosters and encourages such relationships with positive demonstrated outcome. It is understood that Mentors will have a variety of backgrounds and types of experience that will qualify them as such.
Q.5.0 Nominations

Q.5.1 An announcement shall appear in the January issue of *Materials Evaluation* requesting that nominations from the general ASNT membership to be submitted to the ISC by February 1st.

Q.5.2 Nominations submitted shall contain the following information:

Q.5.2.1 Name of Nominee
Q.5.2.2 Address of Nominee
Q.5.2.3 Business Affiliation
Q.5.2.4 Nomination letter not to exceed 1000 words outlining the contributions accomplished by the nominee.
Q.5.2.5 Letter must include tangible and specific information defining how, when and to whom the individual, group or program has demonstrated how members have been influenced to reach goals they may have otherwise not sought or been able to reach, and to provide an example to others of what they could be offering by acting as mentors.
Q.5.2.6 It is important that the letter not be written to demonstrate praises for the individual that would be better served as a Meritorious Service Award letter for this reason the letter must be specific. The letter must clearly indicate the mentoring category.

Q.6.0 Evaluation

Q.6.1 The Chair of the Awards committee will forward a copy of all nominations received to the subcommittee members at least thirty (30) days prior to the Research Symposium.

Q.6.2 The Non-financial Awards Committee, by majority vote, shall select recommended recipient(s) from the nominees.

Q.6.3 No discussion should be given as to why the unselected nominees were not chosen.

Q.7.0 Amenities

Acrylic Award or equivalent.
APPENDIX R
OUTSTANDING PAPER RECOGNITION

R.1.0 Purpose

The purpose of the ASNT Outstanding Paper Recognition is to encourage a high degree of effort toward technical, educational, or managerial achievement in NDT through the publication in *Materials Evaluation* and *Research in Nondestructive Evaluation*.

R.2.0 Scope

This policy establishes the procedure for administration of the ASNT Outstanding Paper Recognition.

Recognizing authors for publishing high quality papers in ME (or RNDE) in the preceding year.

R.3.0 Eligibility

R.3.1 The ASNT Outstanding Paper in Materials Evaluation Recognition is presented to a person or persons for a manuscript published in *Materials Evaluation* which, in the opinion of the Non-Financial Recognitions and Honors Committee, is an outstanding contribution to the advancement of NDT.

R.3.2 The ASNT Outstanding Paper in Research in Nondestructive Evaluation Recognition is presented to a person or persons for a manuscript published in *Research in Nondestructive Evaluation* which, in the opinion of the Non-Financial Recognitions and Honors Committee, is an outstanding contribution to the advancement of fundamental knowledge in NDE.

R.3.3 Recipients of the recognitions are selected on the merit of written contributions published by the Society during the period of January through December of the preceding year. The author(s) of no more than two such publications are selected for the award in a given year. This award is given based only on the merit of the published paper regardless of the authors possible active membership in ASNT.

R.3.4 The Non-Financial Recognitions and Honors Committee has the option of not conferring the recognition if it is decided that no papers qualify for the recognition in a given year.

R.4.0 Nominations

R.4.1 The deadline to submit nominations is January 31, to allow the committee to make decision by February 15.

R.4.2 Contents
R.4.2.1 All manuscripts published in *Materials Evaluation or Research in Nondestructive Evaluation* during the preceding year shall be candidates for the respective recognition.

R.4.2.2 Papers may be nominated by reviewers, associate technical editors or editors of the journals, or by committee members.

R.4.2.3 Each committee member shall apply the criteria detailed in R.4.0 to each paper and develop a personal ranking of all the submissions. Each committee member shall then submit their candidates for the recognition.

R.4.2.4 The committee chair shall collect the nominations of each committee member and others and consolidate into a single listing.

R.4.2.5 The committee members shall review the papers from the consolidated list of nominations in accordance with criteria in R.5.1.1. After the committee meets, the papers receiving the highest cumulative total shall be selected as the recognition recipients if the committee agrees that the paper(s) have sufficient merit (Minimum of seventy-five (75) points). If the second ranked paper(s) have sufficient merit, additional awards may be given and both awards shall have equal stature.

**R.5.0 Evaluation**

**R.5.1 Criteria**

R.5.1.1 Each subcommittee member shall use the following criteria for selection:

a. Originality (0 to 25 points)

b. Appropriateness and accuracy of supporting material (0 to 25 points)

c. Usefulness of the contribution (0 to 25 points)

d. Clarity of the presentation (0 to 25 points)

**R.6.0 Amenities**

Recipients will be presented with a certificate at the ASNT Annual conference. Financial support is not provided for attending the awards ceremony.
APPENDIX S
PHILIP D. JOHNSON HONORARY MEMBER RECOGNITION

S.1.0 Purpose

The purpose of the Philip D. Johnson Honorary Member Recognition is to acknowledge and honor a person of outstanding eminence in the field of NDT. This recognition is the highest which the Society bestows.

S.2.0 Scope

This policy is applicable to the administration of the Philip D. Johnson Honorary Member Recognition.

This recognition is presented during the Annual Conference and bestowed for the life of the individual.

S.3.0 Eligibility

S.3.1 The recipient shall be a person of outstanding eminence in the field of NDT which can include research and development, applications, teaching or management. The person shall be a long-time member of the Society and must be widely recognized and appreciated nationally, and perhaps internationally, for many years (minimum twenty (20) of meritorious service in the technology of NDT.

S.3.2 If in the opinion of the Non-Financial Recognitions and Honors Committee, if there are no candidates to meet the criteria it is not mandatory that the recognition be made in a given year.

S.4.0 Nominations

S.4.1 Nominations are sent to ISC and shall be received by March 1st.

S.4.2 Nominations for Honorary Member may be made by:

S.4.2.1 At least ten (10) members of the Society distributed among at least three (3) sections,

S.4.2.2 Honorary members or

S.4.2.3 Members of the Non-Financial Recognitions and Honors Committee

S.4.3 Shall include a resume of the candidate's (or multiple candidates, if applicable) activities and reputation supporting the nomination; and
S.4.4 Shall include a letter seconding the recommendation from a colleague who is also familiar with the nominee’s activities/reputation warranting the recognition.

S.4.5 Each member of the committee shall use the scorecard at the end of the appendix to address the items in paragraph S.3.1.

S.5.0 Amenities

Honorary members shall receive a certificate attesting to their Philip D. Johnson Honorary Member Recognition, full life-time membership (without dues), free registration at ASNT conferences and topical meetings. All Philip D. Johnson Honorary Member Recipients shall be presented with a special badge for permanent retention and use by the recipient. As a minimum, the badge shall display the ASNT logo, the recipient's name, the year of the recognition with the words "Honorary Member" prominently displayed.
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>CANDIDATE 1</th>
<th>CANDIDATE 2</th>
<th>CANDIDATE 3</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The nominations meet the criteria listed in par. S.3.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Outstanding contributions in the field of NDT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Outstanding development &amp; research in the field of NDT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Outstanding contributions to applications in the field of NDT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Contribution to teaching of NDT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Management &amp; Supervision in the NDT career &amp; profession</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>7. 20 Years of membership in ASNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. NDT Technology Recognition – Nationally &amp; Internationally</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Score:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX T
PRESIDENTS’ AWARD - -GOLD, SILVER, BRONZE

T.1.0 Purpose

Presidents’ Award is presented annually to the local sections of the Society that exhibit the greatest degree of proficiency in management and operation during the fiscal year. Either gold, silver or bronze awards may be earned by sections based on point accrual through the program. The number of awards presented each year is not limited.

T.2.0 Scope

This Manual listed below is designed to outline standards of excellence in the operation and management of local ASNT sections

Due to the size of the manual and supporting documents, click the link below to access the current manual and individual forms.

https://www.asnt.org/MinorSiteSections/LocalSections/Presidents-Award-Manual.aspx
APPENDIX U
ROBERT C. MCMASTER GOLD MEDAL RECOGNITION

U.1.0 Purpose

The ASNT Robert C. McMaster ASNT Gold Medal Recognition provides recognition for outstanding contribution, exceptional meritorious service, or significant advancement in any area of NDT and/or the Society.

U.2.0 Scope

This policy is applicable to the administration of the ASNT Robert C. McMaster ASNT Gold Medal Recognition.

U.3.0 Eligibility

U.3.1 The contribution by the nominee provides tangible, and/or measurable, and/or observable advancement, improvement, enhancement, and/or growth to the science of NDT and/or to ASNT.

U.3.2 The contribution, services, advancement, inventions, etc., may be a single illustrious event or may be a number of continuing contributions or services of less individual public notice over a period of many years.

U.4.0 Nominations

U.4.1 Nominations are sent to ISC and shall be received by February 15th.

U.4.2 The nomination shall be in the form of a letter setting forth the reason the candidate should receive the recognition.

U.4.2.1 Shall include a resume of the candidate's (or multiple candidates, if applicable) activities and reputation supporting the nomination; and

U.4.2.2 Shall include a letter seconding the recommendation from a colleague who is also familiar with the nominee’s activities/reputation warranting the recognition.

U.5.0 Evaluations

U.5.1 The following guidance should be used by the committee during their selection process:

U.5.2 The attributes described U3.1. determined to be present in the candidate's history are then weighed, valued, or otherwise compared to determine that the candidate
is more deserving of recognition via the ASNT Robert C. McMaster Gold Medal Recognition than his/her contemporaries.

U.5.3 The recognition when made, will bring honor to the society as well as the recipient by virtue of how and by whom the recommendations were made, the character and reputation of the recipient, and the manner in which the committee arrives at its choice.

U.5.4 Each member of the committee shall use the scorecard, at the end of this Appendix, to address the items in paragraph U4.1. (Attachment U)

U.5.5 If, in the opinion of the committee, candidates do not meet the criteria, it is not mandatory that an ASNT Robert C. McMaster Gold Medal Recognition be made in a given year. A recipient of the recognition is ineligible for the recognition thereafter.

U.6.0 Amenities

Gold medal recipients shall receive a plaque and gold medal with ribbon.
ATTACHMENT U  
ROBERT C. MCMASTER  
GOLD MEDAL RECOGNITION NOMINEE MATRIX

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Member Information</th>
<th>Postmarked/Received</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>XXXXXXXXXX Section</td>
<td>P/R: XX February 201X</td>
</tr>
<tr>
<td></td>
<td>Member ID: XXXXXXXX</td>
<td>(Emailed)</td>
</tr>
<tr>
<td></td>
<td>XXXXXXXXXX Section</td>
<td>R: XX February 201X</td>
</tr>
<tr>
<td></td>
<td>Member ID: XXXXXXXX</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XXXXXXXXXX Section</td>
<td>R: XX January 201X</td>
</tr>
<tr>
<td></td>
<td>Member ID: XXXXXXXX</td>
<td></td>
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<tr>
<td></td>
<td>XXXXXXXXXX Section</td>
<td>P: XX January 201X</td>
</tr>
<tr>
<td></td>
<td>Member ID: XXXXXXXX</td>
<td>R: XX January 201X</td>
</tr>
</tbody>
</table>

The Scope of the Robert C. McMaster Appendix states:

*The ASNT Robert C. McMaster ASNT Gold Medal Recognition provides recognition for outstanding contribution, exceptional meritorious service, or significant advancement in any area of nondestructive testing and/or the Society.*

Our committee is charged to evaluate the four candidates above using the following scorecard which contains the guidance criteria in paragraph U4.1 in Appendix U.
Please evaluate each candidate to the criteria listed as it relates to the information in their nomination package. Score items 2-5 from 1-10. Consider 10 the highest score for the criteria. Provide comments to support the scoring which may be used during our discussion.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Candidate 1</th>
<th>Candidate 2</th>
<th>Candidate 3</th>
<th>Candidate 4</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The nominations meet the criteria listed in paragraph U4.1:</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td></td>
</tr>
<tr>
<td>2. The contribution by the nominee provides tangible, and/or measurable, and/or observable advancement, improvement, enhancement, and/or growth to the science of nondestructive testing and/or to ASNT.</td>
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<tr>
<td>3. The contribution, services, advancement, inventions, etc., may be a single illustrious event or may be a number of continuing contributions or services of less individual public notice over a period of many years.</td>
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</tr>
<tr>
<td>4. The attributes described determined to be present in the candidate's history package are weighed, valued, or otherwise compared to determine that the candidate is more deserving of recognition via the ASNT Robert C. McMaster Gold Medal Recognition than his/her contemporaries.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. The award when made, will bring honor to the society as well as the recipient by virtue of how and by whom the recommendations were made, the character and reputation of the recipient, and the manner in which the Subcommittee arrives at its choice.</td>
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</tbody>
</table>
V.1.0 Purpose

V.1.1 The William F. Via Lifetime Service Recognition provides recognition for outstanding voluntary service to the bridge and highway NDT and NDE industry. Activities performed as a function of an elected office or paid position shall not be considered.

V.1.2 One Recognition may be awarded every other year and presented at the NDE/NDT for Structural Materials Technology for Highways and Bridges (SMT). Recognitions shall be limited to ASNT members who are performers of significant exemplary service to the bridge & highway NDE industry through voluntary service.

V.2.0 Scope

This policy is applicable to the administration of the William F. Via Lifetime Service Recognition.

V.3.0 Eligibility

Eligibility is based on the activities of the individual and how their service contributed to the advancement of NDE, specifically in the bridge and/or highway industries. Service activities may include but are not limited to chairing industry specific conferences, serving on or chairing infrastructure committees, authoring technical papers, giving presentations, activities which foster collaboration in the industry sector.

V.4.0 Nominations

V.4.1 Nominations for this recognition may be made by members of the ISC staff, Board of Directors, Councils, the Non-Financial Recognitions and Honors Committee, Local Sections or any ASNT member.

V.4.1.1 Nominations shall be in letter form describing some of the volunteer activities.

V.4.2 A call for award nominees shall be published biennially in the Materials Evaluation as part of a solicitation for recommendations.

V.4.3 Recommendations from open Society membership shall be postmarked on or by February 1st for consideration in the following year. The awards subcommittee may solicit additional recommendations, as appropriate.
V.5.0 Evaluation

If in the opinion of the Non-Financial Recognitions and Honors Committee, there are no candidates to meet the criteria, it is not mandatory that an award be made in a given award year (even numbered years).

V.6.0 Notification

The recipient will be asked to give a keynote speech at the SMT Conference that same year and will be acknowledged at the Annual Awards ceremony.

V.7.0 Amenities

V.7.1 Each recipient of the award shall receive one (1) complimentary full registration to the SMT Conference.

V.7.2 Recipients shall receive a plaque or equivalent attesting to their William F. Via Lifetime Service Recognition.

V.8.0 Confidentiality

Names of unsuccessful candidates shall be held confidential because of potential consideration in later years. (Non-recipients are notified with explanation of what they need to improve upon. Only the nominator and the non-recipient are aware.)
APPENDIX W
YOUNG NDT PROFESSIONAL RECOGNITION

W.1.0 Purpose

The Young NDT Professional Recognition is to recognize individuals whose initial career contributions exemplify high standards of excellence in the areas of professional achievement and meritorious service.

W.2.0 Scope

This policy establishes the procedure for administration of the Young NDT Professional Recognition.

W.3.0 Eligibility

The award is given to ASNT members with five (5) to ten (10) years of active involvement in the NDT/NDE industry and a minimum of five (5) years as ASNT member. Recipients shall include supervisors, educators, managers, researchers, consultants, developers, and others with NDT/NDE career involvement. Recognition applicants must be sponsored by an ASNT Local Section, ASNT Council or National Committee.

W.4.0 Nominations

W.4.1 Nominations are sent to ISC and shall be received by February 1st.

W.4.2 Nomination applications must be signed by the Chair of the sponsoring organization (see paragraph W3.0).

W.5.0 Evaluation

W.5.1 The committee shall consider the attributes of each nominee in the following areas:

- W.5.1.1 Contributions to the science of NDT/NDE
- W.5.1.2 Career achievements and advancements
- W.5.1.3 Service to ASNT
- W.5.1.4 Recognition by other organizations
- W.5.1.5 Contributions to the general welfare of the community and public

W.5.2 If in the opinion of the committee, there are no candidates that meet the criteria, it is not mandatory that a recognition be made in a given year.
W.6.0 Amenities

Recipients shall receive a plaque or equivalent attesting to their NDT Professional Recognition.
APPENDIX X
50 YEAR SECTION CHARTER RECOGNITION

X.1.0 Purpose

The 50 Year Section Recognition provides recognition for long-term active charter activity of Sections of the Society.

X.2.0 Scope

This policy establishes the procedure for administration of the 50-Year Section Charter recognition. This recognition is for long-term Section charter operations within the Society. It recognizes 50 or more years of charter service in the Society.

X.3.0 Eligibility

Section candidates for this shall meet the following requirements:

X.3.1 ISC staff will refer to historical records and will use such records in conjunction with volunteer information to determine section eligibility for the recognition.

X.3.2 Sections must be active, meeting and reporting to ISC in order to considered eligible.

X.3.2 There are no limitations on the number of such recognitions during any given calendar year.

X.4.0 Nominations

ISC shall provide records showing years of Society Section charter. Sections that are shown by the ISC records to meet the respective recognition length of charter requirement, will automatically qualify for, and be nominated by the Non-Financial Recognitions and Honors Committee Chair or their designee.

X.4.1 Where ISC records are insufficient, nominations shall include validation records by the Section to substantiate the longevity of the Section’s chartered period.

X.4.2 Such records may consist of, but not limited to, minutes with attendees listed, dated working documents, letters, receipts for annual dues or other such records. In these cases, the Non-Financial Recognitions and Honors Committee will review the records for acceptability, if found to demonstrate the requisite period of Section charter, the nomination shall be accepted.

X.4.3 Nominations sent to ISC and must be received by February 15th.
X.5.0 Evaluation

X.5.1 Selection of successful candidate Sections for this recognition shall be made by the Non-Financial Recognitions and Honors Committee at the annual Research Symposium.

X.5.2 Presentation of this recognition shall be made at the following Annual Conference Banquet/Luncheon of the awarding year

X.6.0 Recognition

This Recognition shall be called the “50 Year Section Charter Recognition” and shall be in the form of a plaque, with an inscription recognizing 50 Years of Section Charter, given at the Annual Conference Awards Banquet/Luncheon.
MEMORIAL PROCESS AND QUALIFICATIONS GUIDELINES

1.0 Purpose

The purpose of this policy is to define the process and guidelines for considering deceased individuals for inclusion in the ASNT Memorial.

2.0 Scope

Applies to the ASNT Memorial located at the International Service Center.

3.0 References

3.1 ASNT Policy G-41 Award Program Guidelines

4.0 Responsibility

The review of all documents pertaining to the potential memorialization of an individual shall be the responsibility of the Honors and Recognition Committee. All recommendations shall be submitted to the Board for approval, which will then charge ISC with carrying out the inclusion of those individuals in the memorial.

5.0 Process

5.1 Nominations may be made in the following manner:

5.1.1 For a deceased member, through submittal of an informational package (see Appendix A) by any of the following:

   a. An ASNT member in good standing
   b. Family members of the deceased
   c. Colleagues
   d. A corporation
   e. ASNT Staff

5.1.2 Auto-nomination process:

   a. Deceased members who have the following qualifications shall be automatically placed in the nomination process:

      • Former and Current Board Members

(Page 1 of 4)
• Recipients of the Philip D. Johnson Honorary Member Recognition

• Recipients of the Robert C. McMaster Gold Medal Recognition

5.1.3 In case of deceased staff, nominations can be made by the Executive Director.

5.1.4 All nomination packages shall be submitted to the Program Coordinator at ISC.

5.2 Upon receipt of deceased member nomination by ISC, ISC shall gather any pertinent information with regards to qualification for the memorial and send it to the Honors and Recognition Committee Chair. This may include letters of support, as per Appendix A, Item 4b.

5.3 The Honors and Recognition Committee will evaluate all information in the document package, as outlined in the Memorial Evaluation Checklist in Appendix A.

5.4 Once qualification has been determined, the names of the individuals shall be submitted to the Board for approval at the next Board meeting.

5.5 Following approval, ISC will include the individual’s information in the memorial and contact any known relatives with an acknowledgement of such inclusion. A list of the year’s memorialized individuals will be published at asnt.org and in the following year’s Ready Reference issue of Materials Evaluation.

5.6 Members who have had their membership revoked shall not be considered.

5.7 There is no appeals process.
MEMORIAL EVALUATION CHECKLIST

Nominee: ____________________________
Member Number: ______________________

ASNT Membership: (10 Years Minimum)   YES  NO
NDT Related Experience: (15 Years Minimum)   YES  NO

### SECTION 1: SECTION ACTIVITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>Points</th>
<th>Max</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Local Section Organizer</td>
<td>5 Points/Section</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1b</td>
<td>Section Officer</td>
<td>2 Points/Year</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1c</td>
<td>Section Director</td>
<td>2 Points/Year</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>1d</td>
<td>Committee Chairman</td>
<td>2 Points/Committee/Year</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>1e</td>
<td>Education Program Organizer</td>
<td>1 Point/Program/Year</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>1f</td>
<td>Education Program Instructor</td>
<td>1 Point/Program/Year</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>1g</td>
<td>Section Talks/Presentation</td>
<td>2 Points/Presentation</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2: NATIONAL ACTIVITIES

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<tr>
<th>Item</th>
<th>Category</th>
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<th>Max</th>
<th>Score</th>
</tr>
</thead>
<tbody>
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<td>2a</td>
<td>National Council Officer</td>
<td>20 Points/Term</td>
<td>No Max</td>
<td></td>
</tr>
<tr>
<td>2b</td>
<td>Division Officer</td>
<td>2 Points/Year</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2c</td>
<td>Committee Officer</td>
<td>2 Points/Year</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2d</td>
<td>Committee Member</td>
<td>1 Point/Committee/Year</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2e</td>
<td>National Director</td>
<td>20 Points/Term</td>
<td>No Max</td>
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</tr>
<tr>
<td>2f</td>
<td>National Officer</td>
<td>20 Points/Term</td>
<td>No Max</td>
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### SECTION 3: AWARDS

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<td>3a</td>
<td>Philip D. Johnson Honorary Member, Fellow, Charles N. Sherlock Meritorious Service, Robert C. McMaster Gold Medal, George C. Wheeler Excellence in Personnel Certification Recognition, George L. Pherigo Tutorial Citation, Lester/Mehl Honor Lecture, Mentoring, or 50 Year Member Recognition</td>
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### SECTION 4: OTHER CONSIDERATIONS

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<td>4b</td>
<td>ED Recommendation Letter for Staff*</td>
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<tr>
<td>4c</td>
<td>Number of Years Employed at ISC*</td>
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**TOTAL**

In order to qualify, the candidate must have a minimum of 20 points.

*4b-4d are the only categories that relate to staff. Staff nominations require only an ED letter (4c) with pertinent information included with regards to the number of years of employment and can include a maximum of one letter of support from category 4b.
ENGINEERING COUNCIL RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Engineering Council (ENG).

2.0 Scope

The Rules of Conduct shall establish the procedures and guidelines that the Engineering Council shall follow in conducting its operations and activities.

3.0 References

3.1. *ASNT Bylaws*

3.2. *ASNT Policy G-32*-Amenity Policy for Council Officer, Division Chair, and Committee Chair

4.0 Responsibility

4.1. It shall be the responsibility of the Executive Officers of the Engineering Council to ensure that the Rules of Conduct described within this policy are followed.

4.2. The ENG shall administer NDT engineering affairs of the society and be responsible for the formulation of broad plans and programs designed to enhance the engineering activities of the society. It shall administer the execution of plans and programs that may be assigned to it by the Board of Directors or formulated by the ENG committees. It shall interact with the other Board Councils in planning complete coverage of various societal needs.

5.0 Objectives

The Objectives of the ENG are as follows:

5.1. Identify the standard practices and qualifications of the NDT Engineer.

5.2. Establish guidelines for the practice of NDT Engineering.

5.3. Communicate with industry and promote the profession of NDT Engineering.

The ENG shall promote the profession and expected role of the NDT Engineer in industry.

5.4. Promote technology transfer between the research community and industry.
The ENG shall encourage the transfer of new technology to applications in industry through lectures, meetings, publications, special sessions during ASNT national meetings, and other activities. Technology transfer shall be coordinated with the ASNT Research Council and Technical and Education Council;

5.5. Communicate with academia and promote education regarding NDT Engineering.

5.5.1. The ENG shall interact with engineering universities and accreditation organizations such as Accreditation Board for Engineering and Technology, Inc. (ABET), and promote NDT Engineering programs and assist, if necessary, in establishing new curricula and criteria for assessing the quality of such programs.

5.6. Cooperate actively with professional organizations regarding the global concept of the profession of NDT Engineering.

5.6.1. The ENG shall cooperate with other domestic and international societies/organizations and actively participate in the development and promotion of the global concept of the NDT Engineer.

5.7. Communicate with other ASNT councils and bridge the gap of NDT Engineering.

5.7.1. The ENG shall assist the Technical and Education Council in providing continuing education courses in NDT fundamental engineering and sciences. The ENG shall assist the Research Council in communicating the needs of industry and creating a platform for technology transfer. The ENG shall assist the Section Operations Council in providing operation guidance for student sections at universities and colleges where NDT engineering activities are a major educational goal.

5.8. Encourage and promote communication among NDT Engineers through publications, meetings, and conferences, domestic and international.

5.9. Recognize NDT Engineering accomplishments.

5.9.1. The ENG shall recognize achievement in engineering by the nomination of individuals for society awards, recommending new awards, medals, honorary lectures, and new forms of recognitions. The ENG shall coordinate such activities with the Awards Committee of the Board of Directors.
6.0 Membership

6.1. Engineering Council Executive Committee

The ENG Executive Committee shall consist of the ENG Chair, Vice-Chair, Secretary, and the Chairs of standing council committees. An alternate may be appointed by a committee chair to act on his or her behalf if the member is unable to attend a meeting. The ENG Chair shall be the Chair of the Executive Committee. All members of the ENG Executive Committee shall be ASNT members and must hold an Engineering degree from a 4-year ABET or equivalent university program or a Professional Engineering (PE) license.

6.2. Committee Chairs

Committee chairs are appointed by the ENG Chair. Committee chairs are members of the ENG Executive Committee. They shall be ASNT members and must hold an Engineering degree from a 4-year ABET or equivalent university program or a Professional Engineering (PE) license.

6.3. Committee Members

Committee chairs are responsible for populating their own committees with the appropriate members and assign the roles of Vice-Chair and Secretary for their committees, as needed.

6.4. Engineering Council Members

All persons may join the activities of the ENG on the basis of their personal interest, qualification, and ability to contribute to the work of the committee. ASNT membership is not required for committee membership. An active committee member is defined as a person who has at least one of the following attributes:

6.4.1. Attends at least one (1) annual council meeting in two (2) years;

6.4.2. Participates in committee activities directly or remotely;

6.4.3. Plays a role in furthering the objectives of the ASNT Engineering Council.

7.0 Elections of Officers

7.1. Elections

Council officers shall be elected at the ENG meeting during the ASNT Annual Conference of each odd-numbered year. No later than the following Research
Symposium shall the ENG Chair appoint the nomination committee for the next election. The nomination committee shall provide the ENG Chair with the names of nominees for council officers at least two (2) months prior to the next ENG meeting, where election occurs. The council Chair shall direct the council Secretary to e-mail the names of nominees to the ENG membership, at least one (1) month prior to the election. The nomination committee shall also submit names of nominees for Council Director, when needed.

7.2. Nominating Committee

The nominating committee shall consist of three (3) members of the ENG, including the immediate past Council Chair, one (1) committee chair, and one (1) committee member, each from a different committee. The Council Chair shall serve as an Ex Officio member of the nominating committee. The nominating committee shall furnish two (2) names for the office of Secretary. When necessary, the committee shall also provide one (1) name for each of the offices of Chair, Vice-Chair, and for the Council Director.

7.3. Other Nominations

Additional names may be submitted for any council office. In order for these nominations to be considered, a written petition supporting the nominee(s) must be forwarded to the ENG Chair. The petition must be endorsed by at least fifteen (15) active members of the ENG and submitted at least three (3) months prior to the next ENG meeting, where election occurs.

7.4. Candidate Qualifications

Nominees for council office must possess these attributes:

7.4.1. A valid ASNT membership;

7.4.2. Engineering degree from a 4-year ABET or equivalent university program or a Professional Engineering (PE) license;

7.4.3. Agreed to accept and fulfill the duties of the office;

7.4.4. The Council Chair shall have served as a council officer at least one (1) year prior to eligibility.

7.5. Tenure

7.5.1. The ENG officers shall hold office for a term of two (2) years or until their successors are elected. The term of newly elected officers begins immediately following the council meeting during the Annual Conference in the fall of the odd-numbered year.

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7.5.2. The out-going Council Chair shall continue to serve on the ASNT Operations Committee throughout the conclusion of the meetings being held during the week of the annual conference. Any assignments made by the Board of Directors to the Engineering Council during this period shall be relayed by the outgoing council officers to the incoming council officers for council action.

7.6. Unexpired Terms

7.6.1. Chair

A vacancy in the office of Council Chair caused by any cause other than the expiration of a term shall be nominated by the Engineering Council’s Executive Committee and ratified by the ASNT BOD. If the current Vice-Chair of the council was appointed to fill this vacancy, this time shall not be counted as tenure. That is, the Vice-Chair serving the unexpired term of a vacancy in the Chair office shall be eligible for election to Chair at his or her normal time.

7.6.2. Vice-Chair and Secretary

Vacancies in the offices of Council Vice-Chair and Secretary shall be filled by appointment by the ENG Chair. These appointments shall be subject to confirmation by the ENG at the next council meeting.

7.7. Selection of Council Director Nominee

7.7.1. Every three (3) years prior to the Annual Conference, the council shall select one candidate as a Council Director to the American Society of Nondestructive Testing (ASNT) Board of Directors to act as a full board member and to serve as a liaison of the Council to the Board. The Council Chair may be considered as a candidate.

7.7.2. The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the Candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

7.7.3. The terms of office for the Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.

7.8. Vacancy of Council Nominee to the Board of Directors

A vacancy in the Council Director, for any cause other than expiration of term may be filled by recommendation of the Council Administrative Body (AB) and
two-thirds (2/3) affirmative vote of the Board of Directors, in accordance with the
*ASNT Bylaws*.

### 8.0 Duties of Officers

8.1. The duties of the Chair shall be to:

8.1.1. Preside over meetings of the council and Executive Committee.

8.1.2. Prepare the agenda for council meetings and provide the ENG Secretary with a copy for distribution.

8.1.3. Assign projects to committees.

8.1.4. Assist and guide the council officers in the conduct of their duties.

8.1.5. Report annually to the Society on the activities of the council. Information is to be incorporated into *Materials Evaluation*.

8.1.6. Serve as a member of the ASNT Operations Committee.

8.1.7. Perform other duties as assigned by the Society President.

8.2. The duties of the Vice-Chair shall be to:

8.2.1. Assist the Chair in the discharge of his or her duties.

8.2.2. Assume the duties of the Chair when the Chair is unavailable or unable to act.

8.2.3. Be responsible for development of strategic planning and activities.

8.2.4. Carry out any assignments made by the Chair.

8.3. The duties of the Secretary shall be to:

8.3.1. Distribute meeting agenda to ENG members at least two (2) weeks before the ENG annual meeting.

8.3.2. Distribute information by e-mail to council members, at the request of the council Chair.

8.3.3. Record and distribute the minutes of all council meetings.

8.3.4. Conduct letter ballots on documents when required.
8.3.5. Handle inquiries in accordance with the procedure set up for this purpose.

8.3.6. Handle such other correspondence as the Chair may direct.

9.0 Meetings

9.1. Quorum

9.1.1. A quorum of the ENG shall be at least five (5) voting members of the council including at least two (2) officers and one (1) committee chair. Once a quorum is established, this requirement is considered met for the duration of the meeting unless challenged by proper parliamentary procedure.

9.1.2. Each committee shall establish its own quorum requirements.

9.2. Meetings

9.2.1. The ENG shall meet at least once annually, normally at the Annual Conference. The meeting at the Annual Conference shall be known as the Annual Meeting of the Engineering Council.

9.2.2. The council shall also hold telecom-based meeting as deemed necessary by the council chair.

9.2.3. Each committee shall meet as often as necessary, in person or remotely, to carry out the business of the committee.

9.3. Notification

9.3.1. The ENG Secretary shall notify all council members of the meeting time and location of council and committee meetings, provided that due notice is received by all committee members at least two (2) weeks prior to the meeting.

9.4. Meeting Attendance

9.4.1. A record of attendance at all council and committee meetings shall be maintained.

9.4.2. Not meeting the attributes for council membership as listed in section 6.4, shall be taken as an indication that an individual is no longer interested in council membership. The individual may be removed from the status of an active member upon recommendation of the ENG Chair.
10.0 Committees

10.1 Formation and Dissolution of Committees

10.1.1 The ENG shall approve the formation of committees and the dissolution of committees no longer considered essential. A complete list of current operating committees shall be shown on an organizational chart of the ENG. The request to create or dissolve a committee may be forwarded to the ENG Chair by any member of the council. The ENG Executive Committee shall approve or deny such request by a majority vote.

10.2 Committee Officers

10.2.1 Chair

The duties of a committee Chair are to direct, assist, and encourage committee members in the conduct of the committee activity. Committee Chairs serve on the ENG Executive Committee.

10.2.2 Vice-Chair

The Vice-Chair shall assist the Chair in the performance of his or her duties, accept duties specifically assigned to him/her by the Chair, and assume the responsibilities of the committee Chair when he or she is absent.

10.2.3 Secretary

The Secretary shall distribute the minutes of all committee meetings, conduct ballots as required, maintain membership lists of the committee, and discharge other duties as assigned by the committee Chair.

10.2.4 Selection of Committee Chairs

Committee Chairs are appointed by the Council Chair.

10.2.5 Unexpired Terms

a. A vacancy in a committee chairmanship shall be filled for the unexpired term by appointment by the ENG Chair.

b. A vacancy in a committee Vice-Chair or Secretary position shall be filled by appointment by the Committee Chair.
10.2.6. Tenure

a. The normal term of office for committee officers is two (2) years, with elections occurring in odd-numbered years. The term of office of the newly elected officers begins at the end of the Annual Council Meeting.

11.0 Voting

11.1. General

A majority of the voting members present shall rule in the ENG. A majority vote of those present shall rule in the council’s committees, and other subsidiary groups. Voice or ballot votes may be used at the discretion of the chair, except as specifically provided for in the Rules of Conduct or proper parliamentary procedure. Proxy votes on issues that have been published before a meeting can be counted if provided to the committee Secretary in writing prior to the meeting by a member who is unable to attend.

12.0 Amendments to the Rules of Conduct

Amendments to the Engineering Council’s Rules of Conduct may be proposed by any member of the council, in writing to the ENG Chair. Action on proposed changes shall be discussed and approved by the ENG Executive Committee and then determined by majority vote of the ENG at any regular meeting and subsequent ratification by the Board of Directors. At the discretion of the ENG Chair, letter ballots may be used if authorized by the council.

13.0 Council Amenities

Policy G-32 Amenity Policy for Council Officer, Division Chair, and Committee Chair defines all amenities for Council Officers, Division, and Committee Chairs.
SECTION OPERATIONS COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Section Operations Council (SOC).

2.0 Scope

The SOC Rules of Conduct establish the procedures and guidelines that the SOC shall follow in conducting its business.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-32 - Amenity Policy for Council Officer, Division Chair and Committee Chair

3.3 ASNT Policy G-41 - ASNT Awards Program Guidelines

3.4 Section Leadership Manual – www.asnt.org

4.0 Responsibility

It shall be the responsibility of the Council Officers of the SOC to ensure that the Rules of Conduct describe herein are adhered to.

5.0 Objectives

The SOC’s objectives are to enable the Society to serve the needs of its members through its local section. The objectives of the Council are:

5.1 To support the mission of the American Society for Nondestructive Testing, hereafter referred to as “Society” or “ASNT”;

5.2 To encourage continued involvement in ASNT through recognition of individual and local section accomplishments;

5.3 To enhance the experience of ASNT for its members and encourage interaction between members through program participation;
5.4 To initiate and monitor programs and membership campaigns that assist with member retention and recruitment;

5.5 To promote formation of and provide assistance to sections in the development of programs to ensure their success;

5.6 To formulate, develop, and revise manuals and leadership training programs, review charter petitions and/or revocation recommendations;

5.7 To provide communication and representation between the Council and the Section Leaders;

5.8 To coordinate Council and Society and approved programs with Section leadership, monitor status of Section activities, and assist Section leaders in the execution of their duties where appropriate.

6.0 Organization and Duties

6.1 Council Officers

6.1.1 Leadership Duties for Council Officers

a. Council Chair

The duties of the Chair shall be to:

• Preside over meetings of the Council and its Executive Committee.

• Approve the agenda for each Division, Council Committee, Administrative Committee, and Council Executive Committee meeting.

• Appoint Division Chairs.

• Assign projects to Divisions and monitor status thereof.

• Assist and guide the Council Officers and Division Chairs in the conduct of their duties.

• Report annually to the Society on the activities of the Council. Information is to be incorporated into the Ready-Reference Guide.

• Serve as a member of the Society’s Operations Committee.
• Serve as a member of the Joint SOC Council Committee.

• Report to the ASNT Operations Committee on the activities of the Council.

• Report annually to the ASNT Operations Committee during its annual meeting as to the status of the Chartered Sections (as reported by the Regional Directors and prepared by the Regional Director’s Division).

• Schedule all Council, Council Executive Committee, Administrative Committee Division, and Committee meeting at the International Conferences.

b. Vice-Chair/Secretary

The duties of the Vice-Chair/Secretary shall be to:

• Assist the Council Chair in the execution of said duties.

• Assume the duties of the Chair when the Chair is unavailable.

• Be responsible for the preparation of Council programs at National Conferences.

• Obtain sponsorship and leadership for Council Seminars and workshops.

• Be responsible for development of advanced projects and planning.

• Serve as a member of the Joint SOC Council Committee.

• Act as the Council Treasurer for the Council budget and expenses.

• Record and distribute the minutes of all Council and Council Executive Committee meetings to Council Officers, Division Chairs and ASNT International Service Center (ISC) (for archives). The Vice-Chair/Secretary shall also compile Division meeting minute and charge lists for distribution.
• Distribute agenda, notices and other communication to the Council members and other individuals as directed by the Chair.

• Discharge other correspondence as the Chair may direct.

• Maintain accurate membership lists of the Council, its Divisions, and its Committees to be published annually.

• Conduct letter ballots on Council and Council Executive Committee matters when so directed by the Chair.

• Coordinate Council activities with the other Council Secretaries.

c. Tenure of Office

• Council Officers are elected for two (2) year terms. The Chair may not serve two (2) consecutive terms; but is eligible to serve again as an Officer after a one (1) year break.

• Council terms begin at the SOC Administrative Meeting of the Annual Conference.

d. Unexpired Terms

A vacancy in the Office of Chair shall be filled for the expired term by the Council Vice-Chair/Secretary. Vacancies in the Office of the Vice-Chair/Secretary shall be filled through appointment by the Council Chair and ratified by the Full Council.

6.1.2 Council Voting Members

The Council Officers (Chair and Vice-Chair/Secretary), Council Director, Division Chairs, and Regional Directors comprise the voting members of the Section Operations Council and each shall have one (1) vote in Council matters. In the event that any member represents more than one (1) voting position on the Council, then that member shall have only one (1) vote.
6.1.3 Council Executive Committee

The Council Officer (Chair and Vice-Chair/Secretary), and the Council Director comprise the Section Operations Council Executive Committee and each shall have one (1) vote in Section Operations Council Executive Committee matters.

6.1.4 Council Administrative Committee

The Council Officers (Chair and Vice-Chair/Secretary), the Council Director, and Divisions Chairs comprise the Section Operations Council Administrative Committee and each shall have one (1) vote in Section Operations Council Administrative Committee matters.

6.2 Divisions

6.2.1 With the exception of the Regional Directors Division, the Division Chairs and Division Members on record shall each have one (1) vote. In the case of the Regional Directors Division, the Chair and current Regional Directors shall each have one (1) vote.

6.2.2 The SOC Chair, Vice-Chair/Secretary, and Council Director shall be voting member of all divisions. SOC Divisions include the following:

a. Outreach

This Division is responsible for supporting outreach efforts on the international, national, regional, and local levels. All efforts within this Division will be closely coordinated with ISC staff. Outreach activities include but are not limited to supporting the following areas:

- Marketing
- Media
- Relations
- STEM initiatives
- Educational Campaigns and Activities
- Internal Communications
- Social Media

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b. Regional Directors

Coordinate Council, and Society approved programs with Section leadership, monitor status of Section activities, assist Section Leaders in the execution of their duties where appropriate, and represent Section Leaders in Council matters. The Regional Directors are the liaisons between the local Sections in their Region, the Council and the Society.

c. Section Management

Formulate and develop Section Leadership Manuals develop Section Leadership Training Programs, define and implement programs which address the special needs of Student Sections. Review charter applications and/or revocation recommendations.

d. Membership

Formulate and coordinate general membership programs and those programs that benefit the membership of the Society and the industry and represent all members in Council matters. The Student Interests Committee shall be under membership and responsible for the formulation and administration of programs for Student Sections and/or Student Members which are sponsored by the Society.

6.2.3 Division Chair Duties

a. Division Chairs are appointed by the Council Chair and their duties shall be to:

- Responsible for carrying out the mission and logistics of their respective Division.

- Preside over meetings of their division.

- Set and approve the agenda for each of their Division meetings.

- Record and distribute the minutes of all Division meetings to Council Vice-Chair/Secretary and Division members.

- Assign project to Division Committees and monitor the status thereof.
• Report the status of Division activities at the Full Council and Executive Committee meetings.

• Establish and revise as needed the scope of activities applicable to each committee subject to Council approval.

• Establish committees when there is a need to do so and dissolve committees when they are no longer needed as required to fulfill the objectives of the Division and subject to final approval by the Council.

• Schedule Division meeting at all National Conferences.

• Appoint a Division member to serve in this capacity in the event of an absence at Division meetings.

b. Tenure

The term of office of Division Chair is at the pleasure of the Council Chair.

c. Unexpired Term

The office of Division Chair will be filled by appointment by the Council Chair. A vacancy in the office of Division Vice-Chair or Secretary will be filled by appointment by the Division Chair.

6.3 Sections

6.3.1 Section Charters

a. Petitioning for a new Section Charter is outlined in the “Procedure for Establishing an ASNT Section”. Potential new Sections should contact the Regional Director or ASNT ISC for the proper paperwork to establish a new Section. The Regional Director shall bring their completed petition forward to Section Operations Council for voting. Should the Council approve the petition, the petition is brought forward to the Society’s Operations Committee for consideration. If approved, the Operations Committee will bring a motion forward to the Board of Directors for a vote.

b. Revocation

A Section Charter may be recommended for revocation by its associated Regional Director if the section is inactive. If there is no assigned Regional Director or the assigned Regional Director is
inactive then ISC Staff and SOC voting members may recommend for revocation. A Section is determined to be inactive only after the Section.

- is non-reporting for up to five (5) years, as per the ASNT Section Leadership Manual and;
- both the Regional Director and ISC have attempted to contact members to encourage restart of meetings and reporting with no response. Should the Full Council vote for a revocation recommendation, the recommendation is taken forward to the Operations Committee. If approved, the Operations Committee will bring a motion forward to the Board of Directors for consideration.

6.3.2 Section Reporting

For each ASNT fiscal year (July 1 through June 30), Sections shall report, at a minimum, the following:

a. Report of Officers;

b. Proposed Budget;

c. Program Schedule;

d. Financial Reconciliation. Section rebates will only be provided to Reporting Sections if both a) and b) are provided as outlined above. If a section has been inactive all four (4) documents: a) through d) must be reported to begin receiving rebates again.

6.3.3 Section Rosters

Access to the Section member rosters will be made available by ISC to Section Chairs or another designated officer. The Section’s Report of Officers will be required in order to gain access.

6.4 Regions

6.4.1 Purpose for Regions

Regions are formed using an appropriate method for border determination including, but not limited to, geographical or political considerations. Each region will be represented by a Regional Director (See Section 8.3.4).
6.4.2 Establishment of Regions

Regions are established by the Council. Recommendations for the formation of a new region may come from the Regional Directors Division as the need arises. Any member may request the formation of a new region by petitioning the Section Operations Council. A petition should include a list of the Sections to be included, a nominee for Regional Director and show of support for the proposal based on factors such as the location suggested and its growth trend. Regional alignment may become necessary from time to time. Review of regional organization shall be determined by the Regional Directors Division every two (2) years.

6.4.3 Region Alignment

Regional realignment may become necessary from time to time. In the event realignment is deemed necessary as determined by a majority vote of the Regional Directors Division, Paragraph 8.3.2 and 8.3.3 shall be waived for the year in which realignment occurs. Realignment plans as submitted by the subcommittee of the Regional Directors Division must be approved by unanimous vote of the Regional Directors Division and implemented only after a favorable vote of the section officers of the affected sections. Regional alignment will be reviewed annually at the Regional Directors Division meeting at the Annual Conference.

6.5 Committees

6.5.1 Council Standing Committees

a. The Nominations Committee is formed to nominate qualified candidates for the Council Director to the ASNT Board of Directors, the Council Officers, and members to serve on the Society’s Selection Committee. This committee will also supervise the election of the Regional Directors.

b. The Program Committee shall be responsible for the preparation and conduct of programs for membership growth and Section operations which are sponsored by the Society.

c. The Administrative Committee shall be responsible for confirming that each Council has set its agenda; knows of any pending charges made to it by any other body; and provides an opportunity for Council, Division, and Committee officers to exchange relevant information prior to the start of their meetings.
d. The President’s Award Program Evaluation Committee shall be responsible for continuous review the President’s Award Program including its categories, criteria, and report forms. This committee shall evaluate and respond to requests for new category additions and/or changes. This committee will also address any appeals received from sections.

6.5.2 Division Committees

a. Standing Committees may be formed when a longstanding need and interest is determined. These committees are formed when it is apparent that there is an interest and need. Establishment or deletion of a committee shall be approved and submitted to the Full Council by applicable division along with scope of activities.

b. Ad-Hoc Committees may be formed when short-term need is determined. Such committees are usually disbanded upon completion of their specific objective.

7.0 Meetings

7.1 Quorum Requirements. A Quorum of the Full Council, Council Executive Committee, Administrative Committee, and Divisions shall be 33% of the voting members. Committees shall establish their own requirements.

7.2 Frequency

7.2.1 The Section Operations Council Executive Committee, Full Council, and all Divisions shall meet at least twice annually, once at the Annual Conference and once at the Research Symposium. The meeting at the Annual Conference shall be considered as the Annual Meeting of the Council.

7.2.2 Council and Division Committees are to meet as necessary to conduct their business.

7.3 Notification

The Council, Division, or Committee individuals assigned secretarial responsibilities shall notify all members of the date, time, and place of all meetings at least one month in advance of the meetings and whenever practicable on the Society’s website.
POLICY M-01J

7.4 Reports

7.4.1 The minutes of all meetings should include attendance, results of voting, and other matters:

a. Full council and Council Executive Committee minutes shall be distributed by the Council Vice-Chair/Secretary to ISC and Division Chairs within one (1) month following a meeting.

b. Division minutes shall be distributed by the Division Chair to ISC, Council Officers, and Division members within one (1) month following meeting.

7.4.2 Charges shall be issued by the Chair and recorded by the Vice-Chair, as outlined in the SOC Policy Manual. The general format is SOC-[Division (M, R, A, S)]-[Year, XX]-[Sequential #].

7.5 Additional Meetings

7.5.1 Regional Planning Meetings (RPM) take place every other year on odd numbered years.

7.5.2 Section Leaders Conference (SLC) takes place every other year on the even numbered years.

8.0 Elections and Qualifications

8.1 Nominations Committee

8.1.1 The Nominations Committee shall be responsible for the recruitment and determination of eligibility of candidates for Council Director, Council Officers, and Regional Directors.

8.1.2 Appointment

a. The incoming Council Chair shall appoint the Nominations Committee at the Annual Conference for a term of one (1) year.

b. The Chair of this committee shall be the immediate past Chair of SOC, who is no longer in office.

c. Membership of the Nominations Committee shall consist of a Section Operations Council Division member (must be from a different Division than the Division Chair), Section Operations Council Division Chair, and the Immediate Past Chair of the Section Operations Council.
8.2 Section Operations Council Officers (except Council Director to the Board)

8.2.1 Qualifications for Office

Candidates for nomination to the Council Office shall:

a. Be a current ASNT member;
b. Have agreed to accept the Office if elected;
c. Have secured written employer support;
d. Have previously served as a Section Officer;
e. Have served as a Division Chair for at least one (1) year prior to eligibility as Chair.

8.2.2 Nomination Process

The Nominations Committee is to select at least one (1) qualified candidate for nomination to each Council Office. Additional nominees may be submitted by any member of the Council, provided such nominations are:

a. Submitted in writing to the Section Operations Council Chair at least ninety (90) days prior to the Annual Meeting; and
b. A written petition supporting the additional nominations signed by at least twenty (25) active members of the Section Operations Council, it is forwarded to the Council Vice-Chair/Secretary at least 60 days prior to the Annual Meeting.

8.2.3 Elections

a. The Nomination Committee is to submit the names of its nominees to the Council Chair at the Spring Meeting. The Council Chair is to direct the Council Vice-Chair/Secretary to publish the names of the nominees not less than ninety (90) days prior to the Annual Meeting. Elections shall occur at the Annual Meeting.

8.3 Regional Directors

8.3.1 Candidates for nomination to Regional Director shall:

a. Be a current ASNT member;
b. Have agreed to accept the office;

c. Have secured written employer support; and

d. Have served previously as a Section Officer.

8.3.2 Tenure

The term of office shall be two (2) years. Even-numbered Regions shall hold their elections on the even-numbered years and the odd-numbered Regions shall hold their elections in odd-numbered years.

8.3.3 Nominations Process and Elections

Qualified candidates are to file their application, resume and evidence of employer support with the Nominations Committee prior to March 1. Alternatively, Section Officers may nominate qualified candidates to the Nominations Committee. The Nominations Committee will announce the candidates at the Research Symposium and provide a letter ballot to the appropriate Section Officers by April 1. A simple majority of the letter ballots, returned by June 30, will determine the Regional Director. In the event of a tied vote, any non-voting Sections within the Region will be requested to submit their votes. If a tie still exists, a new ballot will be sent out to the applicable Sections. This ballot shall include additional information for each candidate relative to ASNT experience. Should another tie vote occur, the deciding vote shall be cast by the SOC Chair.

8.3.4 Duties

a. Report on Region’s Section activities at Regional Directors Division Meetings. Submit periodic reports on Section activities to Regional Director Division Chair.

b. Attend at least one (1) Board meeting and one regular meeting for each Section each year in order to provide Section Leadership with a status report of the ASNT Board of Directors, ASNT Operations Committee, and Council activities. The Regional Director shall also review the status of the Section’s participation in ASNT matters.

c. Respond to specific requests for visits from a Section for special reasons.

d. Encourage Section-sponsored regional activities such as seminars, topicals, joint meetings, etc.
e. File a report of Section meeting attendance, along with comments and recommendations, with the Regional Director Division Chair by June 1st of each year.

f. Attend at least one (1) National conference per year, at which time he or she shall attend Regional Director Division Meetings and training sessions.

g. Represent the Section Leaders of their geographical region in all Division and Council meetings.

h. The Division Chair shall be responsible for compiling the information submitted into a general report to the Council Chair for presentation to the ASNT Operations Committee at the summer Board meeting.

8.4 Nomination of Council Director and ASNST Board Selection Committee

8.4.1 ASNT Board of Directors Selection Committee

a. Requirements

The Section Operations Council Executive Committee shall appoint four (4) member and minimum of two (2) alternates to the ASNT Board of Directors Selection Committee. The names of the four (4) members and a minimum of two (2) alternates shall be submitted to the Board not later than the second Board meeting at the Annual Conference.

b. The Section Operations Council Chair will receive the list of Section nominated candidates along with their Section affiliation by June 1st of each year. ISC will confirm that the candidates are members of the Section that nominated them; the Section only submitted one (1) name and the individuals have not served on the last two (2) Selection Committees.

c. The Section Operations Council Executive Committee shall meet not later than the Annual Conference to select the members and alternates to the Selection Committee. The Section Operations Council Executive Committee shall attempt to provide diversity in their selection with respect to geographic location, membership segment (producer, user, general interest) and Section rotation.
d. Qualifications of Candidates

Candidates for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article III Section 2 of the *ASNT Bylaws*.

e. Restrictions

Candidate for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article III Section 2, of the *ASNT Bylaws*.

8.4.2 Selection of Council Director Nominee

a. Requirements of Council Nominee

The Council Director Nominee shall be considered as a trustee and leader of the Section; and as such, must demonstrate a depth of experience and understanding to justify the faith of the Council in electing them to lead and guide the Society. Although the Council Director shall be expected to both understand and support policies and programs which will best serve the Council; it is also understood that the Director must function independently in assuring that the activities of the Society comply with applicable law as well as the *ASNT Bylaws*. In addition, the Directors are expected to provide views based upon their knowledge and experience which can be blended into decisions and actions designed to promote the best interests of the Society in general.

b. General Qualifications

Nominees for Council Director shall:

- Be a member in good standing of the Society.
- Shall have served as a Chartered Section Officer.
- Have employer support as designated in the *ASNT Bylaws* of the Society for Directors.

c. Council Requirements

In addition to the necessary Board activities, a Council Director that is nominated by the Council shall:
• Attend all meetings of the Section Operations Council Executive Committee.

• Attend all meetings of the Joint Council Committee.

• Be encouraged to become familiar with the working of the individual Divisions and Full Council.

8.4.3 Selection of Council Director Nominee

Applications for Council Director Nominee will be solicited subsequent to the Annual Conference. Applications must be received no later than February 1st. The Council Nominations Committee shall review the applications for content and qualifications and submit applications from satisfactory candidates to the Council Executive Committee.

8.4.4 Nomination Procedure for Council Directors

The Council, prior to the Annual Conference, shall select one candidate as a Council Director to the American Society of Nondestructive Testing (ASNT) Board of Directors to act as a full Board member and to serve as a liaison of the Council to the Board. The Council Chair may be considered as a candidate.

8.4.5 The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

8.4.6 The terms of office for Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.

8.4.7 A vacancy in the Council Director, for any cause other than expiration of term may be filled by recommendation of the Council Executive Committee and ratification of the Board of Directors, in accordance with the ASNT Bylaws.

8.4.8 Nomination Process

The Nomination Committee is to select at least one (1) qualified candidate for nomination to each Council Office. Additional nominee may be submitted by any member of the Council, provided such nominations are:
a. Submitted in writing to the Section Operations Council Chair at least ninety (90) days prior to the Annual Meeting; and,

b. A written petition supporting the additional nomination, signed by at least twenty-five (25) active members of the Section Operations Council, is forwarded to the Council Vice-Chair/Secretary at least sixty (60) days prior to the Annual Meeting.

8.4.9 Election Process

The Nominations Committee is to submit the names of its nominees to the Council Chair at the Research Symposium Council Meeting. The Council Chair is to direct the Council Vice-Chair/Secretary to publish the names of the nominees not less than ninety (90) days prior to the Annual Meeting. Elections shall occur at the Annual Meeting during the Society’s Annual Conference.

9.0 Loss of Position

A voting council member holding position may be removed from the Council for one (1) or more of the following reasons:

9.1 Failure to attend three (3) consecutive meeting without a valid excuse and notification of same to the Council Chair or Vice-Chair/Secretary.

9.2 Failure to complete two (2) Council committee assignments.

9.3 Failure to return two (2) consecutive Council ballots.

10.0 Amendment to the Rules of Conduct

Amendments to the Rules of Conduct may be proposed by any member of the Society, in writing to the SOC Chair. Action on proposed changes shall be determined by a 2/3rd vote of the Full SOC membership, and subsequently forwarded for review and ratification to the ASNT Operations Committee and Board of Directors.

11.0 Council Amenities

Policy G-32 Amenity Policy for Council Officer, Division Chair, and Committee Chair defines all amenities for Council Officers, Division, and Committee Chairs.
CERTIFICATION MANAGEMENT COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Certification Management Council (CMC).

2.0 Scope

The CMC Rules of Conduct shall identify and establish the overall responsibility for developing and maintaining the technical content of all ASNT Certification Programs and shall have sole responsibility for determination of certification outcomes in those programs. The administration of these programs shall be performed by the Certification Department of ASNT International Service Center (ISC), under the direction of the ASNT Executive Director, the Chief Technical Officer (CTO) and the oversight of the CMC.

3.0 References

3.1 *ASNT Bylaws*

3.2 *Policy G-32 – Amenity Policy for Council Officers, Division Chairs and Committee Chairs*

3.3 ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons.

3.4 QAM-1 – ASNT Quality Assurance Manual

4.0 Objectives

The objectives of the Certification Management Council are to enable the Society to provide certification services to meet the needs of its members, industry, and government. The CMC’s objectives shall support the Mission of the Society. CMC objectives include:

4.1 To establish and manage ASNT’s Certification Programs;

4.2 To identify and establish Industry Sectors where it is shown that such representation is in the best interest of the Society and the industry represented;

4.3 To assure program conformance and continuity in accordance with the ASNT Quality Assurance Manual for ASNT’s Certification Program(s);
4.4 To assure confidentiality concerning examination content, grading, databases, and cut-off scores. This information is considered security sensitive and will only be disseminated on a need-to-know basis as determined by the Council Chair; and

4.5 To manage impartiality throughout ASNT’s Certification Programs as defined and required in ISO/IEC 17024.

5.0 Responsibility

5.1 The CMC shall be responsible for establishing, developing, and managing ASNT’s Certification Programs. This includes the ASNT Level II Program, the ASNT Level III Program, the ACCP Program, the IRRSP Program and any additional programs developed to meet the needs of the industry. This responsibility includes but is not limited to:

5.1.1 Qualification criteria of all ASNT Certification Programs;

5.1.2 Development of examinations;

5.1.3 Oversight of the administration of examinations;

5.1.4 Administration of all program documents;

5.1.5 Maintaining liaison with organizations that use, or are affected by these programs;

5.1.6 Establish technical standards for Examination Agencies;

5.1.7 Investigation of ASNT Certification Program Ethics violations;

5.1.8 Approval of limited certification in all ASNT Certification Programs; and

5.1.9 Approval of Industry Sectors.

5.2 The CMC shall evaluate the significant aspects of all ASNT Certification Programs at least annually. The evaluation will include the ASNT Level II Program, the ASNT Level III Program, the ACCP Program, and the IRRSP Program and any additional programs developed to meet the needs of the industry. These aspects include:

5.2.1 Certification eligibility criteria;

5.2.2 Examinations; and

5.2.3 Program documentation.
6.0 Council Membership

6.1 The Council shall be made up of Full and Associate members. In addition, outside expertise may be required for guidance in Industry Sector Certification issues. The CMC Chair may form Task Groups as required to fit those Industry Sector needs.

6.2 Application for CMC membership must be received thirty (30) or more days prior to the next Council meeting to be considered at that meeting. The application process for membership shall be as follows. Applicants must submit:

6.2.1 a current resume;

6.2.2 a copy of their current ASNT Certification (NDT or IRRSP, as applicable); and

6.2.3 a corporate letter of support to the Council Secretary.

6.3 If selected for membership, Council members must:

6.3.1 Maintain current ASNT membership;

6.3.2 Sign a Compliance, Conflict of Interest and Confidentiality form prior to working on any examination materials;

6.3.3 Take the online Monitor training and examination, prior to monitoring any examinations;

6.3.4 Acknowledge that they have read the CMC Standard Operating Procedures (SOPs), the CMC Operating Procedure Training Syllabus, and PowerPoint presentation.

6.4 To be eligible for Full Member status, applicants must:

6.4.1 Have at least ten (10) years of experience in NDT and must possess a current ASNT NDT Level III Certificate and have done so for at least the past five (5) years at the time their application is considered;

6.4.2 Have experience in managing or monitoring compliance to an NDT Qualification/Certification program; and

6.4.3 Provide a letter of support from his/her employer agreeing to support the member for the required travel to attend four (4) meetings per year and to allow reasonable time to complete assignments between meetings.
6.5 To be eligible for Associate Member status, applicants must:

6.5.1 Have at least seven (7) years of experience in NDT and must possess a current ASNT NDT Level III Certificate and have done so for at least the past two (2) years at the time their application is considered;

6.5.2 Have current or previous involvement in an NDT Qualification/Certification program; and

6.5.3 Provide a letter of support from his/her employer agreeing to support the member for the required travel to attend two (2) meetings per year (one (1) of those meetings being either the summer or winter work session) and to allow reasonable time to complete assignments between meetings.

6.6 To be eligible for Task Group Member status, applicants must:

6.6.1 Provide a short Bio documenting qualification that would allow them to be considered a subject-matter expert in the test method or technique(s) for which the Task Group has been formed;

6.6.2 Sign a Compliance, Conflict of Interest, and Confidentiality form prior to working on any examination materials.

6.7 Council members elected to an ASNT National Office may have their Council term of service suspended until their National Office term(s) is completed, at which time they may complete that term.

6.8 Loss of Membership

A Council member may be removed from the Council for one or more of the following reasons:

6.8.1 Full members

a. Failure to attend three (3) meeting, in a twelve (12)-month period, without a valid excuse and notification of same to the Council Chair or Secretary. Excessive company workload is not a valid excuse; employers have agreed to support attendance. Performing outside assigned tasks may be an alternative to attendance at the discretion of the Council Chair.

b. Failure to complete two (2) consecutive Council or Committee assignments or failure to return two (2) consecutive Council ballots.

6.8.2 Associate Members
a. Missing three (3) consecutive meetings. Performing outside assigned tasks may be an alternative to attendance at the discretion of the Council Chair.

6.8.3 Any member of the council may be removed if the Ethics Committee determines that the member has acted unethically (as described in Paragraphs 7.4.3.a-7.4.3.e).

7.0 Council Structure

The Council shall consist of an Administrative Body (AB), Divisions, Method Committees and Task Groups as described below:

7.1 Administrative Body

The (AB) shall consist of the Council Officers (see 7.2) and the Division Chairs. No two (2) member of the AB shall be employed by the same company. The responsibilities of the AB shall be as follows:

7.1.1 Coordinate the activities of the Council;

7.1.2 Coordinate the liaison activities between the Council and other Professional Societies and related industry groups;

7.1.3 Provide liaison reports to the Full Council as needed;

7.1.4 To make decisions on certification issues that requires a decision prior to the next scheduled Council meeting. Such decisions shall be brought before the Full Council for ratification at the next meeting;

7.1.5 Provide guidance to the ASNT Chief Technical Officer (CTO) in implementing approved policies;

7.1.6 Confirm that ASNT internal audits and American National Standards Institute (ANSI) accreditations audits, are being performed annually and review those audits.

7.1.7 Conduct audit(s) on any aspect of the certification programs. A minimum notice of thirty (30) days shall be provided to the ASNT CTO.

7.1.8 For votes held at AB meetings, a simple majority vote of the attending AB members is required for the passage of any motion.
7.2 Officers

The Council has three (3) Officers, the Chair, Vice-Chair and Secretary. The requirement for, and duties of the Officers are as follows:

7.2.1 Council Chair

The Council Chair must be a Full Member and must have served as a member of the AB for at least one (1) year prior to becoming Chair. The Chair is an ex-officio member on all CMC committees. The duties of the Chair are to:

a. Preside over Full CMC and AB meetings;

b. Prepared an agenda for each CMC meeting and ensure its distribution to members at least three (3) weeks prior to the meeting;

c. Report on CMC activities to the ASNT Operations Committee;

d. Serve as a member of the Joint Council Committee;

e. Serve as a member of the SNT-TC-1A/CMC/SDC/T&E Executive Committee (SCST Ex-Com) and coordinate with the appropriate groups any changes in ASNT documents which are needed to support the certification programs;

f. Arrange and supervise CMC liaison activities;

g. Report to the ASNT President in a timely manner on any certification issues which may be detrimental to ASNT; and

h. Provide the name of a CMC Board of Directors nominee to the ASNT Selection Committee.

7.2.2 Council Vice-Chair

The Council Vice-Chair shall have been a Full CMC member for at least two (2) years. The Vice-Chair is an ex-officio member on all CMC committees. The duties of the Vice-Chair shall be to:

a. Assume the duties of the CMC Chair when the Chair is unavailable;

b. Assist CMC Chair in the administration of the Council;

(Please note that the page 7.2.2 text is not visible in the image.)
c. Serve as a member of the Joint Council Committee;

d. Serve as a member of the SCST Ex-Com; and

e. Prepare and submit the CMC Yearbook information to the Materials Evaluation Editor for publication in the Ready Reference Guide.

### 7.2.3 Council Secretary

The Council Secretary shall be the ASNT Certification Manager, and is an ex–officio, non-voting member of the AB. The Secretary is an ex-officio member on all CMC committees. The duties of the Secretary shall be to:

a. Take minutes at all Council meetings;

b. Distribute the minutes within thirty (30) days of date of the meeting;

c. Distribute agendas and other communications to the members as directed by the Chair;

d. Maintain Council membership, attendance, qualifications, and committee assignments;

e. Maintain electronic and hard copies of all Council proceedings;

f. Implement Council certification program procedures; and

g. Coordinate Council activities with third-party entities and report such activities to the AB.

### 7.3 Divisions

There are five (5) Council Divisions: The Level III Division, the Level II Division, the ACCP Division, the Program Maintenance Division, and the IRRSP Division. Additional Divisions may be formed as required. Each Division shall be chaired by a Full Council Member that has served a minimum of two (2) years as a Full Member. Each of the above Divisions will have a minimum of three (3) additional Council members and will be responsible for the following:
7.3.1 Level III Division

Will develop and maintain the Basic and Level III Method examinations;

7.3.2 Level II Division

Will develop and maintain the Level II General and Specific written examinations;

7.3.3 ACCP Division

Will develop and maintain the ACCP Level II Practical and Instruction Preparation examinations and the ACCP Level III Procedure Preparation examinations;

7.3.4 Program Maintenance Division

Will develop and maintain the Standing Operating Procedures (SOPs) for the Council, coordinating with the other Divisions to ensure that the SOPs accurately reflect the activities of the respective Divisions; and

7.3.5 IRRSP Division

Develops and maintains all IRRSP examinations and is responsible for all program oversight activities which includes the technical maintenance of the IRRSP Program. IRRSP Division membership is open to ASNT members and non-members provided the Task Group membership requirements of Paragraph 6.6 are met.

7.4 Committees

Committee Chairs shall have served a minimum of one (1) year as a Full Member or two (2) years as an Associate Member of the CMC prior to being appointed by the Council Chair.

7.4.1 Method Committee

There shall be a Method Committee for each NDT test method for which examinations are given. Each Method Committee shall have a Chair, Vice-Chair, and a minimum of five (5) members whenever possible. Committee Chairs and Committee Vice-Chairs shall be Full or Associate CMC Members only; but a Committee may have Task Group members to fulfill the five (5) member requirement. Method Committees shall be responsible for the following:
a. Development and content validation of new examination questions;

b. Revision and validation of existing examination questions as required:

c. Annual review of a minimum of one-third (1/3) of the examination questions in the respective examination databanks: and

d. Committee Chairs are responsible for reviewing challenged examination questions for their test method in a timely manner. If unavailable, the Vice-Chair shall perform that review.

7.4.2 Nominating Committee

The Nominating Committee is made up of three (3) Full Council Members appointed by the Council Chair at the Annual Conference meeting. Each year the current Chair rotates off the Committee, the two (2) year member becomes Chair, and one (1) new member is appointed. This Committee reviews the applications of all prospective Council members, determines that the eligibility requirements have been met, rates each applicant against predetermined standards and recommends approval or disapproval.

7.4.3 Ethics Committee

The Council Ethics Committee is a four (4) person committee chaired by the Program Maintenance Division Chair with the ACCP Division and the Level III Division Chairs as voting members. The Level II and/or Level III Division Chair may serve on the Committee as alternates. The Council Secretary is a non-voting member and is the point of contact for correspondence. This Committee is responsible for investigating:

a. Allegations violations of the Level II or Level III Codes of Ethics and the IRRSP Rules of Conduct by certificate holders;

b. Violations of the Compliance, Conflict of Interest, and Confidentiality rules;

c. Council member violations of the Society’s Code of Ethics;

d. Violations of the rules contained in this document; and

e. Unwarranted or unjustified criticism of activities of the Council, outside the CMC, meetings, etc.
7.5 Task Groups

7.5.1 When there is a need to develop specialized techniques and examination questions that require expertise not available within the current Council membership, a Committee Chair may request that the AB approve the establishment of a Task Group (TG) for that purpose. The number of TG members will vary according to the need and will serve until such time as the need has been fulfilled.

7.5.2 The Committee Chair will provide the names of all TG members to the Council Secretary so that Compliance, Conflict of Interest, and Confidentiality forms can be sent to the TG members prior to their working on examination materials.

8.0 Terms of Service

8.1 Council membership shall be for a period of three (3) years, starting with the first Council meeting following approval for membership. Members may apply for additional three (3)-year terms subject to the approval of the Full Council.

8.2 The Council Chair and Vice-Chair shall each be elected for concurrent three (3)-year terms. At the end of the term, the Vice-Chair shall be given first consideration for the Chair position.

8.3 Division Chairs shall serve three (3)-year terms in their Division. Terms shall be staggered so that no more than two (2) positions are vacated in the same year. If there are no eligible Council members (Paragraph 7.3) or if no other member wishes to serve as Chair for the Division, the current Chair may be permitted to serve additional terms.

8.4 Committee Chairs and Vice-Chairs shall serve at the discretion of the Council Chair.

9.0 Meetings

9.1 Scheduled meetings

9.1.1 The Council shall have four (4) annual meetings: one at each of the following events: the Research Symposium, the Annual Conference and one in the winter and the summer; at locations determined by the Council members. Each meeting shall be three (3) days in duration with two (2) days of work sessions and a one (1) or one-half (1/2) day formal meeting on the third day.

9.1.2 For the formal meeting, a simple majority of the AB members shall constitute a quorum. Formal Council business may not be conducted
unless a quorum has been established. The Council Chair may establish a quorum by contacting absent AB Members by telephone or via other electronic means provided all parties may hear both sides of all conversations. Should contact be lost with an AB member required for a quorum, formal business must be suspended until such time as a quorum is re-established. All quorums established by remote means must be documented in the minutes of the meeting.

9.1.3 An agenda shall be developed for all scheduled meetings and distributed to all Full and Associate Council Members at a minimum of three (3) weeks prior to the start of the meeting. Member wishing to add items to the agenda that will require Council action must submit those items to the Council Secretary early enough that the revised agenda can be redistributed so that all Council members have one (1) week to consider the additional items(s). Items not meeting this requirement may be discussed but not acted on at the meeting unless two-thirds (2/3) of the members in attendance vote to waive this requirement.

9.1.4 Agenda items resulting from Committee activities during the work sessions shall be exempt from the restrictions described in 9.1.3.

9.2 Teleconference meetings

An AB teleconference may be scheduled by the Council Chair if a certification issue is identified that must be resolved prior to the next scheduled Council meeting. Such meetings shall have the same quorum requirements as described for scheduled meetings, and all actions shall be recorded in official minutes and reported to the Full Council at the next meeting.

9.3 Document Review

If a document requires approval by the AB prior to the next scheduled meeting, then a confirming email may be sent by each AB member. The emails shall be saved as documentation of approval for that particular document. A simple majority of the AB’s is required for acceptance.

10.0 Voting

10.1 For votes held at scheduled Full CMC meetings, a simple majority vote of the attending Council members is required for the passage of any motion.

10.2 Letter or electronic ballots may only be used for issues that have been discussed at a scheduled meeting. Such ballots shall not specify a response time less than two (2) weeks after the date of distribution and shall be marked “Action Required” on the outside of the envelope or on the Subject Line of an electronic transmittal. As
noted in 6.8.2, failure to return two (2) consecutive Council ballots may be cause for removal from the Council.

11.0 Certification and Recertification of Council Members

11.1 Certification in a New Method

Council members who wish to certify in another NDT or PdM test method during their term of service shall notify the Certification Manager of their wish to take the exam. The ASNT Certification Manager is responsible for determining the level of access the individual has had in regards to that particular method database. If the Certification Manager determines that the applicant has not had access to the current exam form, then the applicant may test provided they meet the program requirements. If it is determined that the applicant has had access, then the applicant must wait till the next exam refresh to re-apply. If allowed to test, the applicant and the Certification Manager shall sign a document declaring that the applicant has not had access and document how it was confirmed.

11.2 Recertification

11.2.1 Council members whose current ASNT NDT and/or ACCP certification will expire during their term shall notify the ASNT Certification Manager the month prior to their expiration date. At that time, all NDT certifications will be renewed and equalized. Documentation of this action will be entered into the member’s ASNT certification record.

11.2.2 Full and Associate Council members who successfully complete one (1) or more three (3)-year terms of service shall have their certifications extended for a period of five (5) years from the date their term ends.

11.2.3 For Full and Associate Council Members who fail to complete a full term, the CMC Secretary shall calculate the number of re-certification points that have been earned for their service and shall provide documentation of those points to the member. If a member is removed for non-participation, no points will be awarded.

11.2.4 Task Group members do not qualify for re-certification credit.

11.2.5 IRRSP and ACCP Level II & III certification renewal is by examination only.

11.3 New certifications and re-certification for ASNT Staff Level III’s shall be the same as for a Full Member. If the length of employment is less than three (3) years, re-certification points will be issued in accordance with paragraph 11.4.

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11.4 Council members elected to an ASNT National Office that have completed one (1) three (3) year-term on the CMC shall have their ASNT certifications extended for five (5) years. Those with less than one (1) Full Council term shall have their certifications extended for two (2) years.

12.0 Selection of Council Director Nominee

12.1 Every three (3) years prior to the Annual Conference, the Council shall select one (1) candidate as a Council Director to the American Society for Nondestructive Testing (ASNT) Board of Directors to act as a full Board member and to serve as a liaison of the Council to the Board. The Council Chair may be considered as a candidate.

12.2 The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

12.3 The terms of office for Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.

13.0 Vacancy of Council Nominee to the Board of Directors

A vacancy in the Council’s nominee to the Board of Directors, through death, resignation, or any other cause shall be filled by appointment of the Council Administrative Body until the next annual election. An affirmative vote of two-thirds (2/3) or more of the voting members of the Council Administrative Body is required to fill such a vacancy. Upon affirmative vote by the Council Administrative Body, the appointment will be subject to Board ratification, in accordance with the ASNT Bylaws.

14.0 Amendment to the Rules of Conduct

Amendments to the Rules of Conduct may be proposed by any member of the CMC, either in writing to the Chair, or at a Council meeting. Action on proposed changes shall be determined by a 2/3 vote of the Full CMC members at any regular meeting, and subsequently approved and ratified by the ASNT Board of Directors.

15.0 Indemnification

The members of the CMC shall be indemnified by ASNT in accordance with the ASNT Bylaws.
16.0 Council Amenities

Policy G-32 Amenity Policy for Council Officers, Division Chairs and Committee Chairs defines all amenities for Council Officers, Division Chairs, and Committee Chairs.

17.0 Council Procedures

17.1 CMC Council procedures shall be maintained by the ASNT NDT Specialist/Quality Manager.

17.2 The CMC shall be responsible for reviewing and updating these procedures as needed or at a minimum of every five (5) years.

17.3 Amendments to these procedures requires Full AB approval prior to implementation.
RESEARCH COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Research Council.

2.0 Scope

The scope of these Rules of Conduct shall be to establish guidelines that the Research Council will follow in its activities.

2.1 The Research Council’s objectives shall be:

2.1.1 To develop, encourage, and promote communication among researchers in nondestructive evaluation (NDE) through meetings, programs, and publications developed by its various committees;

2.1.2 To supervise the publication of the journal, Research in Nondestructive Evaluation;

2.1.3 To recognize research accomplishment;

2.1.4 To promote education related to NDE research;

2.1.5 To encourage and promote technology transfer;

2.1.6 To provide a positive influence upon policy matters dealing with NDE research; and

2.1.7 To cooperate activity with other societies in promoting the positive role of NDE in the entire material life cycle.

3.0 Responsibility

It shall be the responsibility of the Executive Officers of the Research Council to ensure that the Rules of Conduct described within this policy are followed.

4.0 Procedure

4.1 Planning

The Council shall administer the research affairs of the Society and be responsible for the formulation of broad plans and programs designed to enhance the research activities of the Society. It shall administer the execution of plans and programs
that may be assigned to, or formulated by, the research committees. It shall interact with the Technical and Education Council in planning complete coverage of research, development and application of NDE techniques, and in providing the necessary education to scientific and technical personnel for NDE, and with the Section Operations Council to provide guidance to student chapters.

4.2 Research Committees

The Council shall approve the formation of technical research committees and the dissolution of committees no longer considered essential. A complete list of current operating committees shall be shown on an organizational chart of the Research Council.

4.3 Research Meetings

The Council is responsible for organizing the ASNT Research Symposium. The Council shall also coordinate and aid in planning other meetings, which are for the purpose of presenting and discussing NDE research. Normally, these meetings will be organized and administered by the research committees responsible for the meeting and may be jointly sponsored by other ASNT councils and/or other societies or organizations. Coordination of research symposia, seminars, workshops, etc., will be handled through the Program Committee and coordinated with the ASNT Conferences Department.

4.4 Publications

The Council shall coordinate with ASNT International Service Center (ISC) the preparation and publication of research meeting proceedings or transactions, the journal *Research in Nondestructive Evaluation*, monographs, books, and other documents treating research activities in NDE.

4.5 Education

The Council shall assist the Technical and Education Council in providing continuing education courses in NDE fundamental engineering and science areas and in stimulating and selecting research scholarships. The Council shall assist the Section Operations Council in providing operation guidance for student chapters at universities and colleges where NDE research activities are a major educational goal.

4.6 Technology Transfer

The Council shall encourage the transfer of new technology to applications in industry through lecture tours, meetings, reviews in *Materials Evaluation*, special sessions during ASNT national meetings, publications, and other activities. Technology transfer shall be coordinated with the ASNT Technical and Education
Council through a joint committee of the two (2) Councils. Normally, the 
Research Council is responsible for research activities and to support the 
development of applications of NDE techniques.

4.7  Recognition

The Council shall recognize achievement in research by recommending awards, 
medals, honorary lectures, and nominations for Society Fellows to the Board of 
Director for approval. The Council will coordinate such activities with the 
Awards Committee of the Board of Directors.

4.8  NDE Philosophy

The Council shall, through cooperation with other societies, actively influence the 
development of positive philosophies in ASNT, the technical community, and 
society at large that encourage the application of NDE for the entire material life 
cycle.

5.0  Membership

5.1  Council

Any active research committee member is a voting member of the Research 
Council.

5.2  Council Executive Committee

The Research Council Executive Committee shall consist of the Research Council 
Chair, Vice-Chair, Secretary, and the Chairs of standing Council committees. An 
alternate may be appointed by an Executive Committee member to act on his or 
her behalf if the member is unable to attend a meeting. The Research Council 
Chair shall be the Chair of the Executive Committee.

6.0  Amendments to the Rules of Conduct

Amendments to the Research Council’s Rules of Conduct may be proposed by any 
member of the Council in writing to the Chair of the Council. Action on proposed 
changes shall be discussed and approved by the Research Council Executive Committee 
and then determined by majority vote of the Research Council at any regular meeting and 
subsequent ratification by the Board of Directors. At the discretion of the Council Chair, 
letter ballots may be used if authorized by the Council.
7.0 Officers

7.1 Elections

7.1.1 The Council officers shall be elected at the Annual Council Meeting in the spring of each odd-numbered year. No later than four (4) months after this election the Nomination Committee for the next election shall be appointed by the Council Chair. The committee shall submit names of nominees for Council officers to the Council Chair no later than the fall meeting of the next year. It shall also select nominees for candidates for the council’s representative to the Board of Directors (Section 9.0 of this policy). The Council Chair shall direct the Council Secretary to publish the names of the nominees not less than ninety (90) days prior to the Annual Council Meeting in the odd numbered year when the election occurs.

7.1.2 Nominating Committee

The Nominating Committee shall consist of three (3) members of the Council, including the immediate past Council Chair, one (1) committee chair, and one (1) committee member, each from a different committee. The Council Chair shall serve as an ex-officio member of the Nominating Committee. The Nominating Committee shall furnish one (1) name for the offices of Chair and Vice-Chair and may submit two (2) more names for Secretary.

7.1.3 Other Nominations

Additional names may be submitted as nominees for any Council offices to the Research Council Chair in writing prior to the Council Annual Meeting at which elections are to take place providing a written petition supporting the nominee by at least fifteen (15) active Council members is forwarded to the Council Secretary thirty (30) days before the election.

7.1.4 Candidate Qualifications

Candidate for nomination as Council officer shall have: (1) agreed to accept the office; (2) and hold valid ASNT membership; (3) secured company support as indicated by a letter from appropriate company management; and (4) for the position of chair; served as Council officer at least one (1) year prior to eligibility.

7.1.5 Tenure

a. The officers shall hold office for a term of two (2) years or until their successors are elected. The term of newly elected officers
begins immediately following the Annual Spring Meeting of the Council in the odd-numbered year.

b. The outgoing Council Chair will continue to serve on the ASNT Operations Committee until the new Society officers are seated at the ASNT Annual Meeting the fall following the Research Council elections. Any assignments made by the Board to Research Council during the period between the spring and fall meetings shall be relayed by the outgoing Council officers to the incoming Council officers for Council action. The Chair may not serve two (2) consecutive terms but is eligible to serve again as an officer after a one (1)-year break.

7.1.6 Unexpired Terms

A vacancy in the office of the Chair shall be filled for the unexpired term by appointment by the President of the Society. If the appointment should be the present Vice-Chair of the Council, this time shall not be counted as tenure under rule 7.1.4. That is, the Vice-Chair serving the unexpired term of a vacancy in the Chair office shall be eligible for election to Chair at his or her normal time. Vacancies in the offices of Vice-Chair and Secretary shall be filled by appointment by the Chair of the Council. These appointments shall be subject to confirmation by the Research Council at the next Council meeting.

7.2 Duties

7.2.1 The duties of the Chair shall be to:

a. Preside over meetings of the Council and Executive Committee;

b. Prepare agenda for Council meetings and distribute copies to members at least two weeks before meetings;

c. Assign projects to committees;

d. Assist and guide the Council officers in the conduct of their duties;

e. Report annually to the Society on the activities of the Council. Information is to be incorporated into Materials Evaluation;

f. Serve as a member of the ASNT Operations Committee (beginning with the seating of the new Board at the fall Annual Meeting following his or her election);
g. Serve as the General Chair for the ASNT Research Symposium; and,

h. Perform other duties as assigned by the Society President.

7.2.2 The duties of the Vice-Chair shall be to:

a. Assist the Chair in the discharge of his or her duties;

b. Assume the duties of the Chair when the Chair is unavailable or unable to act;

c. Be responsible for development of strategic planning and activities;

d. Serve as an ex-officio member of the Program Committee; and as advisor to the Committee Chair; and,

e. Carry out any assignments made by the Chair.

7.2.3 The duties of the Secretary shall be to:

a. Record and distribute the minutes of all Council meetings;

b. Conduct letter ballots on documents when required;

c. Handle inquiries in accordance with the procedure set up for this purpose; and,

d. Handle such other correspondence as the Chair may direct.

8.0 Selection of Council Director Nominee

8.1 The Council, prior to the Annual Conference, shall select one (1) candidate as a Council Director to the American Society for Nondestructive Testing (ASNT) Board of Directors to act as a full Board member and serve as a liaison of the Council to the Board. The Council Chair may be considered as a candidate.

8.2 The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

8.3 The terms of office for Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.
9.0 Vacancy of Council Director Nominee

A vacancy by the Council Director for any cause other than expiration of term may be filled by recommendation of the Research Council Executive Committee and two-thirds (2/3) affirmative vote of the Board of Directors, in accordance with the ASNT Bylaws.

10.0 Meetings

10.1 Quorum

10.1.1 A quorum of the Council shall be at least ten (10) members of the Council including at least two (2) officers and one (1) committee chair. Once a quorum is established, this requirement is considered met for the duration of the meeting unless challenged by proper parliamentary procedure.

10.1.2 Each committee shall establish its own quorum requirements.

10.2 Meetings

10.2.1 The Council shall meet at least once annually, normally at the Research Symposium. The meeting as the Research Symposium shall be known as the Annual Meeting of the Research Council.

10.2.2 Each committee shall meet as often as necessary to carry out the business of the committee.

10.3 Notifications

10.3.1 The Council Secretary shall notify all Council members of the meeting time and location of Council and committee meetings.

10.3.2 The committee chair shall notify the Council Secretary of the need for a scheduled meeting at either the Research Symposium or Annual Conference. A committee meeting at any other time can be called by the chair or any three (3) member providing: (1) at least one (1) officer is present, and (2) due notice is received by all committee members at least thirty (30) days prior to the meeting.

10.4 Meeting Attendance

10.4.1 A record of attendance at all Council and committee meetings shall be maintained.

10.4.2 Meeting attendance, although not mandatory for continued membership, is highly encouraged at all levels. Continued absence of more than three (3)
consecutive Council meetings shall be taken, together with lack of activity on committee business, as an indication an individual is no longer interested in Council membership and the individual may be removed from the status of an active member upon recommendation of the Council Chair.

11.0 Research Council Committees

11.1 Objectives of a committee are to:

11.1.1 Coordinate and utilize the knowledge, experience, and skill of scientific practitioners on research problems within the scope of its activities.

11.1.2 Conduct necessary meetings, seminars, and symposia to educate and exchange information pertaining to research in NDE.

11.1.3 Cooperate with industry, government, educational institutions, the public, other bodies, and other ASNT councils, committees, and members on NDE research matters under their respective jurisdictions.

11.1.4 Engage in the publication of the journal *Research in Nondestructive Evaluation*, research papers, proceedings, monographs, books and other reports to disseminate research findings to as large an audience as possible.

11.2 Scope

11.2.1 Research committees shall be responsible for specific research activities under their jurisdiction, as defined in the initial Standard Operating Procedures established by the committee and approved by the Research Council. Research committees may be, as defined by the Research Council, flexible as to their mode of operation.

11.2.2 The following are minimum required committee activities.

a. Hold committee meetings at either a national conference or at other times deemed necessary to conduct business of the committee. There should be a minimum of one meeting every two (2) years.

b. Accept full responsibility for participation in technical conferences, topical meetings, and seminars in the committee’s area of interest, and as organized by the committee.

c. Assist section and regional conference committees in identifying speakers specializing in the committee’s field.
d. Encourage preparation of technical and research papers for presentation at meetings and publication in the Society’s technical, transactions, or research publications.

11.3 Committee Officers

11.3.1 Chair

The duties of a Research Council Committee Chair are to direct, assist, and encourage committee members in the conduct of the committee activity. Committee Chairs serve on the Research Council Executive Committee.

11.3.2 Vice-Chair

The Vice-Chair shall assist the Chair in the performance of his or her duties, accept duties specifically assigned to him or her by the Chair, and assume the responsibilities of the committee chair in his or her absence.

11.3.3 Secretary

The Secretary shall distribute the minutes of all committee meetings, conduct ballots as required, maintain membership lists of the committee, and discharge other duties as assigned by the Committee Chair.

11.3.4 Qualifications for Committee Officers

To be eligible for committee office, an individual must be active in the work of the committee and must be a member of ASNT.

11.3.5 Selection of Committee Chairs

a. Committee Chairs are appointed by the Council Chair. For larger committees, chairs can be selected by election process.

b. Alternate Election Process for Committee Officers. At least six (6) months prior to the termination of the committee officers’ term of office, the Committee Chair will appoint a Nominating Committee from the committee’s active membership. The Nominating Committee will consist of three (3) persons, one (1) being designated Chair of the Nominating Committee. The report of the committee shall be mailed to the full committee membership forty-five (45) days prior to the end of the present term of office. Additional nominations may be made by any member of the committee, with confirming signatures from five (5) other committee members. These shall be forwarded to the Committee
Secretary in time to be mailed to the full committee membership one (1) month prior to the end of the present term of office. Sealed ballots shall be returned by mail or fax to the Research Council Secretary. The Council Secretary will determine the results according to simple majority and will report the results for the balloting to the committee members and Council officers.

11.3.6 Unexpired Terms

A vacancy in a committee chair shall be filled for the unexpired term by appointment of the Research Council Chair. A vacancy in a committee vice-chair or secretary position shall be filled by appointment by the committee chair.

11.3.7 Tenure

a. The normal term of office for committee officers is two (2) years, with elections occurring in odd numbered years. The term of office of the newly-elected officers begins at the end of the Annual Council Meeting.

b. The term of office for the Program Committee Chair shall be three (3) years. In order to provide a pool of experienced candidates from which to select, the Chair may appoint a Vice-Chair for one (1) or two (2) years instead of the full term of three (3) years. Candidates for Vice-Chair will be reviewed based performance on the committee and interest expressed.

11.3.8 Exceptions

Because of past history, some committees of the Research Council, for example Editorial Board of the journal *Research in Nondestructive Evaluation*, have separate Standard Operating Procedures (SOPs) for election of officers. These procedures are hereby incorporated into the Rules of Conduct for the Research Council to govern the operations of these committees.

11.4 Research Committees

Research Council committees are formed as appropriate to the objectives of the Council and to the committee SOPs. The formation or elimination of committees shall be at the discretion of members of the Council. Any Council member may propose such changes by letter to the Chair of the Council. Normally, Research Council committees will be formed by groups of people who find that working together in a formal, well-identified committee or group is beneficial to their particular interests. Such committees as Program, Research Liaison, Technology
Transfer, and the University Programs, etc., are standing committees of the Research Council under this definition.

11.5 Committee Membership

All members are appointed to ASNT research committees on the basis of their personal interests, qualifications, and their ability to contribute to the work of the committee. ASNT membership is required for committee membership. Committee membership may be sought through written application to the committee chair and subject to review and acceptance by the committee.

11.5.1 An active committee member is defined as one who has the following attributes:

a. Attends at least one (1) Annual Council meeting each three (3) years;

b. Participate in committee activities through response to mailings, attendance at committee sponsored seminars, technical sessions, etc.; and,

c. Plays a role in furthering research in nondestructive evaluation.

11.5.2 The Committee Chair, through discussion with the committee officers, will be responsible for determining which committee members should be removed from the list of active membership for failure to meet one or more of these attributes.

12.0 Voting

12.1 General

A majority vote of those present shall rule in the Research Council, its committees, and other subsidiary groups. Voice or ballot votes may be used at the discretion of the Chair, except as specifically provided for in the Rules of Conduct or proper parliamentary law. Proxy votes on issues that have been published before a meeting can be counted if provided to the Committee Secretary in writing prior to the meeting by a member who is unable to attend. At the discretion of the Chair, letter ballots may be used for documents.
12.2 Voting in Council and Committee Meetings

The Council or Committee Secretary shall maintain a roster of committee members. Voting at committee meetings will be restricted to committee members appearing on this roster at least thirty (30) days prior to a national meeting.
1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Technical and Education (T&E) Council, its Divisions and associated Committees.

2.0 Scope

The T&E Council Rules of Conduct establish the procedures and guidelines that the Technical and Education Council shall follow in conducting its operations.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-32 Amenity Policy for Council Officers, Division Chairs, and Committee Chairs

3.3 ASNT Policy G-41 ASNT Awards Program Guidelines

4.0 Responsibility

It shall be the responsibility of the T&E Council Officers to ensure that the Rules of Conduct described within this policy are followed.

5.0 Objectives

The T&E Council’s objectives are to enable the Society to serve the needs of its members, academic institutions, industry, and government. Specific objectives of the Council are:

5.1 To support the mission of the Society;

5.2 To identify, develop, collect, and distribute educational information and to promote use of such materials in support of educational programs which lead to personnel pursuing nondestructive testing (NDT) as a profession;

5.3 To establish and prepare guidelines for the qualification and certification of personnel who require knowledge of the technical principles of NDT;

5.4 To develop educational materials and curricula for the training and qualification of personnel for NDT;
5.5 To plan, develop, collect, and distribute technical information of the Society through meetings, programs, and publications;

5.6 To cooperate with the Section Operations Council (SOC) and with local Sections of the Society in the preparation of technical programs by providing technical guidance and encouragement;

5.7 To recognize and encourage achievement and interest in the field of NDT.

6.0 Council Responsibilities

6.1 Planning

The Council shall formulate and implement plans and programs designed to achieve the objectives of the Council as described in this document.

6.2 Technical & Education Division and Committees

The Council shall form technical and education Divisions/Committees and dissolve Division/Committees that are no longer considered essential. A complete list of current operating Divisions/Committees and the organizational structure shall be shown on an organizational chart of the Council published in the Ready Reference Guide. At minimum, the Divisions shall address the Industry Sector Categories when forming committees:

6.2.1 Aerospace

6.2.2 Power Generation

6.2.3 Chemical and Petroleum

6.2.4 Education

6.2.5 General Industry

6.3 Liaison with Other ASNT Councils and Committees

The Council Officers shall maintain a liaison with other Society Councils, Divisions, and Committees in order to coordinate activities and plans.

6.4 Technical & Education Meetings

The Council shall be responsible for planning, development, preparation, and conduct of national technical, educational programs sponsored by the Society.
The Council shall organize the technical programs for the Annual Conference through the Professional Program Committee.

6.5 Personnel Training and Qualification Programs

The Council shall develop and revise personnel training and qualification programs as necessary to meet the NDT industry needs, and as directed by the Society’s Operations Committee. These include, but may not be limited to programs under the assigned responsibility of the T&E Council. Official interpretation of these programs shall be provided by the Council or an appropriate Division of the Council.

6.6 Education

6.6.1 The Council shall supervise (collect and organize) or approve the preparation of ASNT educational materials, course work, and curricula.

6.6.2 The Council shall support high schools and two-year degree-granting institutions in familiarizing students with NDT.

6.7 Publications

6.7.1 The Council shall establish rules governing the publication of reports, recommendations, procedures, methods, recommended practices, and similar documents.

6.7.2 The Council shall oversee, in coordination with ASNT International Service Center (ISC) staff, the publication of various documents including but not limited to: educational materials, Nondestructive Testing Handbooks, The NDT Technician newsletter, and the Society’s monthly journal *Materials Evaluation*.

6.7.3 The Council shall coordinate with ASNT ISC staff to identify, outline, contract, and review publication of NDT educational and training materials.

6.7.4 The Council shall coordinate with ASNT ISC staff, the preparation of educational and qualification documents for publication in the journals of the Society.

6.8 Cooperation with Local Sections

When requested, the Council shall provide guidance and assistance to local sections in the preparation or implementation of education and qualification programs. The Council may enlist the assistance of local sections in the review of
publications for which the Council is responsible according to protocols established between the Council and SOC.

6.9 Industry Coordination

The Council shall establish and maintain cooperation and coordination with various segments of the industry.

6.10 Recognition

The Council shall recognize educational and professional achievement in NDT by recommending awards and honors in accordance with ASNT Policy G-41 ASNT Awards Program Guidelines.

7.0 Membership

7.1 Any active T&E Division or Committee member is a member of the T&E Council.

7.2 Executive Committee – The Council Executive Committee shall consist of the Council Chair, Council Vice-Chair/Secretary, and Division Chairs.

7.3 Full Council – Member of Full Council are the Council Chair, Vice-Chair/Secretary, the Chairs and Vice-Chairs of the Divisions, and the Committee Chairs. An alternate may be appointed by a member of the Full Council to act on his/her behalf if the member is unable to attend a meeting. Only members of the Society in good standing are eligible for Full Council membership.

8.0 Meetings

8.1 Quorum

A quorum of the Full Council shall be a total of three (3) Council Officers/Division Chairs which must include at least one (1) Council Officer and one (1) Division Chair present. Once a quorum is met for a meeting, it is considered met unless challenged by proper parliamentary procedure. Divisions and Committees shall establish their own quorum requirements.

8.2 Meetings

8.2.1 The Full Council shall meet at least twice annually, normally during the ASNT Annual Conference and during the ASNT Research Symposium. The meeting at the Annual Conference shall be known as the Annual Meeting of the Council.
8.2.2 Each Division and Committee shall meet as often as necessary to conduct business as required.

8.2.3 Meeting Attendance

a. Record of attendance at the Council meetings shall be maintained.

b. A record of activities at the Council meetings shall be maintained in the form of minutes.

9.0 Technical & Education Divisions and Committees

9.1 Council Committees

A Council Committee may be established by the Council Chair subject to ratification by the Full Council and will report directly to the Chair. Council Committees are independent of the Major Divisions described in Section 9.2 below. Council Committees are not required to have separate Rules of Conduct and will be governed by this document, however are required to have specific Standard Operating Procedures (SOP’s) that describe any deviation from or additional requirements to this document.

9.1.1 Professional Program Committee (PPC)

The PPC goals shall be to aid the Society in the scheduling and planning of technical programs for Annual, Regional and Topical Conferences. The PPC members shall include representatives from Research, CMC, and SOC Councils, Exhibitors, and the Conference Manager. Additionally, each T&E Council Division and Committee Chair shall be an active participant in the PPC.

9.2 Divisions

A Division of the T&E Council will be established by the Council Chair subject to ratification by the Full Council and approval of the Operations Committee when it is apparent that a group of Committees has related interests. The objectives of a Division are to coordinate and use the knowledge, experience, and skill of personnel on issues or interests within the scope of its activities. Each Division shall have a Chair and may have a Vice-Chair and Secretary. A complete list of current operating Divisions shall be shown on an organizational chart of the Council.

9.2.1 Each Division shall establish a standard operating procedure (SOP), including a scope of activities.

9.2.2 The Division SOP shall include the elements in Section 9.4.
9.3 Committees

Committees established in each Division shall be organized to coordinate and utilize the knowledge, experience, and skill of personnel on issues and interests within the scope of its activities. Committees may be formed or dissolved by the Division Chair, the Council Chair, or at the written request of any Council member, subject to ratification by the Full Council. The scope, objectives, and SOP’s of proposed Committees shall be developed prior to the Committee’s formation.

9.3.1 Committee Membership

Members may apply to Council Committees on the basis of their personal interests, qualifications, and their ability to contribute to the work of these Committees provided balance is maintained on the committee in accordance with Section 9.4.2 ASNT membership, although encouraged, is not a prerequisite for Committee membership. Committee membership may be sought through written or electronic (through ISC) application to the Committee Chair. Committee membership is subject to review and acceptance by the Committee, if the Chair deems it necessary.

9.4 Each Division and Committee shall develop its own SOP. The SOP shall be approved by the voting members of the Division and/or Committee and by the Full Council by letter or e-mail ballot, or at an appropriate Committee, Division and/or Council meeting. The SOP shall address at least the following elements:

9.4.1 Industry Sector Categories (Committees only). Members of the Committee shall be assigned one (1) Industry Sector Categories listed in 6.2.

9.4.2 Balance of Interests (Committees only).

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the Committee. All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation.

9.4.3 Quorum

a. Refer to Section 8.1.

9.4.4 Officers

a. For Divisions, refer to Section 10.4.
b. For Committees, refer to Section 10.5.

9.4.5 Meetings

a. A record of attendance of the Committee meetings shall be maintained.

b. A record of activities of Committee meetings shall be maintained in the form of minutes.

9.5 NDT Methods and Techniques (Adding of, Deleting of Splitting of)

In the event a Division/Method Committee desires to add a new method or technique, delete an existing method or technique or split an existing method or technique, the following approval process shall be followed:

9.5.1 The Method Committee shall develop and administer a letter ballot in accordance with the Committee’s SOP and Section 12.2 of this policy.

9.5.2 If the Method Committee ballot passes, the issue shall be reported to the Methods Division for approval by a motion with two-thirds (2/3) majority of those voting.

9.5.3 If the Methods Division motion is approved, the approved motion shall be reported to the Councils for approval by a motion with two-thirds (2/3) majority of those voting.

9.5.4 If the Council’s motion is approved, the approved motion shall be reported to the Joint CMC/SDC/T&E Executive Committee for approval by a motion with two-thirds (2/3) majority of those voting.

10.0 Council Officers

10.1 Council Chair Duties

10.1.1 Preside over Full Council and the Council’s Administrative meetings.

10.1.2 Prepare agenda for Council meetings and see to it that copies are distributed to members at least two (2) weeks before meetings.

10.1.3 Appoint Division Chairs.

10.1.4 Assign projects to Divisions.

10.1.5 Assist and guide the Council Officers and the Division Chairs in the conduct of their duties.

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10.1.6 Report annually to the Society on the activities of the Council. Information is to be incorporated into the Ready Reference Guide.

10.1.7 Serve as a member of the Society Operations Committee.

10.1.8 Serve as a member of the Joint Council Committee. The Council Chair shall serve as the Chair of the Joint Council in accordance with the Joint Council operating procedure.

10.1.9 Serve as a member of the Joint CMC/SDC/T&E Executive Committee. The Council Chair shall serve as the Chair of this committee every fourth year.

10.1.10 Submit a report to the Society Operations Committee during its meetings.

10.1.11 Recommend nominees for the selection of Council representatives for Board of Director or Operations Committee assignments.

10.1.12 Arrange and supervise liaison with similar groups in other professional societies, as required.

10.1.13 Introduce the speaker of the post conference seminars for both the ASNT Annual Conference and ASNT Research Symposium.

10.1.14 Create and dissolve Council Committees, subject to ratification of the Full Council.

10.2 Council Vice-Chair/Secretary Duties

10.2.1 Assist the Chair in the discharge of his/her duties.

10.2.2 Assume the duties of the Chair when the Chair is unavailable.

10.2.3 Be responsible for development of advanced projects and planning.

10.2.4 Serve as a member of the Joint Council Committee.

10.2.5 Serve as a member of the Joint CMC/SDC/T&E Executive Committee.

10.2.6 Preside over development of the Council’s annual budget.

10.2.7 Prepare and submit to the Materials Evaluation Editor, the Council Yearbook for publication in the Ready Reference Guide. The Yearbook shall be submitted annually by 1 December.
10.2.8 Attend Council Administrative and Full Council meetings.

10.2.9 Record and distribute the minutes of all Council meeting within one (1) month of the date of the meeting.

10.2.10 Distribute agenda, notices and other communications to the Council membership as directed by the Chair.

10.2.11 Conduct letter ballots of publications, technical documents, or other matters when required.

10.2.12 Distribute other correspondence as the Council Chair may direct.

10.2.13 Maintain the Council’s financial records.

10.2.14 Maintain current Council membership and attendance records.

10.2.15 Schedule all Council Committee and Division meetings at the ASNT Annual Conference and the ASNT Research Symposium.

10.2.16 Notify all members of the date, time, and place of all meetings at least one (1) month in advance of the meeting by letter and by publication in *Materials Evaluation*.

10.2.17 Make himself/herself personally known to the following: Executive Director of ASNT; Senior Publications Manager; Chief Technical Officer, the Editors of *Materials Evaluation*; and Society National Officers.

10.2.18 Handle inquiries in accordance with the procedure set up for this purpose.

10.2.19 Establish and maintain accurate membership lists of the Council, Divisions, and Committees for publication annually in the Ready Reference Guide.

10.3 Selection of Officers

10.3.1 Council Officers

   a. A Nominating Committee shall be appointed by the Council Chair at least eight (8) month prior to the Annual Conference of the election year. The Nominating Committee should consist of three (3) members of the Council, including a past Council Chair (preferably the immediate past Chair), a Committee Chair, and a Committee member, each of the latter two (2) from a different Division. The Council Chair shall serve as an ex-officio member of the Nominating Committee.
b. The Nominating Committee shall select candidates for Council Chair and Vice-Chair/Secretary. The incumbent Vice-Chair/Secretary should be given first consideration for nomination as candidate for the Chair position. For all candidates, the Nominating Committee shall review the qualifications of each nominee for eligibility. The Nominating Committee may furnish more than one (1) name each for the office of Chair, and Vice-Chair/Secretary. The Nominating Committee shall submit names of nominees to the Council Chair at the ASNT Research Symposium, Full Council meeting. The Council Vice-Chair/Secretary shall record the nominees in the minutes for distribution to the Council membership. The election shall occur at the ASNT Annual Conference, Full Council meeting.

c. Other Nominations – Additional names may be submitted as nominees for the offices of Chair, and Vice-Chair/Secretary in writing prior to the Council Annual Conference meeting provided a written petition supporting the nominee signed by at least thirty-five (35) members of the Council is forwarded to the Council Vice-Chair/Secretary at least sixty (60) days before the election. The Council Vice-Chair/Secretary shall forward the petition(s) to the Nominating Committee Chair for verification of Council membership of the signers. The Nominating Committee shall report on the nomination(s) to the Council Officers prior to the election.

10.3.2 Qualifications, Candidates for Council Officer shall:

a. Furnish in writing a statement of willingness to serve.

b. Furnish in writing employer support for tenure through Council office chairs.

c. Have served as a Council officer at least one (1) year prior to eligibility as Chair.

d. Be a member of the Society in good standing.

10.3.3 Tenure

The term of each Council office shall be two (2) years. The term of newly elected officers begins immediately following the Annual meeting of the Full Council. The Chair may not serve two (2) successive terms but is eligible to serve again as an officer after a one (1) year break.
10.3.4 Unexpired Term

A vacancy in the office of the Council Chair shall be filled for the unexpired term by the Council Vice-Chair/Secretary. Fulfillment of the unexpired term shall not count against the tenure rule in section 10.3.3, above. The Vice-Chair/Secretary shall be eligible for election to a full term as Council Chair at the next election. Vacancies in the office of Vice-Chair/Secretary shall be filled by appointment by the Council Chair. This appointment shall be subject to confirmation by the Full Council at its next meeting.

10.4 Division Officers

10.4.1 Division Chair

A Division Chair shall be appointed by the incoming Council Chair. The appointment shall be made in writing, within at least thirty (30) days prior to installation for the term of office. Normal tenure is two (2) years; however, a Division Chair may be retained for a longer period at the pleasure of the Council Chair and agreement from the appointed Division Chair.

10.4.2 Division Vice-Chair/Secretary

A Division Vice-Chair/Secretary may be appointed by the Division Chair according to the needs of the Division.

10.4.3 These appointments must be approved by the Full Council

10.5 Committee Officers

Each committee shall be headed by a Chair. A Vice-Chair and/or Secretary shall be appointed by the Committee Chair. The term of office of the newly elected Committee Officers is two (2) years and begins immediately following the Annual Council meeting. The Vice-Chair shall act for the Chair in the latter’s absence. The Committee Secretary shall record and distribute minutes and attendance lists.

10.5.1 Committee Chair

The duties of a Chair are to direct, assist, and encourage the members in the conduct of the Committee activity. More specifically, the duties of the Chair are to:

a. Prepare an agenda for each Committee and send a copy to each member at least two (2) weeks before a meeting is to be held;

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b. Conduct Committee meetings and ensure that minutes of the meetings are recorded and distributed to the members of the Committee, Division Chairs, and Council Officers;

c. Supervise and report to the Division Chair results of voting on all Committee reports;

d. Assign projects so as to divide and expedite the work;

e. Establish subcommittees and task groups as required and supervise their operation;

f. Review the membership annually to maintain an active Committee membership;

g. Purge inactive members at least annually;

h. Recommend revisions of the Committee rules as needed;

i. Establish quorum requirements for Committee meetings;

j. Act for the Committee between meetings, subject to confirmation at the next meeting;

k. Submit a semi-annual report, in writing, to the Division Chair at the Annual Conference and Research Symposium for inclusion in the minutes of each Full Council meeting;

l. Send to the Division Chair and Council Officers copies of all correspondence relating to major activities of the Committee and present an oral and written report during the ASNT Annual Conference and the ASNT Research Symposium Full Council meetings;

m. Submit request for subsequent meetings to the Society.

10.5.2 Committee Vice-Chair

The Committee Vice-Chair shall be appointed by the Committee Chair for two (2) year term. The responsibilities of a Division Committee Vice-Chair are to assist the Committee Chair in the performance of his/her duties and to assume the responsibilities of the Committee Chair in his/her absence.
10.5.3 Committee Secretary

The Committee Secretary shall be appointed by the Committee Chair for a two (2) year term. The responsibilities of the Committee Secretary are to:

a. Record and distribute the minutes of all Committee meetings;

b. Conduct ballots on Committee documents when required;

c. Maintain membership lists of the Committee; and

d. Discharge other duties as the Committee Chair may direct.

10.5.4 Selection of Committee Chairs

Committee Chairs are appointed by the Council Chair for Committees reporting directly to the Council Chair or by the Division Chair of the Division in which the Committee resides. Chairs may be selected by an election process defined by the Committee in its SOP. The Committee Chair must be a member of the Society in good standing.

10.5.5 Tenure

The term of office is at the pleasure of the Council or Division Chair as applicable. The normal term of office for the Committee Officers is two (2) years.

10.5.6 Unexpired Terms

A vacancy in a Committee Chair shall be filled for the unexpired term by appointment by the Division Chair. A vacancy in a Committee Vice-Chair or Secretary position shall be filled by appointment by the Committee Chair.

11.0 Loss of Membership

Failure to participate in Council, Division, or Committee activities, as determined by the appropriate Chair, may result in loss of membership in the Council. Continued absence of more than three (3) consecutive meetings, together with a lack of activity on Committee business, as an indication that an individual is no longer interested in Committee membership and the individual may be removed from the status of active member of the Committee.
12.0 Voting

12.1 A majority vote shall rule in the Council, its Divisions, Committees, and other subsidiary groups, except in the case of voting on the publication of documents, which shall be subject to special rules. Voice or ballot votes may be used at the discretion of the Chair. Letter or e-mail ballots may be used when a decision is desired prior to the next meeting.

12.2 Voting for Publications of Documents

12.2.1 Committee Voting on Documents

When a Committee desires to submit a document to the Council for letter ballot and publication, it shall be handled in the following manner:

a. A document shall be prepared by a task group and it shall be submitted to each Committee member for review and comment.

b. The comments shall be reviewed by the Committee and task group Chairs and an attempt shall be made to resolve each negative comment.

c. Subsequent to the review of the negative comments and rewrite, the final document shall be submitted to each Committee member with a letter ballot in accordance with the time schedule established by the Committee Chair.

d. The document shall be considered for submittal to the T&E Council only when a minimum of seventy-five (75) percent of the total ballots received are affirmative.

12.2.2 Council Voting on Documents

a. When a document prepared by a Committee or Division is ready for submittal to the Council for review, the sponsoring Chair shall submit five (5) paper copies or one (1) electronic copy to the Council Vice-Chair/Secretary. The Vice-Chair/Secretary shall cause a ballot with a copy of the document for review and comment to be mailed to Full Council voting members by the most economical means, including electronically. Within forty-five (45) days, Full Council voting members shall return a copy of the ballot to the Council Vice-Chair/Secretary. In the case of a negative vote, a reason must be submitted and comments for resolution included or the negative vote will not be considered. If the document fails to receive the sufficient number of affirmative
ballots required for publication, the document shall be returned to the sponsoring Division or Committee for further review.

b. Editorial changes that do not affect the content may be made only when both the Council Chair and sponsoring Chair agree. These changes may be made without submitting the document to the Council for re-balloting.

c. A document will be considered approved when a majority of the ballots are returned and seventy-five (75) percent of those voting have voted affirmative. An abstention is considered a returned ballot but not a vote.

d. Nondestructive Testing Handbook or revision thereto are excluded from balloting by the Council.

12.3 Voting in Committee Meetings

The Committee Secretary shall maintain a roster of Committee members. Voting at Committee meeting will be restricted to Committee members appearing on this roster thirty (30) days prior to the meeting.

12.4 Proxy Votes

All proxy votes shall be in accordance with the following rules:

12.4.1 The proxy vote shall be on a specific issue.

12.4.2 The proxy vote shall be in writing and may be transmitted to the Chair or to another voting member.

12.4.3 The proxy vote shall clearly state the voting member’s stance on the issue (in favor of, against, or abstain) and the proxy vote shall be cast as stated.

12.4.4 No proxy vote shall be valid for more than thirty (30) days from the date of execution.

12.4.5 No voting member other than the Chair shall cast more than one (1) proxy vote on any specific issue.

12.4.6 Proxy votes may be used to establish the number of votes cast, but may not be used to establish a quorum.
13.0 Nominee to Board of Directors

13.1 The Council, prior to the Annual Conference, shall select one candidate as a Council Director to the American Society of Nondestructive Testing (ASNT) Board of Directors to act as a full Board member and to serve as a liaison of the Council to the Board of Directors. The Council Chair may be considered as a candidate.

13.2 The candidate shall be submitted to the Board of Directors Selection Committee and, if qualified, shall be placed on the ballot as the Council nominee. If the candidate does not meet the minimum qualifications, the Selection Committee shall request the Council to submit an alternate candidate.

13.3 The terms of office for Council Directors shall be for three (3) years and shall begin immediately at the conclusion of the final Board meeting of the Annual Conference, in compliance with the ASNT Bylaws.

13.4 A vacancy by the Council Director for any cause other than expiration of term may be filled by recommendation of the Technical and Education Council Executive Committee and two-thirds (2/3) affirmative vote of the Board of Directors, in accordance with the ASNT Bylaws.

14.0 Amenities

Amenities for Council Officers, Division Chairs, and Committee Chairs shall be as defined in ASNT Policy G-32 Amenity Policy for Council Officers, Division Chairs, and Committee Chairs.

15.0 Amendments

Amendments to these Rules of Conduct may be proposed by any member of the Society in writing to the Council Chair. Action on proposed changes shall be determined by majority vote of the Full Council at any regular meeting or by letter ballot. A written response shall be provided to the initiator as to the actions being taken on proposed changes. Amendments to these Rules of Conduct require approval by the Board of Directors of ASNT.
ASNT POSITION PAPERS

1.0 Purpose

The purpose of this policy is to cause retention of ASNT Position Papers in the ASNT Policy Manual.

2.0 Scope

This policy applies to the retention of ASNT documents entitled "ASNT Position on (title)." It impacts the Board of Directors who approves these positions; International Service Center Staff, who causes insertion of the documents; the Governance Committee who has oversight of the ASNT Policy Manual; and those who create Position Papers for the Society. Once approved, these Position Papers become a permanent ASNT record and are maintained in the ASNT Policy Manual until changed or withdrawn.

3.0 References

3.1 ASNT Policy J-05.03 Governance Committee

4.0 Duties

It is ASNT policy to publish positions on subjects germane to its mission, operations, or interface with other Societies and/or the NDT industry. These approved positions will be maintained in the ASNT Policy Manual.

5.0 Responsibilities

5.1 The ASNT Board of Directors will approve all Position Papers of the Society.

5.2 Governance Committee will ensure all approved Position Papers are maintained in the ASNT Policy Manual.

5.3 ASNT International Service Center will issue all approved Position Papers.
POSITION PAPER ON
ASNT PARTICIPATION IN DEVELOPMENT OF
PROCEDURAL SPECIFICATIONS

The American Society for Nondestructive Testing was formed to promote the use and science of nondestructive testing. Procedural specifications, standards, and codes are an essential element in the use of nondestructive testing. The American Society for Nondestructive Testing takes the following position with regard to writing and approving of procedural specifications, standards, and codes.

1.0 Procedural Specifications

Have and are being written by the American Society for Testing and Materials. ASNT, through its Technical Council, will review and approve, where appropriate, procedural specifications related to nondestructive testing issued by the American Society for Testing and Materials. Such approval will not be official until passed by the Board of Directors. Procedural specifications have been written and issued by various committees of the Society. These were written in areas not then covered by procedural specifications of the American Society for Testing and Materials. The position of the Society is that these procedural specifications should, for uniformity, be included in those of the American Society for Testing and Materials in issuing procedural specifications in areas deemed to be required by the Technical Council and/or the Board of the Society.

2.0 Standards

The American Society of Mechanical Engineers, American Society for Testing and Materials, American National Standards Institute, and others write and specify standards for use in nondestructive testing. These standards are usually associated with a procedural specification or a code. It is the position of the Society that review and approval of such standards, where appropriate, be handled by the Technical Council in the same manner as procedural specifications.

3.0 Codes

The American Society for Mechanical Engineers, The American Welding Society, the Federal Government, and others issue codes which involve the use of nondestructive testing. It is the position of the Society that writing, approving, and issuance of such codes does not fall under the scope of Society activities.

4.0 Other Areas

Since the American Society for Nondestructive Testing has the responsibility to promote the use and science of nondestructive testing, there are areas where this responsibility must be acted upon. It is the position of the Society that official Society documents will be written in the following areas:
4.1 Qualification and Certification of Nondestructive Testing Personnel.

The Society has issued a document, Recommended Practice for Qualifying and Certifying Nondestructive Testing Personnel, SNT-TC-1A. This document is referenced in various specifications and codes, some of which become mandatory under law. It is the responsibility of the Technical Council to maintain this document so as to best serve the interest of our profession.

4.2 Education and Training of Nondestructive Testing Personnel. The Society, through the Educational Council and local chapters, has maintained a strong position in the education and training of nondestructive testing personnel. It is the position of the Society to continue to be promoted at all levels. Such efforts are subject to the following restrictions.

4.2.1 The Society will not officially endorse the educational documents, training curriculum, or similar activities of any private organization. Educational documents and training courses are only issued, after Board approval, by the National Office. Training courses may be held by local chapters with or without specific Board and Technical Council approval. Official Society approval of training activities by non-Society organizations may be approved, on a case-by-case basis, by the Board. Educational documents, training course curricula, and written material presented during the training courses issued by local chapters will, when bearing the Society logo, have a statement that the materials was issued by the _______ Section of ASNT.
The American Society for Nondestructive Testing (ASNT) was formed to promote the use and science of nondestructive testing (NDT). Standards, Recommended Practices and Codes are essential elements in the application of nondestructive testing. ASNT takes the following position with regard to writing and approving these documents.

1.0 Standards and Recommended Practices

ASNT through its Councils and Committees will develop and approve Standards and Recommended Practices related to the Qualification and Certification of Nondestructive Testing Personnel. Where such documents are to be submitted as National Standards, they shall be developed through an ASNT Board of Directors and ANSI approved consensus process.

2.0 NDT Standards and Recommended Practices

NDT Standards Practices, Test Methods, and Guides are developed and approved by the American Society for Testing and Materials (ASTM). Except as provided for in Section 1, ASNT shall not develop such documents for publication. Where ASNT Councils and Committees identify the need for additional NDT Standard Practices, Test Methods, and Guides, they shall request such activity to be undertaken by ASTM. Should ASTM decide not to undertake the activity, ASNT Councils and Committees may, with ASNT Board of Directors approval, undertake the development of such documents.

3.0 NDT Codes and Evaluation Criteria

The American Society of Mechanical Engineering, The American Welding Society, the Federal Government, and others issue codes which involve the use of nondestructive testing. It is the position of ASNT that writing, approving and issuing of such codes does not fall under the scope of ASNT activities. However, with ASNT Board of Directors approval, Recommended Evaluation Criteria to be used with a recognized NDT Method Standard or Code may be developed and published by ASNT where ASNT Councils and Committees feel there is a need for such documents.
ASNT POSITION ON ASNT LEVEL III CERTIFICATION

PURPOSE

The purpose of this position paper is to clarify the intention of ASNT to maintain the personnel certification program for ASNT NDT Level III and develop an ASNT central certification program for all NDT Levels. The Industrial Radiographer Radiation Safety Personnel (IRRSP) certification program is unaffected by this position paper.

PREAMBLE

The American Society for Nondestructive Testing believes that accurate, efficient performance of nondestructive testing is essential to the satisfactory performance and life of all engineered components and structures. Effective qualification and certification of NDT personnel is one of the necessary steps to achieving proper performance of NDT.

Prudent and cost-effective usage of resources demands that the number of different certification systems employed in industry be minimized to avoid redundant and overlapping requirements and examinations.

ASNT CERTIFICATION OVERVIEW

SNT-TC-1A
ASNT Recommended Practice No. SNT-TC-1A Qualification and Certification of Nondestructive Testing Personnel. The first document with significant impact on qualifications of NDT personnel in industry was ASNT’s Recommended Practice No. SNT-TC-1A, published in 1968. SNT-TC-1A provides a guideline for employers to develop a written practice for qualification and certification of their nondestructive testing personnel.

ASNT NDT Level III
Following the publication of SNT-TC-1A, ASNT established a NDT Level III certification program in 1976. The ASNT Level III program was developed to minimize concerns about the inconsistent qualifications of employer certified Level III personnel. The ASNT Level III program provides an unbiased standard for the highest certification level of nondestructive testing personnel. The ASNT NDT Level III certificate provides an independent verification that an individual has satisfied the published minimum requirements for qualification to this program. SNT-TC-1A recognizes the ASNT NDT Level III certificate as meeting general qualification requirements to the extent specified in an employer’s written practice.

ANSI/ASNT CP-189-1995
As an alternative to the guidelines in ASNT’s Recommended Practice No. SNT-TC-1A, ASNT CP-189 “Standard for the Qualification and Certification of Nondestructive Testing Personnel” was approved by ASNT’s Board of Directors in 1989. The document was approved as a national consensus standard by ANSI in 1991 and was reapproved in 1995. ANSI/ASNT CP-189 establishes specific minimum requirements for qualification and certification of NDT personnel. Unlike the SNT-TC-1A document, when ANSI/ASNT CP-189 is specified, personnel qualification and certification minimum requirements in the employer’s written practice can not

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be reduced from those specified in this document. ANSI/ASNT CP-189 requires that an individual possess a current ASNT NDT Level III certificate in the applicable method, as a prerequisite to employer certification as a NDT Level III.

ASNT NDT PROFESSIONAL LEVEL III
As part of the evolution of ASNT certifications, in 1989 the ASNT Board of Directors approved a plan providing for enhancements that would build upon the existing ASNT Level III program and provided a stand-alone, permanent, life-time certification. The Professional NDT Level III certification was intended as an ASNT credential, independent of employer requirements.

Requirements for the Professional NDT Level III certification incorporated common elements of the original ASNT NDT Level III Certification program. Verifiable evidence of comparable Level II experience, successful completion of the Basic examination and at least one Method examination were common to both certifications. A written Generic Practical examination was an added requirement for Professional NDT Level III certification for each method endorsement. This program also provided industry sector specific (ISS) endorsements, as recognition for specialized industry requirements; however, the ISS endorsements were not required for Professional NDT Level III certification.

During 1995, it became apparent to the ASNT Board of Directors that the complexity of certification issues required an analysis of the options to determine an appropriate direction for ASNT personnel certification activities. A Certification Task Force was appointed, consisting of one Society officer, chairmen of the National Certification Board, Education & Qualification Council, Standards Development Committee and several other appropriate individuals to study the various certification program options and provide the Board of Directors with a recommended course of action.

ASNT CENTRAL CERTIFICATION
The Certification Task Force recommended and the Board of Directors approved the continuation of the current ASNT NDT Level III certification program and the development of an ASNT central certification program for all NDT levels.

To formulate an effective and consistent certification program, the ASNT Professional NDT Level III certification will be expanded to consider the growing needs for world harmonization in personnel certification. The written generic practical examination feature in the program will be incorporated into the ASNT Level III central certification requirements while the lifetime certification provision has been removed. Of course, consideration of requirements for harmonization with international standards for qualification and certification of NDT personnel, such as ISO 9712, will be included in the development of central certification of all levels of NDT personnel.
ASNT CERTIFICATION SUMMARY
The intent of this position paper is to clearly establish the Society’s position concerning ASNT personnel certification programs. An ASNT central certification program for all levels of NDT personnel is being developed. The current ASNT Level III Certification program will continue without change, indefinitely. This means that current ASNT Level III certificate holders will be able to continue their current certificates through the existing recertification/renewal processes. The significant point here is that central certification of NDT personnel does not eliminate the current ASNT NDT Level III certificate. Also, the ISS option will continue to be available, based on industry needs.

For those individuals wishing to update their current ASNT NDT Level III certificate, certain requirements for central certification will be recognized as satisfying parts of the central certification requirements, i.e. Basic and Method examinations. Current ASNT NDT Level III certificate holders would be required to successfully complete the additional requirements for central certification only.

The following ASNT certification programs will continue to be offered as long as they are deemed appropriate to the personnel qualification needs of the NDT industry:

NDT Level III
ASNT’s NDT Level III certification provides an unbiased standard for the highest certification level of nondestructive testing personnel. The ASNT NDT Level III certificate will continue to provide an independent verification that an individual has satisfied the ASNT published minimum requirements for qualification to this program.

ASNT CENTRAL CERTIFICATION
ASNT will develop a central certification program for nondestructive testing personnel that will satisfy, but not be limited to, the requirements necessary to align with ISO 9712. This will provide a needed service for those individuals and companies associated with international business requiring central certification of personnel performing nondestructive testing.
ASNT POSITION PAPER ON INTERNATIONAL STANDARDS DEVELOPMENT

The following Position Paper on International Standards Development has been approved by the Board of Directors of the Society.

The American Society for Nondestructive Testing (ASNT) recognizes the impact of standards on global commerce and the potential for standards to facilitate international trade. These activities must be conducted in a manner resulting in a common benefit to the whole world. ASNT strongly supports standards development activities that do not compromise a nation’s commitment to the promulgation of technical excellence, and which ensure the health and safety of the public. Further, the true test of an international standard is its fair and open access to the standards development process, and its record of success in meeting international market and safety needs.

The conclusion of the Uruguay Round of the General Agreement on Tariffs and Trade (GATT) negotiations, and the subsequent formation of the World Trade Organization (WTO), provide the framework for further rationalization of international markets, with attendant benefits to all WTO members and their citizens. ASNT subscribes to the underlying beneficial principle stated in the preamble of the agreement establishing the WTO, which calls on members to conduct their trade relations in a manner that will raise standards of living, ensure full employment and a large, steadily growing volume of real income and effective demand, and expand the production of, and trade in, goods and services, while allowing for the optimal use of the world’s resources in accordance with the objective of sustainable development, seeking both to protect and preserve the environment and to enhance the means for doing so in a manner consistent with their respective needs and concerns at different levels of development.

ASNT’s long history of serving industry and humankind follows closely the WTO philosophy. This is clear from ASNT’s mission statement: “ASNT exists to create a safer world by advancing scientific, engineering, and technical knowledge in the field of nondestructive testing.”

ASNT supports the concepts of free and equitable access to international markets. For technical standards to facilitate international trade, several conditions must be satisfied. The scope and content of the standard must adequately address a defined need while incorporating appropriate current scientific and technical experience gained by industry that will ensure a level of safety and performance expected. For any standards development organization, procedures should provide for technical consensus of affected parties. For this reason, ASNT has recently committed to continue participation on ISO TC 135 and now actively participate on all TC 135 subcommittees. Through this participation ASNT will ensure the US interests will be informed, provided opportunities for review and comment on emerging and proposed revisions to current ISO documents. As an active member, ASNT will also have an opportunity to influence the international consensus process. When standards fill both trade normalization and safety/performance roles, all of the active participants and their national programs will benefit. NDT provides many industries with final verification of a product’s integrity and must be applied with the highest level of confidence. Where safety is paramount, there is no room for
error. Only standards developed with full global industry access and participation will be able to address the issues effectively and provide solutions.

Most non-US national and regional standards development organizations are closed to non-members. Consequently, US participation in their process is inhibited if not denied outright. Another benefit of ASNT’s increased participation is to influence the development and/or revision to these non-US national and regional standards. But until we are invited to participate, mutual standards recognition between the US and other bodies is possible only through ex post facto negotiations at a political level. In the case of non-US national standards, technical adjudication provisions are not directly provided. Technical interpretation of standards provisions is consequently cumbersome and subject to lengthy processes.

Procedurally, ASNT provides for technical consensus in its standards development committees. ASNT policy provides for a balance of relevant technical interests on all responsible standards activities. Similarly, ASNT does not discriminate on membership to its committees based on citizenship. ASNT committees are open to qualified individuals regardless of nationality. Finally, ASNT provides procedural due process: fair and open access to its standards development process.

Clearly, there are international standards other than ISO standards. This is especially important when applying language such as “international standards” and “international body.” ISO standards acquire the title of “international standards” solely by virtue of the composition of ISO. This is, however, no guarantee of the technical quality or commercial merit of the resulting standards. For example, the standard ISO 9712, for the qualification and certification of NDT personnel, does establish minimum training and experience requirements. The document does not specify a means to measure an individual’s capabilities against a performance standard. Although written and practical examinations are required in ISO 9712, the content, level of difficulty, and process of assessment are not addressed. This is another area that ASNT will work to influence the inclusions of criteria addressing difficulty and means to measure individual capabilities against performance measures.

Companies involved in international trade and concerned about issues of performance and safety will continue to impose additional individual requirements in an attempt to ensure an expected level of NDT reliability.

As the international standards development process continues to mature, the marketplace will determine the success of each standard. In some instances, existing international standards will remain the dominant standard for international trade. In others, a performance-based approach for harmonization will be preferred and subsequently developed, approved and implemented. For instance, it may not be possible to harmonize different existing NDT personnel qualification standards with each other, but it may be possible to develop a single performance-based standard that states requirements in terms of required results with criteria for verifying compliance but without stating the methods for achieving required results. Those evolutions of the qualification and certification process is one of ASNT’s goal as it has committed to fully engage with the ISO process.
While these events unfold, greater international harmonization with ASNT performance-based practices and standards will first occur on a case-by-case basis between other nations and regions. Although harmonization with ISO standards is an ASNT goal, public health and safety will always be the first priority of ASNT.

Until the ISO standards development process evolves sufficiently, other national or regional standards will acquire the title of international standard through industry acceptance and recognition in the global marketplace. Maintaining standards of proven excellence is a significant contributor to the well-being of the entire international community, especially in regard to safety.

ASNT’s practices and standards are already de facto international standards by virtue of their widespread use around the world. ASNT’s mission and purpose, to serve industry and society, obligates the organization to pursue innovations in achieving NDT personnel performance excellence. ASNT will continue to develop and introduce these initiatives in the US and other regions upon request, based on industry needs, independently of ISO activities. ASNT is, however, committed to participation within the ISO framework, and will continue to contribute to the extent possible toward the effective and efficient harmonization of international NDT standards.
ASNT POSITION PAPER ON
NDT PERSONNEL CERTIFICATION

The following Position Paper on NDT Personnel Certification has been approved by the Board of Directors of the Society

Overview:
ASNT has long held the view that accurate, efficient performance of relevant nondestructive testing (NDT) is essential to the satisfactory performance and life of all engineered components and structures. It has further recognized that the effectiveness of NDT depends, among other things, upon the capabilities of the people who are responsible for NDT and that their qualification and certification is one the necessary steps to achieving proper performance of NDT. ASNT also maintains its view that prudent and cost-effective usage of resources demands that the number of different certification systems employed in industry be minimized to avoid redundant and overlapping requirements and examinations, and to control the financial and record-keeping burden of the NDT professional.

Employer Role:
Under all commonly utilized certification schemes, the employer is responsible for authorizing NDT personnel to perform tasks; for determining the necessary training, experience, and examinations; and for documenting those requirements in a written practice. To the extent permitted by applicable codes, standards and purchase contracts, employers may utilize examinations and certifications given by other organizations, provided that they ensure that these services meet the requirements of the employer’s written practice.

ASNT Certifications:
ASNT, using a diverse base of subject matter experts with extensive experience in NDT and utilizing a rigorous peer review process, has developed and deployed psychometrically validated examinations. These ASNT examinations assess the candidate’s understanding of the relevant Body of Knowledge (BOK) for the designated NDT methods for specified levels, and, where appropriate, for specific techniques. For these ASNT examinations, the relevant BOK is similarly developed by subject matter experts with extensive experience in NDT and utilizing a rigorous peer review process and the BOK is documented in ASNT Standard Topical Outlines for Qualification of Nondestructive Testing Personnel (ANSI/ASNT CP-105). ASNT examinations are developed and administered in accordance with the requirements in the International Standard ISO/IEC 17024 for certification bodies and ASNT is accredited by the American National Standards Institute (ANSI).

Other Certifications:
There are other organizations that offer NDT personnel examinations and certification programs, usually with a scope limited to specific applications or industrial sectors. These either address additional detailed requirements or provide a limited certification for some specific uses. Because of the diversity of the potential schemes and the number of organizations that may be involved, descriptions of their rationales, BOKs, and compliance with ISO/IEC 17024 are not provided here.

**ASNT Position:**

It is the responsibility of the employer, as the sole entity that authorizes individuals to perform NDT, to determine and document how they will qualify their NDT personnel. When employers utilize examinations or certifications issued by other organizations, ASNT recommends that attention be paid to the quality of the examination and certification processes including examination development by significantly large groups of recognized subject matter experts and independent accreditation of the program to ISO/IEC 17024. ASNT further recommends that whenever possible employers utilize certification schemes that have broad recognition and applicability, in order to provide efficient and cost-effective utilization of resources and to support the development of the NDT workforce.