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, Regional meetings, Topical meetings, Joint meetings and Special meetings.

3.0 References

3.1 ASNT Policy A-1, National Conference Guidelines for Conference Official and Host ASNT Sections
3.2 ASNT Policy A-4, Policy Governing National Conference Site Selection
3.3 ASNT Policy A-5, Co-sponsorship of Other Meetings
3.4 ASNT Policy A-6, Registration Fee Policy
3.5 ASNT Policy A-7, Organizing Topical Conferences & Revenue Sharing Policy
3.6 ASNT Policy TE-1, Technical and Education Council Rules of Conduct
3.7 ASNT Policy R-1, Research Council Rules of Conduct

4.0 Policy

4.1 General

The policy of the Society is to authorize six (6) types of meetings as described in subsequent paragraphs. Some of these types of meetings are overlapping. For instance, a topical meeting may or may not be a joint meeting.

4.1.1 Meeting types are:

a. National meetings (Annual Business Meeting, conferences, seminars, and symposia).

b. Regional meetings (meetings, conferences, seminars, and symposia).

c. Topical meetings.

d. Joint meetings

e. Other meetings (local Sections, educational programs, and so forth).

f. Special meetings (international, and so forth).

4.1.2 For each meeting authorized by the Board of Directors or Operations Committee, the Executive Director shall prepare a budget which shall provide a stated financial authorization limit and also a stated method for funds recovery.

4.2 National Meetings

4.2.1 Sponsored by ASNT.

4.2.2 Location to be approved by the Operations Committee.

4.2.3 Publicized as National in scope.

4.2.4 Fiscal commitment and fiscal recovery plan to be approved by Operations Committee.

4.2.5 Fiscal control by Headquarters.

4.2.6 Local Section(s) may cooperate in arrangements and serve as Host Section.

4.2.7 Administratively run by Headquarters.

4.2.8 Professional Program Chair reviews papers for technical adequacy, and assists the Headquarters in establishing the program.

4.2.9 May or may not be joint meetings (see Policy A-4).

4.2.10 May or may not have exhibits (see Policy A-4).

4.3 Regional Meetings

4.3.1 Sponsored by ASNT.

4.3.2 Approved by the Operations Committee on individual basis.

4.3.3 Publicized as regional in scope. Intended to serve a specific geographic region with respect to location, technical content, and exhibits.

4.3.4 Budget fiscal commitment and fiscal recovery plan to be approved by Operations Committee.

4.3.5 Fiscal control by Headquarters.

4.3.6 Local Section(s) may cooperate in arrangements and serve as Host Section.

4.3.7 Administratively run by Headquarters.

4.3.8 Event Chair, appointed by a Council, prepares Call for Papers, prepares technical program, reviews papers for technical adequacy, and assists the Headquarters in establishing the program.

4.3.9 May or may not be joint meetings.

4.3.10 May or may not have exhibits.

4.4 Topical Meetings

4.4.1 Sponsored by ASNT.

4.4.2 Locations to be approved by the Operations Committee.

4.4.3 Publicized as meetings related to one particular technical area.

4.4.4 Budget, fiscal commitment and fiscal recovery plan to be approved by Operations Committee.

4.4.5 Fiscal control by Headquarters.

4.4.6 Organized by appropriate expertise in the topic.

4.4.7 A division of the Technical & Education Council or a local Section usually serves as host.

4.4.8 Administratively run by Headquarters.

4.4.9 Appropriate expertise is responsible for securing papers and review of papers.

4.4.10 Technical control by organizing expertise: Sponsoring Council to judge technical expertise of sponsoring organizations and report to Board of Directors on technical basis whether or not meeting should be held.

4.4.11 May or may not be joint meeting.

4.4.12 May or may not have exhibits.

4.5 Joint Meetings

4.5.1 Joint meetings will always fall into one of the other categories. Therefore, authorizations, fiscal and technical responsibility, and administration will be as prescribed for the other types of meetings (also see Policy A-4).

4.5.2 The budget, fiscal commitment and fiscal recovery plan shall be approved by the governing bodies of the sponsoring organizations.

4.5.3 Fiscal controls shall be jointly administered by the Headquarters of each sponsoring organization to an agreed to plan.

4.5.4 Technical control shall be jointly managed by the sponsoring Council of ASNT and the Technical Organization(s) of the other sponsoring organization(s).

4.6 Other Meetings

4.6.1 Do not require Board of Directors approval.

4.6.2 No fiscal commitment by Society.

4.6.3 Organized by sponsoring organizations, local Sections, etc.

4.6.4 Technical control by sponsoring organizations.

4.6.5 May or may not be joint meetings.

4.6.6 May not have exhibits.

4.7 Special Meetings

4.7.1 Approval and all details to be by Board of Directors on a case-by-case basis.

4.7.2 These meetings shall not, in their advertisement or discussion, be listed as sponsored by, or authorized by, or endorsed by the National Organization. They are the full responsibility of the sponsoring organizations and must therefore carry the "headline" of the sponsoring organization.