ATTENDANCE AT BOARD OF DIRECTORS AND OPERATIONS COMMITTEE MEETINGS

1. PURPOSE

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

2. SCOPE

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

3. REFERENCE

3.1. ***ASNT Bylaws***

3.1 ASNT Procedures

3.1.1 Guidelines for Travel and Business-Related Expenses

4. 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 Chair 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 Chair of the Board shall provide the Chair 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 Chair 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. The remainder of the unexpired term shall be filled in accordance with 4.1.2.

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.