SECTION OPERATIONS COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to establish guidelines to be followed by the Section Operations Council in the development, collection, and distribution of information and to provide a means for stimulating growth and strengthening the Society.

2.0 Scope

This policy shall include necessary procedures for the conduct of Council matters relative to developing and improving the operations and management of the Chartered Local Sections, encouraging participation of the Section members in Local and National activities, and the representation of Section interests on the ASNT Operations Committee and Board of Directors.

3.0 Responsibility

It shall be the responsibility of the Section Operations Council Executive Committee to ensure compliance with the Rules of Conduct.

4.0 Procedure

4.1 Planning

The Council shall participate in the formulation and implementation of policies and programs designed to increase the membership of the Society and enhance the operations/management of Chartered Sections.

4.2 Organization

4.2.1 The Council Officers shall consist of the Chairman and Vice Chairman/Secretary.

4.2.2 The Council Executive Committee shall consist of the Council Officers and the Division Chairmen.

4.2.3 The Council shall consist of the Council Executive Committee, Division Officers, Committee Chairmen, Regional Directors, and members at large (see also Section 6.1, Voting Membership).

4.3 Regions

4.3.1 Regions shall be established by the Council and approved by the ASNT Operations Committee. Frequency for review of regional organization shall be determined by the Regional Directors Division but shall not be less than every two years. Each region shall be represented by a Regional Director who shall serve on the Regional Directors Division (see 4.4.2.3 below).

4.3.2 Regions may be formed using an appropriate method for border determination including but not limited to geographical or political considerations.

4.3.3 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. At the minimum, a petition should include a list of the sections to be included, a nominee for Regional Director and show a modicum of support for the proposal based on factors such as the location suggested and its growth trend.

4.4 Divisions

4.4.1 Council Divisions are established when it is apparent that there is an interest and need. Additions or deletions of Divisions to the Council are made by majority vote of the Council's voting membership and subsequent approval by the Board of Directors. Present Council Divisions are Awards, Membership, Regional Directors, and Section Management.

4.4.2 The scope of activities for each Division shall be approved by the Council. Divisional scopes of activity are as follows:

4.4.2.1 Awards Division. Formulate and coordinate the President's Award, Technician-of-the-Year Award, Mentoring Award, Sustained Excellence Award, and other programs which recognize Section Operations or individual accomplishments on the local Section level; and to further formulate and implement programs which recognize ASNT Regional operations.

4.4.2.2 Membership Division. Formulate and coordinate general membership programs, assist in the development of membership demographic information and membership information materials, and represent all members in Council matters.

4.4.2.3 Regional Directors Division. Coordinate Council and Society approved programs with Section leadership, monitor status of Section activities, assist Section leaders in the execution of their duties as appropriate, and represent Section leaders in Council matters.

4.4.2.4 Section Management Division. Formulate and develop Section Leadership Manuals and Speaker's Directory, develop Section leadership training programs, define and implement programs which address the special needs of Student Sections and Student Members through the Student Interests Committee (see 4.5.1.5 below), review charter applications and/or revocation recommendations, and represent all Sections in Council matters.

4.4.3 The objective of each Division shall be to utilize and coordinate the skills, knowledge, and experience of its members to accomplish their specific scope of activities.

4.5 Committees

4.5.1 Council Committees

Council Committees shall be established in order to satisfy a continuing need or standing charge. Council Committees are the responsibility of the Council Executive Committee; but may be assigned to a specific Division for the purpose of effective implementation. The scope for each committee shall be approved by the Council. Council committees and scopes of activity are as follows:

4.5.1.1 Nominations Committee. The Nominations Committee is to nominate qualified candidates for the Council Director to the ASNT Board of Directors and the Council Officers and to supervise the election of the Regional Directors.

4.5.1.2 Liaison. The Council, through the Joint Council Committee, shall maintain liaison with other Society Councils and Headquarters. Liaison with outside organizations will be coordinated through the Technical & Education Council Liaison Division.

4.5.1.3 Programs. The Council shall be responsible for the preparation and conduct of programs for membership growth and Section operations which are sponsored by the Society.

4.5.1.4 Publications. The Council shall be responsible for the preparation of all Section Management and Operation publications including the Section Leadership Manual and Speakers' Directory.

4.5.1.5 Student Interests. The Council shall be responsible for the formulation and administration of programs for Student Sections and/or Student Members which are sponsored by the Society.

4.5.2 Division Committees

4.5.2.1 Division Committee Formation. A Division Committee will be established when it is apparent that there is an interest and need. Establishment or deletion of a Division Committee shall be approved and submitted to the full Council by the applicable Division along with a scope of activities.

4.5.2.2 Types of Committees.

4.5.2.2.1 Ad Hoc Committees may be formed when short-term need is determined. Such committees are usually disbanded upon completion of their specific objective.

4.5.2.2.2 Standing Committees may be formed when a long-standing need and interest is determined. These Committees are generally structured in a manner similar to the Division.

4.5.3 The objectives of each Committee shall be to utilize and coordinate the skill, knowledge, and experience of its members to accomplish their scope of activities.

5.0 Leadership Duties

5.1 Council Officers

5.1.1. Chair

The duties of the Chair shall be to:

- Preside over meetings of the Council and its Executive Committee.
- Approve the agenda for each Council and Council Executive Committee meeting.
- Appoint Division Chairmen.
- Assign projects to Divisions and monitor status thereof.
- Assist and guide the Council Officers and Division Chairmen in the conduct of their duties.
- Report annually to the Society on the activities of the Council. Information is to be incorporated into the *Redi-Reference* Guide.
- Serve as a member of the Society's Operations Committee.
- Serve as a member of the Joint Council Committee.
- Serve as a member of the Strategic Planning Committee.
- Report to the ASNT Operations Committee on the activities of the Council.
- Report annually at the Summer Board Meeting to the ASNT Operations Committee as to the status of the Chartered Sections (as reported by the Regional Directors and prepared by the Regional Directors' Division).

5.1.2 Vice Chairman/Secretary

The duties of the Vice Chairman/Secretary shall be to:

- Assist the Chair in the execution of his 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 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 Chairmen, and ASNT HQ (for archives). The Vice Chairman/Secretary shall also compile Division meeting minutes and charge lists for distribution.

- Distribute agendas, notices, and other communications to the Council membership and other individuals as directed by the Chair.
- Discharge other correspondence as the Chair may direct.
- Cause accurate membership lists of the Council, its Divisions, and its Committees to be maintained and published annually.
- Prepare the Council Yearbook and submit it prior to December 1 for publication by the Society.
- Conduct letter ballots on Council and Council Executive Committee matters when so directed by the Chair.
- Schedule all Council and Council Executive Committee, Division, and Committee meetings at the National Conferences.
- Coordinate Council activities with the Secretaries of the other Councils.

5.1.3 Tenure of Office
Council Officers are elected for two-year terms. The chair may not serve two consecutive terms, but is eligible to serve again as an Officer after a one-year break.

5.1.4 Unexpired Terms
A vacancy in the Office of Chair shall be filled for the unexpired term by the Council Vice Chairman/Secretary. Vacancies in the Offices of the Vice Chairman/Secretary shall be filled through appointment by the Council Chair. Such appointments shall be subject to confirmation by the Council members either by letter ballot or by voice vote at the next Council meeting.

5.2 Regional Directors

5.2.1 Regional Directors are elected by the Chartered Sections within their applicable Region (see 7.3 below). Their duties shall be to:

- Attend at least one 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.
- Respond to specific requests for visits from a Section for special reasons.
- Encourage Section-sponsored regional activities such as seminars, topicals, joint meetings, etc.
- File a report of Section meeting attendance, along with comments and recommendations, with the Regional Director Division Chair by June 1st of each year.
- Attend at least one (1) National Conference per year, at which time he or she shall attend Regional Director Division meetings and training sessions.

- Represent the Section Leaders of their geographical region in all Division and Council meetings.
- 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.

5.2.2 Tenure. The term of office for Regional Directors shall be two (2) years (see 7.3.2 below).

5.2.3 Unexpired Terms
Vacancies in the office of Regional Director are to be filled by appointment by the Regional Director Division Chair with the approval of that Region's Section leaders.

5.3 Divisions

5.3.1 Chairmen. Division Chairmen are appointed by the Council Chair and their duties shall be to:

- Preside over meetings of the Division.
- Approve the agenda for each Division meeting.
- Assign projects to Committees and monitor the status thereof.
- Represent the Division at all Council meetings.
- Report the status of Division activities at the Council 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.
- Establish and revise as needed the Division Operating Rules subject to final approval by the Division members and the Council.
- Appoint Division Vice Chair and Secretary subject to final approval by the Council Executive Committee.
- Schedule Division and Division Committee meetings at all National Conferences through the Council Secretary.
- Approve agendas for Division meetings and provide copies to Division members and Council Secretary.

5.3.2 Division Vice Chair
The duties of the Vice Chair shall be to:

- Assist the Division Chair in the performance of his duties.
- Assume the duties of the Division Chair when he is unavailable.
- Perform other such duties as may be directed by the Division Chair.

5.3.3 Division Secretary

The duties of the Division Secretary shall be to:

- Record and distribute all Division minutes. Distribution is to include the Council Chair and the Council Secretary within thirty (30) days of the meetings.
- Maintain accurate membership lists of the Division.
- Conduct letter ballots of Division matters as directed by the Division Chair.
- Distribute major Division activity correspondence to the Council Secretary.

5.3.4 Tenure

The term of office of Division Chair is at the pleasure of the Council Chair. The terms of office of Division Vice Chair and Secretary are at the pleasure of the Division Chair.

5.3.5 Unexpired Terms

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.

5.4 Committees

5.4.1 Chair

The duties of a Council or Division Committee Chair shall be to:

- Preside over Committee meetings.
- Appoint the Committee Vice Chair, Secretary and members of record.
- Report status and results of Committee activities at the Council or Division meetings, as applicable.
- Represent the Committee at all Council or Division meetings, as applicable.
- Establish subcommittees and/or work groups when there is a need to do so and dissolve such groups as is required to fulfill the objectives of the Committees.
- Establish and revise, as needed, Committee Operating Rules. Such rules must be approved by the Committee members and the Council or Division, as applicable.
- Cause each Committee meeting to be scheduled at National Conferences through the Council or Division Chair.
- Publish agendas for committee meetings and provide copies to Committee members as well as the Division and Council Secretaries.

5.4.2 Vice Chair

The duties of a Committee Vice Chair shall be to:

- Assist the Committee Chair in the performance of his or her duties.
- Assume the duties of the Committee Chair when he or she is unavailable.

- Perform other such duties as may be directed by the Chair.

5.4.3 Secretary

The duties of a Committee Secretary shall be to:

- Prepare and distribute minutes of all Committee meetings.
- Conduct letter ballots of Committee matters as may be directed by the Committee Chair.
- Distribute major Committee activity correspondence to the Committee Chair as well as Division and Council Secretaries.

5.4.4 Tenure

With the exception of the Nominations Committee (see 7.1), the term of office of the Committee Chair is at the pleasure of the Council or Division Chair, as applicable. The terms of office of Vice Chair and Secretary are at the pleasure of the Committee Chair.

5.4.5 Unexpired Terms

With the exception of the Nominations Committee, a vacancy in the office of Chair will be filled by appointment by the Council or Division Chair, as applicable; with vacancies in the offices of Vice Chair or Secretary will be filled by appointment by the Committee Chair.

6.0 Conduct of Meetings

6.1 Voting Membership

6.1.1 Council

The Council Officers (Chairman and Vice-Chairman/Secretary), Division Chairs and Regional Directors comprise the Section Operations Council and each shall have one (1) vote in Council matters. In the event that any member represents more than one voting position on the Council, then that member shall have only one vote.

6.1.2 Council Executive Committee

The Council Officers (Chairman and Vice-Chairman/Secretary), and Division Chairs comprise the Section Operations Council Executive Committee and each shall have one (1) vote in Section Operations Council Executive Committee matters.

6.1.3 Divisions

With the exception of the Regional Directors Division, the Division Officers (Chairman, Vice-Chairman and Secretary) and Division Members on record shall each have one (1) vote. In the case of the Regional Director Division, the Chair and current Regional Directors shall each have one (1) vote.

6.1.4 Committees

The Committee shall be comprised of the Officers (Chairman, Vice-Chairman and Secretary) and members of record, and each shall have one (1) vote.

6.2 Quorum Requirements

A Quorum of the Full Council, Council Executive Committee and Divisions shall be thirty-three percent (33%) of the voting members. Committees shall establish their own requirements.

6.3 Frequency

6.3.1 The Section Operations Council Executive Committee, Full Council, and all Divisions shall meet at least twice annually at the National Conferences. The meeting at the Fall Conference shall be considered as the Annual Meeting of the Council.

6.3.2 Council and Division Committees are to meet as necessary to conduct their business.

6.4 Notification

The Council, Division or Committee Secretaries shall notify all members by letter of the date, time and place of all meetings at least one month in advance of the meetings and, whenever practicable, by publication in Materials Evaluation, the Society's journal. The meeting notification shall include the agenda.

6.5 Reports

The minutes of all meetings to include attendance, results of voting, and other matters shall be maintained by the Secretary and distributed as follows:

6.5.1 Full Council and Council Executive Committee minutes shall be distributed to the voting membership and the Executive Director of the Society within one (1) month following the meeting.

6.5.2 Division minutes shall be distributed to the Council Officers, members and the Society's Executive Director within one (1) month following the meeting.

6.5.3 Committees

6.5.3.1 Council Committees shall distribute minutes to the Council Executive Committee members and Committee members.

6.5.3.2 Division Committees shall distribute minutes to Division Officers and Committee members.

7.0 Elections

7.1 Nominations Committee

7.1.1 Responsibility

The Nominations Committee shall be responsible for the recruitment and determination of eligibility of candidates for Council Director (see Section 7.4 below), for Council Officers and Regional Directors.

7.1.2 Appointment

The incoming Council Chairman shall appoint the Nominations Committee at the Fall Conference for a term of one (1) year.

7.1.3 Membership Requirements

The Nominations Committee is to consist of at least three (3) members of the Council as follows:

- The immediate Past Council Chairman.
- A Division Chairman.

- A Division member (must be from a different Division than the Division Chairman).

7.2 Election of Section Operations Council Officers

7.2.1 Qualifications for Office

Candidates for nomination to the Council Office shall:

- Be a current ASNT member.
- Have agreed to accept the Office if elected.
- Have secured written employer support.
- Have previously served as a Section Officer.
- Have served as a Council Officer for at least one year prior to eligibility as Chair.

7.2.2 Nomination Process

The Nominations Committee is to select at least one qualified candidate for nomination to each Council Office. Additional nominees may be submitted by any member of the Council, provided such nominations are:

- Submitted in writing to the Section Operations Council Chair at least ninety (90) days prior to the annual meeting; and
- 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 Secretary at least sixty (60) days prior to the annual meeting.

7.2.3 Elections

The Nominations Committee is to submit the names of its nominees to the Council Chairman at the Spring Meeting. The Council Chairman is to direct the Council 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 Council meeting (Fall Conference).

7.3 Election of Regional Directors

7.3.1 Qualifications

Candidates for nomination to Regional Director shall:

- Be a current ASNT member.
- Have agreed to accept the office.
- Have secured written employer support.
- Have served previously as a Section Officer.

7.3.2 Tenure

The term of office shall be two (2) years. Even-numbered Regions shall hold their elections on even-numbered years, and the odd-numbered Regions shall hold their elections in odd-numbered years.

7.3.3 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 Spring Conference and provide a letter ballot to the appropriate Section Officers by April 1. A simple majority of the letter ballots, returned and postmarked by June 30, will determine the Regional Director. In the event of a time 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 Chairman.

7.3.4 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, paragraphs 7.3.2 and 7.3.3 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.

7.4 Nomination of Council Director and ASNT Board Selection Committee Representatives.

7.4.1 ASNT Board of Directors Selection Committee

7.4.1.1 Requirements. The Section Operations Council Executive Committee shall appoint four members and two alternates to the ASNT Board of Directors Selection Committee. The names of the four members and the two alternates shall be submitted to the Board not later than the second Board meeting at the Fall conference.

7.4.1.2 The Section Operations Council Chair will receive the list of Section nominated candidates along with their Section affiliation by June 1st of each year. Headquarters will confirm that the candidates are members of the Section that nominated them; the Section only submitted one name and the individuals have not served on the last two Selection Committees.

7.4.1.3 The Section Operations Council Executive Committee shall meet not later than the Fall conference to select the members and alternates to the Selection Committee. The Section Operation 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.

7.4.1.4 Qualifications of Candidates

Candidates for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article X Section 5 paragraph D of the ASNT By-laws.

7.4.1.5 Restrictions. Candidates for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article X Section 5 paragraphs E and F of the ASNT Bylaws.

7.4.2 Selection of Council Director Nominee

7.4.2.1 Requirements of Council Director Nominee

The Council Director Nominee shall be considered as a trustee and leader of the Society; 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.

7.4.2.2 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 follows:
  - support of Director activities for up to three years.
  - attendance of Board meetings up to three (3) times and locations each year,
  - visits to at least two (2) Section meetings each year (other than home Section),
  - provide travel and related expenses for the meetings noted above, and
  - provide reasonable secretarial, telephone and postal services for up to a three-year period.

7.4.2.3 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 as an Ex-Officio Member.
- Attend all meetings of the Joint Council Committee.
- Be encouraged to become familiar with the working of the individual Divisions and Full Council.

7.4.3 Selection of Council Director Nominee
Applications for Council Director nominee will be solicited subsequent to the Fall 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.

7.4.4 Nomination Procedure for Council Director
The Council shall, during the Spring Conference, nominate one Society member as a candidate for Council Director nominee to the ASNT Board of Directors for a one (1) year term. The name of the nominee shall be submitted to the Selection Committee and if qualified the nominee shall be placed on the ballot for election as a Council Director by the Voting Members of the Society.

7.4.5 Failure of Council Director Nominee to Meet Minimum Qualifications
In the event that the Selection Committee notifies the Council that the Council Director nominee does not meet the minimum qualifications require, the Council shall hold a special election and submit to the Selection Committee another Council Director nominee.

7.4.6 Vacancy in Office of Council Director
Filling of Council Director vacancy will be based on the Board having obtained and considered the Council's Executive Committee recommendations.

8.0 LOSS OF MEMBERSHIP

Non-participation in Council, Division or Committee activities, as determined by the appropriate Chairman, may result in loss of corresponding membership.

9.0 AMENDMENTS TO THE RULES OF CONDUCT

Any member of the Society may propose amendments to the Rules of Conduct by submitting such proposed amendments in writing to the Section Operations Council Chairman. Action on proposed rule changes shall be determined by majority vote of the Council at any regular meeting. Changes to the Rules of Conduct are subject to approval by the ASNT Operations Committee and ratification by the Board of Directors.

10.0 PRINCIPLE OF PERSONAL PARTICIPATION

The policy of the Section Operations Council is that all of its members act as individuals and that the end result of the Council's work represents the consensus judgment of its individual members.