

## **RESEARCH COUNCIL RULES OF CONDUCT**

### **1.0 PURPOSE**

- 1.1** The purpose of this policy is to define the "Rules of Conduct" for the Research Council.

### **2.0 SCOPE**

- 2.1** The scope of these "Rules of Conduct" shall be to establish guidelines that the Research Council will follow in its activities.
- 2.2** The Research Council's objectives shall be:
  - 2.2.1** To develop, encourage, and promote communication among researchers in nondestructive evaluation (NDE) through meetings, programs, and publications developed by its various committees;
  - 2.2.2** To supervise the publication of the journal, "Research in Nondestructive Evaluation;"
  - 2.2.3** To recognize research accomplishment;
  - 2.2.4** To promote education related to NDE research;
  - 2.2.5** To encourage and promote technology transfer;
  - 2.2.6** To provide a positive influence upon policy matters dealing with NDE research; and
  - 2.2.7** To cooperate actively with other societies in promoting the positive role of NDE in the entire material life cycle.

### **3.0 RESPONSIBILITY**

- 3.1** It shall be the responsibility of the Executive Officers of the Research Council to insure that the "Rules of Conduct" described within this Policy are followed.

## 4.0 PROCEDURE

### 4.1 Planning

**4.1.1** 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

**4.2.1** 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

**4.3.1** The Council is responsible for organizing the ASNT Spring Conference. 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

**4.4.1** The Council shall coordinate with ASNT Headquarters 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

**4.5.1** 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**

**4.6.1** 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 councils. Normally, the Research Council is responsible for research activities and to support the development of applications of NDE techniques.

## **4.7 Recognition**

**4.7.1** The Council shall recognize achievement in research by recommending awards, medals, honorary lectures, and nominations for Society Fellows to the Board of Directors for approval. The Council will coordinate such activities with the Awards Committee of the Board of Directors.

## **4.8 NDE Philosophy**

**4.8.1** 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**

**5.1.1** Any active Research Committee member is a voting member of the Research Council.

## **5.2 Council Executive Committee**

**5.2.1** The Research Council Executive Committee shall consist of the Research Council Chair, Vice-Chair, Secretary, and the chairmen 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**

**6.1** 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 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

- a. The nominating committee shall consist of three members of the Council, including the immediate past Council Chair, one committee chair, and one 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 name for the offices of Chair and Vice Chair, and may submit two more names for Secretary.

### 7.1.3 Other Nominations

- a. 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

- a. Candidates 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 a 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 consecutive terms but is eligible to serve again as an officer after a one-year break.

**7.1.6 Unexpired Terms**

- a. 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 Spring Conference; 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 the Spring Research Symposium and other meetings organized by the Council;
- d. Be responsible for development of strategic planning and activities;
- e. Serve as a member of the Professional Program Committee; and
- f. 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 Executive Committee shall elect one (1) candidate as the Council Director Nominee. 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.
- 8.2** In the event that the Selection Committee notifies the Council that the Council's Director nominee does not meet the minimum qualifications required, the Council's Executive Committee may hold a special election and shall submit the new nominee's name to the Selection Committee.
- 8.3** The term of office for the Council Director on the ASNT Board of Directors shall be for one (1) year. Council Director may serve no more than three (3) consecutive one year terms.

## **9.0 VACANCY OF COUNCIL DIRECTOR NOMINEE**

- 9.1** A vacancy in the office of Council Director caused by death, resignation, removal from office, or any other cause other than the expiration of a term shall be filled by the ASNT Board of Directors after having obtained and considered the Research Council's Executive Committee recommendation 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.

## **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 spring conference. The meeting at the spring conference 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 Notification**

- 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 spring or fall conference. A committee meeting at any other time can be called by the chair or any three (3) members providing: (1) at least one 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 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 charter 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**

- a. The duties of a Research Council committee chair are to direct, assist, and encourage committee members in the conduct of the committee activity. Committee chairmen serve on the Research Council Executive Committee.

#### **11.3.2 Vice-Chair**

- a. 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 in his or her absence.

#### **11.3.3 Secretary**

- a. 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**

- a. 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 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 of the balloting to the committee members and Council officers.

#### **11.3.6 Unexpired Terms**

- a. A vacancy in a committee chairmanship 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 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.

**11.3.8 Exceptions**

- a. Because of past history, some committees of the Research Council, for example Editorial Board of the journal Research in Nondestructive Evaluation, have separate rules of conduct for election of Officers. These rules are hereby incorporated into the “Rules of Conduct” for the Research Council to govern the operations of these committees.

**11.4 Research Committees**

**11.4.1** Research Council committees are formed as appropriate to the objectives of the Council and to the committee charters. 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 Awards, Program, Research Liaison, Technology Transfer, the Editorial Board of the journal Research in Nondestructive Evaluation, the University Programs, etc., are standing committees of the Research Council under this definition.

**11.5 Committee Membership**

**11.5.1** 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.

**11.5.2** 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. Participates 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.

**11.5.3** 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**

**12.1.1** 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**

**12.2.1** 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.