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.
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.