SECTION OPERATIONS COUNCIL
RULES OF CONDUCT

1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Section Operations Council (SOC).

2.0 Scope

The SOC Rules of Conduct establish the procedures and guidelines that the SOC shall follow in conducting its business.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-32 - Amenity Policy for Council Officer, Division Chair and Committee Chair

3.3 ASNT Policy G-41 - ASNT Awards Program Guidelines

3.4 Section Leadership Manual – www.asnt.org

4.0 Responsibility

It shall be the responsibility of the Council Officers of the SOC to ensure that the Rules of Conduct describe herein are adhered to.

5.0 Objectives

The SOC’s objectives are to enable the Society to serve the needs of its members through its local section. The objectives of the Council are:

5.1 To support the mission of the American Society for Nondestructive Testing, hereafter referred to as “Society” or “ASNT”;

5.2 To encourage continued involvement in ASNT through recognition of individual and local section accomplishments;

5.3 To enhance the experience of ASNT for its members and encourage interaction between members through program participation;
5.4 To initiate and monitor programs and membership campaigns that assist with member retention and recruitment;

5.5 To promote formation of and provide assistance to sections in the development of programs to ensure their success;

5.6 To formulate, develop, and revise manuals and leadership training programs, review charter petitions and /or revocation recommendations;

5.7 To provide communication and representation between the Council and the Section Leaders;

5.8 To coordinate Council and Society and approved programs with Section leadership, monitor status of Section activities, and assist Section leaders in the execution of their duties where appropriate.

6.0 Organization and Duties

6.1 Council Officers

6.1.1 Leadership Duties for Council Officers

a. Council Chair

The duties of the Chair shall be to:

- Preside over meetings of the Council and its Executive Committee.

- Approve the agenda for each Division, Council Committee, Administrative Committee, and Council Executive Committee meeting.

- Appoint Division Chairs.

- Assign projects to Divisions and monitor status thereof.

- Assist and guide the Council Officers and Division Chairs in the conduct of their duties.

- Report annually to the Society on the activities of the Council. Information is to be incorporated into the Ready-Reference Guide.

- Serve as a member of the Society’s Operations Committee.
• Serve as a member of the Joint SOC Council Committee.

• Report to the ASNT Operations Committee on the activities of the Council.

• Report annually to the ASNT Operations Committee during its annual meeting as to the status of the Chartered Sections (as reported by the Regional Directors and prepared by the Regional Director’s Division.

• Schedule all Council, Council Executive Committee, Administrative Committee Division, and Committee meeting at the International Conferences.

b. Vice-Chair/Secretary

The duties of the Vice-Chair/Secretary shall be to:

• Assist the Council Chair in the execution of said 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 SOC 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 Chairs and ASNT International Service Center (ISC) (for archives). The Vice-Chair/Secretary shall also compile Division meeting minute and charge lists for distribution.
• Distribute agenda, notices and other communication to the Council members and other individuals as directed by the Chair.

• Discharge other correspondence as the Chair may direct.

• Maintain accurate membership lists of the Council, its Divisions, and its Committees to be published annually.

• Conduct letter ballots on Council and Council Executive Committee matters when so directed by the Chair.

• Coordinate Council activities with the other Council Secretaries.

c. Tenure of Office

• Council Officers are elected for two (2) year terms. The Chair may not serve two (2) consecutive terms; but is eligible to serve again as an Officer after a one (1) year break.

• Council terms begin at the SOC Administrative Meeting of the Annual Conference.

d. Unexpired Terms

A vacancy in the Office of Chair shall be filled for the expired term by the Council Vice-Chair/Secretary. Vacancies in the Office of the Vice-Chair/Secretary shall be filled through appointment by the Council Chair and ratified by the Full Council.

6.1.2 Council Voting Members

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

The Council Officer (Chair and Vice-Chair/Secretary), and the Council Director comprise the Section Operations Council Executive Committee and each shall have one (1) vote in Section Operations Council Executive Committee matters.

6.1.4 Council Administrative Committee

The Council Officers (Chair and Vice-Chair/Secretary), the Council Director, and Divisions Chairs comprise the Section Operations Council Administrative Committee and each shall have one (1) vote in Section Operations Council Administrative Committee matters.

6.2 Divisions

6.2.1 With the exception of the Regional Directors Division, the Division Chairs and Division Members on record shall each have one (1) vote. In the case of the Regional Directors Division, the Chair and current Regional Directors shall each have one (1) vote.

6.2.2 The SOC Chair, Vice-Chair/Secretary, and Council Director shall be voting member of all divisions. SOC Divisions include the following:

a. Outreach

This Division is responsible for supporting outreach efforts on the international, national, regional, and local levels. All efforts within this Division will be closely coordinated with ISC staff. Outreach activities include but are not limited to supporting the following areas:

- Marketing
- Media
- Relations
- STEM initiatives
- Educational Campaigns and Activities
- Internal Communications
- Social Media
b. Regional Directors

Coordinate Council, and Society approved programs with Section leadership, monitor status of Section activities, assist Section Leaders in the execution of their duties where appropriate, and represent Section Leaders in Council matters. The Regional Directors are the liaisons between the local Sections in their Region, the Council and the Society.

c. Section Management

Formulate and develop Section Leadership Manuals develop Section Leadership Training Programs, define and implement programs which address the special needs of Student Sections. Review charter applications and/or revocation recommendations.

d. Membership

Formulate and coordinate general membership programs and those programs that benefit the membership of the Society and the industry and represent all members in Council matters. The Student Interests Committee shall be under membership and responsible for the formulation and administration of programs for Student Sections and/or Student Members which are sponsored by the Society.

6.2.3 Division Chair Duties

a. Division Chairs are appointed by the Council Chair and their duties shall be to:

- Responsible for carrying out the mission and logistics of their respective Division.
- Preside over meetings of their division.
- Set and approve the agenda for each of their Division meetings.
- Record and distribute the minutes of all Division meetings to Council Vice-Chair/Secretary and Division members.
- Assign project to Division Committees and monitor the status thereof.
• Report the status of Division activities at the Full Council and 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.

• Schedule Division meeting at all National Conferences.

• Appoint a Division member to serve in this capacity in the event of an absence at Division meetings.

b. Tenure

The term of office of Division Chair is at the pleasure of the Council Chair.

c. Unexpired Term

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.

6.3 Sections

6.3.1 Section Charters

a. Petitioning for a new Section Charter is outlined in the “Procedure for Establishing an ASNT Section”. Potential new Sections should contact the Regional Director or ASNT ISC for the proper paperwork to establish a new Section. The Regional Director shall bring their completed petition forward to Section Operations Council for voting. Should the Council approve the petition, the petition is brought forward to the Society’s Operations Committee for consideration. If approved, the Operations Committee will bring a motion forward to the Board of Directors for a vote.

b. Revocation

A Section Charter may be recommended for revocation by its associated Regional Director if the section is inactive. If there is no assigned Regional Director or the assigned Regional Director is
inactive then ISC Staff and SOC voting members may recommend for revocation. A Section is determined to be inactive only after the Section.

- is non-reporting for up to five (5) years, as per the ASNT Section Leadership Manual and;
- both the Regional Director and ISC have attempted to contact members to encourage restart of meetings and reporting with no response. Should the Full Council vote for a revocation recommendation, the recommendation is taken forward to the Operations Committee. If approved, the Operations Committee will bring a motion forward to the Board of Directors for consideration.

6.3.2 Section Reporting

For each ASNT fiscal year (July 1 through June 30), Sections shall report, at a minimum, the following:

a. Report of Officers;
b. Proposed Budget;
c. Program Schedule;
d. Financial Reconciliation. Section rebates will only be provided to Reporting Sections if both a) and b) are provided as outlined above. If a section has been inactive all four (4) documents: a) through d) must be reported to begin receiving rebates again.

6.3.3 Section Rosters

Access to the Section member rosters will be made available by ISC to Section Chairs or another designated officer. The Section’s Report of Officers will be required in order to gain access.

6.4 Regions

6.4.1 Purpose for Regions

Regions are formed using an appropriate method for border determination including, but not limited to, geographical or political considerations. Each region will be represented by a Regional Director (See Section 8.3.4).
6.4.2 Establishment of Regions

Regions are established by the Council. 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. A petition should include a list of the Sections to be included, a nominee for Regional Director and show of support for the proposal based on factors such as the location suggested and its growth trend. Regional alignment may become necessary from time to time. Review of regional organization shall be determined by the Regional Directors Division every two (2) years.

6.4.3 Region Alignment

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, Paragraph 8.3.2 and 8.3.3 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. Regional alignment will be reviewed annually at the Regional Directors Division meeting at the Annual Conference.

6.5 Committees

6.5.1 Council Standing Committees

a. The Nominations Committee is formed to nominate qualified candidates for the Council Director to the ASNT Board of Directors, the Council Officers, and members to serve on the Society’s Selection Committee. This committee will also supervise the election of the Regional Directors.

b. The Program Committee shall be responsible for the preparation and conduct of programs for membership growth and Section operations which are sponsored by the Society.

c. The Administrative Committee shall be responsible for confirming that each Council has set its agenda; knows of any pending charges made to it by any other body; and provides an opportunity for Council, Division, and Committee officers to exchange relevant information prior to the start of their meetings.
d. The President’s Award Program Evaluation Committee shall be responsible for continuous review the President’s Award Program including its categories, criteria, and report forms. This committee shall evaluate and respond to requests for new category additions and/or changes. This committee will also address any appeals received from sections.

6.5.2 Division Committees

a. Standing Committees may be formed when a longstanding need and interest is determined. These committees are formed when it is apparent that there is an interest and need. Establishment or deletion of a committee shall be approved and submitted to the Full Council by applicable division along with scope of activities.

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

7.0 Meetings

7.1 Quorum Requirements. A Quorum of the Full Council, Council Executive Committee, Administrative Committee, and Divisions shall be 33% of the voting members. Committees shall establish their own requirements.

7.2 Frequency

7.2.1 The Section Operations Council Executive Committee, Full Council, and all Divisions shall meet at least twice annually, once at the Annual Conference and once at the Research Symposium. The meeting at the Annual Conference shall be considered as the Annual Meeting of the Council.

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

7.3 Notification

The Council, Division, or Committee individuals assigned secretarial responsibilities shall notify all member of the date, time, and place of all meetings at least one month in advance of the meetings and whenever practicable on the Society’s website.
7.4 Reports

7.4.1 The minutes of all meetings should include attendance, results of voting, and other matters:

a. Full council land Council Executive Committee minutes shall be distributed by the Council Vice-Chair/Secretary to ISC and Division Chairs within one (1) month following a meeting.

b. Division minutes shall be distributed by the Division Chair to ISC, Council Officers, and Division members within one (1) month following meeting.

7.4.2 Charges shall be issued by the Chair and recorded by the Vice-Chair, as outlined in the SOC Policy Manual. The general format is SOC-[Division (M, R, A, S)]-[Year, XX]-[Sequential #].

7.5 Additional Meetings

7.5.1 Regional Planning Meetings (RPM) take place every other year on odd numbered years.

7.5.2 Section Leaders Conference (SLC) takes place every other year on the even numbered years.

8.0 Elections and Qualifications

8.1 Nominations Committee

8.1.1 The Nominations Committee shall be responsible for the recruitment and determination of eligibility of candidates for Council Director, Council Officers, and Regional Directors.

8.1.2 Appointment

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

b. The Chair of this committee shall be the immediate past Chair of SOC, who is no longer in office.

c. Membership of the Nominations Committee shall consist of a Section Operations Council Division member (must be from a different Division than the Division Chair), Section Operations Council Division Chair, and the Immediate Past Chair of the Section Operations Council.
8.2 Section Operations Council Officers (except Council Director to the Board)

8.2.1 Qualifications for Office

Candidates for nomination to the Council Office shall:

a. Be a current ASNT member;
b. Have agreed to accept the Office if elected;
c. Have secured written employer support;
d. Have previously served as a Section Officer;
e. Have served as a Division Chair for at least one (1) year prior to eligibility as Chair.

8.2.2 Nomination Process

The Nominations Committee is to select at least one (1) qualified candidate for nomination to each Council Office. Additional nominees may be submitted by any member of the Council, provided such nominations are:

a. Submitted in writing to the Section Operations Council Chair at least ninety (90) days prior to the Annual Meeting; and

b. A written petition supporting the additional nominations signed by at least twenty (25) active members of the Section Operations Council, it is forwarded to the Council Vice-Chair/Secretary at least 60 days prior to the Annual Meeting.

8.2.3 Elections

a. The Nomination Committee is to submit the names of its nominees to the Council Chair at the Spring Meeting. The Council Chair is to direct the Council Vice-Chair/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 Meeting.

8.3 Regional Directors

8.3.1 Candidates for nomination to Regional Director shall:

a. Be a current ASNT member;
b. Have agreed to accept the office;

c. Have secured written employer support; and

d. Have served previously as a Section Officer.

8.3.2 Tenure

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

8.3.3 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 Research Symposium and provide a letter ballot to the appropriate Section Officers by April 1. A simple majority of the letter ballots, returned by June 30, will determine the Regional Director. In the event of a tied 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 Chair.

8.3.4 Duties

a. Report on Region’s Section activities at Regional Directors Division Meetings. Submit periodic reports on Section activities to Regional Director Division Chair.

b. Attend at least one (1) 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.

c. Respond to specific requests for visits from a Section for special reasons.

d. Encourage Section-sponsored regional activities such as seminars, topicals, joint meetings, etc.
e. File a report of Section meeting attendance, along with comments and recommendations, with the Regional Director Division Chair by June 1st of each year.

f. Attend at least one (1) National conference per year, at which time he or she shall attend Regional Director Division Meetings and training sessions.

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

h. 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.

8.4 Nomination of Council Director and ASNST Board Selection Committee

8.4.1 ASNT Board of Directors Selection Committee

a. Requirements

The Section Operations Council Executive Committee shall appoint four (4) member and minimum of two (2) alternates to the ASNT Board of Directors Selection Committee. The names of the four (4) members and a minimum of two (2) alternates shall be submitted to the Board not later than the second Board meeting at the Annual Conference.

b. The Section Operations Council Chair will receive the list of Section nominated candidates along with their Section affiliation by June 1st of each year. ISC will confirm that the candidates are members of the Section that nominated them; the Section only submitted one (1) name and the individuals have not served on the last two (2) Selection Committees.

c. The Section Operations Council Executive Committee shall meet not later than the Annual Conference to select the members and alternates to the Selection Committee. The Section Operations 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.
d. Qualifications of Candidates

Candidates for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article III Section 2 of the ASNT Bylaws.

e. Restrictions

Candidate for appointment to the ASNT Board of Directors Selection Committee shall meet the requirements of Article III Section 2, of the ASNT Bylaws.

8.4.2 Selection of Council Director Nominee

a. Requirements of Council Nominee

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

b. 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 designated in the ASNT Bylaws of the Society for Directors.

c. 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.

• Attend all meetings of the Joint Council Committee.

• Be encouraged to become familiar with the working of the individual Divisions and Full Council.

8.4.3 Selection of Council Director Nominee

Applications for Council Director Nominee will be solicited subsequent to the Annual 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.

8.4.4 Nomination Procedure for Council Directors

The Council, prior to the Annual Conference, 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.

8.4.5 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.

8.4.6 The terms of office for 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.

8.4.7 A vacancy in the Council Director, for any cause other than expiration of term may be filled by recommendation of the Council Executive Committee and ratification of the Board of Directors, in accordance with the ASNT Bylaws.

8.4.8 Nomination Process

The Nomination Committee is to select at least one (1) qualified candidate for nomination to each Council Office. Additional nominee may be submitted by any member of the Council, provided such nominations are:
a. Submitted in writing to the Section Operations Council Chair at least ninety (90) days prior to the Annual Meeting; and,

b. 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 Vice-Chair/Secretary at least sixty (60) days prior to the Annual Meeting.

8.4.9 Election Process

The Nominations Committee is to submit the names of its nominees to the Council Chair at the Research Symposium Council Meeting. The Council Chair is to direct the Council Vice-Chair/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 Meeting during the Society’s Annual Conference.

9.0 Loss of Position

A voting council member holding position may be removed from the Council for one (1) or more of the following reasons:

9.1 Failure to attend three (3) consecutive meeting without a valid excuse and notification of same to the Council Chair or Vice-Chair/Secretary.

9.2 Failure to complete two (2) Council committee assignments.

9.3 Failure to return two (2) consecutive Council ballots.

10.0 Amendment to the Rules of Conduct

Amendments to the Rules of Conduct may be proposed by any member of the Society, in writing to the SOC Chair. Action on proposed changes shall be determined by a 2/3rd vote of the Full SOC membership, and subsequently forwarded for review and ratification to the ASNT Operations Committee and Board of Directors.

11.0 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.