1.0 Purpose

The purpose of this policy is to define the Rules of Conduct for the Technical and Education (T&E) Council, its Divisions and associated Committees.

2.0 Scope

The T&E Council Rules of Conduct establish the procedures and guidelines that the Technical and Education Council shall follow in conducting its operations.

3.0 References

3.1 ASNT Bylaws

3.2 ASNT Policy G-32 Amenity Policy for Council Officers, Division Chairs, and Committee Chairs

3.3 ASNT Policy G-41 ASNT Awards Program Guidelines

4.0 Responsibility

It shall be the responsibility of the T&E Council Officers to ensure that the Rules of Conduct described within this policy are followed.

5.0 Objectives

The T&E Council’s objectives are to enable the Society to serve the needs of its members, academic institutions, industry, and government. Specific objectives of the Council are:

5.1 To support the mission of the Society;

5.2 To identify, develop, collect, and distribute educational information and to promote use of such materials in support of educational programs which lead to personnel pursuing nondestructive testing (NDT) as a profession;

5.3 To establish and prepare guidelines for the qualification and certification of personnel who require knowledge of the technical principles of NDT;

5.4 To develop educational materials and curricula for the training and qualification of personnel for NDT;
5.5 To plan, develop, collect, and distribute technical information of the Society through meetings, programs, and publications;

5.6 To cooperate with the Section Operations Council (SOC) and with local Sections of the Society in the preparation of technical programs by providing technical guidance and encouragement;

5.7 To recognize and encourage achievement and interest in the field of NDT.

6.0 Council Responsibilities

6.1 Planning

The Council shall formulate and implement plans and programs designed to achieve the objectives of the Council as described in this document.

6.2 Technical & Education Division and Committees

The Council shall form technical and education Divisions/Committees and dissolve Division/Committees that are no longer considered essential. A complete list of current operating Divisions/Committees and the organizational structure shall be shown on an organizational chart of the Council published in the Ready Reference Guide. At minimum, the Divisions shall address the Industry Sector Categories when forming committees:

6.2.1 Aerospace

6.2.2 Power Generation

6.2.3 Chemical and Petroleum

6.2.4 Education

6.2.5 General Industry

6.3 Liaison with Other ASNT Councils and Committees

The Council Officers shall maintain a liaison with other Society Councils, Divisions, and Committees in order to coordinate activities and plans.

6.4 Technical & Education Meetings

The Council shall be responsible for planning, development, preparation, and conduct of national technical, educational programs sponsored by the Society.
The Council shall organize the technical programs for the Annual Conference through the Professional Program Committee.

6.5 Personnel Training and Qualification Programs

The Council shall develop and revise personnel training and qualification programs as necessary to meet the NDT industry needs, and as directed by the Society’s Operations Committee. These include, but may not be limited to programs under the assigned responsibility of the T&E Council. Official interpretation of these programs shall be provided by the Council or an appropriate Division of the Council.

6.6 Education

6.6.1 The Council shall supervise (collect and organize) or approve the preparation of ASNT educational materials, course work, and curricula.

6.6.2 The Council shall support high schools and two-year degree-granting institutions in familiarizing students with NDT.

6.7 Publications

6.7.1 The Council shall establish rules governing the publication of reports, recommendations, procedures, methods, recommended practices, and similar documents.

6.7.2 The Council shall oversee, in coordination with ASNT International Service Center (ISC) staff, the publication of various documents including but not limited to: educational materials, Nondestructive Testing Handbooks, The NDT Technician newsletter, and the Society’s monthly journal *Materials Evaluation*.

6.7.3 The Council shall coordinate with ASNT ISC staff to identify, outline, contract, and review publication of NDT educational and training materials.

6.7.4 The Council shall coordinate with ASNT ISC staff, the preparation of educational and qualification documents for publication in the journals of the Society.

6.8 Cooperation with Local Sections

When requested, the Council shall provide guidance and assistance to local sections in the preparation or implementation of education and qualification programs. The Council may enlist the assistance of local sections in the review of
publications for which the Council is responsible according to protocols established between the Council and SOC.

6.9 Industry Coordination

The Council shall establish and maintain cooperation and coordination with various segments of the industry.

6.10 Recognition

The Council shall recognize educational and professional achievement in NDT by recommending awards and honors in accordance with ASNT Policy G-41 ASNT Awards Program Guidelines.

7.0 Membership

7.1 Any active T&E Division or Committee member is a member of the T&E Council.

7.2 Executive Committee – The Council Executive Committee shall consist of the Council Chair, Council Vice-Chair/Secretary, and Division Chairs.

7.3 Full Council – Member of Full Council are the Council Chair, Vice-Chair/Secretary, the Chairs and Vice-Chairs of the Divisions, and the Committee Chairs. An alternate may be appointed by a member of the Full Council to act on his/her behalf if the member is unable to attend a meeting. Only members of the Society in good standing are eligible for Full Council membership.

8.0 Meetings

8.1 Quorum

A quorum of the Full Council shall be a total of three (3) Council Officers/Division Chairs which must include at least one (1) Council Officer and one (1) Division Chair present. Once a quorum is met for a meeting, it is considered met unless challenged by proper parliamentary procedure. Divisions and Committees shall establish their own quorum requirements.

8.2 Meetings

8.2.1 The Full Council shall meet at least twice annually, normally during the ASNT Annual Conference and during the ASNT Research Symposium. The meeting at the Annual Conference shall be known as the Annual Meeting of the Council.
8.2.2 Each Division and Committee shall meet as often as necessary to conduct business as required.

8.2.3 Meeting Attendance

a. Record of attendance at the Council meetings shall be maintained.

b. A record of activities at the Council meetings shall be maintained in the form of minutes.

9.0 Technical & Education Divisions and Committees

9.1 Council Committees

A Council Committee may be established by the Council Chair subject to ratification by the Full Council and will report directly to the Chair. Council Committees are independent of the Major Divisions described in Section 9.2 below. Council Committees are not required to have separate Rules of Conduct and will be governed by this document, however are required to have specific Standard Operating Procedures (SOP’s) that describe any deviation from or additional requirements to this document.

9.1.1 Professional Program Committee (PPC)

The PPC goals shall be to aid the Society in the scheduling and planning of technical programs for Annual, Regional and Topical Conferences. The PPC members shall include representatives from Research, CMC, and SOC Councils, Exhibitors, and the Conference Manager. Additionally, each T&E Council Division and Committee Chair shall be an active participant in the PPC.

9.2 Divisions

A Division of the T&E Council will be established by the Council Chair subject to ratification by the Full Council and approval of the Operations Committee when it is apparent that a group of Committees has related interests. The objectives of a Division are to coordinate and use the knowledge, experience, and skill of personnel on issues or interests within the scope of its activities. Each Division shall have a Chair and may have a Vice-Chair and Secretary. A complete list of current operating Divisions shall be shown on an organizational chart of the Council.

9.2.1 Each Division shall establish a standard operating procedure (SOP), including a scope of activities.

9.2.2 The Division SOP shall include the elements in Section 9.4.
9.3 Committees

Committees established in each Division shall be organized to coordinate and utilize the knowledge, experience, and skill of personnel on issues and interests within the scope of its activities. Committees may be formed or dissolved by the Division Chair, the Council Chair, or at the written request of any Council member, subject to ratification by the Full Council. The scope, objectives, and SOP’s of proposed Committees shall be developed prior to the Committee’s formation.

9.3.1 Committee Membership

Members may apply to Council Committees on the basis of their personal interests, qualifications, and their ability to contribute to the work of these Committees provided balance is maintained on the committee in accordance with Section 9.4.2 ASNT membership, although encouraged, is not a prerequisite for Committee membership. Committee membership may be sought through written or electronic (through ISC) application to the Committee Chair. Committee membership is subject to review and acceptance by the Committee, if the Chair deems it necessary.

9.4 Each Division and Committee shall develop its own SOP. The SOP shall be approved by the voting members of the Division and/or Committee and by the Full Council by letter or e-mail ballot, or at an appropriate Committee, Division and/or Council meeting. The SOP shall address at least the following elements:

9.4.1 Industry Sector Categories (Committees only). Members of the Committee shall be assigned one (1) Industry Sector Categories listed in 6.2.

9.4.2 Balance of Interests (Committees only).

The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category. No interest category shall make up a majority of the Committee. All appropriate interests that might be directly and materially affected by the standards activity of the Committee shall have the opportunity for fair and equitable participation.

9.4.3 Quorum

a. Refer to Section 8.1.

9.4.4 Officers

a. For Divisions, refer to Section 10.4.
b. For Committees, refer to Section 10.5.

9.4.5 Meetings

a. A record of attendance of the Committee meetings shall be maintained.

b. A record of activities of Committee meetings shall be maintained in the form of minutes.

9.5 NDT Methods and Techniques (Adding of, Deleting of Splitting of)

In the event a Division/Method Committee desires to add a new method or technique, delete an existing method or technique or split an existing method or technique, the following approval process shall be followed:

9.5.1 The Method Committee shall develop and administer a letter ballot in accordance with the Committee’s SOP and Section 12.2 of this policy.

9.5.2 If the Method Committee ballot passes, the issue shall be reported to the Methods Division for approval by a motion with two-thirds (2/3) majority of those voting.

9.5.3 If the Methods Division motion is approved, the approved motion shall be reported to the Councils for approval by a motion with two-thirds (2/3) majority of those voting.

9.5.4 If the Council’s motion is approved, the approved motion shall be reported to the Joint CMC/SDC/T&E Executive Committee for approval by a motion with two-thirds (2/3) majority of those voting.

10.0 Council Officers

10.1 Council Chair Duties

10.1.1 Preside over Full Council and the Council’s Administrative meetings.

10.1.2 Prepare agenda for Council meetings and see to it that copies are distributed to members at least two (2) weeks before meetings.

10.1.3 Appoint Division Chairs.

10.1.4 Assign projects to Divisions.

10.1.5 Assist and guide the Council Officers and the Division Chairs in the conduct of their duties.
10.1.6 Report annually to the Society on the activities of the Council. Information is to be incorporated into the Ready Reference Guide.

10.1.7 Serve as a member of the Society Operations Committee.

10.1.8 Serve as a member of the Joint Council Committee. The Council Chair shall serve as the Chair of the Joint Council in accordance with the Joint Council operating procedure.

10.1.9 Serve as a member of the Joint CMC/SDC/T&E Executive Committee. The Council Chair shall serve as the Chair of this committee every fourth year.

10.1.10 Submit a report to the Society Operations Committee during its meetings.

10.1.11 Recommend nominees for the selection of Council representatives for Board of Director or Operations Committee assignments.

10.1.12 Arrange and supervise liaison with similar groups in other professional societies, as required.

10.1.13 Introduce the speaker of the post conference seminars for both the ASNT Annual Conference and ASNT Research Symposium.

10.1.14 Create and dissolve Council Committees, subject to ratification of the Full Council.

10.2 Council Vice-Chair/Secretary Duties

10.2.1 Assist the Chair in the discharge of his/her duties.

10.2.2 Assume the duties of the Chair when the Chair is unavailable.

10.2.3 Be responsible for development of advanced projects and planning.

10.2.4 Serve as a member of the Joint Council Committee.

10.2.5 Serve as a member of the Joint CMC/SDC/T&E Executive Committee.

10.2.6 Preside over development of the Council’s annual budget.

10.2.7 Prepare and submit to the Materials Evaluation Editor, the Council Yearbook for publication in the Ready Reference Guide. The Yearbook shall be submitted annually by 1 December.
10.2.8 Attend Council Administrative and Full Council meetings.

10.2.9 Record and distribute the minutes of all Council meeting within one (1) month of the date of the meeting.

10.2.10 Distribute agenda, notices and other communications to the Council membership as directed by the Chair.

10.2.11 Conduct letter ballots of publications, technical documents, or other matters when required.

10.2.12 Distribute other correspondence as the Council Chair may direct.

10.2.13 Maintain the Council’s financial records.

10.2.14 Maintain current Council membership and attendance records.

10.2.15 Schedule all Council Committee and Division meetings at the ASNT Annual Conference and the ASNT Research Symposium.

10.2.16 Notify all members of the date, time, and place of all meetings at least one (1) month in advance of the meeting by letter and by publication in Materials Evaluation.

10.2.17 Make himself/herself personally known to the following: Executive Director of ASNT; Senior Publications Manager; Chief Technical Officer, the Editors of Materials Evaluation; and Society National Officers.

10.2.18 Handle inquiries in accordance with the procedure set up for this purpose.

10.2.19 Establish and maintain accurate membership lists of the Council, Divisions, and Committees for publication annually in the Ready Reference Guide.

10.3 Selection of Officers

10.3.1 Council Officers

a. A Nominating Committee shall be appointed by the Council Chair at least eight (8) month prior to the Annual Conference of the election year. The Nominating Committee should consist of three (3) members of the Council, including a past Council Chair (preferably the immediate past Chair), a Committee Chair, and a Committee member, each of the latter two (2) from a different Division. The Council Chair shall serve as an ex-officio member of the Nominating Committee.
b. The Nominating Committee shall select candidates for Council Chair and Vice-Chair/Secretary. The incumbent Vice-Chair/Secretary should be given first consideration for nomination as candidate for the Chair position. For all candidates, the Nominating Committee shall review the qualifications of each nominee for eligibility. The Nominating Committee may furnish more than one (1) name each for the office of Chair, and Vice-Chair/Secretary. The Nominating Committee shall submit names of nominees to the Council Chair at the ASNT Research Symposium, Full Council meeting. The Council Vice-Chair/Secretary shall record the nominees in the minutes for distribution to the Council membership. The election shall occur at the ASNT Annual Conference, Full Council meeting.

c. Other Nominations – Additional names may be submitted as nominees for the offices of Chair, and Vice-Chair/Secretary in writing prior to the Council Annual Conference meeting provided a written petition supporting the nominee signed by at least thirty-five (35) members of the Council is forwarded to the Council Vice-Chair/Secretary at least sixty (60) days before the election. The Council Vice-Chair/Secretary shall forward the petition(s) to the Nominating Committee Chair for verification of Council membership of the signers. The Nominating Committee shall report on the nomination(s) to the Council Officers prior to the election.

10.3.2 Qualifications, Candidates for Council Officer shall:

a. Furnish in writing a statement of willingness to serve.

b. Furnish in writing employer support for tenure through Council office chairs.

c. Have served as a Council officer at least one (1) year prior to eligibility as Chair.

d. Be a member of the Society in good standing.

10.3.3 Tenure

The term of each Council office shall be two (2) years. The term of newly elected officers begins immediately following the Annual meeting of the Full Council. The Chair may not serve two (2) successive terms but is eligible to serve again as an officer after a one (1) year break.
10.3.4 Unexpired Term

A vacancy in the office of the Council Chair shall be filled for the unexpired term by the Council Vice-Chair/Secretary. Fulfillment of the unexpired term shall not count against the tenure rule in section 10.3.3, above. The Vice-Chair/Secretary shall be eligible for election to a full term as Council Chair at the next election. Vacancies in the office of Vice-Chair/Secretary shall be filled by appointment by the Council Chair. This appointment shall be subject to confirmation by the Full Council at its next meeting.

10.4 Division Officers

10.4.1 Division Chair

A Division Chair shall be appointed by the incoming Council Chair. The appointment shall be made in writing, within at least thirty (30) days prior to installation for the term of office. Normal tenure is two (2) years; however, a Division Chair may be retained for a longer period at the pleasure of the Council Chair and agreement from the appointed Division Chair.

10.4.2 Division Vice-Chair/Secretary

A Division Vice-Chair/Secretary may be appointed by the Division Chair according to the needs of the Division.

10.4.3 These appointments must be approved by the Full Council

10.5 Committee Officers

Each committee shall be headed by a Chair. A Vice-Chair and/or Secretary shall be appointed by the Committee Chair. The term of office of the newly elected Committee Officers is two (2) years and begins immediately following the Annual Council meeting. The Vice-Chair shall act for the Chair in the latter’s absence. The Committee Secretary shall record and distribute minutes and attendance lists.

10.5.1 Committee Chair

The duties of a Chair are to direct, assist, and encourage the members in the conduct of the Committee activity. More specifically, the duties of the Chair are to:

a. Prepare an agenda for each Committee and send a copy to each member at least two (2) weeks before a meeting is to be held;
b. Conduct Committee meetings and ensure that minutes of the meetings are recorded and distributed to the members of the Committee, Division Chairs, and Council Officers;

c. Supervise and report to the Division Chair results of voting on all Committee reports;

d. Assign projects so as to divide and expedite the work;

e. Establish subcommittees and task groups as required and supervise their operation;

f. Review the membership annually to maintain an active Committee membership;

g. Purge inactive members at least annually;

h. Recommend revisions of the Committee rules as needed;

i. Establish quorum requirements for Committee meetings;

j. Act for the Committee between meetings, subject to confirmation at the next meeting;

k. Submit a semi-annual report, in writing, to the Division Chair at the Annual Conference and Research Symposium for inclusion in the minutes of each Full Council meeting;

l. Send to the Division Chair and Council Officers copies of all correspondence relating to major activities of the Committee and present an oral and written report during the ASNT Annual Conference and the ASNT Research Symposium Full Council meetings;

m. Submit request for subsequent meetings to the Society.

10.5.2 Committee Vice-Chair

The Committee Vice-Chair shall be appointed by the Committee Chair for two (2) year term. The responsibilities of a Division Committee Vice-Chair are to assist the Committee Chair in the performance of his/her duties and to assume the responsibilities of the Committee Chair in his/her absence.
10.5.3 Committee Secretary

The Committee Secretary shall be appointed by the Committee Chair for a two (2) year term. The responsibilities of the Committee Secretary are to:

a. Record and distribute the minutes of all Committee meetings;

b. Conduct ballots on Committee documents when required;

c. Maintain membership lists of the Committee; and

d. Discharge other duties as the Committee Chair may direct.

10.5.4 Selection of Committee Chairs

Committee Chairs are appointed by the Council Chair for Committees reporting directly to the Council Chair or by the Division Chair of the Division in which the Committee resides. Chairs may be selected by an election process defined by the Committee in its SOP. The Committee Chair must be a member of the Society in good standing.

10.5.5 Tenure

The term of office is at the pleasure of the Council or Division Chair as applicable. The normal term of office for the Committee Officers is two (2) years.

10.5.6 Unexpired Terms

A vacancy in a Committee Chair shall be filled for the unexpired term by appointment by the Division Chair. A vacancy in a Committee Vice-Chair or Secretary position shall be filled by appointment by the Committee Chair.

11.0 Loss of Membership

Failure to participate in Council, Division, or Committee activities, as determined by the appropriate Chair, may result in loss of membership in the Council. Continued absence of more than three (3) consecutive meetings, together with a lack of activity on Committee business, as an indication that an individual is no longer interested in Committee membership and the individual may be removed from the status of active member of the Committee.
12.0 Voting

12.1 A majority vote shall rule in the Council, its Divisions, Committees, and other subsidiary groups, except in the case of voting on the publication of documents, which shall be subject to special rules. Voice or ballot votes may be used at the discretion of the Chair. Letter or e-mail ballots may be used when a decision is desired prior to the next meeting.

12.2 Voting for Publications of Documents

12.2.1 Committee Voting on Documents

When a Committee desires to submit a document to the Council for letter ballot and publication, it shall be handled in the following manner:

a. A document shall be prepared by a task group and it shall be submitted to each Committee member for review and comment.

b. The comments shall be reviewed by the Committee and task group Chairs and an attempt shall be made to resolve each negative comment.

c. Subsequent to the review of the negative comments and rewrite, the final document shall be submitted to each Committee member with a letter ballot in accordance with the time schedule established by the Committee Chair.

d. The document shall be considered for submittal to the T&E Council only when a minimum of seventy-five (75) percent of the total ballots received are affirmative.

12.2.2 Council Voting on Documents

a. When a document prepared by a Committee or Division is ready for submittal to the Council for review, the sponsoring Chair shall submit five (5) paper copies or one (1) electronic copy to the Council Vice-Chair/Secretary. The Vice-Chair/Secretary shall cause a ballot with a copy of the document for review and comment to be mailed to Full Council voting members by the most economical means, including electronically. Within forty-five (45) days, Full Council voting members shall return a copy of the ballot to the Council Vice-Chair/Secretary. In the case of a negative vote, a reason must be submitted and comments for resolution included or the negative vote will not be considered. If the document fails to receive the sufficient number of affirmative
ballots required for publication, the document shall be returned to
the sponsoring Division or Committee for further review.

b. Editorial changes that do not affect the content may be made only
when both the Council Chair and sponsoring Chair agree. These
changes may be made without submitting the document to the
Council for re-balloting.

c. A document will be considered approved when a majority of the
ballots are returned and seventy-five (75) percent of those voting
have voted affirmative. An abstention is considered a returned
ballot but not a vote.

d. Nondestructive Testing Handbook or revision thereto are excluded
from balloting by the Council.

12.3 Voting in Committee Meetings

The Committee Secretary shall maintain a roster of Committee members. Voting
at Committee meeting will be restricted to Committee members appearing on this
roster thirty (30) days prior to the meeting.

12.4 Proxy Votes

All proxy votes shall be in accordance with the following rules:

12.4.1 The proxy vote shall be on a specific issue.

12.4.2 The proxy vote shall be in writing and may be transmitted to the Chair or
to another voting member.

12.4.3 The proxy vote shall clearly state the voting member’s stance on the issue
(in favor of, against, or abstain) and the proxy vote shall be cast as stated.

12.4.4 No proxy vote shall be valid for more than thirty (30) days from the date
of execution.

12.4.5 No voting member other than the Chair shall cast more than one (1) proxy
vote on any specific issue.

12.4.6 Proxy votes may be used to establish the number of votes cast, but may
not be used to establish a quorum.
13.0 Nominee to Board of Directors

13.1 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 of Directors. The Council Chair may be considered as a candidate.

13.2 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.

13.3 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.

13.4 A vacancy by the Council Director for any cause other than expiration of term may be filled by recommendation of the Technical and Education Council Executive Committee and two-thirds (2/3) affirmative vote of the Board of Directors, in accordance with the ASNT Bylaws.

14.0 Amenities

Amenities for Council Officers, Division Chairs, and Committee Chairs shall be as defined in ASNT Policy G-32 Amenity Policy for Council Officers, Division Chairs, and Committee Chairs.

15.0 Amendments

Amendments to these Rules of Conduct may be proposed by any member of the Society in writing to the Council Chair. Action on proposed changes shall be determined by majority vote of the Full Council at any regular meeting or by letter ballot. A written response shall be provided to the initiator as to the actions being taken on proposed changes. Amendments to these Rules of Conduct require approval by the Board of Directors of ASNT.