BOARD POLICY GUIDELINES

1.0 **Purpose**

The purpose of this policy is to define the process for developing, revising or deleting of ASNT Board policies including the formatting requirements.

2.0 **Scope**

Applies to ASNT Board policies.

3.0 **References**

ASNT Bylaws

4.0 **Procedure**

4.1 Formatting

4.1.1 Titles of all policies shall be centered in bold capital letters.

4.1.2 A numerical technical style outline system shall be followed throughout the context of a policy. Letters and/or roman numerals shall not be used to outline policies.

4.1.3 All pages of a Policy shall be numbered. Page numbers shall be placed in parenthesis at the bottom center portion of the page indicating the appropriate page number out of the total number of pages within the Policy. Example: (Page 1 of 3).

4.1.4 A policy number shall be placed in the top right corner of each page of the policy. The policy number shall be designated by a letter, which shall correspond to the category of policy, followed by the sequence number. For a revised policy the number will be followed by a revision letter.

4.1.5 All policies shall indicate the Policy's initial issue date, all revision dates (maximum of 2 most recent).

4.1.6 The date of issue and any subsequent revision dates shall be the date the policy was approved by the Board of Directors and shall appear on the first page of the policy directly below the policy number.

4.1.7   After Board of Directors approval, all new, revised, or deleted policies shall be posted on the ASNT website (members only).

4.1.8   A complete set of master Policies shall be maintained by the Executive Director at ASNT Headquarters. Any and all copies of archival information regarding Policies shall be maintained within the master volume.

4.2   Developing New Policies

4.2.1   Each new policy shall contain as a minimum the following information, in the following paragraph numbering style:

1.0   Purpose

2.0   Scope

3.0   References, Related Documents and Responsibility as applicable

References – documents referred to in the Policy

Related Documents – documents with relevant content to the Policy

Responsibility – assignments to positions or groups

4.0   Document Type (i.e. Policy, Procedure, Guideline, Rules of Conduct, etc.)

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4.2.2   When a new policy has been written, it shall be submitted to the Governance Committee for review. Upon approval, the Governance Committee shall assign the new policy number. The Governance Committee shall then submit the new policy to the Board of Directors at least 45 days prior to the scheduled Board meeting at which the new policy is to be voted upon.

4.2.3   When a new policy is approved the Table of Contents for the Policies shall be revised to reflect the new policy and its issue date.

4.3 Policy Revisions

    4.3.1 Any revision made to a policy shall be indicated by underlining the changes which have been made in the draft.

    4.3.2 When a revision to a policy has been made it shall be submitted to the Governance Committee for review and approval. Upon approval by the Governance Committee the revised policy shall be submitted to the Board of Directors at least 45 days prior to the scheduled Board meetings at which the revision is to be voted upon.

    4.3.3 When a revised policy is approved the Table of Contents for the Policies shall be changed to reflect the revision and implementation date. A letter "R" shall precede the date of revision in the Table of Contents.

    4.3.4 Policies editorially revised to correct errors such as, grammar, spelling, typographical, only require approval from the Governance Committee. The policy revision level shall be as prescribed in paragraph 4.1.4.

4.4 Policy Deletions

    4.4.1 Deleted Policies shall be maintained for archival information.

    4.4.2 If a deleted Policy is to be combined with another Policy, it shall be indicated in the deleted Policy as to which Policy it was combined with.

5.0 Control and Distribution of ASNT Board Policies

5.1 The current list of Board approved policies shall be maintained on the ASNT Website.

5.2 The current revision of each Board approved policy shall be accessible and available for downloading from the ASNT website.

5.3 When new or revised approved Board policies are posted on the ASNT website, an email notification, with the new or revised policy attached, shall be sent to the following groups:

    5.3.1 ASNT Board

    5.3.2 ASNT Operations Committee

    5.3.3 ASNT Senior Staff

    5.3.4 ASNT Governance Committee

    5.3.5 Other ASNT positions with a responsibility addressed in the policy

5.4 When the Board approves the deletion of a policy, the policy shall be removed from the ASNT website and an email notification shall be sent to the groups listed in paragraph 5.3.

5.5 Upon request, individual policies or a complete set of current ASNT Board approved policies will be provided to members of the ASNT Board and its standing committees.