

THE AMERICAN SOCIETY FOR  
NONDESTRUCTIVE TESTING, INC.

# SECTION LEADERSHIP MANUAL



***ASNT...Creating a Safer World!™***

SECTION MANAGEMENT DIVISION  
SECTION OPERATIONS COUNCIL

Revised August 2020

## **ABOUT THE SECTION LEADERSHIP MANUAL**

The Section Management Division of the Section Operations Council has prepared this manual with the assistance of ASNT International Service Center (ISC) staff. The content is based on section leader experience and serves as a guide for local section officers to use when conducting section management, programs and activities.

The Section Leadership Manual is designed to assist sections in their organization and operation. These guidelines were developed as a result of experience and are not intended to be restrictive. The manual may not address each individual section's issues; therefore, sections should reach out to ISC if they have any questions or concerns. Officer and committees' responsibilities will depend on the size, preferences and activities of each section. A given section, due to the number of members or the nature of local industry support, may opt to reduce the number of officers, e.g., combine the secretary and treasurer position or maintain the minimum number of directors.

It is the responsibility of the section chair to ensure all section officers, directors and committee chairs have access to this manual. Comments regarding the content of this manual are to be directed to the Member Relations and Services Department at ASNT ISC. The manual is available online at [www.asnt.org/sectionleadershipmanual](http://www.asnt.org/sectionleadershipmanual).

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## 1.0 Introduction

Below is a brief overview of the organization of the Society. Specific information such as individual contacts or key personnel and the ASNT Bylaws can be found in the annual *Materials Evaluation Ready Reference Guide*.

### 1.1 The ASNT Mission

ASNT exists to create a safer world by advancing scientific, engineering, and technical knowledge in the field of nondestructive testing.™

### 1.2 ASNT Strategic Plan

Expand the influence of ASNT internationally by creating awareness of the value that ASNT brings to the NDT profession.

- Create a growth strategy for ASNT membership
- Develop and integrate a pathway for meaningful volunteer engagement and for members to become ASNT leaders
- Lead the world in harmonization of NDT certification
- Be the worldwide leader in the development and delivery of NDT information and educational resources for the NDT industry
- Expand ASNT support of NDT research

### 1.3 ASNT National Structure

ASNT is governed by a board of directors and national officers. The **Board of Directors** (BOD) is composed of: Officers, Directors-at-Large, Council Directors and *Ex Officio* Directors

The **Executive Committee** is composed of: Chairperson of the Board, President, Vice President, Secretary/Treasurer and Executive Director (ex-officio)

The **Operations Committee** is composed of: Chairperson of the Board, President, Vice President, Secretary/Treasurer, Council Chairs and Executive Director

The **Operations Committee** reports to the **Board of Directors** on assigned activities as defined in policies.

#### **Councils**

Members are invited and encouraged to participate in council activities. Participation provides an opportunity to contribute to NDT and to enhance their career.

The councils include:

- Certification Management Council
- Research Council

- Section Operations Council
- Technical and Education Council

For many projects, participation can take place via email and phone. While it may not be necessary to attend committee meetings held at spring and annual conferences, this is a great way for members to get involved at the national and international level.

For more information on how to participate in council activities, contact the council chair or the Member Relations & Services department. Additional information regarding ASNT councils and committees is also available in the annual *Ready Reference Guide*.

#### **1.4 ASNT International Service Center**

ASNT ISC handles the day-to-day business of the Society and overall support of the membership. The organization consists of the Executive Director, who is employed by the Board of Directors and who manages the operations of the Society through the activities and staff of the ISC. Located in Columbus, Ohio, ASNT ISC is comprised of the following departments:

- Accounting
- Certification & Technical Services
- Conferences
- Marketing Communications
- Member Relations & Services
- Publications

For specific information regarding who to call at ASNT, check the latest edition of *Materials Evaluation* or [www.asnt.org](http://www.asnt.org).

#### **1.5 Section Operations Council Organization**

The Section Operations Council (SOC) supports membership activities that stimulate growth and strengthen the Society. The Council's work involves developing guidance documents, programs and activities to improve the operations and management of chartered sections, to encourage section members' participation in local and Society activities, and to represent section interests on the Society's Operations Committee and Board of Directors.

SOC follows the policy and guidelines outlined in its Rules of Conduct which define the procedures for the administration of council activities. The SOC Rules of Conduct are published in the February *Ready Reference Guide of Materials Evaluation*.

SOC's objectives are to support the mission of ASNT. Each ASNT Council's actions are guided by the mission and strategic plan objectives.

## **SOC Divisions and Goals**

### **Membership Division**

Generates and coordinates general membership programs, defines and implements programs that address the special needs of student sections and student members through the Student Interest Committee, assists in understanding the member demographic profiles maps and membership information materials and represents all members in Council matters.

### **Outreach Division**

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: STEM initiatives, educational campaigns and career awareness.

### **Section Management Division**

The Section Management Division develops and revises the *Section Leadership Manual*, develops section leadership training programs, reviews charter applications and/or revocation recommendations and represents all sections in Council matters.

### **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 and represent section leaders in Council matters.

## **2.0 Section Lifecycle**

### **2.1 Section's Role in the Society**

The strength of ASNT as a professional association is based on the engagement of its members and their willingness to create beneficial NDT communities. ASNT encourages and welcomes the formation of viable local sections who can create local programming and activities to facilitate member interaction and promote NDT which are at the core of the Society's mission. Local sections, their membership and their efforts to promote NDT are fundamental to the future of the Society. Section affiliation is also a major benefit of ASNT membership.

Establishing and sustaining ASNT sections requires dedicated groups of members who are willing to volunteer their time and energy. However, not all groups who petition for section charter will be granted one. There is a time commitment associated with forming and leading a section. Interested society members should familiarize themselves with the section petitioning process outlined in this section.

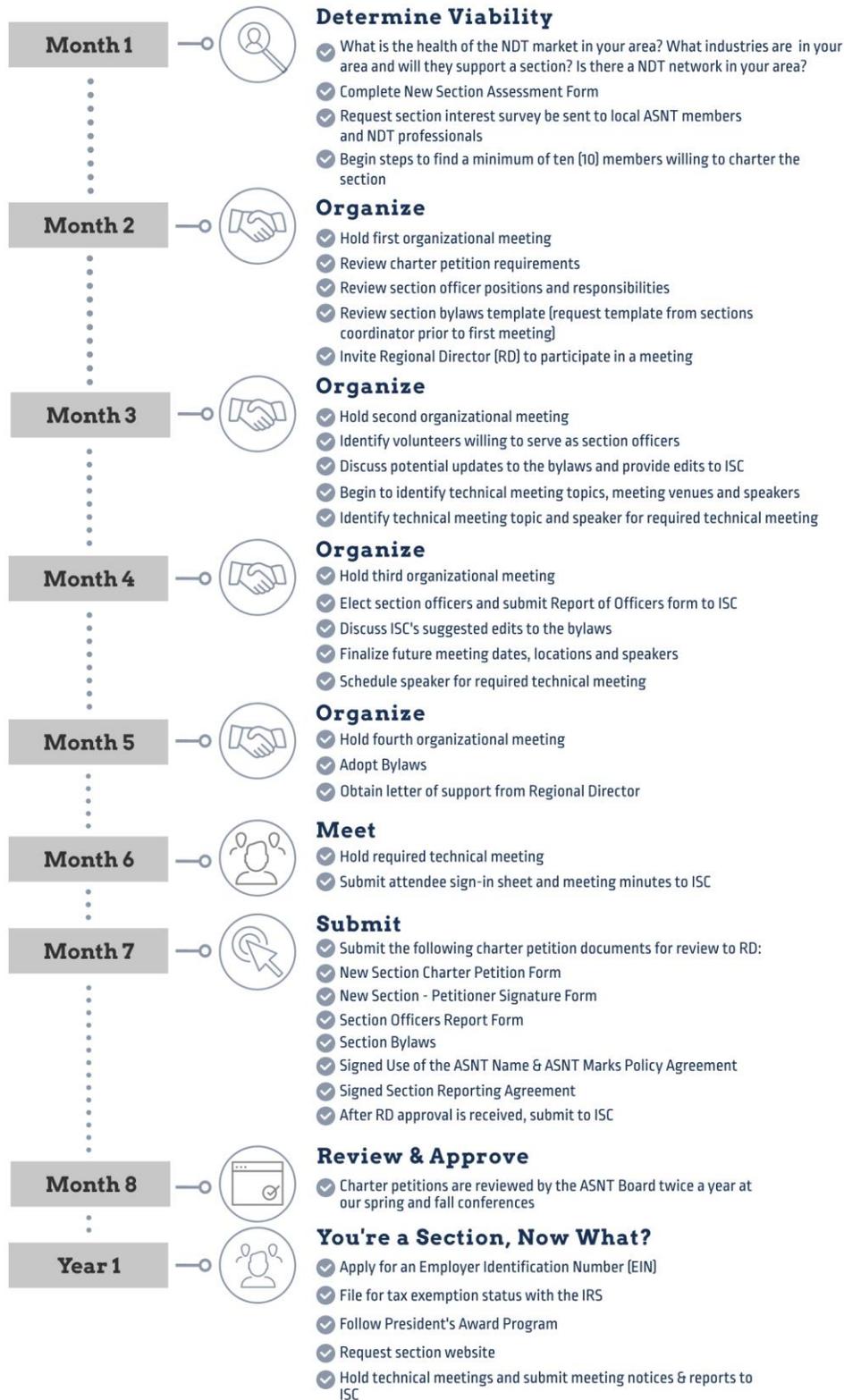
### **2.2 Section Charter Petition Process**

The following is a list of the section charter petition forms that are required for submission when petitioning to charter a new ASNT Section:

- A. New Section Self-Assessment (Form)
- B. Section Officers Report (Form)
- C. New Section Charter Petition (Form)
- D. New Section – Petitioners Signatures (Form)
- E. Section Bylaws
- F. Use of the ASNT Name and ASNT Marks Policy agreement signed (Form)
- G. Section Reporting Agreement (Form)
- H. Regional Director Letter of Support (Form)

Contact the Sections Coordinator to request the forms.

Below is a timeline of the section charter petitioning process. Details about the section petition process can be found in the sections that follow.



### **2.2.1 Petitioning Group Inquiry**

Members interested in starting an ASNT section should contact the Sections Coordinator at ISC. The interested members will be asked to complete a New Section Self-Assessment (Form A) to better understand the needs of the local NDT community. Contact the Sections Coordinator to request section charter petition forms.

Talk to local NDT companies to make sure that you have their support from the beginning. You will want to make sure that they will encourage their employees to participate. Upfront communication, while organizing a new section, can help a newly established section grow its membership and thrive. It's also a good idea to talk to other technical societies to find out if their meetings are well attended and if there are opportunities for joint meetings and events.

ISC can also help you gauge member interest in forming a section by emailing a section interest survey to members, nonmember-certificate holders and NDT professionals located in the proposed area. The survey results will show if there is sufficient member interest to organize a new section.

### **2.2.2 Minimum Member Requirement**

Ten (10) ASNT members are required to serve as charter members for a proposed section, and all ten (10) must sign the charter petition form. Petitioning members of the section must be willing to serve as chair, vice chair, secretary, treasurer, and directors (minimum of 2 directors). Any two or more offices may be held by the same person except for the offices of the chair, secretary, or secretary/treasurer.

### **2.2.3 Petitioning Group Territory**

ASNT Sections represent members in a defined geographical territory. Typically, the geographic area for ASNT sections is considered a 90-mile radius from the general location where meetings will take place.

Sections may cross county, city, and state lines as necessary. In some circumstances, the geographic location will overlap with an established section. In these cases, ISC will work with the proposed and established sections to ensure the fairness of section membership assignments. The SOC Regional Directors Division reviews and makes periodic adjustments to these regions.

### **2.2.4 Regional Director Support**

Each ASNT section is assigned to a region and each region has a Regional Director (RD). The purpose of the RD is to monitor the status of section activities, assist section leaders with their duties and represent section leaders in Section Operations Council (SOC) issues. Prior to and/or during the petition phases, the RD will offer guidance, suggestions and helpful assistance. The

nearest active ASNT section can also provide assistance/mentoring to those forming a new section.

Petitioners are required to get a letter of support from their RD (Form H) as well as a commitment from the RD to visit the section. The completed section petition will need to be sent to the RD for review and sign off for the petition to be deemed completed.

### **2.2.5 Organizational Meetings**

The proposed section must hold no less than four (4) organizational meetings and one (1) technical meeting before submitting a completed charter petition. The four (4) organizational should be held at monthly intervals. Within five (5) business days after each meeting, send the Section Coordinator a copy of the meeting agenda, attendance roster and meeting minutes.

It is the responsibility of the section organizers to select a meeting date, time and location. Most ASNT Sections hold dinner or evening meetings. When choosing a meeting location, make it convenient for members to regularly attend meetings. Varying meeting venues is encouraged. Avoid holding organizational meetings at restaurants where a minimum spend is required.

#### **Goals for Meetings**

Four (4) organizational meetings are required (in addition to 1 technical meeting) before a section petition can be submitted. The goals of the 4 organizational meetings are as follows:

1. Meeting One – Review the following: charter petition requirements, officer positions and responsibilities and bylaws template (request bylaws template from Sections Coordinator prior to first meeting). Schedule remaining 3 organizational meetings and 1 technical meeting.
2. Meeting Two – Identify section officers. Begin identifying technical topics for future meetings, meeting venues, and meeting speakers. Discuss any updates to the bylaws and provide suggested edits to ISC.
3. Meeting Three – Elect officers. Review any ISC edits to the bylaws. Submit [Report of Officers](#) to Sections Coordinator.
4. Meeting Four – Adopt bylaws and finalize future meeting dates and speakers
5. Meeting Five – Organize and hold a technical meeting

#### **Suggested Meeting Agenda**

ISC can provide organizers with an agenda template and sign-in sheet. Agendas typically follow the following script:

- Call to Order
- Introductions

- Criteria to establish section
- Petitioning steps completed
- Petitioning steps still to be completed
- Officer roles and responsibilities
- Appointment of temporary officers/directors
- Bylaws Discussion
- Potential technical topics

### **Helpful Meeting Tips**

Emphasize the benefits of ASNT membership and section affiliation – fellowship, business contacts and leadership development that can lead to participating and serving at an ASNT-national level.

Emphasize the variety of participation opportunities – the contribution each member can make in their area of individual interest.

Clearly articulate that the section will determine its own success. Urge new members to assume a leadership role in all phases of the section’s organization. Underscore the many resources available. There are numerous resources available to petitioning sections such as the Regional Director, other ASNT sections, SOC and its divisions, and the ISC Member Relations & Services department.

### **2.2.6 Communication**

ISC will send out meeting invitations for the four (4) organizational meetings and one (1) technical meeting. An email invitation will be sent to ASNT members and nonmember-certificate holders within the proposed section’s geographic area and who are listed in ASNT’s database. Organizers are encouraged to invite co-workers and other NDT professionals within their network to attend meetings.

### **2.2.7 Petitioning Group Identity**

A group petitioning for section charter cannot represent itself as an ASNT section until its charter has been approved by the ASNT Board of Directors. Prior to charter approval, startup sections may refer to meetings or gatherings as a group of NDT professionals interested in developing a section of the American Society for Nondestructive Testing.

As a petitioning group, members can choose the name of their proposed section. Most ASNT sections choose their name based on geographic location. To avoid possible duplication or potential confusion, ISC has final approval of all new section names. The full name of an ASNT chartered section is the XX Section of the American Society for Nondestructive Testing.

### 2.2.8 Bylaws

The adoption of section bylaws is an ASNT requirement. Functional policies and procedures not covered in the bylaws are left to the discretion of the section, except that they shall not conflict nor be inconsistent with the adopted bylaws. Request a copy of ASNT's Section Bylaws template from the Sections Coordinator.

### 2.2.9 Completion and Submission of Petition

The specific forms for submitting a section charter petition to ASNT ISC include:

1. Section Petition (Form)
2. Printed names, signatures and member ID of 10 ASNT members (Form)
3. Section officers and directors (Form)
4. Adopted Bylaws
5. Use of the ASNT Name and ASNT Marks Policy agreement signed (Form)
6. Section Reporting agreement signed (Form)
7. Section commitment form signed (Form)

Contact the Sections Coordinator to request the forms.

## 2.3 Maintaining Active Section Status

An active section is required to hold a minimum of three (3) technical meetings per program year (July 1 – June 30) and submit the following reports\* to the Sections Coordinator: Report of Officers, Annual Projected Budget, Advance Organization of Programs and Schedule and the Final Financial Reconciliation for ASNT Fiscal Year.

\*Sections are not considered active by just submitting the required reports. To be considered active, sections are required to hold a minimum of 3 technical meetings.

ASNT domestic sections are required to file an annual tax return under Section 501(c) 6 of the Internal Revenue Service Code.

## 2.4 Section Reactivation

Sections that have not been active (see Section 2.3. Maintaining Active Section Status) and haven't had their charter revoked can be reactivated by interested members within three (3) years of the section's inactivity for **domestic sections** and within five (5) years of the section's inactivity for **international sections**.

Members interested in reactivating a domestic section within the three (3) year period of inactivity will need to find support from a minimum of ten (10) members who agree to help reactivate the section. The sections coordinator can assist in

finding members to support reactivation by helping to contact other members of the section.

If there is enough member support, organizers will need to:

1. Hold a minimum of two (2) reorganization meetings at monthly intervals to:
  - a. Review officer positions and responsibilities
  - b. Identify and elect section officers
  - c. Adopt new bylaws. ASNT will provide a bylaws template. If section officers make edits to the template, they will need to be approved by ASNT before the membership can vote to adopt the bylaws.
  - d. Identify technical meeting topics, speakers and the venue(s) for the three (3) required technical meetings. The schedule of meetings (include date, location, topic and speaker name) will need to be provided to the sections coordinator.
  - e. Submit the four (4) required reports to the sections coordinator:
    1. [Report of Officers](#)
    2. [Annual Projected Budget](#)
    3. [Advance Organization of Programs and Schedule](#)
    4. [Final Financial Reconciliation for ASNT Fiscal Year](#) (This report won't be due until the completion of the program year which is June 30<sup>th</sup>)
2. For reactivating domestic sections, the section will have to comply with IRS filing requirements detailed in section 3.3.3. Domestic Section Requirements for Tax Exempt Status.

To earn a section rebate, reactivating sections need to:

1. Elect officers
2. Submit the report of officers, annual projected budget report and advance organization of programs and schedule
3. Hold 3 technical meetings at monthly intervals and demonstrate that more meetings are scheduled and planned for the membership
4. Update the section's bylaws, subject to a review by ASNT, before the bylaws can be adopted by the membership
5. Apply for an Employer Identification Number (EIN)
6. Open a bank account

In addition to the above requirements, reactivating sections will be eligible to earn their first rebate in the quarter after the second technical meeting is held as long as the 3<sup>rd</sup> technical meeting has been scheduled and publicized to the section membership.

If reactivating sections do not fulfill the above listed reactivation requirements within twelve (12) months, a section's charter may be recommended for revocation by its associated Regional Director. 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.

## **2.5 Charter Revocation Process**

An active section is required to hold a minimum of three (3) technical meetings per program year (July 1 – June 30) and submit the following reports to the Sections Coordinator: Report of Officers, Annual Projected Budget, Advance Organization of Programs and Schedule and the Final Financial Reconciliation for ASNT Fiscal Year.

A recommendation for section charter revocation may be made by a section's associated Regional Director. 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. (See Section Operations Council (SOC) Rules of Conduct, policy M-1).

Following is the revocation timeline and actions. **Domestic sections** have up to three (3) years to reactivate to prevent revocation. **International sections** have up to five (5) years to reactivate to prevent revocation.

### **2.5.1 Year One**

If at the end of the program year which runs July 1 – June 30, a section that has not met ALL active section requirements will be considered at risk of revocation. This would be considered the end of year one. At this point, domestic sections will ~~only~~ have up to two (2) years to reactivate (see Section 2.4 Section Reactivation). International Sections will ~~only~~ have up to four (4) years to reactivate (see Section 2.4 Section Reactivation).

During this first year of inactivity, the Sections Coordinator will notify the section's Regional Director and together, they will reach out to section members to provide support. Contact will be made via emails, phone calls and member surveys in order to provide support and attempt to work with section members to help the section return to active status. The Sections Operations Council will be notified and provided details at fall and/or spring conferences.

Section rebates will still accrue; however, rebate money will be held in escrow for the section by ASNT ISC until the section has successfully reactivated.

At the end of the first year of inactivity, a notice will be emailed to members informing them that the section is at risk of section charter revocation.

### **2.5.2 Year Two**

If at the end of the second program year the section has still not met ALL active section requirements, it will remain at risk of revocation. At this point, domestic sections will ~~only~~ have up to one (1) year to reactivate (see Section 2.4 Section

Reactivation). International sections will ~~only~~ have up to three (3) years to reactivate (see Section 2.4 Section Reactivation).

The Sections Coordinator and the Regional Director will continue to recruit and offer assistance to members who are interested in taking on leadership roles and reorganizing the section. The Sections Coordinator and Regional Director will provide SOC officers and SOC division chairs with status reports at fall and spring conferences.

Rebates for the section will still accrue, however rebate money will be held in escrow by ASNT ISC until section has successfully reactivated.

### **2.5.3 Year Three**

If at the end of the third program year the international section has still not met ALL active section requirements, the international section will remain at risk of revocation and will ~~only~~ have up to two (2) additional years to reactivate. The Sections Coordinator and the Regional Director will continue to recruit and offer assistance to members who are interested in taking on leadership roles and reorganizing the section. The Sections Coordinator and Regional Director will provide SOC officers and SOC division chairs with progress reports at fall and spring conferences.

Rebates for the international section will still accrue during the third program year. At the end of the third program year, no new members will be coded to the inactive international section. After three (3) years of inactivity, the international section will no longer earn rebates and escrow will be permanently returned to the ASNT general fund.

Section reactivation is still possible at this time only for international sections if ALL active section requirements are met.

### **DOMESTIC SECTIONS**

After three (3) years of inactivity, rebates for domestic sections will no longer accrue and any previously held rebate money will no longer be available and will be permanently returned to the ASNT general fund. At the end of the third program year, no new members will be coded to the inactive domestic section.

Domestic sections who fail to file the required Forms 990, 990-EZ or 990-N for three consecutive years with the Internal Revenue Service will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively missed year (see Sections 3.3.3 Domestic Section requirements for Tax Exempt Status).

After the third program year that the domestic section still has not met ALL active section requirements, then as stated in the SOC Rules of Conduct (policy M-1), the domestic section's charter may be recommended for revocation by its associated Regional Director. 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 two-thirds (2/3) affirmative vote in favor of revocation by SOC Full Council will bring the revocation motion forward to the ASNT Operations Committee. If revocation is approved by the Operations Committee, the revocation motion will be brought to the ASNT Board of Directors for voting.

Note: If the Operations Committee is inactive at the time that a sections charter is being considered for revocation, the revocation motion can move straight from SOC Full Council or Regional Directors Division to the Board of Directors.

Following the Board of Director's decision to revoke a section charter, the Sections Coordinator will follow an administrative revocation checklist. This may include but is not limited to:

- Notification of section charter revocation will be sent to section members following the final Board of Directors vote. Members of former section will be given the option to become a recorded member of any other chartered ASNT section.
- In accordance with Article VIII, Section 3 of the American Society for Nondestructive Testing Bylaws, a request will be made to the last known section officers to pay all section debts and obligations. Subsequently, a request will be made to the section to transfer any remaining section fund balance to ASNT ISC. Lastly, a request will be made to the section to close their bank account(s).
- A request will be made to section members to cease all use of all ASNT and section (if applicable) logos and name
- Any returned funds will be deposited into the ASNT general fund.
- Publish a notice of the section's charter revocation in the next edition of Materials Evaluation.
- If a section's charter has been revoked but there are members interested in starting a section, see Section 2.2 Section Charter Petition Process.

If SOC Full Council, the Operations Committee or the Board of Directors does not vote in favor of revoking a section's charter, the charter revocation recommendation will stand for a review and vote at all subsequent spring and annual conferences.

#### 2.5.4 Year Four

If at the end of the fourth program year the international section has still not met ALL active section requirements, it will remain at risk of revocation and may have up to one (1) year to reactivate.

The Sections Coordinator and the Regional Director will continue to recruit and offer assistance to members interested in taking on leadership roles and reorganizing the section. Sections coordinator and RD will provide SOC officers and SOC division chairs with reactivation progress reports at fall and spring conferences.

Section reactivation is still possible at this time ~~only~~ for international sections, if ALL active section requirements are met.

#### 2.5.5 Year Five

If during the fifth program year the international section has still not met ALL active section requirements, then as stated in the SOC Rules of Conduct (policy M-1), a section's charter may be recommended for revocation by its associated Regional Director. 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 two-thirds (2/3) affirmative vote in favor of revocation SOC Full Council will bring the revocation motion forward to the ASNT Operations Committee. If revocation is approved by the Operations Committee, the revocation motion will be brought to the ASNT Board of Directors for voting.

Note: If the Operations Committee is inactive at the time that a sections charter is up for revocation, the revocation motion can move straight from SOC Full Council or Regional Directors Division to the Board of Directors.

Following the Board of Director's decision to revoke a section charter, the Sections Coordinator will follow an administrative revocation checklist. This may include but is not limited to:

- Notification of section charter revocation will be sent to section members following the final Board of Directors vote. Members of former section will be given the option to become a recorded member of any other chartered ASNT section.
- In accordance with Article VIII, Section 3 of the American Society for Nondestructive Testing Bylaws, a request will be made to the last known section officers to pay any and all section debts and obligations. Subsequently, a request will be made to the section to transfer any remaining section fund balance to ASNT ISC. Lastly, a request will be made to the section to close their bank account(s).

- A request will be made to section members to cease all use of all ASNT and section (if applicable) logos and name
- Any returned funds will be deposited into the ASNT general fund.
- Publish a notice of the section's charter revocation in the next edition of Materials Evaluation.
- If a section's charter has been revoked but there are members interested in starting a section (see Section 2.2 Section Charter Petition Process).

If SOC Full Council, the Operations Committee or the Board of Directors does not vote in favor of revoking a section's charter, the charter revocation recommendation will stand for a review and vote at all subsequent spring and annual conferences.

## **3.0 General Section Operations**

### **3.1 Responsibilities of the Section Officers**

Experience has shown that volunteer progression through the various section officer roles is the most effective means of strengthening the section so that continuity in programming and policies can be maintained. The more involvement by individual members, preferably diverse in employer affiliation and NDT disciplines, the healthier the section.

An elected office progression proven to be effective follows in this order:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Director (two positions each year for a minimum term of two years)
- Immediate Past Chair

This progression provides a training base and proving ground for those volunteers considered qualified to perform in the elected offices of the section. After two years of participation in section board activities, a volunteer learns about the many responsibilities and procedures associated with section operation. These board members are also available to fill a vacancy in any of the elected offices in the event that a vacancy occurs during the section year. This type of officer-role progression usually ensures that an individual is not requested to perform a job in which they are unfamiliar.

#### **Chair**

The chair is responsible for all section activities as established by the Board of Directors. The chair must be able to delegate authority and to assure that the assigned duties are properly completed. As executive head of the local section and ex-officio member of all section committees, the duties of the chair are:

- As incoming chair, represent or delegate section representation for attendance at Section Leaders Conferences and Regional Planning Meetings
- Ensure that all officers, directors and committee chairs are aware of their specific responsibilities
- Appoint committee chairs prior to the term expiration of the existing chair
- Schedule board meetings and establish agendas (see Section 5.1)
- Represent the section and promotes its philosophies where possible
- Encourage and coordinate participation in local and national award programs
- Encourage participation in ASNT national council and committee activities
- Communicate all information received from ASNT ISC to the section membership
- Ensure all required section information and reports are submitted to ASNT ISC by the specified deadlines

- Maintain a copy of the Section Leadership Manual and ensure officers, directors and
- committee chairs also have access to the manual
- Preside at all section and board meetings
- Review the section's bylaws to ensure compliance with section operations
- Oversee or delegate the coordination of community and NDT-awareness activities
- Request RD attendance at a section meeting during the program year
- Preside over the installation of officers ceremony
- Act as co-signer of checks issued by the section
- Name designated person to receive access to the online section roster

### **Vice Chair**

The responsibilities of the vice chair include:

- In the absence of the chair, perform the duties of the chair
- Serve as parliamentarian for the section
- Duties as delegated by the chair
- Coordinate section committee activities
- Oversee secretary and treasurer reports, schedules and timetables
- Act as the program committee chair and ensure administration of established section programs
- Encourage and promote participation in ASNT local and national awards
- Coordinate presentation of the retiring chair's certificate (these certificates are mailed in the Spring of each year to the vice chair by ASNT ISC)

### **Treasurer**

The treasurer is responsible for keeping complete and accurate records of all funds received and disbursed by the section. As the section's financial officer, the treasurer must always be prepared to report on the financial condition of the section. The responsibilities of the treasurer include:

- Prepare the annual section budget for approval by the board of directors
- Submit the approved budget to ISC by September 1
- Administer the budget
- Retain financial records including all receipts, checking and savings account bank statements and check book
- Receive and deposit section rebate checks received from ISC and all other funds made payable to the section
- Prepare and present a financial report to the chair and section membership annually and at each section meeting
- Obtain a Federal Employer Identification Number for the section, if not already established
- Act as co-signer of checks issued by the section

- Account for all section assets, such as the section banner, educational materials, cameras, audio visual equipment, etc.
- Prepare and submit the final section financial report to ISC by July 15
- Maintain accurate historical financial records for the section
- Prepare and submit necessary tax forms
- Duties as described in the section bylaws
- Duties as delegated by the chair and directors

### **Secretary**

The secretary is responsible for keeping complete and accurate minutes and records of all section activities. The responsibilities of the secretary include:

- Perform duties as prescribed in the section bylaws
- Prepare minutes of all general meetings and meetings of the board of directors
- Maintain complete and accurate membership records\*
- Notify the section members at least one week in advance of general and board/committee meetings
- Manage section correspondence
- Report the names and complete contact information for all section officers, directors and committee chairs to ISC by August 1
- Responsible for section records and maintenance of section assets, such as the section banner, educational materials, cameras, audio visual equipment, etc.
- Work in conjunction with the membership committee relative to retention and growth
- Duties as described in the section bylaws
- Duties as delegated by the chair and directors

\*Responsibility for membership records may be assigned directly to the membership committee.

### **Board of Directors**

The section board of directors determines the section's operating policy and annual program. The members of the board include the immediate past chair, the chair (who presides over all meetings), vice chair, treasurer, secretary, and directors elected from the members at large. The responsibilities of the board of directors include:

- Determine the overall program and objectives for the year
- Review and approve appointment of committee chairs
- Review committee activities
- Review and approve the section budget
- Review and approve all written contracts or financial agreements
- Resolve policy problems that arise
- Review proposed section bylaw revisions

- Fill officer, director, or committee vacancies according to section bylaws

### **Immediate Past Chair**

The immediate past chair provides continuity between the newly elected administration and the past administration and serves on the section's board of directors. The responsibility of the immediate past chair is:

- Execute assignments by the section chair such as end-of-year financial audits and serve as chair of nominating committee, etc.

NOTE: All past chairs should be kept involved in section operations. By doing so, you are taking advantage of their experience while preparing them for possible service in another elected capacity.

## **3.2 Section Planning Tools**

The following timetable and publications are designed to aid the local sections in the planning and implementation of their general program for the year.

### **3.2.1 President's Award Program**

The President's Award program is one of the Society's oldest and most prestigious awards dating back to 1964. It's a group award, not an individual award that recognizes outstanding section management performance and serves as a roadmap for successful section operation.

The program is NOT mandatory but is highly recommended as it serves as a method to record section activities. By following the President's Award program, there is no need to wonder how to run your section as you can just follow the President's Award roadmap as outlined on the [Summary Sheet and Program Log Checklist](#).

It is set up as a friendly competition between sections where each section is given points for submitting documentation for duties and activities performed. It is also a very good tool for sections to use to evaluate their effectiveness. All President's Award reports and forms can be found at [asnt.org/presaward](http://asnt.org/presaward).

### **3.2.2 Section Program Year Timetable**

This timetable serves as a section management guide to help section leaders stay on track during the section year. The schedule does not include all section activities, but if used along with the President's Award Program schedule, should prove to be of value.

#### **July**

- Formulate list of potential meeting speakers

- Formally invite the RD and/or an ASNT Board Officer to attend at least one board and/or regular meeting during the year.
- Prepare the proposed section budget
- Review the President's Award Program timetable with section's officers
- **Submit final financial statement from previous year to ISC by July 15<sup>th</sup>**
- **Prepare and submit report of officers to ISC by August 1st**
- Determine participation in award programs, e.g., Technician of the Year, Mentoring Award and possible ASNT Fellow applicants, etc. and begin necessary preparations. [www.asnt.org/awards](http://www.asnt.org/awards)
- Verify committee assignments

### **August**

- Print or digitize yearbook
- Executive board should approve and finalize budget. Budget to send an officer(s) to the Section Leaders Conference or Regional Planning Meeting depending on the year
- Review committee program plans
- Prepare and submit projected budget to ISC by September 1st

### **September**

- Distribute yearbook
- Conduct first program-year meeting
- Submit advance organization of programs and schedule report to ISC by October 1

### **October**

- Attend ASNT annual Conference and Section Operations Council meetings

### **November**

- Encourage members to prepare and submit papers for next year's annual conference

### **December**

- Complete Fellow Award nominations
- Verify status of Technician of the Year program
- Prepare for participation in Engineers Week

### **January**

- Appoint officer election nominating committee
- Submit ASNT Fellow Award applications by February 1st
- Submit nominations for ASNT National Board of Directors and RDs
- Encourage members to submit nominations for the Mentoring Award by February 1st
- Submit nominations for Lou DiValerio Technician of the Year Award by February 1st

## **February**

- Participate in National Engineers Week activities
- Start planning educational program for next year

## **March**

- Announce slate of proposed section officers and directors
- Begin to compile next year's yearbook
- Attend Research Symposium
- Encourage members to prepare and submit papers for following year's Research Symposium

## **April**

- Begin planning section program for next year
- Elect new slate of officers/directors
- Appoint committee chairmen for next year
- Notify ISC of newly-elected officers and directors

## **May**

- Prepare annual report for distribution to section members
- Assign an audit committee to check previous year's financial records

## **June**

- Present annual report to section members
- Install new officers and directors
- Incoming chair to provide ISC with the name of the designated person to whom online roster and email access should be given
- Change signature cards for section bank accounts
- Conduct orientation for new officers

## **Monthly**

- Make all appropriate submissions for President's Award Program
- Conduct executive officers' meetings
- Designated person retrieves current online-section roster
- Review committee plans and actions
- Distribute meeting notices, etc. via section management tool
- Maintain membership recruitment and retention activities

### **3.2.3 Publications**

The ***Ready Reference Guide***, published in February, is an annual dedicated issue of *Materials Evaluation* that provides information concerning the Society's organization and operation. All issues of *Materials Evaluation* can be used for information and program planning.

### 3.2.4 Policy for Use of the ASNT Logo

The G-14 Use of the ASNT Name and ASNT Marks policy can be found by visiting <https://www.asnt.org/Policies>.

#### Email and Social Media

Sections are encouraged to use email and social media platforms as a way to connect and interact with section members and other target audiences. Social platforms can help a section connect with member, increase awareness about events, meetings and the NDT profession.

For electronic communications naming conventions, sections may use the section name, initials, or an abbreviated version of the section's name. The use of the letter combination "ASNT" in naming conventions without section identification is not permitted.

Social media accounts should be linked on the section's website.

The following are examples of naming conventions:

- Email domain name suggestions
  - [ASNTArizona@emaildomain.com](mailto:ASNTArizona@emaildomain.com)
  - OldDominionASNT@emaildomain.com
- Email subject line suggestions (Always identify the section when sending email on behalf of the section.)
  - ASNT Arizona Section or ASNT Arizona
  - Old Dominion ASNT or ASNT Old Dominion
- Social media naming suggestions
  - @ASNTArizona, @ASNTAZ, @ASNTArizSect
  - @OldDominionASNT, @ASNTOldDominion

Examples of naming conventions not allowed:

- [ASNT@emaildomain.com](mailto:ASNT@emaildomain.com);
- Email subject line: ASNT
- Social media: @ASNT

If you have questions about how to appropriately use the Society's name or logo, please contact the Senior Manager of Member Relations and Services.

### 3.2.5 Interaction with Your Regional Director

Each local section is geographically assigned to a region and each region has a RD. The purpose of the RD is to monitor the status of section activities, assist section leaders with their duties and represent section leaders in Section

Operations Council (SOC) issues. RDs are the link between sections and SOC. A listing of RDs and their respective sections can be found on the ASNT website and in the annual *Ready Reference Guide*.

RDs are required to attend at least one section meeting for each section within their region each year and to file a report with the SOC Regional Director Division chair regarding the activity of each section. When RDs visit their sections, they should provide the section leadership with an update on SOC activities and should review the status of the section's participation in ASNT programs.

Take advantage of this resource. If your section has not had contact with your RD in the last year, then extend him/her an invitation to attend a section meeting. Stay in touch with him/her throughout the year. Consider them a part of your section and utilize their experience and expertise.

### **3.2.6 Section Leaders Conference and Regional Planning Meetings**

Funds are available to provide financial assistance for elected section leaders to travel to a Section Leaders Conference or Regional Planning Meeting if they meet certain criteria. For more information, contact the sections coordinator at ISC.

#### **Section Leaders Conference**

The Section Leaders Conference (SLC) provide leaders with section management training. This two-day training meeting is for current and future section leaders as well as RDs. Attendees examine a variety of topics including program planning, membership recruitment and retention, mentoring, community outreach to name just a few of the important issues facing ASNT sections. This meeting also provides an excellent opportunity to build a network with other section leaders by sharing experiences and perspectives. Every ASNT section should plan to send at least one officer to this two-day meeting especially if the attendee is a new section leader or if a section leader has never attended an SLC.

SLC is held in either May or June during even-numbered years in Columbus, Ohio and is led by volunteer leaders of SOC and ISC staff. Sections should budget each year to send a leader or leaders to SLC

#### **Regional Planning Meetings**

The Regional Planning Meeting (RPM) provides leaders with section management training. Meeting topics include how to increase member participation, how to create ideas for outreach activities, how to plan the program year, how to find and share speakers and how to conduct new member recruitment

RPMs are coordinated by the RDs and ISC staff. They are held in odd-numbered years typically in a centralized location convenient to the sections in the respective region.

Sections should budget each year to send a leader or leaders to SLC and to an RPM.

### **3.3 Section Finances – From Rebates to Taxes**

It is important that the goals of the section reflect the availability or need for suitable financing. Expenditures must be offset by income in order to operate. This income can come from section rebates (see below), educational courses, donations, advertising, etc. It is essential that the executive board and ISC be made aware of any adverse changes in a section's financial situation.

#### **3.3.1 Required Reports and Forms**

An active section is required to hold a minimum of three (3) technical meetings per program year (July 1 – June 30) and submit the following reports to the Sections Coordinator:

1. Report of Officers – Due August 1<sup>st</sup>
2. Annual Projected Budget – Due September 1<sup>st</sup>
3. Advance Organization of Programs and Schedule – Due October 1<sup>st</sup>
4. Final Financial Reconciliation for ASNT Fiscal Year – Due July 15<sup>th</sup>

**Forms for the above-mentioned reports can be found at [www.asnt.org/Presidents-Award](http://www.asnt.org/Presidents-Award)**

#### **3.3.2 Section Rebates**

Each quarter, ISC prepares rebate checks for all sections based on the number of new and renewed section memberships during the quarter.

These payments are called – rebates – and are calculated according to membership type and are based on a percentage of the membership fee. The percentages per membership type are as follows:

- Individual member 20.0%
- Student member 20.0%
- Military member 10.0%
- Lifetime member 20.0%
- Retired member 16.7%

When a member joins, his/her anniversary date determines the quarter in which the rebates are paid.

### **Months Members Joins = Rebate Check Paid**

- Jan, Feb or March = Payment in April
- April, May or June = Payment in July
- July, Aug or September = Payment in October
- Oct, Nov or December = Payment in January

Rebate checks are issued in the name of the section. The rebate check along with a notification letter is sent to the treasurer. A copy of the notification letter is sent to the chair. It is recommended that at least two signature endorsements be required to deposit the check into the section's bank account.

To receive a rebate check, sections are required to:

1. Submit the Report of Officers and
2. Submit the Projected Budget report
3. Hold a minimum of three (3) technical meetings
4. Ensure that ALL officers of the section are ASNT members in good standing. Rebate checks will not be disbursed to sections if any of the officers are not ASNT members.

Rebates will not be distributed if the required reports are not submitted. In addition, if after the first quarter, no technical meetings have been scheduled or held, the rebate check will not be distributed. Rebate payments will be held until the section submits the required reports and/or demonstrates that it is holding the required technical meetings. Rebate monies withheld from a section for more than one fiscal year will be held in escrow by ISC for a period of up to three years. See page 17 for more information about section revocation due to section inactivity.

To release the escrow funds, the section needs to demonstrate its active status by

- a. holding two of the required three (3) technical meetings scheduled at monthly intervals. The third meeting needs to be scheduled and publicized to the section membership and
- b. submitting to the sections coordinator the reports listed below.

1. Report of Officers
2. Annual Projected Budget
3. Advance Organization of Program and Schedule
4. Final Financial Reconciliation for ASNT Fiscal Year (Due by July 15)

Accrued funds are held in escrow for not more than three years. See Section 2.5 Section Revocation Process.

### **3.3.3 Domestic Section Requirements for Tax Exempt Status**

This information is provided to make section officers aware of the federal regulations applicable to domestic ASNT sections. The following information only serves as a guideline. Section officers should contact ISC for further information. The IRS applications mentioned in this section can be found on the IRS website in the [Forms and Publications section](#).

#### **501(c)(6) Status**

Domestic sections are organized as not-for-profit entities and exempt from paying income taxes under Section 501(c)(6) of the Internal Revenue Code. Federal law requires domestic sections to file an annual tax return.

Domestic sections are established and shall be operated exclusively to promote the common business interest of the nondestructive testing industry within the meaning of Section 501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) and no part of a section's (domestic or international) net earnings shall inure to the benefit of any private individual.

Sections shall advance the scientific, engineering and technical knowledge in the field of nondestructive testing through education, research and the compilation and dissemination of information useful to the individual and beneficial to the general public, in accordance with the Society's objectives.

Further, sections will support and adhere to the objectives, code of ethics, and other standards established by the Society.

Finally, sections should not be engaged in a regular business of any kind ordinarily carried on for profit. Sections should focus on the improvement and advancement of the NDT industry. Sections are not to be confined to the performance of a service for individual members

#### **The Employer Identification Number (EIN)**

Domestic sections are formed as separate entities and are required by the IRS to have an Employer Identification Number (EIN) issued by the IRS. To apply for an EIN, visit [irs.gov](https://www.irs.gov).

For EIN application instructions, contact the ASNT Sections Coordinator. It is important that the section retain the IRS EIN assignment communication (Form SS-4) in their permanent records and provide a copy to the ASNT Sections Coordinator.

## Federal Tax Return Forms

As an exempt organization, ASNT sections are required to file with the Internal Revenue Service. The petitioning section should be aware of the requirements for filing Form 990 or Form 990EZ, Return of Organization Exempt from Income Tax. Organizations are required to file an annual information return as follows:

- All sections with gross receipts under \$50,000 file form [990-N](#) (e-Postcard).
- All sections with gross receipts between \$50,001 and \$200,000 and assets less than \$500,000 file form 990-EZ.
- Sections with gross revenues in excess of \$50,001 and assets over \$500,000 or gross receipts over \$200,000 for the fiscal year must file an informational return titled, [990—Return of Organization Exempt from Income Tax](#).

Gross income is defined as the total amount received during the year. This includes section rebates, interest from checking or savings accounts, proceeds from the sale of yearbook or other advertising, income from educational courses and any other source of income.

**When to File:** ASNT sections follow ASNT's fiscal year which runs from July 1<sup>st</sup> – June 30<sup>th</sup>. The appropriate Form 990 must be filed by the 15<sup>th</sup> day of the 5<sup>th</sup> month after the end of the section's accounting periods. **For domestic sections, this means that the forms are due by the 15<sup>th</sup> of November.**

## State Regulations

Several states do have laws requiring nonprofit organizations to register and file tax returns. Please check with a competent attorney or by contacting your Secretary of State's Office regarding your state's requirements.

## Section Records

All ASNT sections should maintain financial records of all income and expenses and maintain a complete record of all federal and/or state forms that have been filed. The records should be passed along to each new secretary. Older records can be sent to ISC for safekeeping.

Annual income and expense records should be kept for a minimum of seven years, and the federal and/or state forms should be maintained forever.

## Exemption Under 501(c)(3)

Filing for the 501(c)(3) exemption is an excellent idea for large sections. Classification grants an exemption from state sales tax and provides some federal mailing privileges.

Filing is a long and complicated process and may require assistance from an attorney. The [IRS Form 1024](#) can be found online. It usually takes the IRS three to six months to respond to an application request.

## **Domestic Section Incorporation**

### **Advantages**

- Protects individual members from personal liability for contract claims for personal injury or property damage
- An incorporated association has an existence of its own, independent of the terms of its officers
- Protection of the association name may be easier, since state statutes will likely offer relief to an incorporated group when a newer organization seeks to use its name
- Individuals and firms are accustomed to dealing with corporations, so they tend to regard incorporated groups as more formal and stable
- An incorporated association can sue and be sued in its corporate name, whereas unincorporated groups are usually brought to court using the names of its members
- All states have laws which give specific guidance for the operation of a corporate entity; whereas, an unincorporated group may not have the same benefits
- Obtaining insurance for officer liability may be more difficult for unincorporated groups

### **Disadvantages**

- Incorporation may be expensive with costs from \$500 to \$1500 plus annual maintenance fees
- An incorporated association must observe various organizational and operational requirements set forth by state law

If dissolution of an incorporated association becomes necessary, the dissolution procedures are sometimes complicated and can involve legal expense.

## **3.4 Section Management Tool**

The Section Management Tool facilitates section communication. The tool consists of two components: **an email tool and access to the section's roster**. To ensure the privacy of all ASNT members, two designated section officers can be given the rights to send emails to the membership. Another designated officer is given the rights to download the section's membership roster. For security and privacy reasons, responsibility to access the two components of the section management tool should be shared between two or three officers. For smaller sections, one officer can be given rights to both the email and roster tools.

The email tool enables an officer to communicate with all of the members of the section regardless of their membership type, i.e., individual, student or retired. Within the email tool, you do have the option to send an email to either the **current** members or to the **expired** members depending on your message. Because there is a fluidity to section membership with new members joining, memberships expiring, and members moving between sections, using the tool, which is linked to ISC's member database, ensures that your emails are sent to the most current roster of section members.

***The section email tool should not be used to solicit for nominees that are running for election wither on the section level or the national level. The tool only should be used to communicate about section meetings, news and events. When using the tool to announce meetings or send meeting minutes, a copy is automatically submitted to the President's award program.***

Most sections use the online roster as a sign-in sheet for meetings. The roster also can be used to keep track of new members and to identify which member's membership is nearing expiration. Section rosters are available 24 hours a day, 7 days a week.

To ensure confidentiality, section rosters are for the exclusive use of the section and only can be used to conduct section business. Distribution of any section's member roster or personal use of it is strictly prohibited. Section rosters cannot be used to gather member email addresses or home/office addresses to send solicitations, e.g., newsletters (print or online) or other types of email communications for nominees that are running for elections whether on the section level or national level.

### **3.5 Section Yearbook**

The publication of a section yearbook serves as an excellent source of information for the section membership, and yearbook advertising sales can serve as an important source of section revenue. The yearbook requires a great deal of work so plan accordingly. For more yearbook requirements and details, please visit [www.ASNT.org/SectionYearbook](http://www.ASNT.org/SectionYearbook)

#### **General**

The yearbook is your official publication. It does not necessarily have to be fancy nor does it need to contain technical material. It does, however, have to be accurate. Because of the minimum requirements, even small sections should be able to produce yearbooks for fun and profit!

#### **Required Contents**

For more information about yearbook content requirements, visit [Section Yearbook](#).

## Optional Yearbook Content

- Final financial statement
- News articles and photographs
- Meeting locations and maps
- Immediate past-chair message
- Educational course information
- Membership application
- Schedule of upcoming local or national events
- List of past chairs
- List of committees and chairs
- Technical information of interest
- Articles of interest
- **List of members names. Only include member names and email addresses and/or phone number if they give you permission. YOU MUST GET PERMISSION FROM ALL MEMBERS TO USE THEIR PERSONAL INFORMATION!**

## Advertisers

If the section successfully solicits paid advertisements for the yearbook, they should be able to cover printing costs and possibly earn a profit. Begin soliciting for advertisers very early in the planning process. Ad fees should not be cost prohibitive, but they should at least cover printing fees. See sample advertiser solicitation letter in Appendix E.

## Editorial Staff

The committee chair should have assistance in producing the yearbook as there are many facets that must be pulled together (articles, printing, advertisements, etc.) to create the final book.

## Distribution

The yearbook should be distributed to each member as well as to advertisers. **One copy needs to be submitted to ISC to earn President's Award points.** Additional copies should be kept on hand at section meetings and even taken to national conferences to share with other members.

### 3.6 Submitting Section News

Give your section the exposure it deserves by promoting section meetings and events via *Section News* which is published on the ASNT website and in *Materials Evaluation*. Stay up to date with your section and see what other sections are doing. Visit <https://www.asnt.org/MinorSiteSections/LocalSections/News.aspx> on the first of each month for the latest section news from around the world. *Section News* on asnt.org is released 30 days earlier than news published in *Materials Evaluation*.

For more information on requirements and how to submit news for publication, please visit [www.asnt.org/SectionNews](http://www.asnt.org/SectionNews).

### **3.7 Local and National Honors and Awards**

Member recognition on both national and local section levels is an important responsibility of any organization, especially a volunteer organization such as ASNT.

#### **National Honors and Awards**

A complete listing of national awards can be found in your *Ready Reference Guide* issue of *Materials Evaluation*. The following awards provide local sections with excellent visibility. Nominations for some awards must come from individual sections. All nomination forms can be found at [www.asnt.org/Awards](http://www.asnt.org/Awards).

- Technician of the Year
- President's Award
- Mentoring Award

#### **Local Section Honors and Awards**

- Technician of the Month/Year
- Past Chair - ISC will supply a certificate of appreciation for the retiring chair. It is suggested that the section present a special plaque or other award.
- Section service awards can be presented to selected members who perform special services for the section during a year or for many years.
- Other awards include membership contest winners, scholarships, etc.

### **3.8 ASNT Member Volunteer Opportunities**

Encourage section members to get involved with ASNT councils and committees. ASNT currently has five councils in operation: Certification Management (CMC), Engineering, Research, Section Operations (SOC) and Technical and Education (T&E).

All five councils are always looking for additional members. For example, the T&E Council committee needs volunteers to review technical publications. The Technicians' Advisory Committee, the group responsible for the quarterly newsletter, *The NDT Technician (TNT)* is always seeking new volunteers. The Certification Management Council has specific eligibility requirements. A call for new Certification Management Council membership applicants is posted on the ASNT website in November, December and January.

Give your section the opportunity to participate in choosing the Society's leadership. Members who serve on the Selection Committee play a vital role in selecting the incoming ASNT Board of Directors. Let your members know about this important process and encourage them to be part of the Society's future. Nominations for

candidates to serve on this important committee come from the nominee's local section. Solicitation for nominees begins in early April with a June 1st deadline. From the list of nominations, the SOC Executive Committee selects four members and two alternates to serve on this committee.

For many projects, participation can take place via email and telephone conference. Depending on the committee, it may not be necessary to attend committee meetings held at spring and fall conference. However, attending the spring and fall conference is a great way for members to get involved at the national and international level and possibly earn ASNT Level III or ACCP recertification points.

For more information about ASNT's councils, consult the council yearbook section of the *Ready Reference Guide* in the February issue of *Materials Evaluation*.

### **3.8.1 ASNT e-Mentoring Program**

The ASNT e-Mentoring program encourages and supports young people interested in NDT career paths. The program matches ASNT members with adult student members and young professionals.

Mentors are in the unique position to help NDT students and other less-seasoned NDT professionals reach their career potential, find the right niche in the industry, and gain insight from your professional experiences. You will have the satisfaction of sharing your knowledge and helping to further the NDT profession.

The mentees in this program can be students deciding if nondestructive testing is a fit for them, students close to graduation trying to find and understand real world opportunities in the industry, professionals in the first years of their career who are seeking guidance on navigating the workplace, or more experienced young professionals looking for advice on making career path choices. Each mentoring experience is unique to the individual needs of the mentee and the effort made by both parties.

Choosing to mentor is an important decision. Volunteering to mentor means that you are willing to provide the mentee with whom you are matched with information on your area(s) of expertise, your work experience, and your education.

Won't you share your skills and experience to help a young adult while building a better NDT community? For questions regarding the ASNT e-Mentoring program, contact the Membership Department at 800-222-2768 or 614-274-6003 or e-mail at [mentoring@asnt.org](mailto:mentoring@asnt.org).

### **3.8.2 Student Outreach Activities**

Sections are encouraged to participate in student outreach activities by taking part in local career fairs and by contacting high-school science teachers and vocational schools to promote the NDT industry. Contact ISC for promotional materials such as the *Choose NDT* DVD, career brochures and copies of *TNT*.

## **4.0 Section Committee Functions**

### **4.1 Introduction**

Committees are necessary to efficiently conduct local section business. The size of a committee depends upon the size of the section, and the composition of each committee and manner of election of its members is determined by the section's board of directors. The responsibilities of each committee can be expanded or reduced based on the needs of the section. The section chair serves as an ex-officio member of each committee. The term of office for committee chairs is from the date of appointment until the annual section year expires or for such time as may be defined when creating the committee.

### **4.2 Standing Committees**

There are three (3) standing committees that seem to be needed to operate a successful section: Program, Membership and Education.

#### **4.2.1 Program Committee**

The program committee consists of the section vice chair, who serves as chair, and additional members as required. The program committee arranges for the presentations scheduled for the program year. See the chapter on section meetings in this manual for more details.

#### **4.2.2 Membership Committee**

The membership committee is a standing or required committee for all local sections. The committee chair's name is required to be reported to the sections coordinator. The assigned chair and the committee are generally responsible for membership recruitment, growth and retention.

Membership recruitment and renewal are vital to a local section's survival. The membership must grow continually in order to compensate for losses and to provide for potential new section leaders.

#### **General Suggestions**

- Become familiar with ISC membership programs currently in progress and promote membership drives to section membership
- Encourage members to actively participate in membership programs administered by ISC
- Contact the SOC Membership Division Chair for ideas, suggestions and guidance in the development of section recruitment and retention programs
- Set up a plan to contact all non-renewing members prior to the start of the new program year
- Use the Section Management Tool to send an email to those members who have not renewed their membership.

- Keep a current and correct membership roster using the online section management tool
- Report address changes, members who have moved to another section area, etc. to ISC immediately and include new or forwarding addresses
- Notify ASNT ISC of any member deaths

### **Suggestions for Member Recruitment**

- Establish a contest to reward the member who recruits the most new members
- Distribute recruitment supplies sent by ISC to recruiters
- Include ASNT membership as a part of the fee for educational program-registration by non-members
- Have membership applications available at all meetings
- Contact local industries concerning involvement in ASNT
- Know the benefits of ASNT membership
- Develop a list of prospective members based on local industry or requests received at ISC and invite them to join and FOLLOW UP
- Keep a supply of membership literature on hand and distribute to interested individuals or groups
- Appoint representatives from companies with multiple or potentially multiple memberships to post meeting notices, identify possible members and keep management aware of the benefits of ASNT membership and involvement
- Work with the educational committee to structure seminar or course fees at member/nonmember rates, offering to apply the difference toward ASNT membership
- Work with executive board to explore the possibility of the section paying the new member's membership fee (many sections pay for a student's membership) or dinner at first meeting

### **Suggestions for Member Retention**

- Contact ALL new members. Send a special welcome email letter plus contact them via phone if possible. The letter should include a meeting schedule and a yearbook.
- With the approval of the executive board, offer incentives to new members attending their first meeting
- Announce and introduce new members at each meeting
- Ask the member to introduce him or herself
- Ask the new member to become involved in section activities
- Encourage members to attend meetings and/or offer a free meal or other incentive for first-time attendance
- Keep the membership informed of pertinent information from ISC and SOC

- Set up a telephone committee or use email for contacting the members just prior to a meeting. This same committee can be used to contact members who are due to renew and those who have allowed their membership to expire which can boost attendance as well as help the section's retention rate.
- If your section has a website, be sure it lists the most current program schedule
- Verify the ASNT website listing includes the correct contact name and meeting information for your section. Notify the sections coordinator with updated information as needed.
- Develop a "Reminder to Renew" letter to inform members about upcoming section activities and how their membership benefits them. Send the letter two months before membership expiration date.
- Follow up with past due members by phone or email
- Find out why the member is not renewing. If the problems can be corrected, DO SO IMMEDIATELY
- Invite the member to become more involved in section activities

### **Member Surveys**

- Develop a survey or questionnaire that will give you information about member needs
- Send an email survey out annually, if possible
- Make the survey short and include a section for "other comments"
- Find out why members do not attend meetings and what it would take to get them to do so
- Call those who do not return the survey
- Deal with all valid complaints IMMEDIATELY!

Membership committee activities, as noted above, will be determined by the size and activity of the section.

### **4.2.3 Educational Program**

Since the basic purpose of an educational program is to impart or transfer knowledge, it is necessary to approach education in a professional manner. In order to initiate a program and assure a high degree of success, all members of the section board of directors and committee members must provide their support.

What is needed to establish a basic educational program?

- Early and thorough planning
- An educational committee under the direction of an individual with some background in education (if possible)

- Reach out to members to ask for suggestions regarding desired courses to meet their needs – surveys or inquiries at section meetings will usually provide the necessary input
- Qualified instructors! Establish a committee to review potential instructors. Establish minimum requirements, e.g., Level III plus 10-years' experience, etc.
- In order to provide high-quality course content, visual aids, examinations, etc., appoint a Level III to act as a consultant and to referee in matters concerning interpretation of SNT-TC-1A, approval of the teaching syllabus, approval of method examination as administered by the section, and final approval of instructors based upon review of qualifications.
- Establish fees to be charged which may pay for such things as handouts, refreshments, CEUs, etc.
- Establish non-member fees which could include membership
- Promote the program to the membership
- Contact other professional or technical societies to have them help publicize the program and generate interest

#### 4.2.4 Student Outreach

Other activities that can be undertaken by the education committee chair involve working with local educational institutions as follows:

- Arrange for members to serve as speakers for student groups
- Visit local high schools and community colleges to spread the word about NDT
- Participate in local career fairs, STEM initiatives and National Engineers Week to name just a few program ideas
- Develop a local career-guidance program

The ISC membership department provides support to sections who visit schools from elementary through high school as well as undergraduate to post graduate schools that offer NDT courses in their curriculum including vocational/technical schools, 2- and 4-year colleges and universities

ASNT can provide materials for visits including career brochures, the career DVD *Choose NDT* and copies of *The NDT Technician* newsletter, pens and pencils, etc.

Be sure to include students in your recruitment efforts and special section activities. Materials used for the student outreach program are available for distribution to area schools. Contact the membership department for materials or provide ASNT with school contact information to have material sent directly to the school instructor or career advisor.

President's Award points are available for student outreach activities which either introduce/explain NDT methods and/or discuss NDT career opportunities. To earn points, complete the Student Outreach form ([asnt.org/presaward](http://asnt.org/presaward)). The form must be accompanied by a letter from the sponsoring teacher/professor.

### **Reference Appendix C for further information.**

## **4.3 Optional Committees**

Depending on the section size and the inclination of the chair, additional committees may be established. The following are optional committees that may be organized as necessary.

### **4.3.1 Arrangements Committee**

The arrangements committee consists of the chair and additional members as required. This committee is responsible for selecting the meeting location, making dinner arrangements, securing AV equipment such as a projector, screen and other equipment for the speaker. The arrangements committee works in conjunction with the program committee relative to the social aspects of all section meetings.

#### Suggestions

- Select a meeting location (restaurant or club with appropriate dinner/meeting space available) that is convenient and accessible to your members.
- Contact the facility early to make arrangements for the scheduled meeting(s). Always ensure that you are not in conflict with another larger meeting that might interfere with the service.
- Negotiate prices for your meeting and meals. Most facilities can be flexible, especially if you are giving them a firm multi-month commitment. Select a menu that is affordable for all section members.
- Check with the program chair to find out what AV equipment is required by the speaker. Make sure the equipment is in working order and have an extra extension cord available.
- Social events can be the highlight of the year. Carefully select dates, times and locations.

### **4.3.2 Nominating Committee**

The nominating committee consists of the section chair (ex-officio), two past officers and three members-at-large as designated by the section's executive board. The immediate past chair usually serves as chair; but the present chair may preside. This committee should meet the first full week of January and begin preparing the list of potential candidates for elective office as specified by

the section's bylaws. The list of candidates must be submitted to section members not less than thirty (30) days prior to the section election.

Suggestions:

- Select candidates carefully. Continuity in office is a key to section stability. Try to select candidates who can progress through the officer roles to the chair position. Request a short resume or self-descriptive letter if they agree to be nominated for office.
- Have a committee meeting not later than the first full week in January to lay the groundwork for choosing candidates.
- Follow the timetable in the section's bylaws.

#### **4.3.3 Bylaws Committee**

The bylaws committee consists of the chair and additional members as required. This committee is responsible for understanding and interpreting the section's bylaws and for ensuring the section is working in harmony with ASNT's bylaws. The committee is also responsible for making recommendations and drafting the text for amendments to the section's bylaws.

Suggestions:

- Make sure that the section is no longer using a constitution and bylaws governing document. If the section is still using this type of document, contact ISC to request an updated bylaws template.
- Monitor changes in ASNT's bylaws, and recommend changes, if any, to the section's bylaws.
- Have proposals for changes reviewed by ISC and/or the RD prior to requesting approval by the section.

#### **4.3.4 Yearbook/Calendar/Wall Planner/Member Directory Committee**

The yearbook committee consists of a chair and additional members, as necessary. The committee is responsible for preparing the annual section yearbook to include obtaining advertisements, presenting an accurate and current listing of all members, assuring that minimum President's Award-content requirements are met, and editing any articles appearing in the publication.

Suggestions

- Plan early. March is the best time to start gathering text and advertisements.
- Remember, your yearbook does not have to be extravagant nor involve expensive printing costs. Many sections issue electronic yearbooks.

- Plan to go to print in August. Sections are not required to print yearbooks. Yearbooks can be distributed digitally.
- Request copies of yearbooks from other sections or gather them at national ASNT conferences in order to compare notes.
- Print extra copies to be distributed to ISC and other local sections.
- Make sure membership fees and the names of national officers/directors appearing in the yearbook are current. Contact ISC for current information or check the website.
- **Contact members before planning your yearbook to allow them ample time to opt-out of being listed. The listing should only include member names, not member contact information.**
- As soon as copies are available, distribute them to the section members. Send copies to each advertiser.

#### 4.3.5 President's Award Program Committee

The President's Award Program is the responsibility of the section chair. He/she may delegate this duty to a committee under the direction of an assigned chair and can include additional members as required. The committee may be charged with the responsibility of monitoring the section's program participation and ensuring that all appropriate documentation is properly submitted in order to receive all program points to which the section is entitled.

Visit [asnt.org/presaward](http://asnt.org/presaward), for additional information concerning the purpose of the program and how to use the program as a section management tool.

#### 4.3.6 Optional Committees

Some sections may find it desirable to form additional committees. There are no limits or restrictions on the type or nature of the committees.

Possible committees could include:

- Advisory
- Awards
- Career Guidance
- Historian
- National Liaison
- Newsletter
- Publicity
- Recruitment and Retention
- Scholarship
- Social
- Special Events

## 5.0 Section Meetings

### 5.1 Online and In-Person Meetings

As a result of the COVID-19 pandemic, sections are being encouraged to hold board and technical meetings online. There are numerous, affordable video conferencing tools available such as Zoom, WebEx, Microsoft Teams, etc. Section officers should review the variety of platforms available to determine which video conferencing tool is right for the section.

Sections will earn President's Award points for holding online technical and business meetings. Online meetings will be treated like face-to-face meetings.

### 5.2 Board Meetings

To make sure that assigned duties for the year are being accomplished, it is recommended that the chair hold an executive officers' meeting at least once per month. It is at these meetings that:

- The affairs of the section are discussed
- Action items are assigned
- Methods of action are determined

#### 5.2.1 Agendas

The chair should prepare and distribute an agenda at least one week prior to the executive officers' meeting. The chair shall preside over the meeting and has the job of maintaining order and assuring that the prepared agenda is followed.

#### 5.2.2 Sample Agenda

##### AGENDA FOR CENTRAL OHIO SECTION BOARD MEETING

Monday, May 22, 20XX  
The George Washington Room  
Holiday Inn North Northwest  
6:30 pm

1. Call to Order
2. Reading and approval of minutes from last board meeting (minutes should be kept, distributed and read by the section Secretary)
3. Treasurer's Report
4. Committee Reports
  1. Program Committee
  2. Membership Committee
  3. Yearbook Committee
5. Old Business

6. New Business
7. Adjourn

### **5.3 Section Meetings**

For most of the membership, section meetings are the only opportunities they have to hear an NDT-oriented technical presentation. Monthly meetings offer members a chance to informally discuss NDT problems and solutions with others from the NDT community. Therefore, the section meeting is a most-vital activity to the membership at large, to the local sections and to the growth of the Society. Well-conducted meetings should be the primary objective of all local sections.

#### **5.3.1 What Constitutes an ASNT Section Meeting?**

The local sections, their membership and efforts to promote NDT are fundamental to the Society and to the future of ASNT. Section meetings offer a forum for technical presentations and demonstrations as well as serving as fun, social events for members and the public. Section meetings are scheduled by the section officers and board of directors. Meetings should be announced to the entire section membership NO LESS than 10 business days in advance of the meeting.

The purpose of section meeting is to further the goals of ASNT and the local section by providing educational and/or technical information, by promoting membership and member participation, and by generating interest in the field of NDT, the Society and the section.

Suggestions for planning and delivering a successful program year include:

- Start early (April) and create a master plan/schedule for the entire year
- Don't limit programs to only technical talks. Offer a variety of topics or themes of interest to your members (plant tours, mini-educational sessions, "stump-the-expert" nights, etc.). Do not overdo social or non-industry speakers, e.g., stockbrokers, lawyers, entertainment, etc.
- Arrange for joint meetings with other technical or appropriate professional societies
- Arrange one or two social events for members and their significant others

**Always remember the speaker is a guest and should be treated accordingly!**

Be prepared with a backup plan or a presentation in the event the scheduled speaker must cancel at the last minute.

The section's secretary should prepare the meeting notice for distribution and publication. Notice of each meeting shall be given to each voting member no

less than 10 days nor more than 60 days prior to a meeting. The notice should state the place, day, time and purpose of the meeting.

- Seek local sources for guest speakers relative to topics
- Find speakers in the [Section Speakers Directory](#)
- Invitations to potential speakers should be made in writing or via email.
- Communication should be clear, concise, and sent at least 60 days in advance of the meeting. Acceptance from speakers should be confirmed in writing and include a short biography to be included in the meeting announcement, local publicity, and introduction. See Appendix C for additional information.
- Make advance arrangements to ensure the speaker has all necessary AV equipment (audio/visual, LCD projector, screen and laptop) for the presentation
- Two weeks prior to the meeting, contact the speaker to remind him/her of the meeting time, location, etc. Also, make sure the speaker gets a copy of the meeting announcement and directions as necessary.
- Offer the speaker assistance with hotel or transportation arrangements
- Meet the speaker when they arrive in the area
- Arrange for a special gift, usually something associated with your section, for the speaker. If the speaker's spouse attends, provide their meal.
- Arrange for ground transportation to and from the airport, hotel and meeting location
- Always follow up with a thank you card or letter to the speaker; you may also want to include a note of appreciation to his or her employer. Most speakers do not charge for their time or expenses, however, confirm this well in advance. The section program is a key element in measuring the success of the section. Strive for quality rather than quantity.

### 5.3.2 Tips for planning a successful program year:

- Set realistic goals. **Only three technical meetings are required during the program year.** Keep in mind three good meetings are better than eight mediocre ones.
- Instead of one person having sole responsibility for setting topics and finding speakers, share the responsibility with the officers and directors. It will make it easier for everyone and broaden the scope of potential topics and speakers.
- Put yourself in the member's shoes. For what topic or event would you be willing to give up your personal time to attend? If you make it worth the member's time, they will likely return to the next meeting and possibly spread the word to co-workers.
- If necessary, vary meeting locations to accommodate members that may otherwise not be able to attend due to travel time or distance.

- Conduct a postmortem after each meeting to determine the success of the topic, speaker, and location. Survey your members for comments and suggestions.
- Have a backup plan in the event a speaker cancels at the last minute. A general discussion on a specific topic is always good and could lead to ideas for future programs. You could also have members tell “war stories” of precarious NDT situations in which they have performed inspections.
- Stay in touch with your RD throughout the year and invite him/her to your section meeting as a guest or speaker. Consider them a part of your section and rely on their experience and expertise. Remember, your RD was once a section leader.
- Network with section leaders from other sections.
- Read the *Section News* articles on the [asnt.org](http://asnt.org) and in *Materials Evaluation* to find out what other sections are doing. You can also get ideas from reading the [Section Leaders Newsletter](#).
- Think about which topic would draw the member who hasn't been to a meeting in a while.

#### **Suggestions for program topics and activities:**

- Sponsor a workshop specific to a method relative to a new technology or new industry application. Invite subject-related vendors to provide displays.
- For a community-based event, work with local NDT labs or willing employers to sponsor a safe Halloween night by offering screenings of the treats. It provides an excellent opportunity to tell your community about NDT.
- Ask vendors for suggestions for speakers from their customer base.
- Invite vendors with equipment relevant to the speaker's topic. If the speaker cancels, you can fall back on the vendor demonstration.
- Look in your own backyard. Keep your eyes and ears open for news events in your area through newspapers, radio and television. What restoration (at a museum), preservation, construction or security project has occurred that required the use of NDT?

#### **Other items to keep in mind:**

- Confirm that all preparations for the meeting have been made.
- Ensure that meeting announcements are emailed to the general membership approximately two weeks before the meeting.
- Establish and adhere to your time schedule. Delays can result in abbreviated talks and inattentive audiences.
- Have name tags available for attendees. Self-stick tags are readily available although you may want to invest in more permanent tags. Being able to call someone by their first name always helps to strengthen member interaction and networking.

- Have everyone present introduce themselves and include their company affiliation. Always make guests feel welcome.
- Introduce your guest speaker with poise and brevity. Be certain that the audience knows the speaker's subject and background.
- Encourage discussion after the presentation. The audience and the speaker will appreciate it.
- Thank the speaker on behalf of the section. A gift is always appropriate (Visit <https://www.asnt.org/Store> to see available ASNT-logoed items.
- End the meeting on time.

Section business and reports should be included. It is important that the members be aware of the work and projects being conducted by the section. Keep it brief; but include (as a minimum) the following:

- Section business
- Report from executive committee\*
- Report from committee chairs\*

\* Verify that the individuals concerned do have reports to present before calling upon them.

NOTE: Many sections serve or allow the serving of alcohol at their meetings. **We suggest that you limit intake as much as possible and that the section not pay for the alcohol.** Please see the article *An Ounce of Prevention* in section 6.3 of this manual.

### 5.3.3 Quality Section Programs

While technical meetings are consistent with the goals of the Society, sections should consider other activities, e.g., plant tours, family picnics, spouses' night, golf outings, installation of officers' night, etc., in order to maintain or stimulate the interest of the membership.

### 5.3.4 Meeting Themes

Appeal to special interests of members by developing or focusing on a theme for meetings such as membership drives, student or vendor night, a celebration of past Chairs, aircraft NDT, etc.

### 5.3.5 National Officer, Director and ISC Staff Visits

In addition to the section's technical and social calendar, remember to invite a speaker from the national level who can discuss the latest ASNT news as well as provide a forum for dialog between members and ASNT. Feel free to request a specific person or topic that is of interest to your members. Suggested meeting topics include:

- An update on the state of the Society
- ASNT certification programs

Submit section visit requests for a national officer, director or ISC staff member to the sections coordinator. ISC tracks officer, director and staff visits and ensures that the speaker has the most up-to-date information to share with sections. This concerted effort allows ISC to be proactive, responsible and demonstrate fairness to all the sections requesting visits.

**See Appendix B for more information about meeting planning and programming.**

## 6.0 Additional Section Management Information

### 6.1 Installation Ceremony for New Officers

Immediate past chair, ASNT National Officer, Director, SOC RD, or other appropriate Society representative(s), speaking to all new officers:

Will you raise your right hands please, and keep them raised until you have answered the question I will ask. The answer will be I Do.

Having been duly elected to the offices of \_\_\_\_\_ for the local section of \_\_\_\_\_, do you solemnly promise to uphold the Bylaws of the American Society for Nondestructive Testing; and do you further promise that you will truly and faithfully discharge the duties of said offices to the best of your knowledge and ability, and at all times conduct yourself uprightly and according to law as becoming to an officer and member of this organization?

RESPONSE: I Do

Congratulations to all the newly installed officers—may you all have the awareness to develop new plans and continue with the traditions for the betterment of the NDT industry.

### 6.2 An Ounce of Prevention

In today's world of expanded litigation, **alcohol-related incidents must be avoided or better still prevented**. It is an important issue at the national level as well as section level. In an article in *Association Management*, H. Lydecker advised that "ignoring an intoxicated member can be disastrous. The courts and insurance companies say it is time to deal with the alcohol question."

At the national level, where ASNT has comparatively more to lose in terms of assets, insurance is a first line of protection. ASNT has host liability insurance to cover claims for bodily injury or property damage when we, or someone acting for us, serve or give away alcoholic beverages.

The risk at the section level is just as great as at the national level. As the host under the theory of "host liability", you have the duty to refrain from continuing to serve alcoholic beverages to a person in a state of intoxication. Legal damages could be collected if such breach of duty results in injury to a third person.

It is difficult to give you examples of possible problems a section might run into due to the different state jurisdictions. You should know what is happening in your own states to get a feel for how courts are ruling on this problem. Many sections may not desire to purchase host liability insurance for one reason or another, just as they may not choose to incorporate. But certainly, this insurance purchase should be investigated.

Secondly, this subject should be a matter of discussion among section officers. It is suggested that since litigation these days usually includes the philosophy of “casting a wide net” that an annual education program be conducted to educate all members of the catastrophic results of overindulgence. You should stress being responsible, since it is possible that an injury litigator, seeing the section has limited assets (as most do) could go after Section officers or even all section members.

Lydecker’s article also recommends a four-point plan which is paraphrased here for you. These are positive steps to reduce the chances of an alcohol-related problem and should be seriously considered at all levels of ASNT.

**Point One:** Limit the length of time alcohol is served. ASNT, for example, purposely serves no liquor at functions during the day. Many section meetings include an hour for drinks before dinner and serve nothing after dinner. By the time dinner and the program is over, the effects of the alcohol will have worn off. In planning high-risk functions like a Christmas party where people might drink more than normal, you might consider having nondrinkers drive others home (and the other items mentioned below like food, non-alcoholic drinks, etc.).

**Point Two:** Set the right tone at your functions so that guests feel at ease. Shift the focus from booze to conversation. Introduce people to one another; provide chairs for small groups to congregate. Consider serving food. Provide it at more than just one big table. Food slows down the absorption of alcohol. Protein rich foods are especially effective.

**Point Three:** One insurance executive says that a cash bar can broaden your exposure to prosecution even when a hotel or restaurant is also involved. A better tactic is to give complimentary tokens or tickets to guests as they arrive. Two per person is reasonable. This signals the amount to drink and provides evidence of how much liquor a guest consumed in the event of a lawsuit.

Also, when dispensing alcohol: have a bartender do it versus the guest, instruct the bartender to measure the drinks; limit the number; don’t have waiters circulate; have ice, water and club soda available at several locations for guests to dilute their drinks; consider limiting the guest to beer and wine; and offer non-or low-alcoholic drinks.

**Point Four:** Be alert to abuses of alcohol. Hosts must watch for people who have had too much to drink. Bartenders should look for signs of intoxication and watch the ones who return frequently. Use the banquet or restaurant staff to advise you of problems. Food or staying overnight are alternatives. Certainly, you shouldn’t allow your intoxicated guests to drive. If you do, you have the broadest legal responsibility. Providing transportation, e.g., a taxi, should be considered.

These pointers should assist you regarding our responsibilities concerning the alcohol issue. All members should be aware of these pointers. Handling this issue requires positive leadership, education and prevention.

### 6.3 ASNT Code of Ethics

The ASNT Code of Ethics can be found at [asnt.org/ethics](http://asnt.org/ethics).

### 6.4 How to Setup a Website for Your Local ASNT Section

ASNT encourages local sections to promote themselves via their own website. ISC has created a website template that is free to use by all sections. For more information, please contact the sections coordinator. Otherwise, a section can create their own website provided they can maintain up-to-date content.

Information to include on your website should include the following types of information:

- Information about the section – when was the section established, mission of the section
- Meeting schedule – dates, times, locations
- Section news
- Section officers (contact info)
- Links (to [www.asnt.org](http://www.asnt.org), other sections, other societies, etc.)
- Space for advertising

Online member information should be limited to NDT certification level and method, name, city and state. Do not post ASNT member phone numbers. We also suggest that you advise officers/members prior to putting their contact information on the website.

Other types of web content to consider include technical information, general NDT news, and business information about members for networking purposes.

One thing to consider as you build your site's content is that content on the Web is quite different than content in a printed publication. There is an expectation that information on the Web is **up-to-the-minute in its accuracy**. It takes a certain amount of diligence to periodically revisit all your site's content and make sure that it's accurate. Contact information or time-sensitive information such as listings of upcoming events should reflect the present day.

Another thing to keep in mind is that the Web is truly a web; you'll most likely have links to other pages on your site, links to external sites, and links from external sites to your site. This requires an extra level of maintenance to ensure that the links go to pages that still exist, and that the pages still mean the same thing they meant when you first linked to them. It is a lot of work — but work that pays off. When you

have your website working properly, it can be a very exciting, dynamic vehicle for accessing and disseminating all kinds of information.

### **6.5 Promotional and Outreach Material Available from ISC**

To support the section's recruitment and community outreach activities, ISC can send the section a variety of promotional items such as brochures, magazines and videos. These items are helpful tools that can be distributed at section meetings and used for recruitment efforts, educational programs, career fairs and other student outreach activities. Contact the ISC Membership Department to request any of these items:

- Career brochure
- *Choose NDT* career DVD
- *The NDT Technician (TNT)* newsletter
- Individual membership application
- Group membership application
- Membership campaign brochure
- Conference and topical brochures
- Logoed giveaways

## **Appendix A**

### **Meeting Programs And Arrangements**

#### **Programming for Sections**

Successful technical programming demands a clear understanding of the technical interests and preferences of section members, innovative advance planning, and ready access to quality speakers and information sources.

To support section program planning and to help sections find speakers for technical meetings, the Section Speakers Directory ([www.asnt.org/sectionsspeakersdirectory](http://www.asnt.org/sectionsspeakersdirectory)) includes a roster of speakers who are available to present to sections.

Pre-recorded technical presentation videos are now available for section leaders. All content is technical, but the videos vary in length. The shortest video is 7 minutes, and the longest is 48 minutes.

To access the videos, contact the sections coordinator. Considered as a supplemental resource, these videos aren't intended to fully replace a speaker delivering a live presentation but rather can be used in conjunction with a live speaker or in place of a speaker when an unforeseen last-minute cancellation happens.

Some of the presenters featured in these videos also are listed in the Section Speakers Directory.

The ASNT video library is an ongoing initiative that is a result of helpful feedback received from section leaders and members alike - noting the need for more member resources and access to technical information – the ASNT Board appointed a committee in the summer of 2017. The focus of this Board committee is to recommend and help implement new and innovative ways for sections, members and certificate holders to engage and collaborate. As new engagement and collaboration opportunities are developed, we will notify section leaders via the Section Leaders Newsletter.

#### **The Program Chair**

One of the most important committee positions in any section is the program committee chair. Ideally, the person selected for this job should have prior experience serving on the section's executive committee. Some sections automatically assign the position to the vice-chair; whereas, other sections separate these two responsibilities. In some sections, a program chair and vice-chair are appointed thereby ensuring, by succession, that an experienced person leads the committee.

#### **Building a Program**

Programs should be built around member needs and member interests. Topics should be of interest and service to all section members as technical meetings earn member's certification renewal points. Variety, as to subject matter, method of presentation and

technical level, is important to establish and maintain the interest of most section members.

Heeding surveys results regarding member needs, talking with section members, and being alert to new developments in the section's industrial base may help develop section programs of high interest.

Attendance at one or both semi-annual section management meetings (Meet Local Section Leaders), held at the annual and spring conferences, is highly recommended in order to discuss programming ideas with officers or members of other sections.

The program chair should formulate the program schedule EARLY. Meeting dates should be set early in the program year and announced to the membership as soon as possible. Dates should be selected to avoid, as much as possible, any conflict with religious and legal holidays and meeting dates of neighboring sections or other technical societies. Keep in mind that many good speakers would like to speak at two or three meetings in a similar geographic area in a single trip to reduce travel expenses.

The chair, with input from his/her committee, decides on subjects and dates and finds subject matter experts to speak. A list of alternate speakers should also be made if the first choice is not available. An effective source for speaker suggestions is to ask your section membership.

When a firm commitment is received from a speaker, the speaker should be asked immediately to supply biographical data, photographs, presentation description, etc.

It is customary for the section's executive committee to approve the program unless the program chair has been given carte blanche.

### **Programming for All Members**

When developing your meeting program, it is a good idea to program to the needs of all section members. The criteria for evaluating the success of section programming should include an assessment of the percentage of the entire membership who has attended at least two section functions during the year.

Most sections consist of members who have a broad range of technical interests and levels of operation. Find out what type of programming your membership is interested in learning about by conducting a survey. There are many free online survey tools that can be used to effectively gather the intelligence that you need to create an interesting meeting program based on the suggestions of your members.

Several sections have begun to include in their programming panel discussions, joint meetings with other societies and even joint meetings with other ASNT sections.

## **Special Nights**

The social dinner, theater party, family picnic, fishing party, clambake, holiday party, and spouse's night are ways to add variety to your section's program. Many sections also honor various groups by hosting awards night, national officer's night, past-chair night, vendor night, student night and spouses' night. Discussion topics should be selected based on the interest of these attendees.

## **Vendor/Advertiser Appreciation Night**

Vendor night is an excellent opportunity to recognize those who make financial contributions to support local sections. Hosting an advertiser appreciation night also is an excellent way to thank the section yearbook advertisers and meeting sponsors for supporting your section. Invite NDT vendors and advertisers to set up tabletop displays for section members to view thus enabling the vendors to have one-on-one contact with the membership.

## **Student Night**

A student night is a great way to introduce and explain NDT methods and to talk about NDT careers.

## **Spouses Night**

Hosting a spouse's night lets members' wives, husbands or good friends learn more about ASNT and NDT. Select a topic and speaker who will be of interest to the majority of your audience. Topics of interest may include a presentation about women in the industrial world or the use of ultrasonics during pregnancy.

## **Plant or Facility Tours**

Plant or facility tours are some of the most popular section programs from an attendance standpoint. Some sections have found that guided plant tours of major industries draw large audiences prompting the section to schedule several tours during the section year. Plant tours are held instead of or in addition to a monthly technical meeting. It is best to arrange your plant tour(s) well in advance of the tour date.

## **Joint Meetings**

Because geography frequently presents a problem in obtaining qualified speakers on subjects of current interest, many neighboring sections work together to schedule a speaker who is willing to visit multiple sections within a close geographic area.

The program chairmen of the participating sections agree upon a presentation topic and then schedule a speaker. Section meetings are scheduled on succeeding nights so that one speaker can cover a geographical area with a minimum of travel and time. If necessary, these sections can share the speaker's expenses.

Many sections also hold joint meetings with other societies who have a common interest in a subject. At a joint meeting, section business of either society should be avoided or

kept to a minimum. Where dinner reservations are required, the responsibility should rest with each society and should be closely coordinated by both organizations.

### **Meeting Arrangements**

Select the appropriate meeting venue based on the requirements of the program and with consideration for the convenience of the members. Confirm the meeting location and date as early as possible. Ask for the guarantee and cancellation policy as well as the meeting confirmation in writing. Make sure that the menu offers enough variety and a range of affordable pricing.

### **Meeting Preparation**

- Arrange for the meeting room, food and beverage, taking into consideration religious dates and holidays
- Provide the venue with the number attendees per the agreed upon guarantee
- Make meeting arrangements in advance and confirm all arrangements one-week prior to the event
- Designate one member to arrive at least 30 minutes early to make sure that all scheduled arrangements are in order

### **Outside the Meeting Room**

- If applicable, ensure that the venue has a place to check and store hats and coats
- Make sure tables and chairs are set up properly
- If drink or food tickets are being sold, make sure to ask a committee member(s) to sell the tickets and plan to bring tickets and cash boxes for the ticket sellers
- Request a table(s) for registration and badges. If a pre-meeting is required by a committee, make sure that the venue can accommodate such a request

### **Inside the Meeting Room**

Make sure that the speaker's AV equipment is set up properly and works. If the speaker is using a projector, make sure that there is a table on which to set the projector and a screen. It is a good idea to have an extension cord just in case the wall plug is too far away from the projector. Have the speaker run his/her presentation to make sure that it works.

- If there is a head table, make sure that it seats the correct number of people. Use place cards, if necessary.
- Check to see if the speaker requires a lectern or a floor podium.
- If the speaker requires a microphone, make sure that it works and is placed at the lectern/podium
- Flags, section banner and gavel should be in their proper place
- Check to see if the speaker needs a whiteboard, markers, eraser or pointer
- Provide a glass of ice water for the speaker

## **Meeting Conclusion**

- Return films, slides and other properties belonging to the speaker
- Audio-visual and any other equipment should be returned to the lender(s)

## **Assisting Your Speaker and Your Section**

Those speakers who are willing to share their technical knowledge and expertise with ASNT sections are a most valuable section resource. Such a valuable resource should be treated with the greatest care and respect. The following are some guidelines for assisting your speakers.

Contact the speaker via telephone or via email well in advance of the meeting date. Provide the speaker with the meeting location, desired topic to be discussed and details of the program. If a copy of the agenda or a similar program used in the past is available, send it to the speaker. Miscellaneous information such as approximate attendance expected, make-up of audience or any other details regarding the type of meeting should be provided to the speaker. Determine what expenses, if any, the section will incur for the speaker's travel, lodging or honorarium.

Confirm the speaker's participation via email and include a copy of the guest speaker data form for the speaker to complete and return. The completed form will provide a brief biography of the speaker, correct title of his or her talk, and a short summary or abstract of the speech. The speaker is also requested to send a current photograph. The speaker will be asked to list any presentation aids required or needed.

The form contains a section for the speaker to let you know of personal requirements such as: (1) would he or she like to be met upon arrival and where, (2) will he or she require hotel reservations to be made by the section, (3) will his or her spouse be attending, and (4) will he or she want to make any plant/facility visits?

At the meeting, be sure that the speaker (and spouse) receives a nametag. Introduce the speaker to the section officers and other members. Provide any special equipment for which the speaker has asked and be sure to remind the speaker of the time allotted for his/her presentation.

After the meeting concludes, ensure that the speaker has return transportation to the hotel or airport. Within one-week after the presentation, send a thank you to both the speaker and his or her employer expressing the section's appreciation.

## Meeting Arrangements Checklist

### Outside the meeting room:

- \_\_\_ 1. Check room facilities
- \_\_\_ 2. Registration area
  - \_\_\_ Registration table and chairs
  - \_\_\_ Cash box
  - \_\_\_ Drink or food tickets
  - \_\_\_ Badges/badge holders/special badges
  - \_\_\_ Pens and paper
  - \_\_\_ Easel and sign

### Inside the meeting room:

- \_\_\_ 1. Standing lighted lectern and microphone
  - \_\_\_ Check bulb and amplification
- \_\_\_ 2. Projection screen
- \_\_\_ 3. Speaker's table
- \_\_\_ 4. Pitcher of ice water and glass
- \_\_\_ 5. Gavel
- \_\_\_ 6. Flags and/or banners
- \_\_\_ 7. Whiteboard, markers, and eraser
- \_\_\_ 8. Pointer (electric or stick)
- \_\_\_ 9. Check projector(s), DVD player
- \_\_\_ 10. Projector stand(s)
- \_\_\_ 11. Light switch control
- \_\_\_ 12. Extension cords
- \_\_\_ 13. Electrical outlet
- \_\_\_ 14. Membership or literature display

### After the meeting:

- \_\_\_ 1. Return slides/film to speaker
- \_\_\_ 2. Return section equipment to member responsible
- \_\_\_ 3. Return borrowed equipment to lender

## Speaker Checklist

### Inviting the speaker:

- \_\_\_ 1. Invite the speaker well in advance of the meeting date
- \_\_\_ 2. Inform the speaker of the program details and/or goals
- \_\_\_ 3. If a copy of the agenda is available, send it to the speaker
- \_\_\_ 4. Determine the topic or field desired and the time allotted for the presentation
- \_\_\_ 5. Describe the audience make up
- \_\_\_ 6. Discuss if speaker requires expenses or an honorarium to be paid

### One-Month Prior to Event

- \_\_\_ 1. Confirm date, venue and time with the speaker
- \_\_\_ 2. Obtain the speaker's biography and a photograph
- \_\_\_ 3. Obtain an abstract of the speech
- \_\_\_ 4. Ask the speaker if he or she needs any special equipment or props
- \_\_\_ 5. Arrange to have the speaker met upon arrival
- \_\_\_ 6. Make travel and room arrangements
- \_\_\_ 7. Find out if the speaker's spouse will attend; if so, attend to their needs
- \_\_\_ 8. Clear publicity arrangements with the speaker
- \_\_\_ 9. Obtain permission to tape or reprint the presentation
- \_\_\_ 10. Ask if he or she would like to tour any facilities/plants

### At the meeting:

- \_\_\_ 1. Provide the speaker (and spouse) with a badge
- \_\_\_ 2. Arrange for him or her to meet section officers and key members
- \_\_\_ 3. Check out the special equipment well in advance
- \_\_\_ 4. Make sure the speaker has a glass of water
- \_\_\_ 5. Remind the speaker off the allotted presentation time

### After the meeting:

- \_\_\_ 1. Send the speaker a thank-you letter
- \_\_\_ 2. Arrange to have the speaker returned to the hotel or airport
- \_\_\_ 3. If you receive any publicity in the local press, send the speaker a copy

**Guest Speaker Data Form**

Name: \_\_\_\_\_ Meeting date: \_\_\_\_\_

Title and company name (to appear in publicity and on the program) \_\_\_\_\_

Education: \_\_\_\_\_

Experience: \_\_\_\_\_

Honors and Awards: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Presentation Abstract: \_\_\_\_\_

**Audio/Visual Needs**

Microphone: Lectern: \_\_\_\_\_ Hand: \_\_\_\_\_ Lavalier \_\_\_\_\_

Whiteboard: \_\_\_\_\_ Size \_\_\_\_\_ Easel: \_\_\_\_\_ Easel Pad: \_\_\_\_\_

Projector: \_\_\_\_\_ Laser Pointer \_\_\_\_\_

Video Player Format: DVD \_\_\_\_\_ PowerPoint \_\_\_\_\_ Video \_\_\_\_\_

Other:

\_\_\_\_\_

**Personal requirements:**

I **would or would not** like to be met upon arrival: Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Airport: \_\_\_\_\_ Airline and Flight Number \_\_\_\_\_

Other: \_\_\_\_\_

I will be accompanied by: \_\_\_\_\_

I would like to visit local plants/facilities on: \_\_\_\_\_

Enclosures:

I  have attached or  will email a photo for publicity purposes.

I  attached a copy  do not have a copy of my presentation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please submit form and photograph at least six weeks prior to the meeting date.

## **Appendix B**

### **Sample Letters**

To request any of the following letters, contact the Sections Coordinator at 614-274-6003, ext. 235.

1. Membership Renewal
2. Invitation to Join ASNT
3. New Member Welcome
4. Membership Has Expired
5. Prospective Group Membership
6. Yearbook Advertising Solicitation