

THE AMERICAN SOCIETY FOR  
NONDESTRUCTIVE TESTING, INC.

# SECTION LEADERSHIP MANUAL



SECTION MANAGEMENT DIVISION  
SECTION OPERATIONS COUNCIL

November 2011

## **ABOUT THE SECTION LEADERSHIP MANUAL**

The Section Management Division of the Section Operations Council has prepared this manual with the assistance of ASNT Headquarters staff. The content is based upon the experiences of Section leaders, past and present, and is intended to be utilized as a guide by Local Section Officers for the successful organization and conduct of section programs and activities.

The Section Leadership Manual is designed to assist Sections in their organization and operation. These are guidelines that have been established as a result of experience and are not intended to be restrictive. No one manual can be completely suitable for all Sections because all Sections are subject to their own particular set of circumstances. Specific distribution of responsibilities among the officers and committees will depend upon the size and preferences of the Section and upon the activities which it undertakes. A given Section may, due to the number of members or the nature of local industry support, opt to reduce the number of officers, such as 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 Services Department at ASNT Headquarters.

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## 1.0 INTRODUCTION

The goals of the national organization are essentially the same as those of all ASNT members and should be reflected in operations of the local Sections. Also included is a brief overview of the organization of the Society to include ASNT Headquarters, the Section Operations Council (SOC), and the local Sections. This section is intended to provide general information as a lead-in to the Section Leadership Manual. Specific information, such as individual contacts or key personnel and the ASNT Bylaws may be obtained from the annual *Ready Reference Guide* issue of *Materials Evaluation*. Also note the information contained in this section is subject to change.

### 1.1 The ASNT Strategic Plan

#### ASNT Strategic Objectives

- increase participation in the Society's activities
- promote an inclusive vision across ASNT's membership and the NDT community
- be a premier provider of nondestructive testing information, including publications, references, archives, and training
- support national and international acceptance and use of ASNT's services
- extend Society activities to encompass additional NDT related technologies
- grow ASNT through partnership with industry, government, and professional organizations
- advocate and provide NDT personnel certification
- maintain ASNT's fiscal stability in order to fulfill the society's mission

#### 1.1.1 The ASNT Mission

*ASNT exists to create a safer world by promoting the profession and technologies of nondestructive testing.*

#### 1.1.2 The ASNT Vision

*To be the premier international organization for exchange of NDT information through means such as publications, conferences and education;*

*To provide access to technical information and knowledge such as publications, journals and educational materials;*

*To promote professional recognition of NDT by member services, certification and educational programs.*

## 1.2 ASNT National Structure

### National Board of Directors

The Board of Directors (BOD) is composed of:

- Directors-at-Large
- Council Directors
- Ex Officio* Directors

See the Amended and Restated Bylaws of the American Society for Nondestructive Testing, Inc. for a complete description. This information is available in the annual *Ready Reference Guide*.

### Executive Committee

The Executive Committee is composed of:

- Chairperson of the Board
- President
- Vice President
- Secretary/Treasurer
- Executive Director (ex-officio)

See the Amended and Restated Bylaws of the American Society for Nondestructive Testing, Inc. for a complete description. This information is available in the annual *Ready Reference Guide*.

### Operations Committee

The Operations Committee is composed of:

- Chairperson of the Board
- President
- Vice President
- Secretary/Treasurer
- Council Chairs
- 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. It can provide a good opportunity for members to earn ASNT Level III recertification points, make a contribution to NDT or enhance their career.

The councils include:

Certification Management Council  
Technical and Education Council  
Section Operations Council  
Research Council

For many projects, participation can be through email and phone. It may not be necessary to attend committee meetings held at Spring and Fall 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 Services Department at ASNT. Additional information regarding ASNT councils and committees is also available in the annual *Ready Reference Guide*.

### .1.3 ASNT Headquarters Organization

ASNT Headquarters 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 administers the operations of the Society through the activities and staff of Headquarters. ASNT Headquarters is located in Columbus, Ohio and includes the following departments:

- Accounting and Finance
- Conferences and Meetings
- Marketing and Membership
- Publications
- Technical Services

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

#### 1.4 Section Operations Council Organization

The objectives of the Section Operations Council are to develop, collect and distribute information and means to stimulate growth and strengthen the Society by:

- improving the operations and management of Society chartered sections
- encouraging participation of Society members in chartered sections and national activities
- representing the chartered sections interests on the ASNT Board of Directors.

##### Divisions and Goals

###### Membership Division

Develop and administer general membership programs; provide membership demographic materials and information.

###### Awards Division

Develop and maintain award programs that give recognition for section operations and achievement of individual members.

###### Section Management Division

Maintain Section Leadership Manual and Speakers Directory; develop section leadership training programs; review new section charter applications and review section charter revocation recommendations. Through the Student Interests Committee, this division addresses the special needs of student sections, student members and provides representation on 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 on Council matters.

##### SOC Rules of Conduct

The Rules of Conduct is the policy and guidelines followed by the Section Operations Council. It includes procedures for the administration of council activities. The SOC Rules of Conduct is published in the *Ready Reference Guide*.

## 2.0 Local Section Organization

### 2.1 Introduction

The local sections, their membership and efforts to promote NDT are fundamental to the Society and it is important to the future of ASNT. Section affiliation is also a benefit of ASNT membership. Section officers are elected by the local members to carry out the administration and operation of the section activity.

Experience has shown that progression in offices is the most effective means of strengthening the section so that continuity in program 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:

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

This progression provides a training base and proving ground for those considered qualified to perform in the offices of the section. After two years of participation in section Board activities, an individual becomes aware of the many responsibilities and procedures associated with section operation. These Board members are also available to fill a vacancy in the offices in the event that one occurs during the year. In using progression in the offices, an individual is not usually requested to perform a job in which they are unfamiliar. This results in a strong and effective section.

### 2.2 Responsibilities of the Section Officers

#### 2.2.1 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 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 of the Section Leaders Conference presented at ASNT Headquarters
- Insure that all officers, directors and committee chairs are aware of their specific responsibilities

- Appoint committee chairs prior to the expiration of the term of the existing chair
- Schedule Board meetings and establish agenda (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 Headquarters to the section membership
- Ensure all required section information and reports is submitted to ASNT Headquarters by the specified deadline
- Maintain a copy of the Section Leadership Manual; ensure officers, directors and committee chairs also have access to the manual,
- Preside at all section and Board meetings
- Review the section Constitution and Bylaws to ensure compliance in section operations
- Oversees or delegates the coordination of community activities and NDT awareness
- Request attendance of the Regional Director at a section Board meeting during the program year
- Presides over the “Installation of Officers” ceremony
- Acts as co-signer of checks issued by the section
- Names the designated person to receive access to the online section roster process

### 2.2.2 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
- Acts as the program committee chair and is responsible for the administration of the established programs
- Encourage and promote participation in ASNT local and national award programs
- Handles presentation of the retiring chair’s certificate (these certificates are mailed in the Spring of each year to the vice chair by ASNT Headquarters)

### 2.2.3 Treasurer

The treasurer is responsible to keep complete and accurate records of all funds received and disbursed by the section. As the financial officer, the treasurer

must be prepared to report on the financial condition of the section at all times. The responsibilities of the treasurer include:

- Prepare the annual section budget for approval by the board of directors,
- Submit the approved budget to ASNT Headquarters 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 ASNT Headquarters 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
- Prepare and submit the final section financial report to ASNT Headquarters by July 15
- Maintains 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

#### 2.2.4 Secretary

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

- Performs duties as prescribed in the section bylaws
- Prepares minutes of all general meetings and meetings of the board of directors
- Maintains complete and accurate membership records\*
- Notifies the section members at least one week in advance of general and board/committee meetings
- Handles section correspondence
- Reports the names and complete contact information for all section officers, directors and committee chairs to ASNT Headquarters by July 15
- Responsible for section records and maintenance of section assets, such as the section banner, educational materials, cameras, audio visual equipment
- Works 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.

### 2.2.5 Board of Directors

The section board of directors determines the operating policy and annual program of the section. 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
- Reviews and approves the section budget
- Reviews 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

### 2.2.6 Immediate Past Chair

The immediate past chair provides continuity between the two administrations and serves on the section board of directors. The responsibilities of the immediate past chair include:

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

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

## 3.0 SECTION COMMITTEE FUNCTIONS

### 3.1 Introduction

In order to efficiently conduct local section business, it is necessary to establish certain committees. Since no organization plan can be sufficiently inclusive as to cover all section requirements relative to the type of committees, this section is intended to act as a guideline for your section.

Participation is the key to stable operation. The section Chair must choose committee chairs and members who are willing to work and then motivate the members by example. The size of any committee depends upon the size of the section. The number and responsibilities of the various committees may be expanded or reduced. The section chair is an ex-officio member of each committee. The term of office for committee chairs is from the date of appointment until the annual term expires or for such time as may be defined when creating the committee.

## 3.2 Standing Committees

There are three (3) standing committees required by the section constitution and bylaws: Program, Membership and Education.

### 3.2.1 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 detailed information.

### 3.2.2 Membership Committee

The membership committee consists of the chair and additional members as required. The committee is responsible for all efforts pertaining to membership growth, recruitment and retention.

#### b. General Suggestions

- Become familiar with ASNT Headquarters membership programs or contests currently in progress.
- Encourage members to actively participate in membership programs administered by HQ.
- Contact the SOC Membership Division Chair for ideas, suggestions and guidance in the development of the Section recruitment and retention programs.
- Set up a plan to contact all old members prior to the start of the new program year. Contact ASNT HQ for a list of former members.

#### c. Suggestions for Recruitment

- Announce and discuss membership drives at the start of the year.
- Establish a contest with an award for the member bringing in the most new members.

- 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 as well as possible Corporate Partner affiliation.

d. Suggestions for Retention:

- Announce and introduce new members at each meeting.
- Encourage members to attend meetings. Offer a free meal or other incentive for first-time attendance.
- Announce names of members who have given guest lectures to other sections or organizations. Keep the membership informed of pertinent information from ASNT Headquarters 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. This can boost attendance as well as help the section retention rate.
- If your section has a web site, be sure it has the most current program schedule.
- Verify the ASNT web site listing the contact person and meeting information for your section; notify ASNT with updated information as needed.

### 3.2.3 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. The two principal considerations, in the establishment of an educational program in your section are need and desire of your section leaders to promote NDT technical knowledge through a strong and consistent program.

#### 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).
- Consultation with the membership for suggestions for 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 (i.e. Level III plus 10 years experience, etc.)
- In order to provide stability to the course content, text, visual aids, examinations, etc., appoint a section Level III to act as a consultant and to referee in matters concerning: interpretation of SNT-TC-1A, approval of 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. Fees would include such things as handouts, refreshments, CEUs, etc.
- Establish nonmember 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.

### 3.2.4 Student Outreach

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

- Arrange for speakers for student groups.
- Visit local high schools and community colleges.
- Participate in local career fairs and National Engineers Week.
- Develop a local career guidance program.

The ASNT Membership department provides a program to introduce ASNT to students from all types of schools that have NDT courses in their curriculum, from secondary to post graduate. Vocational/technical schools, 2 and 4 year colleges and universities and postgraduate students are included in the program. Through instructor professor recommendations, ASNT provides up to 100 complimentary individual memberships are given to participating students from a variety of schools as graduation gifts as they prepare to enter the NDT workforce.

High school career advisors receive materials specific to the educational group level. The purpose is to ask students to consider nondestructive testing as a career, not member recruitment. Materials available include updated career brochures, the career DVD *Choose NDT* and copies of *The NDT Technician* newsletter.

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 by ASNT members. 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.

**Reference Appendix C for further information.**

## Optional Committees

Depending upon the Section size and the inclination of the chair, additional Committees may be established. Following are suggested (optional) committees that may be organized and utilized as necessary.

### Arrangements Committee

The Arrangements Committee consists of the chair and additional members as required. Generally, it is responsible for the selection of the meeting location, dinner menu, planning of dinner arrangements for the meetings, 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 insure 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 within the price range of the membership.
- Check with the Program Chair concerning the type of equipment required by the speaker. Make sure the equipment is in working order and have extra bulbs or extension cords available.
- Social events can be the highlight of the year. Carefully select dates, times and locations.

### Nominating Committee

- a. The Nominating Committee consists of the Section Chair (ex-officio), two past Officers and three members-at-large as designated by the section 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 Constitution and Bylaws. The list of candidates must be submitted to the membership not less than thirty (30) days prior to the section election.

b. Suggestions:

- Select candidates carefully. Continuity in office is a key to section stability. Try to select candidates who can progress through the chairs through 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 Constitution and Bylaws.

### Constitution and Bylaws Committee

The Constitution and Bylaws Committee consists of the Chair and additional members as required. This committee is responsible to understand and interpret the section Constitution and Bylaws and ensure the section is working in harmony with the ASNT Bylaws. The committee is also responsible for making recommendations and drafting the text for amendments to the section Constitution and Bylaws.

Suggestions:

- Monitor changes in the ASNT Bylaws and recommend changes, if any, to the section Constitution and Bylaws.
- Have proposals for changes reviewed by Headquarters and/or the Regional Director prior to requesting approval by the section.

### Yearbook Committee

The Yearbook Committee consists of a Chair and additional members as necessary. The committee is responsible for preparing the annual Section Yearbook and includes obtaining advertisements, providing members an opportunity to opt out of being listed in Yearbook, assuring that minimum 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 even advertisements.
- Remember, your yearbook does not have to be extravagant or involve expensive printing costs.
- Plan to go to print in August.
- 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 ASNT and other local sections.

- Make sure the membership dues fees and the list of National Officers/Directors appearing in the yearbook are current. Contact ASNT HQ for current information or check the Web site.
- As soon as copies are available, distribute them to the membership, including yourself. Send copies to each advertiser.

### **Reference Appendix D for further information**

#### President's Award Program Committee

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

**Reference Appendix E for additional information concerning the purpose of the program, and guidance on how to use the program as a section management tool.**

#### Other Committees

- a. Some sections may find it desirable to form additional committees. There are no limits or restrictions on the type or nature of the committees.
- b. Possible committees could include:
  - Advisory
  - Awards
  - Career Guidance
  - Corporate Partner
  - Finance
  - Historian
  - Local Liaison
  - Long Range Planning
  - National Liaison
  - Newsletter
  - Publicity
  - Recruitment and Retention
  - Scholarship
  - Section Revitalization
  - Social
  - Special Events

## **4.0 GENERAL SECTION OPERATION**

### **4.1 Section Planning Tools**

There are certain guides and publications designed to aid the local sections in the planning and implementation of their general program for the year.

#### **Section Timetable**

This model timetable is provided to help section leaders to stay on track during the course of the year. The schedule does not include all section activities but, if used with the President's Award Program schedule, should prove to be of value.

#### **July**

- Finance program for coming year.
- Complete arrangements for speakers.
- Prepare the proposed section budget.
- Review the President's Award program manual and timetable with the section Executive Board.
- Assign an Audit Committee to check previous year's financial records.
- Submit final financial statement from previous year to HQ no later than July 15<sup>th</sup>.
- Determine participation in award programs (i.e. Technician of the Year, Mentoring Award and possible ASNT Fellow applicants, etc.) and begin necessary preparations.
- Verify committee assignments.

#### **August**

- Advise your membership of yearbook compilation. Provide them an opt out opportunity.
- Finalize budget and get Executive Board approval.
- Review committee program plans
- Arrange to provide speakers for other technical or professional societies.

#### **September**

- Distribute yearbook.
- Conduct initial meeting.
- Formally invite the Regional Director to attend at least one board and regular meeting during the year.

#### **October**

- Attend ASNT Fall Conference and Quality Testing Show and Section Operations Council meetings.

## **November**

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

## **December**

- Complete Fellow Award nominations.
- Verify status of Technician of the Year program.

## **January**

- Appoint Nominating Committee.
- Submit ASNT Fellow Award applications by February 1.
- Submit nominations for ASNT National Board of Directors and Regional Directors.
- Encourage members to submit nominations for the Mentoring Award by February 1.
- Prepare for participation in Engineers Week.
- Submit nominations for national Lou DiValerio Technician of the Year Award by February 1.

## **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 this year's Research Symposium.
- Encourage members to prepare and submit papers for next year's Research Symposium.

## **April**

- Start planning section program for next year.
- Elect new slate of Officers/Directors,
- Appoint Committee Chairmen for next year.
- Notify HQ of newly-elected Officers and Directors.
- Prepare to send incoming Chair or other representative to Section Leaders Conference

## **May**

- Prepare annual report to section members.

## **June**

- Present annual report to section members.
- Install new Officers and Directors.

- Incoming chair to provide ASNT HQ the name of the designated person to have access to the online roster process.
- Change signature cards for section bank accounts.
- Conduct orientation of new Executive Board.

### Monthly

- Make all appropriate submissions for President's Award program.
- Executive Board meetings.
- Designated person retrieves current online section roster.
- Review committee plans and actions.
- Distribute meeting notices, etc.
- Maintain membership recruitment and retention activities.

### Publications

- a. The Section Leadership Manual has been prepared in order to provide a primary source of information and basic guideline for Section operation. This manual is to be passed on to Incoming Chairmen and Vice-Chairmen in order to maintain continuity in section operations. The document changes as necessary to meet the needs of the local sections.
- b. The President's Award manual is issued annually to support the program which, in turn, is designed to assist the local sections in the conduct of section management by providing the opportunity to achieve recognition and possible awards for the section through the timely completion and reporting of required and/or necessary Section activities.

#### **Reference Appendix E for additional information.**

- c. The *Section Officers Newsletter* is issued electronically four times a year by ASNT HQ and provides important information to section leaders. It is recommended that the newsletter or specific items of interest be passed along to the section membership.
- d. *Ready Reference Guide* is an annual dedicated issue of *Materials Evaluation* and provides detailed articles and information concerning the organization and operations of the Society. This issue should be maintained for reference by every ASNT member.
- e. All issues of *Materials Evaluation* can be used for information and program planning.

#### 4.1.3 Interaction with Your Regional Director

Each local section is geographically 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. They are the link between sections and SOC. A listing of Regional Directors and their respective sections can be found on the ASNT Web site and in the annual *Ready Reference Guide*.

RDs are required to attend at least one section meeting for each section each year and file a report with the SOC Regional Director Division Chair regarding the activity of each section. This visit by the RD provides the section leadership with an update of Section Operations Council activities, review the status of the local section's participation in ASNT and to provide assistance and guidance. He/she is also a good source for locating speakers for your program and organizing region-wide activities.

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

#### 4.1.4 Section Leaders Conference and Regional Planning Meetings

##### Section Leaders Conference

The Section Leaders Conference (SLC) is designed to provide the information you need for success such as fundamental section operations, putting together a better program, key ingredients for a successful section and recruitment and retention of members. This event also provides an excellent opportunity for building a network with other section leaders by sharing experiences and perspectives. Every ASNT section should plan to send at least one representative to this two-day conference, especially if the attendee is a new section leader or have never attended a Section Leaders Conference.

SLC is held in June on even-numbered years in Columbus, Ohio and is presented by volunteer leaders of the Section Operations Council and Headquarters staff.

##### Regional Planning Meetings

The purpose of the Regional Planning Meeting (RPM) is to network with other section leaders with the Regional Director to prepare each section for the upcoming program year, promote long range planning and assist section leaders who have never attended a Section Leaders Conference. Regionally the sections have the opportunity to develop joint programs, a speakers bureau and activities of interest to the membership. Other topics may include those similar to SLC depending on the activity level of the section.

RPMs are coordinated by the Regional Director and Headquarters staff. They are held on odd-numbered years typically in a centralized location conducive to the sections in the respective region.

#### 4.2 Financial Planning

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 be aware of the financial situation at all times.

##### 4.2.1 Section Rebates

Each quarter ASNT Headquarters prepares rebate checks for all sections based on the number of new and renewal memberships in the section during the quarter.

These payments, called “rebates”, are calculated according to the member type and based on a percentage of the membership fee. They are as follows:

Individual member	20.0%
Student member	20.0%
Corporate Partner	7.0%
Military member	10.0%
Lifetime member	20.0%
Retired member	16.7%

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

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

Rebate checks are issued in the name of the section, section chair and treasurer, and are forwarded to the treasurer. It is recommended that at least two endorsements be required by the section.

In order to receive rebates, you must submit names of current section program year officers and the section’s projected budget. If Headquarters does not receive these items, rebate payments will be held until the section submits the required information. Rebate monies withheld from a section for more than one fiscal year will be held in escrow. These escrow funds are paid to the section when the following information is supplied:

1. current officer information
2. budget for the current fiscal year
3. program for the current fiscal year
4. financial report for the previous fiscal year

Accrued funds are held in escrow for not more than three years. At the end of the third year, if the section has not submitted this information, the funds, for that year only, are removed from the escrow account.

#### 4.2.2 Reports and Forms

##### Requirements to be an Active Section

ASNT sections are required to report to Headquarters on their financial status, operations and activities for each program year that runs July 1 through June 30. A minimum of three technical meetings per program year are required.

Listed below are the required reports and dates due to Headquarters:

Submit to Headquarters a program schedule for the program year.	October 1
Submit to Headquarters a list of officers for the program year.	July 15
Submit to Headquarters a budget for the program year.	September 1
Submit to Headquarters a final yearend financial report.	July 15

#### **See Appendix A for Reporting Forms**

#### 4.2.3 Section Requirements for Tax Exempt Status

This information is provided to make Section Officers aware of the federal regulations applicable to each local ASNT Section. This is only a guideline, for further information, Section Officers should contact the Internal Revenue Service. The IRS website can be accessed at [www.irs.gov](http://www.irs.gov). IRS applications mentioned in this appendix can be downloaded from the IRS website in the Forms and Pubs section.

The purpose of this is to:

- Inform local sections of their IRS classification as a 501(c)(6) organization (unless a section has previously filed for and received a classification of 501(c)(3), a 501(c)(6) classification is inherent to the section by its original charter.)
- Describe the specific filing requirements for the classification and determine if the section is required to file a Form 990, "Return of Organization Exempt from Income Tax."

- Explain how to file for an "Employer Identification Number" (EIN). **It is a requirement that every section have an EIN.** A facsimile of Form SS-4 is included with this Appendix.
- Explain how to file IRS Form 1023, "Application for Recognition of Exemption (Under Section 501(c)(3) of the Internal Revenue Code)". If the filing requirements (gross revenues of \$ 25,000/year or more) apply to your section as a 501(c)(6), you may want to apply to the IRS to upgrade your exemption to a 501(c)(3).
- Discuss incorporation of your section. Some of the larger sections give greater attention to incorporation than should the smaller sections.
- Remind each section that a final financial report must be submitted to ASNT headquarters by July 15 of each year. This is usually done in conjunction with the appropriate submission form from the President's Award program and provides a certain number of points for timely and proper submission.

## IRS REQUIREMENTS

A local Section:

- Must be an association of persons having a common business interest,
- Must be intended to promote a common business interest,
- Should not be engaged in a regular business of a kind ordinarily carried on for profit.

A local Section's activities:

- Should be directed to the improvement of business conditions,
- Should not be confined to the performance of a service for individual members,
- Should be for the advancement of the industry.

## THE EMPLOYER IDENTIFICATION NUMBER (EIN)

Why? The local section is a separate entity from the national organization, and the EIN establishes this separation with the IRS.  
 How? By application of Form SS-4

## FEDERAL TAX RETURN #990 or 990-EZ

Who? Any nonprofit entity that has a gross income over \$25,000 per year must file.  
 What? Gross income is defined as the total amount received during the year. This includes section rebates, interest from checking or saving accounts, proceeds from the sale of yearbook advertising, income from educational courses, and any other source of income.  
 When? The fiscal year of the local section runs from July 1 through June 30. Form #990 must be filed by the 15th of November. There is a

penalty of \$20 per day for not filing unless it can be shown that there was a reasonable cause for not filing.

## **IRS Filing Requirement for Sections with Annual Gross Receipts under \$25,000**

Starting tax year 2009, sections with annual gross receipts of \$25,000 or less are required to file a tax return. The Pension Protection Act of 2006 added this filing requirement to ensure that the IRS and potential donors have current information about your organization. The name of the form that must be filed is called Form 990-N, Electronic Notice for Tax Exempt Organizations Not Required to File Form 990 or 990-EZ. The IRS also calls this form “e-Postcard.”

### **Due Date of the e-Postcard**

For ASNT sections, the e-Postcard is required to be filed at the end of fiscal year ending June 30. The e-Postcard is due every year by the 15th day of the 5th month after the close of the tax year which is November 15 for ASNT sections. You cannot file the e-Postcard until after June 30 when your tax year ends.

### **How to File**

The e-Postcard is filed electronically by answering less than ten questions in an online form that can be found through the IRS website. The IRS website will redirect you to their trusted partner Urban Institute at <http://epostcard.form990.org>. **The form must be completed and filed electronically.** There is no paper form.

### **Information You Will Need To File the e-Postcard**

The e-Postcard is easy to complete. All you need is the following information about your section.

- Employer Identification Number (EIN), also known as a Taxpayer Identification Number (TIN)).
- Tax year - for example, July 1 thru June 30
- Legal name
- Section’s mailing address - normally an officer’s address
- Any other names the organization uses
- Name and address of a principal officer – your section chairperson.
- Web site address if section has one
- Confirmation that your section’s annual gross receipts are normally \$25,000 or less annually

### **Late Filing or Failure to File the e-Postcard**

If you miss the filing deadline for your e-Postcard, you will not be assessed a penalty for late filing. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

## STATE REGULATIONS

A number of States do have laws requiring nonprofit organizations to register and file tax returns. Please check your particular state through a competent attorney or by contacting your State Treasurer's Office.

## RECORDS

- What? The section should maintain financial records of all income and expenses, and a complete record of all Federal and/or State forms that have been filed.
- Who? The records should be passed along to each new secretary. Older records may be assigned to a specific individual for safekeeping.
- How Long? 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)

- Why? Filing for the exemption is an excellent idea for large sections. Classification grants an exemption from state sales tax and provides some federal mailing privileges.
- How? Filing is a long and complicated process and forms may require an attorney. The IRS Form 1023 may be obtained from the local IRS office. It usually takes the IRS three to six months to respond.

## 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,
- An incorporated association can own real estate in its corporate name (in most states),
- All states have laws which give specific guidance for the operation of a corporate entity; whereas an unincorporated group may have no more the vague reference or authority,
- 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.

#### 4.3 Section Yearbook

The publication of a section yearbook is an excellent information tool for the section membership, and advertising revenues are important source of needed revenue. The yearbook requires a great deal of work, which should actually begin as early as possible.

**See Appendix D for additional information.**

#### 4.4 Submitting Section News

*Section News* for Publication on the ASNT Web site and in *Materials Evaluation*

Give your section the exposure it deserves through *Section News* published on the ASNT Web site and in *Materials Evaluation*. Stay up-to-date with your section and see what other sections are doing. Visit [www.asnt.org](http://www.asnt.org) on the first of each month for the latest section news from around the world. *Section News* on the Web is released 30 days earlier than news published in *Materials Evaluation*.

There are two formats to submit *Section News* for publication; an article written by the section or by submitting the basic section meeting form/report.

Basic section meeting information reports require the following for publication:

- Section name
- Meeting date

- Meeting location
- Number of members and guests in attendance
- Speaker's name
- Speaker's company name
- Topic or meeting subject

Sections are encouraged to submit a written article and/or photo. If a full article is prepared and submitted, do not duplicate by sending the basic section meeting information as well.

When submitting a photo for publication, be sure it is high resolution with a minimum 300 dpi at full size. Professional printing presses are very detailed, and what looks good on a computer monitor or printer may look blurry when professionally printed.

Submit only one photo per *Section News* article. Since only one photo is printed with the article, it is best for the section to choose the photo and not leave it to the discretion of the ASNT Publications staff.

All *Section News* information must be received by ASNT the 1st of the month following the meeting to be published on the ASNT Web site and in *Materials Evaluation*.

If your section participates in the President's Award program, be sure to submit the article or basic section meeting information along with the submission form to receive proper credit. All meeting information received is submitted for publication in *Section News*.

To ensure receipt of articles or basic section meeting information, send via e-mail to [presaward@asnt.org](mailto:presaward@asnt.org) or mail to:

ASNT  
Attn: Member Services Department, Section News  
1711 Arlingate Lane  
Columbus, OH 43228

## 4.5 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.

### 4.5.1 National Honors and Awards

A complete listing of national awards can be found in your *Ready Reference Guide* issue of *Materials Evaluation* or on the Web site at [www.asnt.org](http://www.asnt.org).

However, it is the awards that involve the local Sections that are of most interest to us in this manual. The awards listed below will require input by the local Section in the form of recommendations and verification of information. In turn, awards or honors to members of a given local Section will bring a degree of prestige and honor to that Section.

- Technician of the Year (See Appendix F)
- President's Award (See Appendix E)
- Mentoring Award (See)

#### 4.5.2 Local Section Honors and Awards

- a. Established awards
  - Technician of the Month/Year (See Appendix F)
  - Past Chair - ASNT HQ will supply a certificate of appreciation for the retiring Chair. It is suggested that the Section present a special plaque or other award.
- b. Special Section awards
  - Section Service awards can be presented to selected members who perform special services for the Section during the course of a year or years.
  - Other awards (i.e., membership contest winners, scholarships, etc.) can and should be awarded to Section members.

#### 4.6 Volunteer Opportunities Available to ASNT Members

Encourage members to get involved with ASNT councils and committees. ASNT currently has four councils in operation: the Technical and Education (T&E), Section Operations (SOC), Research and Certification Management (CMC) Councils. All four councils are always looking for additional members. As an example, the T&E Council committees are in need of volunteers to review technical publications. The Technicians' Advisory Committee, the group responsible for the quarterly newsletter *The NDT Technician (TNT)*, is 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 Web site in November, December and January.

Award program committees offered through SOC Awards Division and the respective selection committees are also in need of volunteers.

Give your section the opportunity to participate in choosing the Society's leadership. Members who serve on the Board of Directors Selection Committee play a vital part 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 early April with a June 1 deadline. The SOC Executive Committee selects four members and two alternates from the nominations to serve on this committee.

For many projects, participation can be through email and phone. Depending on the committee it may not be necessary to attend committee meetings held at Spring and Fall conference. This 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 additional information on ASNT's Councils, consult the Council yearbook section of the *Ready Reference Guide* in the February issue of *Materials Evaluation*.

#### 4.6.1 ASNT e-Mentoring Program

You and your members have the opportunity to inspire mentees by sharing NDT career and industry experience, knowledge and advice by joining the e-Mentoring program. This is also a good opportunity for the young NDT professionals or students in your section to sign up as mentees to get advice on career choices and gain insight from NDT professionals.

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.

For a small investment of your time you can help nurture tomorrow's NDT workforce as an e-Mentor. Members are eligible to participate as either mentors or mentees. Mentees are ASNT members age 18-30. Those members over 30 should volunteer as mentors.

Sign up and talk to your section members about the e-Mentoring program, too. For details and applications visit [www.asnt.org](http://www.asnt.org).

Don't miss the opportunity to bring together the experienced and those just starting their NDT career journey. Call the Member Services Department at (800) 222-2768 in the U.S. and Canada or (614) 274-6003 worldwide or e-mail [mentoring@asnt.org](mailto:mentoring@asnt.org) with questions about this program.

#### 4.6.2 Student Outreach Activities

Sections are encouraged to participate in Student Outreach activities by taking part in local career fairs, contacting high school science teachers and vocational schools to promote the NDT industry. Contact ASNT headquarters for

promotional materials that includes the career DVD *Choose NDT*, career brochures and copies of *TNT*.

## **5.0 SECTION MEETINGS**

### 5.1 Board Meetings

#### 5.1.1 Purpose

In order to assure that assigned duties for the year are being carried out, it is recommended that the Chair hold an Executive Board 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.

#### 5.1.2 Agendas

The Chair should have an agenda prepared and distributed at least one week prior to the Executive Board meeting. The Chair shall preside over the meeting, with his job being to maintain order and assure that the prepared agenda is followed.

#### 5.1.3 Sample Agenda

##### **AGENDA FOR CENTRAL MONTANA 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
  - a. Program Committee
  - b. Membership Committee
  - c. Yearbook Committee
  - d. and so on
5. Old Business
6. New Business
7. Adjournment

## 5.2 Section Meetings

### 5.2.1 Purpose

For the majority of the membership, Section meetings are the only opportunities they have to hear an NDT-oriented technical presentation. It offers the individual a chance to informally discuss NDT problems and solutions with others from the NDT community. The Section meeting is, therefore, 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.

### 5.2.2. What Constitutes an ASNT Section Meeting?

The duties of the Section include aiding the Society in the achievement of their goals through the establishment and maintenance of interest at the local level through the encouragement of membership in ASNT and the Section, by the development of a rapport with local industries involved in NDT, and the promotion of participation at local and National levels. The primary vehicle for these duties is the Section meeting, which should be designed to offer a forum for technical sessions, demonstrations and social events where members and the public can improve NDT knowledge and exchange ideas. Following this guide...

Section meetings are scheduled by the section officers and board of directors. Meetings should be announced to the entire section membership at least seven days in advance.

The purpose of section meeting is to further the goals of ASNT and the local section by providing educational information, promote membership and member participation, and generate interest in the field of nondestructive testing, the Society and the section.

Suggestions for planning and delivering a successful program year include:

- Start early (April) and work out a master plan for the entire year.
- Don't limit the programs to only technical talks; have 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 (stock brokers, 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 other

**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.

Prepare the meeting notice for distribution and publication by the secretary.

- Seek local sources for guest speakers or utilize the Speakers Bureau relative to topics and area of travel
- Invitations to potential speakers should be in writing. Communication should be clear, concise, and sent at least 60 days in advance of the meeting. Acceptance from speakers should also be in writing and include a short biography for purposes of the meeting announcement, local publicity and introduction. See Appendix C for additional information.
- Make advance arrangements to assure the speaker has all necessary equipment (audio/visual, LCD projector, screen and laptop) for the presentation.
- Within two weeks before the meeting, write or telephone the speaker to remind him 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. Act as a tour guide if necessary.
- Arrange for a special gift, usually something associated with your section, for the speaker. If the speaker's spouse attends, provide the meal and a special gift. Some sections send flowers to the home of the speaker to show their appreciation to the spouse.
- 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.

### 5.2.3 Quality Section Programs

The section program is a key element in measuring the success of the section. Go for quality rather than quantity.

### 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 it 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. What topic or event would you be willing to give up your personal time to attend? Make it worth their time, they will likely return to the next meeting and possibly spread the word to co-workers.
- If necessary, move the meeting site to accommodate a group of members that may otherwise be unable to attend due to travel time or distance.
- Do a post mortem after each meeting to determine the success with the topic, speaker and location. Survey your members for their comments and suggestions.
- Have a backup plan in the event a speaker cancels at the last minute. General discussion on a specific topic is always good and could lead to ideas for future programs.
- Stay in touch with your Regional Director throughout the year. Extend an invitation to your section meeting as a guest or speaker. Consider them a part of your section and rely on the experience and expertise they have to share. Remember, your Regional Director was once a Section Leader.
- Network with Section Leaders from other sections.
- Read the *Section News* articles on the ASNT web site and in *Materials Evaluation* to find out what other sections are doing.
- Ask yourself "What 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 topic-related vendors to provide displays.
- For a special event with spouses, consider a non NDT use of the method; for example, have a vendor do a sonogram on a pregnant woman.
- 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 nondestructive testing.
- 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, 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 at the proper time.
- Insure that meeting announcements are mailed to the general membership approximately two weeks prior to the Section meeting.
- Establish and adhere to your time schedule. Delays can result in abbreviated talks and inattentive audiences.
- Have name tags for everyone in attendance. Self-stick tags are readily available; you may want to devise more permanent tags. Acquaintance with others, as well as being able to call someone by their first name, always helps to strengthen the Section.

Have everyone present introduce themselves. Include their company affiliation. Always make guests feel welcome.

The business meeting and reports must be included. Despite the fact that most business is conducted outside of the meetings, it is important that the members be aware of the work going on. Keep it brief; but include (as a minimum) the following:

- Business meeting
- Report from Executive Committee\*
- Report from Committee Chairmen\*
- Introduce your guest speaker with dignity and brevity. Be certain that the audience knows his subject and his 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 (See the ASNT catalog for the many items available from HQ).
- Close the meeting on time.

\* 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. Please see the article *An Ounce of Prevention* (See 6.3).

#### 5.2.4 Other Types of Meetings

Technical meetings are consistent with the goals of the Society; always consider other activities in order to maintain or stimulate the interest of the membership. This could include...

- Plant Tours

- Family Picnics
- Social Events (spouses' night, golf outings, etc.)
- Installation of Officers night (See 6.5)

### 5.2.5 Meeting Themes

Developing or dedicating a particular theme for meetings is a good way to appeal to special interests of some members. Special nights for membership drives, students, Past Chairmen, aircraft NDT, etc. may prove to be successful.

### 5.2.6 ASNT Officer, Director and Headquarters Staff Section Visits

In addition to the section's technical and social calendar, remember to include 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 topics can be:

- ASNT Update-the latest news about the Society
- ASNT certification programs
- Organizing an ASNT topical or other event.

Make all section visit requests for an ASNT Officer, Director or professional staff member

directly to the Member Services Supervisor at Headquarters. This assures centralized coordination in scheduling visits and providing speakers with the most up to date information to share communication with the sections. This concerted effort allows Headquarters to be proactive, responsible and demonstrate fairness to all the sections requesting visits.

## 6.0 Miscellaneous Information

This is the section of the manual that contains important miscellaneous information. This is also the Section reserved for future information too good to throw away and too short to make into a separate Section.

### 6.1 Policy for Use of ASNT Logo

Since its inception, the name of the Society has been associated with being the leader in the NDT field. The Society has acquired a trademark for its logo. As stated in the ASNT Board Policy Manual (G-14C), precedents have established certain use of the Society's name. Any other use of the Society name, for example, in the conduct of joint conferences, conference participation etc., requires authorization by the Executive Director, who will make the decision or recommend a position to the Executive Committee.

The Society bestows on its officers, its structure, its Sections, and the Society Headquarters, the use of the Society name and logo on stationery, letterhead and banners when conducting official business of the Society.

ALL STATIONERY THAT YOU USE MUST CONTAIN THE FOLLOWING DISCLAIMER:

An affiliate of the American Society for Nondestructive Testing, Inc (ASNT). Statements, other expressions of opinion or fact as well as legal obligations undertaken herein are solely those of the affiliate and not of ASNT.

Sections are not authorized to use ASNT headquarter's street address, the Society's name or logo except as specified in BOD Policy G-14C.

The primary impact of this policy is to ensure awareness of the Society's wish to maintain its professional image and its leadership role. Secondly, this policy establishes the proper means by which all concerned can use or seek to use the Society's name.

Please consult the Manager of Member Services should you have questions on the use of the Society's name or logo not covered above.

Contact Member Services if you need camera-ready or electronic artwork of the logo.

## 6.2 Installation Ceremony for New Officers

Immediate past chair, minister, ASNT National Officer, Director, SOC Regional Director, or other appropriate Society Representative, speaking to all new officers:

"Will you raise your right hands please, and keep them raised until you have answered the question I shall 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 of 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."

“Thank you.”

### 6.3 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 your 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 don’t choose to incorporate. But certainly, this possibility should be investigated.

Secondly, this subject should be a matter of discussion among Section officers. I would suggest 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. Most Section meetings I have been to have 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 non drinkers 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 particular 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; 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, like a taxi, should be considered.

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

## 6.4 ASNT Code of Ethics

### Code of Ethics for Members of the American Society for Nondestructive Testing

In spirit and in word, this Code of Ethics shall guide the actions of the members of the American Society for Nondestructive Testing. It is the duty of all members to conduct themselves in accordance with the following precepts:

1. To uphold at all times the reputation of the Society and the dignity of membership therein.

2. To pursue their professional discipline and activities in a spirit of fairness to all concerned—employer, employees, customers, and competitors—consistent with the high ideals of personal honor and integrity.
3. To refrain from associating themselves with any enterprise that would use their names or that of the Society in any manner countenancing misrepresentation.
4. To avoid damage directly or indirectly to the professional reputation, prospects, or business of another member of the Society.
5. To advertise only in a professional manner, to avoid using improper or questionable methods of soliciting professional work, and to decline any connection with improper patronage.
6. To inform clients or employers of any business affiliations, interests, or connections that might influence their fair judgment.
7. To treat as confidential their knowledge of any business affairs or technical information of employers, clients, or customers and to make no disclosure of such information without their expressed consent.
8. To accept financial or other compensation for a particular service from one source only, except with the full knowledge and consent of all interested parties.
9. To perform their work in the highest professional manner, protecting the life, safety, and health of their associates and of the general public.
10. To contribute to the advancement of nondestructive testing by the interchange of information and experience with others, taking full advantage of the mediums provided by the Society—symposia, conventions, and the press.
11. To encourage and provide opportunity for professional development and advancement of their employees or those under their supervision.
12. To consider their membership in the Society as affording a distinct opportunity to apply their special talents for the service of mankind.
13. To refrain from any statements or acts which constitute hostile behavior and any forms of intimidation or harassment of any kind by and between members of ASNT whether sexual, racial, ethnic or religious in origin.

Adopted in March 1964. Updated in January 1991 and March 1995.

### **6.5 How to Setup a Web site for Your Local ASNT Section**

ASNT encourages its local Sections to create their own Web sites, provided they have the ability to maintain up-to-date content. This how-to guide provides many resources for local Section webmasters.

#### **Internet Domain Names**

To create a Web site, you'll first have to choose and register its name. The name takes the form of a Uniform Resource Locator (URL) such as:

<http://www.yoursection.com>. Your address could also be a subdivision of someone else's domain, such as: <http://www.acme.com/yoursection>. Most ASNT

Section Web sites have their own URL. The decision is a matter of convenience and expense. If your site is part of another domain, costs may be shared and the domain name is already registered. ASNT Sections should not use existing commercial domains to host their site. Registration involves searching the current domain names database through a registrar to see if the name you desire is already being used by someone else, before registering and submitting payment. Domain names registrars are accredited by the Internet Corporation for Assigned Names and Numbers (ICANN). Registration is generally about \$35.00 per year, with some price reductions offered for multiple registrations.

### **Web Hosting**

Your Web site has to reside on a server (computer) that is connected to the Internet. Most likely, you will accomplish this by renting space on a computer owned by a Web hosting service. Web hosting services are offered by most Internet Service Providers (ISPs).

Web hosts offer a wide range of service packages. For a small, simple site such as a local ASNT Section site, expect to pay \$15 to \$20 dollars per month for basic services. Such services will have a server space limit (the amount of memory your Web site takes) and a data transfer limit (a limit on the number of times your site can be accessed by the public each month). Typically, the space limit is not a problem for local Section Web sites. The data transfer limit is often generous, way beyond the traffic that a small Web site will see.

Most Web hosting services will include a few e-mail accounts with the package, which are convenient if you expect to add a generic [info@domain.com](mailto:info@domain.com) or [webmaster@domain.com](mailto:webmaster@domain.com) type of e-mail link. More deluxe service packages will offer additional features like site traffic analysis, programming support in the form of pre-written scripts for Web-based software applications, e-commerce, or database functions. Some Web hosts will offer help with deciding on a name for your site and then registering it. On the ASNT Web site we have links to some sites to help you locate a suitable Web host in your price range or geographical area.

What you decide to include on your Web site is, of course, up to you. For local ASNT Sections, we suggest including at least the following types of information:

Meeting schedule

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 numbers.** We also suggest that you advise people prior to putting their contact information on the web.

Other types of content to consider are technical information, general NDT news, general Web and Internet information, and business information about Section members, for networking purposes. We'll be posting links to your site on the main ASNT site to help in this area. One thing to consider as you build your site's content, is that content on the Web is a little 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 of your site's content and make sure that it's accurate; that contact information or time-sensitive information such as listings of upcoming events, 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 work — but work that pays off. When you have your Web site working properly, it can be a very exciting, dynamic vehicle for accessing and disseminating all kinds of information. For more information see the ASNT Web site at <http://www.asnt.org/localsections/guide/guide.htm>

## 6.6 Online Section Roster Process

Be sure to communicate with your section members regularly. A process is in place for a designated section official to obtain the section's roster at his/her convenience. There is no charge to your section for this service. Your section has access to your section roster via the Members Only area of the ASNT Web site. The password-sensitive rosters are updated each month. Annually, URL and passwords are altered.

A three-tier security system is in place. The system calls for a section's single designated person to enter the Members Only area of the Web site, key in the unique URL to the page where the section rosters are located. Each section roster is an Excel file and is password-specific to a section. No two sections have the same password.

The section chair must provide a list of current officers and the name of the designated person and his/her position in the section before the URL and password is released. To ensure confidentiality of membership records, the designated person is prohibited from sharing the URL or password with anyone. Please remember and remind all section officials that section rosters are for the exclusive use of the section to communicate with its members to conduct section business. Section rosters are not to be used for election campaigns since candidate endorsements are not section business. Distribution of any section member roster or personal use of it is prohibited.

The monthly updated file can be accessed on the third business day of the month. Your section's roster is available 24 hours a day, 7 days a week.

With receipt of section officer information designating the person for the specific program year, ASNT will provide that person access to the URL address code and section password. Send contact person's information via e-mail to [presaward@asnt.org](mailto:presaward@asnt.org). Please note that the submission of section officer information for this section roster delivery service does not replace any required reporting forms or the process associated with the Presidents Award program.

## 6.7 Promotional and Outreach Materials Available from ASNT

To support the sections recruitment and community outreach activities, ASNT Headquarters has a variety of promotional items such as brochures and videos. These items are helpful tools for section meetings, recruitment efforts, educational programs, career fairs and other student outreach activities. Contact the ASNT Membership Department to request any of these items.

Materials available include:

Career brochure

Career poster

Career video

*The NDT Technician (TNT)* newsletter

Individual membership brochure and application

Corporate Partner brochure and application

Membership campaign brochure

Conference and Topical brochures

Publications catalog

## 6.8 Section Officers Newsletter

The *Section Officers Newsletter* is an electronic publication distributed four times a year to section officers. Published by the ASNT Membership Department with input from the Section Operations Council, the newsletter contains articles important to section operations. It also keeps you up to date on SOC and section activities. The information in the newsletter can also be shared with your section members.

All section leaders with an e-mail address on file with ASNT receive the newsletter. To ensure your section leaders are on the distribution list, notify ASNT Headquarters of e-mail address updates in a timely manner.

**APPENDIX A  
Reports and Forms**

**Due Date: August 1**

**PRESIDENT'S AWARD PROGRAM**

**\* REPORT OF SECTION OFFICERS – PAGE 1**

SECTION NAME: \_\_\_\_\_ DATE OF ELECTION: \_\_\_\_\_

**Period: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_**

Please include first and last name, plus middle initial. Fill out completely including Member Number.

**\*\*Elected Section Officers must be current ASNT members.**

**MAXIMUM POINTS: 1000**

<b>CHAIRMAN</b>		<b>TREASURER</b>	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
<b>VICE CHAIRMAN</b>		<b>SECRETARY</b>	
Company			
Business Address			
Home Address			
Business Phone			
Business FAX			
Member Number			
E-Mail			
<b>EDUCATION CHAIRMAN</b>		<b>IMMEDIATE PAST CHAIRMAN</b>	
Company			
Business Address			
Home Address			
Business Phone			
Business FAX			
Member Number		Member Number	
E-Mail		E-Mail	

**PRESIDENT'S AWARD PROGRAM**

**\* SECTION OFFICERS - PAGE 2**

Space is provided for more than one Director.

<b>MEMBERSHIP CHAIRMAN</b>		<b>SECTION DIRECTOR</b>	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
<b>SECTION DIRECTOR</b>		<b>SECTION DIRECTOR</b>	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
<b>SECTION DIRECTOR</b>		<p><b>The Chair's contact information, along with the Section's Web site address, will be listed on the ASNT Web site, as well as be given to new Section members looking to become involved with the Section. If the Chair wishes to have another Officer listed he/she should make this request by e-mailing <a href="mailto:presaward@asnt.org">presaward@asnt.org</a>.</b></p>	
Company			
Business Address			
Home Address			
Business Phone			
Business FAX			
Member Number			
E-Mail			

**Section Representative:** \_\_\_\_\_

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials:	Maximum points available: 1000

**Due Date: September 1**  
beginning of program year

PRESIDENT'S AWARD PROGRAM  
\* ANNUAL PROJECTED BUDGET

SECTION NAME: \_\_\_\_\_  
Federal Employer Identification Number (FEIN): \_\_\_\_\_ - \_\_\_\_\_

Points are available for **the projected section budget submitted to ASNT no later than September 1.** Twenty-five percent of points will be deducted for every month later than due date.

Period: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

**MAXIMUM POINTS FOR THIS SECTION: 500**

	<b>CHECKING</b>	<b>SAVINGS</b>	<b>OTHER</b>
<b>BEGINNING BALANCE</b>			
<b>PROJECTED INCOME</b>			
Membership Rebates			
Meeting Revenue			
Advertising			
Educational Program Revenue			
Meeting Sponsorships			
Donations			
Interest			
Other Income:			
<b>PROJECTED TOTAL INCOME</b>			
	<b>CHECKING</b>	<b>SAVINGS</b>	<b>OTHER</b>
<b>PROJECTED EXPENSES</b>			
Meeting Expenses			
Printing Costs			
Postage			
Speakers' Gifts			
Educational Program Expenses			
Other Expenses:			
<b>PROJECTED TOTAL EXPENSES</b>			

<b>PROJECTED TOTAL BALANCE</b>			

**Section Representative:** \_\_\_\_\_

**FOR HEADQUARTER USE ONLY**

Date received:	Points awarded:
Initials	Maximum points available: 500

**Due Date: October 1\***

\*8 or more meetings / 3 to 7 meetings - Due 15 days before first meeting

**PRESIDENT'S AWARD PROGRAM**

**\* ADVANCE ORGANIZATION AND DISTRIBUTION OF PROGRAM SCHEDULE**

SECTION NAME: \_\_\_\_\_

**INSTRUCTIONS** - Points are available for the advance organization and early distribution of the Section's annual program schedule. The schedule should include dates, times, locations and topics.

For a complete program of eight (8) or more section meetings, fully organized by dates with speakers and subjects distributed to section members no later than October 1

**Maximum Points:**

**1000\***

For a shortened program of three (3) to seven (7) section meetings, fully organized by dates with speakers and subjects distributed to section members no later than 15 days before the first meeting date

**Maximum Points:**

**500\***

\*Twenty-five percent of points will be deducted for every month later than due date.

**PROOF REQ'D:** You must provide a dated copy of an e-mail or a postmarked envelope verifying distribution of program schedule to members per the required dates above.

-----  
Attached is a copy of our complete program of meetings planned for the ASNT fiscal year, along with proof of date distributed to section members. Our program is as notated below.

Eight (8) or more meetings	Three (3) to seven (7) meetings
Meeting Night:	(Week of month/night of week)
Regular meeting night(s)/location(s) will move during the year for the following reasons:	

**Indicate all months in which the section will meet in the ASNT fiscal year.**

Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Meeting Location</b>						<b>Program Chairman</b>					

Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Phone:		Phone:	
		Home/Business:	

**Section Representative:** \_\_\_\_\_

**FOR HEADQUARTER USE ONLY**

Date received:	Points awarded:
Initials	Maximum points available: 1000/500

**Date: July 15\*** - end of program year  
\*no points awarded for late submissions

**PRESIDENT'S AWARD PROGRAM**  
**\* FINAL FINANCIAL RECONCILIATION FOR ASNT FISCAL YEAR**

**SECTION NAME:** \_\_\_\_\_

**Federal Employer Identification Number (FEIN):** \_\_\_\_\_ - \_\_\_\_\_

**Period: July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_**

**Maximum Points: 500**

	<b>CHECKING</b>	<b>SAVINGS</b>	<b>OTHER</b>
<b>BEGINNING BALANCE</b>			
<b>INCOME</b>			
Membership Rebates			
Meeting Revenue			
Advertising			
Educational Program Revenue			
Meeting Sponsorships			
Donations			
Interest			
Other Income:			
<b>TOTAL INCOME</b>			
	<b>CHECKING</b>	<b>SAVINGS</b>	<b>OTHER</b>
<b>EXPENSES</b>			
Meeting Expenses			
Printing Costs			
Postage			
Speakers' Gifts			

Educational Program Expenses			
Other Expenses:			
<b>TOTAL EXPENSES</b>			
<b>TOTAL BALANCE</b>			

Section Representative: \_\_\_\_\_

**FOR HEADQUARTER USE ONLY**

Date received:	Points awarded:
Initials:	Maximum points available: 500

## APPENDIX B

### 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. This manual was prepared to assist ASNT Section Program Chair-men in the performance of this critical function.

#### The Program Chair

One of the most important committee positions in any Section is chair of the Program Committee. The person selected for this job should have had some seasoning by serving on the Section Executive Committee. Some Sections automatically assign the Vice-Chair the responsibility of Program Chair, whereas others separate these two responsibilities. In some sections, a program chair and vice-chair are appointed, thereby insuring by succession that an experienced person head the committee.

#### Building a Program

##### General Requirements

Program selection should be built around member needs and member interests. Variety as to subject matter, method of presentation and technical level is important in establishing and maintaining interest of the majority of section members.

The Program Chair should have on hand the records of meetings for the past five years and an attendance report of these meetings.

Results of surveys of member needs, discussions with Section members, and alertness to new developments in the Section industrial base all help to make Section programs of high interest.

Attendance at one or both of the semi-annual Section Management Meetings, held at the National conferences, is highly recommended in order to exchange ideas on programming with officers or members of other sections.

The Program Chair should formulate the program EARLY. Meeting dates should be fixed early 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 the relatively same geographical area on a single trip, thus cutting down on travel expenses. It is important to try to space the meeting dates equally. Many sections maintain a regular meeting night from year to year; for example, the second Tuesday of every month. The chair decides on these subjects and dates and draws a list of preferred speakers for the respective subjects. A list of alternate speakers should also be made in the event that the first choice is not available. Also, at this time, consideration should be given to the selection of a technical chair for the meeting.

It is customary for the Section Executive Committee to approve the program unless the Program chair has been given carte blanche. Again, the importance of an early start is emphasized.

The chair-man should assign the technical chair to each proposed speaker, making him or her responsible for all contact with that speaker or alternate. When a firm commitment is received from a speaker, the speaker should be asked immediately to supply biographical data, photographs, etc. The details of this area of programming are treated in the part of this manual entitled, "Assisting Your Speaker and Your Section".

#### Aid to Topic Selection

The first step in technical programming is the selection of topics. Topics should be selected with real service to all Section members as the objective. This will require a wide variety of topics directed at various clusters of members' interests and preferences. Again, we emphasize the necessity for the Section program chair to get ideas from the best source available - the Section Membership.

#### Aid to Speaker Selection

Members are the most effective source of suggestions for speakers. Personal acquaintances are usually individuals who members have heard speak, and both their technical competence and speaking ability are known.

When a known speaker is not available, it is often necessary to resort to a speakers list. This manual contains such a list of speakers and a comprehensive topical index.

Marked improvements have been made over previous ASNT speakers lists by the inclusion of abstracts of talks, information pertaining to travel limitations, and audio-visual aid requirements.

In an attempt to bring new technical programming ideas to the attention of ASNT Section Program Chairmen, we have solicited for the Speakers Directory an indexed range of individuals who have spoken at recent conferences.

### Programming for All Members

Frequently there is a tendency to evaluate the success of Section technical programs solely in terms of the attendance at the particular meeting. Certainly this is one indicator that genuine interest existed in the topic presented. The weakness, however, of sole dependence on such a criterion is the fact that those not in attendance are not being served by the program. If this situation is repeated month after month, the Section year ends with the interest of many members unserved.

In sound Section programming, it is necessary to program to the needs of all members; not just the most prevalent groups in the membership. The criteria for evaluating the success of section programming should include a determination of the percentage of the entire membership who has attended at least two section functions during the year.

Most ASNT Sections have memberships of a broad range of technical interests and levels of operation. If a section were to consider the various technical interests and horizontal levels of operation of its members, it would find a matrix in which only a very small portion of the membership would be in any square.

To program to the needs of the most highly populated areas of the matrix would maximize monthly meetings attendance but exclude the majority of the membership month after month.

A number of Sections are beginning to recognize this problem. Several sections have begun to include in their programming, panel discussions, and joint meetings with other societies, joint meetings with other ASNT Sections, and other ideas that have proved effective.

### Special Nights

Many Sections set aside specific meetings to recognize or honor various groups, such as Awards Night, National Officers' Night, Past-Chair's Night, Corporate Partner's Night, Students' Night and Spouses' Night. The topic for the meeting should be chosen in the interests of the majority of anticipated attendees.

## National Officers' Night

Invitations to National Officers or Headquarters' Staff should be made before September 1. The Increasing travel burden on our Officers, Directors, and Staff makes it imperative that these people plan well in advance and circulate in a geographical area at a specific time.

## Corporate Partner's Night

Corporate Partner's night is at least one time of the year when we can recognize those who make major financial contributions for local section support.

## Students' Night

For Students' Night, a good combination is a top NDTer as the speaker and an educator/trainer as technical chairperson.

## Spouses' Night

Spouses' Night affords an opportunity to invite wives, husbands, or good friends and to show them what ASNT is really like. Since spouse refers to the wife the majority of the time, select a topic and speaker who will interest them, such as: "Women in the Industrial World" or "Ultrasonics During Pregnancy". Don't bore the spouses with a highly technical program.

## Plant Visits

Plant visits are typically among the most popular section programs from an attendance standpoint. Some sections have found guided plant tours of major industries of sufficient interest to conduct several such tours during the section year. Plant tours are held instead of or in addition to, monthly technical meetings. Be a gracious guest and arrange your plant tours well in advance.

## Joint Meetings

As geography frequently presents a problem in obtaining qualified speakers on subjects of current interest, many contiguous sections have obtained "circuit speakers" for meetings.

The program chairmen of the participating sections decide on subject and speaker for these meetings and then obtain the speakers. Section meetings are "at home" and on succeeding nights so that one speaker can cover a geographical area with a minimum of travel and time. These Sections, if any, can share speakers' expenses, equally. Also, don't forget the home talent. Localized sections make extensive use of these people by an inter-section exchange.

Many Sections hold joint meetings with other societies having a common interest in a particular subject. At a joint meeting, section business of either society should be avoided or kept to a minimum. Where dinner reservations are a requisite, the responsibility should rest with each society and closely coordinated by both.

### Social Meetings

The dinner-dance, theater party, family picnic, fishing party, clambake, holiday party, and spouses' night are all devices to add variety to a yearly program of meetings. The Entertainment committee is the ideal group to arrange and operate these functions, which should be self-sustaining.

### Advertiser Appreciation Night

This is an excellent way to thank the section yearbook advertisers and "meeting" sponsors for supporting ASNT at the Section level. It is also a benefit to the Section from an attendance standpoint. Set up the meeting whereby the advertisers (vendors of NDT materials) can have tabletop displays for section members to view. You might want a special committee to make arrangements.

### Meeting Arrangements

#### General

Responsibility for an efficient and well-run meeting can be traced to the effectiveness of the Meeting Arrangements Committee. Although the scope of this committee will vary from section to section, it normally includes the physical arrangements for section meetings and functions.

The Meeting Arrangements Committee should begin its activities well before the first meeting of the section year. Action is required as soon as the complete program has been determined and as soon as the Section Executive Committee has determined the meeting dates and sites.

Meeting sites should be selected to augment the program and with consideration for the convenience of the members. Confirmation for meeting place and date should be made as early as possible and in writing. The range of menu selection, pricing, and guarantee policies should be well investigated prior to making the decision for each meeting or function.

#### Preparation for the Meeting

- Arrange for the meeting room, food and beverage, taking into consideration religious dates and holidays.

- Submit the guarantees as previously agreed.
- All arrangements for a meeting should be planned and completed in advance.
- Designate one member to arrive at least one half hour early to determine that all previous arrangements are in good order.

#### Outside the Meeting Room:

- Proper facilities for checking or handling of hats and coats.
- Tables, chairs, and equipment such as tickets and cash boxes for ticket sellers.
- Tables for registration and badges.
- Pre-meeting facilities, if desired by the Section.

#### Inside the Meeting Room:

From an earlier determination of the speaker's equipment requirements, ascertain that these properties are conveniently placed and are in working order.

In addition to the usual equipment pertinent to a given speaker, the following routine items should also be checked to insure an orderly meeting:

- Seating arrangement for the head table including the number of people and their placement.
- A lectern should be available at the speaker's table and a floor podium elsewhere, if desired by the speaker. Lecterns should be individually lighted for use with narrative notes for movies and slides.
- The public address system should be checked and in good order and microphones placed at each lectern and as otherwise needed.
- Flags, Section banner, and gavel should be in proper place.
- Screen, projector stand, and projectors should be positioned and ready to operate. Secure a competent operator for projection equipment and also have an extra light bulb on hand for the projector. Predetermination of light switches, wall outlets, and extension cords will save embarrassment and confusion. It is a good idea to run the film before the meeting with the speaker present.
- Whiteboard, markers, eraser, and pointer should be readily available.
- Ice water and glasses for speakers are strongly recommended.
- Have all possible needs covered and arrangements made before the members and their guests arrive.

#### At the conclusion of the meeting:

- Films, slides, and other properties belonging to the speaker should be returned.

- Audio-visual equipment should be returned to the lender.
- Section properties should be turned over to those members responsible and in good order so that this equipment is ready for the next meeting.

### Assisting Your Speaker and Your Section

Knowledgeable people who are willing and able to share their expertise with ASNT Sections via technical presentations at Section monthly meetings are among the most valuable resources available to Sections. Such a valuable resource must be treated with greatest care. The following are some guidelines for assisting your speakers.

The member with the particular meeting assignment should make a personal phone call or mail contact with the potential speaker well in advance of the meeting giving date, location, topic or field desired, and details of the program. If a copy of the agenda or a similar program used in the past is available, send the speaker one. Miscellaneous information such as approximate attendance expected, make-up of audience, or any other details regarding the type of affair or meeting should be provided to the speaker. Determine what expenses, if any, the Section will incur for travel, lodgings, or the speaker's honorarium.

The Guest Speaker Data Form contained in this Programming Guide will be of great use in making the follow-up. Confirm by letter the outcome of the contact and enclose a copy of the Guest Speaker Data Form for the speaker to fill out and return. The form will provide a brief biography of the speaker, correct title of his or her talk, and short summary or abstract of the speech. The speaker is also requested to send a current photograph. The speaker will be able 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 any hotel reservations to be made by the Section? (3) Will his or her spouse be coming as well? And (4) will he or she want to make any plant visits?

At the meeting be sure that the speaker (and spouse) receive a badge. Introduce the speaker to the Section Officers and other members on an informal basis. Be sure to allow time for a press conference if the speaker has cleared it. Check out any special equipment that the speaker has asked for and be sure to remind the speaker of how long the presentation should be.

Following the meeting be sure to see that the speaker is returned to the hotel or airport. A recognition letter within a week to both the speaker and his or her employer, expressing the Section's appreciation, is appropriate. Two courtesies that the Section can extend depending on its budget are: (1) have a plant or fruit

basket or some such item delivered to the speaker's spouse; and (2) present a gift or memento to the speaker at the close of the meeting.

If any publicity appears in the local press, be sure to send a copy to the speaker.

## MEETING ARRANGEMENTS CHECKLIST

### Outside the meeting room:

- \_\_\_ 1. Checkroom facilities
- \_\_\_ 2. Registration area
  - \_\_\_ a registration table and chairs
  - \_\_\_ b. cash box
  - \_\_\_ c. tickets
  - \_\_\_ d. badges/badge holders/special badges
  - \_\_\_ e. pencil and paper
  - \_\_\_ f. easel and sign

### Inside the meeting room:

- \_\_\_ 1. Standing lighted lectern and microphone
  - \_\_\_ a. check bulb and amplification
- \_\_\_ 2. Projection screen
- \_\_\_ 3. Speaker's table
- \_\_\_ 4. Ice water and glasses
- \_\_\_ 5. Gavel
- \_\_\_ 6. Flags, banners
- \_\_\_ 7. Whiteboard, markers, and eraser
- \_\_\_ 8. Pointer (electric or stick)
- \_\_\_ 9. Check Projector(s), VHS/DVD Player
- \_\_\_ 10. Projector stand(s)
- \_\_\_ 11. Rheostat control or light switch
- \_\_\_ 12. Extension cords
- \_\_\_ 13. Electrical outlet
- \_\_\_ 14. Membership or literature display

### After the meeting:

- \_\_\_ 1. Slides/film returned to speaker
- \_\_\_ 2. Section equipment in the hands of the responsible member
- \_\_\_ 3. Borrowed equipment to lender

## CHECKLIST FOR SPEAKER

### Inviting the speaker:

- 1. Invite the speaker early.
- 2. Advise the speaker of the details of the program.
- 3. If a copy of the agenda is available, send one to the speaker.
- 4. Determine the topic or field desired and how long the talk should be.
- 5. Describe the type of audience.
- 6. Give the speaker details regarding the type of affair or meeting.
- 7. Settle upon honorarium or expenses, if any.

### Follow-up (Use the Guest Speaker Date form contained in this Section Leadership Guide):

- 1. Confirm date, place, and time.
- 2. Obtain a 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 and advise the speaker of the whys, hows, and wheres.
- 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 visit any plants.

### At the meeting:

- 1. Provide the speaker (and spouse) with a badge.
- 2. Arrange for him or her to meet your officers and key members.
- 3. If he or she has cleared a press conference, allow plenty of time.
- 4. Check out the special equipment well in advance.
- 5. Make sure the speaker has water and a glass handy.
- 6. Be sure the speaker is reminded of how long the talk is expected to be.

### 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

Speaker: \_\_\_\_\_ Meeting date: \_\_\_\_\_

My name, title and company (to appear in publicity and on the program):

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---

My biographical sketch is as follows:

Education:

---

Experience related to talk:

---

---

---

---

Brief outline of career (especially where of interest to audience):

---

---

---

---

---

---

Honors and Awards:

---

---

---

---

Other:

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---

Title of my talk:

---

Abstract of talk: (what new information is covered, or how is existing information handled in a different way?)

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How does or can this information and its treatment affect members of the audience?

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**GUEST SPEAKER DATA FORM**  
(continued)

Speaker: \_\_\_\_\_ Meeting date: \_\_\_\_\_

Audio/Visual Needs:

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

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

Projector: Overhead and screen \_\_\_\_\_ Projector \_\_\_\_\_ Laserpointer \_\_\_\_\_

Video Player Format: VHS \_\_\_\_\_ DVD \_\_\_\_\_ Powerpoint Projector \_\_\_\_\_

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

Personal requirements:

I would/would not like to be met upon arrival (date) \_\_\_\_\_ (hour) \_\_\_\_\_

(Airport) \_\_\_\_\_ (airline and flight) \_\_\_\_\_

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

I will require Hotel Reservations for the night of \_\_\_\_\_

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

I will require a (type of) \_\_\_\_\_ room, preferably at (name of hotel) \_\_\_\_\_

I would like to visit local plants on \_\_\_\_\_

Enclosures:

I (have enclosed /will send promptly/have sent) a glossy photo for publicity purposes  
(passport type, size not critical).

I (attach a copy / do not have a copy) of my talk.

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Note: Receipt of photograph and information on page 1 required at least six weeks  
before meeting date.

Use a second form to transmit additional information up to two weeks before the  
meeting date.

## Appendix C

### Membership Committee Organization and Duties

The Membership Committee is a standing or required Committee for all local Sections. The Committee Chair is among the names of the Executive Board required to be reported to ASNT HQ. The assigned Chair and the Committee are generally responsible to membership recruitment, growth and retention. This Appendix takes into account that Sections vary in size and that the Committee may be one person or actually consist of several subcommittees in larger Sections.

- General Responsibilities of the Committee Chair
- Review membership rosters from national
- Attain or exceed minimum preset retention and growth goals for the Section
- Record progress for periodic reports to the Section Chair
- Communicate with Section Chair and ASNT HQ
- Oversee recruitment and retention efforts
- Develop lines of communication with new and past-due members

Membership Committee Activities, as noted above, will be determined by the size and activity of the Section.

#### Small Sections

The Membership Chair in a small Section is likely to bear total responsibility for all membership activities. Following is a guideline for the “one-man shows.”

- a. Review and maintain the membership readouts. Using the readouts or disks will enable you to:
  - Prepare the membership roster for the Section
  - Prepare historical rosters
  - Prepare section mailing labels
  - Prepare necessary form letters
- b. Develop local membership contest or drives
- c. Keep membership informed of national membership contests.
- d. Insure that new members or visitors are welcomed at Section meetings
- e. Insure that membership applications are available at all Section functions.
- f. Keep the Section Chair informed.

#### Larger Sections

Large Sections may have the luxury of forming subcommittees to handle necessary tasks. For example:

a. Membership Retention Committee

- Monitor renewals through the lists and printouts provided from HQ
- Develop a “Reminder To Renew” letter to tell them what is upcoming and how their membership benefits them and the Section. Send two months before due date.
- Follow up on past due members by phone or personal contact.
- Find out why the member is not renewing. See if the problems can be corrected and DO SO IMMEDIATELY.
- Invite them to become more involved in Section activities.

b. Membership Growth Committee

- Know the benefits of ASNT membership
- Develop a list of prospective members based upon local industry or requests received at HQ and invite them to join and FOLLOW UP.
- Advertise Section Meetings in local media.
- Keep a supply of membership literature on hand at all times and distribute them 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 in structuring 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 initiation fee or providing their first meeting free.

c. Maintenance Committee

- Keep a current and correct membership roster.
- Insure that new members’ names are added to the mailing list as quickly as possible.
- Report all maintenance (address changes, members who have moved to another Section area, etc.) to HQ immediately and include new or forwarding addresses.
- Notify HQ of any member deaths immediately.

- Record all maintenance received from HQ
  - Report all returned mail to HQ
- d. Survey Committee
- Develop a survey or questionnaire that will give you information on member needs
  - Send survey out annually if possible
  - Enclose self-addressed and stamped envelope along with a deadline for the response
  - Make the survey short and provide answers to check off, but also include a section for OTHER comments.
  - Find out why members do not attend meeting 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!

e. Welcoming Committee

Before the first meeting:

- Contact ALL new members. A special welcoming letter is recommended, with phone or personal follow-up if possible. The letter should include a meeting schedule and yearbook.
- With approval of the Executive Board, offer incentives to new members attending their first meeting.

Once you get them to the meeting:

- Introduce new members to other Section members (or assign someone to each new member)
- Ask the member for a brief self-introduction
- Personally ask the new member to become involved with in Section activities.
- MAKE THEM FEEL WELCOME AND NEEDED!

f. Recognition

This Committee would coordinate the selection, acquisition and use of incentives for member recruitment. For example:

- Gifts such as T-shirts, hats, pen/pencil sets, etc.
- A free dinner meeting
- Free membership renewal
- Publicity (e.g., recruiter of the Month/Year could be included in your Section News for publication *in Materials Evaluation*).

Planning and Goals

Membership, recruitment or renewal, is a vital aspect of local Section survival. The membership must grow continually in order to compensate for losses and to provide the necessary number of potential Section leaders. Selection of the Membership Chair and the committee members must not be in haste. It is a difficult job and one not easily accomplished by just anyone.

**SAMPLE TELEMARKETING QUESTIONNAIRE FORMAT**

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

Caller's Name: \_\_\_\_\_

\_\_\_\_\_

(Member's name)

(Member's phone number)

Good morning, this is \_\_\_\_\_ (caller's name) \_\_\_\_\_ from the \_\_\_\_\_ (Section name). We noticed that you have not renewed your membership for the 20XX-20XX year. We value your membership in the Society and wonder why you have not renewed? (REASON):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you been a member of ASNT?

\_\_\_\_\_

In what area of NDT are you employed?

\_\_\_\_\_  
\_\_\_\_\_

What is it that ASNT or the Section is not offering you?

\_\_\_\_\_  
\_\_\_\_\_

What will it take to get you to rejoin?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Member sending dues to \_\_\_\_\_ National \_\_\_\_\_ Section Chair      Amt:  
\$ \_\_\_\_\_

\_\_\_\_ Member requested billing

BILLING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

---

---

\_\_\_\_ Member may renew at a later date.

Follow-up on:  
(Day, month, year)\_\_\_\_\_

\_\_\_\_ Member will not be renewing.

## SAMPLE RENEWAL LETTER

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

Our Section has had a tremendous year and we'd like you to know that we've appreciated your help in contributing to its success.

We are in the midst of planning an equally exciting program for the upcoming year and are confident that you will, again, wish to be involved.

We hope that you will remember to renew your membership, which comes due in two months, so that we can continue to keep you on our mailing list to receive next year's announcement of events.

Looking forward to seeing you at the next meeting, which takes place on the evening of March 31, at 6:30.

Sincerely,

>>Section Representative<<

>>Officer Role<<

>>Section Name<<

## SAMPLE INVITATION LETTER

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

Your name has been forwarded to me as a potential ASNT member, and I would like to take this opportunity to invite you to join.

As a 7-year member myself, I know that you can benefit both personally and professionally from the services that ASNT has to offer.

Please take a few moments to look over the enclosed information highlighting the services you too can benefit from, as are over 9,000 other fellow members. If you have any questions, my phone number is listed below; or you may contact the National office at: 1-800-222-ASNT.

The East Florida Section of ASNT is meeting on March 31<sup>st</sup> at 6:00 pm in the Holiday Inn Cafeteria—we'd be pleased to have you as our guest that evening.

Looking forward to meeting you soon!

Sincerely,

>>Section Representative<<

>>Officer Role<<

>>Section Name<<

SAMPLE LETTER

“Welcome New Members”

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

As Membership Chair for the Los Angeles section of ASNT, I'd like to welcome you to our section and its many activities. Our Section dates back to 1949, presently has over 400 members, and offers the most extensive and diverse training in NDT to be found anywhere.

The enclosed yearbook provides you with the names of our officers, directors and committee chairmen. If you have special interest and talents that you might put to work for us, please contact either the chair of the Section, Mr. Bill Bright, or the committee chair.

We hope to continue to service our membership through the collection and dissemination of technical information of interest to those who make their living in connection with the field of NDT. You will be receiving notices of our technical meetings and of the educational seminars, which are held each fall and spring.

Again, welcome to active membership in the Los Angeles Section!

Sincerely,

>>Section Representative<<

>>Officer Role<<

>>Section Name<<

## SAMPLE WELCOME LETTER

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

The Minnesota Section of ASNT welcomes you to our section. We have enclosed a program schedule for this year, our yearbook, and a ticket good for one free meeting during this fiscal year.

Please contact Neil Bailey to coordinate your attendance at the meetings. Neil is an Instructor at the Hutchinson Area Vocational Technical Institute, NDT Dept., and his number is (612) 587-3636, extension 270. He will make sure your place is reserved.

Please feel free contact any of us if we may help you.

Sincerely,

>>Section Representative<<

>>Officer Role<<

>>Section Name<<

THIS CERTIFICATE ENTITLES THE BEARER TO ONE  
FREE MEETING REGISTRATION. PLEASE PRESENT  
THIS TO THE HOST AT ANY XX-XX MEETING

O N E (1) F R E E M E E T I N G

Greg Rosier, Chair

## SAMPLE EXPIRED MEMBERSHIP LETTER

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

As Chair of the East Florida Section of The American Society for Nondestructive Testing, I have been closely monitoring the renewal percentages of our membership and note that you have not renewed for the 20XX-XX year.

As a good NDT'er, you are aware of and care about the tremendously important work being done by ASNT. As Section chair, I am aware of the importance of keeping the talents and abilities of people like you involved with the Section to help maintain its strength and visibility.

This year we expanded our Education Program and welcomed 45 new members into the Section. Next year we plan to hold our first Career Profile Night, expand our yearbook, and win the National President's Award.

We'd like you to be a part of what promises to be the best year ever! At this time, I'd like to ask you to give serious thought to renewing your membership. Please feel free to use this letter to accompany your dues payment, and forward to me at the address above.

If there has been a problem, or if you have any questions, please feel free to call me. Looking forward to seeing you at the next meeting.

Sincerely,

>>Section Representative<<

>>Officer Role<<



## SAMPLE PROSPECTIVE CORPORATE PARTNER LETTER

>>Date<<

>>Full Name<<

>>Address 1<<

>>Address 2<<

>>City<<, >>State<< >>Zip<<

Dear >>Name<<:

You are on the cutting edge of advancement changes in your industry. It is your level of expertise in the major industrial fields from which we draw our plans for future services.

The American Society for Nondestructive Testing (ASNT) represents nearly every heartbeat industry in the U.S. and internationally as well. Your membership in ASNT gives us a mutually beneficial relationship. You are a partner in our future, and your vision can enable us to more adequately define our long-range plans. We in turn, serve the educational needs of those personnel who perform NDT and evaluate materials to insure their serviceability, durability, and quality.

As an ASNT Corporate Partner, your company and its three selected representatives (delegates) will receive certificates of membership and membership cards. Your first copies of *Materials Evaluation*, our monthly journal, will reach you within 45 days of the time that you join.

The East Florida Section, which operates in the Foster/Orlando area, now boasts 12 ASNT Corporate Partner affiliations, who all actively support its activities. By joining ASNT as a Corporate Partner, your company and its representatives can benefit from monthly section activities, as well as gaining visibility nationally as a leader in the field of NDT.

Enclosed is an application for Corporate Partner affiliation, as well as a program of activities for the year. (Please feel free to attend our next meeting as my guest.) The members of the East Florida Section are looking forward to you and your company joining us, and thank you in advance for your company's support of Section activities.

Sincerely,

>>Section Representative<<

>>Officer Role<<

## **APPENDIX D**

### **PREPARATION AND PUBLISHING SECTION YEARBOOKS**

#### **General**

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

#### **Required Contents**

The basic requirements for content of the yearbook are:

- Incoming Chair's Message
- Names and addresses of Section Members
- List of National Officers and Directors
- SOC Regional Director
- Section Officers and Directors
- Program for the Year (When speakers have not been confirmed, the date and general subject will be considered adequate).

#### **Optional Contents**

- 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 Chairmen
- List of Committees and Chairs
- Technical Information of Internet
- Any Article of Interest

#### **Advertisers**

If the Section successfully solicits paid advertisements for the Yearbook, they will be able to cover printing costs and possibly turn a profit. Start lining up advertising very early (Spring, if possible). Costs for ads should not be prohibitive; but they must be enough to make it worthwhile. See sample letters in this Appendix.

## **Editorial Staff**

The Committee Chair must have assistance in producing the yearbook because there are many facets that must be drawn together (articles, printers, advertisements, etc.) to form the final book.

## **Distribution**

The yearbook should be distributed to each member and advertisers should receive several copies. One copy shall be submitted with the President's Points Award. Additional copies should be kept on hand at the meetings and even taken to national conferences for other members.

## Advertising Solicitation Sample Letter

>>Date<<

Dear Sir/Madam:

The Detroit Section yearbook is now being prepared for publishing. In our last publication 500 copies were distributed to Section members, guests, students and to other technical societies such as the American Society for Quality Control. Not only is this country's largest manufacturing base, but also perhaps never before has industry been more receptive to testing, inspection and quality control equipment and services.

This is a unique opportunity to reach a specialized market; in fact, one major corporation uses the yearbook as a buyers' guide and places your name into the corporate computer. This means that your advertisement is reaching a significant group of potential buyers.

1/2 Page	\$ 75.00
Full Page	\$ 105.00
2 page spread	\$ 180.00
Inside Front Cover	\$ 140.00
Inside Back Cover	\$ 140.00
Outside Back Cover	\$ 170.00
Center Spread	\$ 240.00

Note: No increase from 20XX's rate.

Sign up now for the 20XX-XX yearbook. Do not miss this excellent advertising opportunity. Priority for space will be in the order as received. Deadline for space reservation is July 15, 20XX. Your reservation should include a full size copy suitable for offset printing. We can also offer you assistance in the typesetting and keylining of your ad this year, at an additional cost.

Please fill out the attached agreement and return it with you check or purchase order. If more than one copy of the yearbook is desired, please advise. We look forward to your continued support and including your company among the 20XX yearbook advertisers.

Sincerely,

>>Section Representative<<

>>Officer Role<<



NAME _____ _____	NAME _____	NAME
ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ _____	NAME _____	NAME
ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ NAME _____	NAME _____	
ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ NAME _____	NAME _____	
ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ _____	NAME _____	NAME
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ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ _____	NAME _____	NAME
ADDRESS _____ _____	ADDRESS _____	ADDRESS
NAME _____ _____	NAME _____	NAME
ADDRESS _____ _____	ADDRESS _____	ADDRESS

YEARBOOK COURTESY OF:

## APPENDIX E

### PRESIDENT'S AWARD PROGRAM

The President's Award Program is a tool to assist the local Section's leadership in the conduct of Section management and operation. Section Chairs should become familiar with the program and assign their Officers reporting responsibilities. The Section Operations Council (SOC) Officers, SOC Regional Directors and ASNT Member Services Staffers are available to answer your program questions.

**NOTE:** *Sections involvement in the President's Award Program is not mandatory, although there are minimum reporting requirements for Sections in order to make them eligible for their rebates. The required reports are Report of Section Officers; Advance Program/Schedule (including dates and locations); Projected Section Budget; Final Section Financial Reconciliation. It is recommended that Sections use the available reporting forms, as they detail the report(s) requirements and submission instructions.*

The President's Award Program is based on point values assigned to various management or operation categories. The categories and point values are established by the SOC Awards Division and are reflective of Section activities which are considered important to the Section and appropriate to the goals of the Section and of the Society. Categories included are appropriate to all sizes of Sections and, of course, require involvement by your Section leadership.

The President's Award Program runs from July 1 to June 30 each year. The maximum number of points a section can earn in a year is 14,750. Annual Section achievement levels are calculated after June 30.

Program achievement levels are as follows:

Gold: 10,501 to 14,750 Points  
Silver: 8,001 to 10,500 Points  
Bronze: 5,500 to 8,000 Points

Point summaries are communicated to the Section leadership on a quarterly basis. Section standings can be found on the ASNT Web site.

This program is dually evaluated and administered by the SOC Awards Division and ASNT Headquarters. Recommended changes to the current program may be suggested by any Section Chair. All suggestions must be submitted in writing, via e-mail to [presaward@asnt.org](mailto:presaward@asnt.org), to the SOC Awards Division chair for consideration.

## Periodic Summaries

Point summaries will be provided to the Section Leadership on a quarterly basis. The October issue of *Materials Evaluation* will publish the annual achievement levels of all sections for the previous year.

## Administration

ASNT Headquarters and the SOC Awards Division administer this program. Recommended changes may be made by any Section Chair and must be in writing to the President's Award Program Evaluation Committee Chair.

## Chair's Responsibility

The Section Chair should review the President's Award Program and submission requirements with the cognizant Section Leadership individuals as soon as possible to establish reporting and submission responsibilities. Your SOC Regional Director would be receptive to being invited to attend this meeting.

## Submissions

A submission form is included in the manual for each activity eligible for President's Award points. The appropriate submission form must accompany documentation sent to Headquarters to claim points in any category. Documentation sent without the appropriate submission form will not receive points. The Headquarters Staff will use the postmark date as the submission date and you will be responsible to establish proof of the submission in the event of an appeal.

## Appeals Process

All quarterly and final reports for President's Award Program points are electronically issued to the section chair.

Your section can appeal should you feel that your points have been incorrectly tallied or you have not been given proper credit. As approved at the 1995 Fall Conference, the process for President's Award Program appeals is as follows:

1. Appeals must be made in writing to the SOC President's Award Program Appeals Committee Chair within 30 days from the issue date of quarterly reports, or within 15 days of the final (year end) report issue date. The appeal must identify the specific questionable items and provide pertinent documentation substantiating the claim. The appeal must be sent to ASNT Headquarters, Attn: President's Award Program Appeals Committee Chair.

2. The President's Award Program Appeals Committee Chair will advise you and headquarters staff in writing of your appeal decision within 15 days of receipt of the claim.
3. You may further appeal to the SOC Executive Committee by writing to the SOC Chair, if you are dissatisfied with the determination. The appeal must be received within 15 days after notification from the President's Award Program Appeals Committee Chair. This letter must provide the details of the claim. The SOC Executive Committee will schedule a meeting within 90 days of receipt of the appeal and include your section representative, ASNT staff, your regional director and at least one member of the SOC Executive Committee. The SOC Executive Committee has the final ruling on all appeals. The SOC Chair will notify all parties of the determination subsequent to the meeting.

**PRESIDENT'S AWARD PROGRAM  
SUMMARY SHEET AND PROGRAM LOG/CHECKLIST**

				HEADQUARTERS USE		
Date Due	Item	Possible Points	Date Sent	Date Rec'd	Points Earned	Remarks
<b>* SECTION OFFICERS – MAXIMUM POINTS 1000</b>						
Aug 1	* Report of Officers	1000				
<b>SECTION PUBLICATIONS– MAXIMUM POINTS 2500 (up to 10 mtg notices &amp; reports)</b>						
Aug 1	July Meeting Notice	100				
Aug 1	July Meeting Report	150				
<b>* SECTION BUDGET – MAXIMUM POINTS 500</b>						
Sep 1	* Section Budget	500				
<b>SECTION PUBLICATIONS</b>						
Sep 1	August Meeting Notice	100				
Sep 1	August Meeting Report	150				
<b>* ADVANCE PROGRAM – MAXIMUM POINTS 1000</b>						
Oct 1	* Advance Program 8 or more mtgs	1000				
Oct 1	* Advance Program 3-7 meetings	500				
<b>SECTION PUBLICATIONS</b>						
Oct 1	Sept Meeting Notice	100				
Oct 1	Sept Meeting Report	150				
Nov 1	Oct Meeting Notice	100				
Nov 1	Oct Meeting Report	150				
<b>SECTION YEABOOK – MAXIMUM POINTS 1000</b>						
Nov 15	Yearbook to Members					
Dec 15	Yearbook to Headquarters	1000				
<b>SECTION PUBLICATIONS</b>						
Dec 1	Nov Meeting Notice	100				
Dec 1	Nov Meeting Report	150				
Jan 1	Dec Meeting Notice	100				
Jan 1	Dec Meeting Report	150				
<b>NOMINATION FOR AWARDS – MAXIMUM POINTS 1000</b>						
Feb 1	SOC – Tech of the Year	500				
Feb 1	SOC – Mentoring Award	500				
Feb 1	ASNT Fellow	500				
Feb 1	Young NDT Professional	500				
Feb 1	Meritorious Service Award	500				
Feb 1	Robert McMaster Gold Med	500				
Feb 1	Selection Committee	500				
<b>SECTION PUBLICATIONS</b>						
Feb 1	Jan Meeting Notice	100				
Feb 1	Jan Meeting Report	150				
Mar 1	Feb Meeting Notice	100				
Mar 1	Feb Meeting Report	150				
Apr 1	Mar Meeting Notice	100				
Apr 1	Mar Meeting Report	150				
May 1	April Meeting Notice	100				
May 1	April Meeting Report	150				
Jun 1	May Meeting Notice	100				
Jun 1	May Meeting Report	150				
Jul 1	June Meeting Notice	100				

Jul 1	June Meeting Report	150				
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**PRESIDENT'S AWARD PROGRAM  
SUMMARY SHEET AND PROGRAM LOG/CHECKLIST**

Date Due	Item	Points	Date Sent	Date Rec'd	Points Earned	Remarks
<b>* FINAL FINANCIAL RECONCILIATION – MAXIMUM POINTS 500</b>						
July 15	* Final Financial Reconciliation	500				
<b>MEMBERSHIP GROWTH AND RETENTION – MAXIMUM POINTS 1750</b>						
AYD	Promotion to Non Member Company (Letter/E-Mail/Visit)	100/ea. Max 500				
AYD	Reminder to Past Due Members (Letter/E-Mail)	10/ea. Max 250				
Hdqtrs	Retention - Percentage	500				
Hdqtrs	New Members – Percentage	500				
<b>ADULT EDUCATION/TRAINING – MAXIMUM POINTS 2500</b>						
AYD	Training Program	100/hr.				
AYD	Training Prog Attendance	10 ea.				
AYD	Training Prog Promotion	500				
<b>STUDENT OUTREACH – MAXIMUM POINTS 1500</b>						
AYD	Presentation in Classroom	500				
AYD	Science Teachers Workshop/ Science Fair Participation	500				
AYD	Meeting with Science Teachers	500				
AYD	Career Day Participation	500				
AYD	Student Scholarships	500				
<b>SECTION OUTREACH – MAXIMUM POINTS 1500</b>						
AYD	Request for RD/National Officer Meeting	250				
AYD	Attendance of RD/National Officer at Meeting	250				
CONF	Attendance at SOC Meetings - National Conf.	100/ea Max 500				
CONF	Attendance at SOC -Regional Planning Meetings – 1 or more attendees	500				
CONF	Attendance at SOC - Section Leaders' Conference – 1 or more attendees	500				
AYD	Mentoring Another Section	500				

**FINAL DATE FOR SUBMISSION OF ALL REPORTS IS JULY 15.**

**TOTAL MAXIMUM POINTS – 14,750**

**APPENDIX F**

## TECHNICIAN AWARD/RECOGNITION PROGRAMS

This Award is intended for an individual whose primary duties are those of a technician. As such the acceptability of various products is determined by this individual from determined criteria and the data the individual collects through the application of one or more nondestructive test methods. The nondestructive test method(s) is (are) performed to written instructions. In general, the individual's duties and responsibilities should be similar to those described by SNT-TC-1A for NDT Level I or NDT Level II personnel.

In order to satisfactorily accomplish these goals, the award must start at the local level and progress from there. It is suggested that the local Section award criteria be identical to that used for national award. Please refer to the national award nomination process found online at [www.asnt.org/awards](http://www.asnt.org/awards).

## GUIDELINES TO LOCAL SECTIONS REGARDING TECHNICIAN RECOGNITION

The following are suggested guidelines to ASNT Local Sections for recognition and designation of a local Section "Technician of the Month" and "Technician of the Year".

1. Establish an "Ad-Hoc" Technicians Committee consisting of practicing NDT technicians and one (1) advisory (non-voting) member of the local Section Executive Committee.
2. Charge the Ad-Hoc Technicians Committee to:
  - a. Establish point values for each evaluation category used.
  - b. Encourage and assist the NDT technicians to seek out and publish in local "Section Notices" and *Materials Evaluation* NDT techniques developed and utilized in their community.
  - c. Encourage and assist the NDT technicians in presenting NDT techniques at the local Section meetings.
  - d. Encourage and assist the NDT technicians in presenting NDT technology in educational programs.
  - e. Evaluate participation by practicing NDT technicians in accordance with the attached guidelines and recommend a Technician of the Month and a Technician of the Year to the Local Executive Committee
  - f. Assist in preparation of the local Section's nomination for the national Lou DiValerio Technician of the Year.
3. The local Section should designate fifteen (15) to thirty (30) minutes of each business meeting to:

- a. Honor the Technician of the Month or Technician of the Year or
- b. Hear a presentation by a practicing NDT Technician.

The local Section should honor its Technicians of the Year at its annual spring business meeting.

Information, nominee eligibility requirements and nomination form for ASNT's Lou DiValerio Technician of the Year Award can be found online at [www.asnt.org/awards](http://www.asnt.org/awards).

## **APPENDIX G**

## **MENTORING AWARD**

Mentoring is an important activity that the Section Operations Council of ASNT intends to honor by offering an award to outstanding mentors of the past and present. Realizing that mentors have probably touched every person in the Society at some time, this award may be presented to more than one honoree. The maximum number of recipients in any given year will be five. The award is presented at the annual Fall Conference.

### **PURPOSE**

The award for outstanding mentor was established to recognize those people in the Society working to encourage others to reach goals they may have otherwise not sought and to offer the rest of the membership an example of what they could be accomplishing by acting as mentors. With the understanding that mentoring may take many forms, the following eligibility categories have been established:

Individual – Assisting one or more individuals to reach goals in the NDT industry that they may have not otherwise attained.

Group – Providing positive guidance to a group such that a goal of significant value to ASNT or to the NDT industry is achieved by that group.

Indirect – Providing mentoring opportunities for others by creating an environment that fosters and encourages such relationships with positive outcome.

### **CRITERIA FOR SELECTION**

Individuals selected for the Mentoring award shall have made outstanding contributions in assisting a person or persons to reach goals in the industry that they may not have attained otherwise. Such contributions may be in the area of general math and sciences as with students, or specifically industry related assistance to colleagues or co-workers.

### **METHOD OF NOMINATION**

An announcement shall appear in the January issue *Materials Evaluation* requesting nominations from the general ASNT membership be submitted to the Subcommittee Chair by February 1<sup>st</sup>. Also, the Subcommittee Chair shall solicit the names of nominees from each of the members of the subcommittee, no later than February 1<sup>st</sup>.

All nominations shall contain the following information:

- Name of Nominee
- Address of Nominee
- Business Affiliation of Nominee
- Nomination letter not to exceed 350 words outlining the contributions the

nominee has made.

## **NOMINEE ELIGIBILITY REQUIREMENTS**

- Must be an ASNT member
- Have a minimum of 5 years in NDT
- Have made outstanding contributions as a mentor in any of the mentoring type categories above

## **NOTIFICATION**

The recipient(s) shall be notified following the decision of the awards committee. Notification shall be prepared by Headquarters and sent by certified mail. An invitation to receive the award at the appropriate Fall Conference banquet shall be extended.

After the committee has approved the recipient (s), all nominators shall be sent notification of the winner. No discussion should be given as to why the unselected nominees were not chosen.

## **EXPENSES**

The recipient of the award(s) shall receive complimentary registration and banquet ticket for the conference when the award will be presented.

## **CONFIDENTIALITY**

All deliberations of the subcommittee shall be confidential. No discussion regarding the selection process or any aspect of the subcommittee's activities shall be divulged.

The members of the committee and the Awards Committee shall hold the results of the subcommittee's activities confidential. Names of unsuccessful candidates shall be held confidential because of consideration in later years.