

The Chattanooga Section Of The American Society For Nondestructive Testing

Constitution and Bylaws  
Revision 42

THE CHATTANOOGA SECTION  
OF THE AMERICAN SOCIETY  
FOR NONDESTRUCTIVE TESTING

CONSTITUTION AND BYLAWS

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**Revision Log**

Revision	Date	Description
0	1960	Initial Issue
1	1993	Revised to reflect current business practice and organizational structure.
2	2004	<i>General revision to reflect current business practice and compliance with national guidelines.</i>

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**PREFACE**

In accordance with the Constitution and Bylaws of the American Society for Nondestructive Testing, Inc., incorporated under the General Not-for-Profit Corporation Act of the State of Ohio, the following Constitution and Bylaws are hereby established for the Chattanooga Section of the American Society for Nondestructive Testing, Inc.

**CONSTITUTION**

**PREAMBLE**

This Section Constitution supplements the Constitution of the American Society for Nondestructive Testing, Inc., (hereinafter called Society) and clarifies the Section organization under the Society Constitution. Nothing in the Section Constitution shall be contrary to the Society Constitution; if conflicts appear, the Society Constitution shall prevail.

**ARTICLE I-NAME**

The name of this Section shall be The Chattanooga Section of the American Society for Nondestructive Testing, hereinafter referred to as the "Section".

**ARTICLE II-PURPOSE**

The Purpose of this Section of the Society is the same as that of the American Society for Nondestructive Testing, namely: To provide forum for exchange of NDT Technical information. To provide training, standards and services for the qualification and certification of NDT

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personnel. To promote the discipline of NDT as a profession. To facilitate and promote NDT research and the application of NDT technology.

**ARTICLE III-LIMITATIONS**

The following limitations shall apply to the operations and activities of the Section: No part of the funds of the Section shall inure to the benefit of any private individual. The Section shall engage in only activities which are educational, scientific, or charitable. Whenever fees are charged for commercial exhibits, authorization must be requested from the National Board of Directors at least six (6) months in advance as outlined in the National ASNT Bylaws, Article VIII, Section 7.

**ARTICLE IV-MEMBERSHIP**

Section 1: Voting rights are extended to Individual, Honorary, *Lifetime, Retired*, and Sustaining Members – one vote each. Corporate Member is entitled to one vote for each delegate enrolled in this Section, with a maximum of the three (3) delegates enrolled in the Society; Individual, Honorary, *Lifetime, Retired* and delegates of Sustaining and Corporate Members may hold office in the Section.

Section 2: The Section may elect (for a one-year period) Honorary Section Members by a two-thirds vote of the Section's Board of Directors. Dues to the Society shall be paid for such Honorary Members out of the Section's treasury.

Section 3: Any Society member will be welcomed as a member of the Section upon their request or upon being designated to the Section by the National Society and they shall receive all the right and privileges thereof.

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**ARTICLE V – OFFICERS**

Section 1: The Officers of the Section elected from the membership shall consist of a chairman, vice-chairman, secretary, and treasurer. Each of the officers should perform the duties, legally or customarily attached to their respective offices under the laws of the State of Tennessee and such other duties as may be required of them by the Bylaws.

Section 2: A vacancy in the office of chairman, either temporary or permanent, shall be filled in the following order:

- a. By the vice-chairman
- b. By the secretary
- c. By the treasurer
- d. By any member of the Board of Directors, as determined by the Board of Directors.

Section 3: The Board of Directors should consist of:

- a. The Section Officers
- b. The ~~three~~ immediate past chairman
- c. Two Directors selected from the active membership
- d. Standing committee chairmen

Section 4: The Section's Chairman shall preside as chairman of the Board of Directors

Section 5: ~~Six~~ *Four* members from the officers and the Board of Directors shall constitute a quorum.

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Section 6: Vacancies occurring in the Board of Directors, or any elective office except the chairmanship, shall be filled by appointment of an active member of the Section by the Board of Directors.

**ARTICLE VI – DUTIES OF OFFICERS**

Section 1: The chairman shall have general administrative charge of the affairs of the Section and shall preside over meetings of the Section. He shall appoint chairmen of all committees.

Section 2: The vice-chairman shall act for chairman in the latter's absence.

Section 3: The secretary shall transcribe minutes of all meetings and attend to Section correspondence as required.

Section 4: The treasurer shall receive, disburse and account for all monies belonging to the Section.

**ARTICLE VII – MEETINGS**

Section 1: The Section shall hold an annual business meeting as provided by the Bylaws.

Section 2: Technical meetings shall be held as provided by the Bylaws.

Section 3: Special Section meetings may be called at any time by:

- a. The Board of Directors, by notifying members in writing ten (10) days in advance of the meeting.

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- b. The secretary, upon petition signed by at least 10% of the voting members, by notifying the members in writing ten (10) days in advance of the meeting.

Section 4: The Board of Directors should meet at least ~~three~~*one* times each year, as specified by the Bylaws.

Section 5: The Section may hold educational, technical, engineering, or scientific meetings, symposia, or conferences at such times and such places as the Board of Directors may determine subject to the policies of the Society.

**ARTICLE VIII – AMENDMENTS**

Section 1: Amendments to the Constitution and Bylaws may be proposed to the Section membership upon:

- a. A simple majority vote of the Board of Directors
- b. A petition to the Secretary signed by at least 10% of the voting members or with a minimum of 10 members.

Section 2: Proposed amendments shall be submitted to members by letter ballot within 30 days of the proposal. Marked and signed ballots are to be returned to the Secretary within 15 days.

Section 3: Approved amendments to the Constitution will be effective the first (1<sup>st</sup>) day of the month following the close of balloting. A two-thirds vote is required to amend the Constitution.

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Section 4: Approved amendments to the Bylaws will be effective immediately after the close of the balloting. A simple majority of the ballots returned within ten days is required to amend the Bylaws.

**ARTICLE IX – DISSOLUTION**

Section 1: The Section may be dissolved by an affirmative vote of four-fifths of the membership.

Section 2: In event of such dissolution, the Section chairman shall see to the necessary legal notification.

Section 3: Section funds remaining after paying all Section obligations shall be transferred to the Society in accordance with Article VIII, Section 4 (b) of the American Society for Nondestructive Testing Constitution.

**BYLAWS**

**ARTICLE 1 – NON RESPONSIBILITY OF THE SECTION**

Section 1: Statement of Non responsibility

The Section shall not be responsible for any personal views, theories, or statements advanced in authored papers, articles, or discussions presented at its meeting or set forth in any of its publications.

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**ARTICLE II - MEMBERSHIP**

Section 1:     Definition of Membership

Same as Society Bylaw, Article III, Section 1 and 2

**ARTICLE III – OFFICERS**

Section 1:     Officers

The Officers of the Section shall be as stated in the Section Constitution, Article V.

Section 2:     Duties and Responsibilities

Shall be as stated in Section Constitution, Article VI.

**ARTICLE IV – BOARD OF DIRECTORS**

Section 1:     Activity

The affairs of the Section shall be managed by a Board of Directors. The Board may appoint, remove, and fix duties of officers or committees not defined n the Constitution and Bylaws.

Section2:     Composition

The composition of the officers and Board of Directors shall be as defined in Article V of the Section Constitution.

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Section 3: Terms of Office

Each officer shall serve a term of one (1) year beginning *on the date of the annual business meeting in July 4<sup>th</sup>* of the year he/she is elected. Each elected director shall serve a term of two years beginning July 1<sup>st</sup> of the year he/she is elected: One of the two elected directors shall be elected each year.

Section 4: Vacancies

Vacancies in the elected position shall be filled by election based on candidate selection by, and balloting by two-thirds vote of the Board.

Section 5: Board Meetings

At least ~~three~~ *one* meetings of the board should be held in each fiscal year. The Board shall determine the times and places of these meetings. Meetings shall be announced by letter to the members of the Board at least seven days in advance. Special meetings of the Board may be called by the chairman or by the secretary upon a signed petition of three Board members. Such special meetings shall be announced by letter as stated above.

Section 6: Regulation

The Board of Directors shall regulate its own proceedings, operating in accordance with “Robert’s Rules of Order” (revised edition) when applicable and not inconsistent with the Constitution and Bylaws. The Board of Directors may, by resolution, delegate powers to special committees.

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**ARTICLE V- COMMITTEES**

Section 1: Standing Committees

There should be a minimum of three standing committees as follows:

1. Program
2. Membership
3. Educational
4. *Others as required by section needs.*

Standing Committees with duties assigned by the Board, shall be appointed by the chairman and, with the exception of the Nominating Committee, actions shall be subject to approval of the Board.

Their duties and functions shall be as the name indicates, and as may be directed by the Board of Directors.

Section 2: Auditing Committee

In addition, an auditing committee should be appointed by the chairman in May of each year. It shall be the duty of this Committee to audit the accounts of the Section before the end of the fiscal year and report back to the Board of Directors or the membership at a Section meeting.

Section 3: Other Committees

Any other committees may be appointed by the chairman or the Board of Directors as considered necessary or desirable for the orderly functioning of the affairs of the Section.

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**ARTICLE VI- MEETINGS**

Section 1: Annual Business Meeting

- a. The annual meeting of the Section should be held in the month of July at the time and place specified by the board of Directors, and announced by letter to the members at least seven (7) days in advance.
- b. *At all annual and special business meetings of the Section, a quorum shall consist of at least 5% of the voting members, with a minimum of 3 members. A majority of the members present, although not a quorum, may adjourn the meeting.*

Section 2: Financial Status

The Treasurer shall present at the annual meeting a verified report of the financial status of the Section as of the end of the previous fiscal year and said statement will be filed with the Society. The Treasurer may periodically notify ASNT Headquarters of the Section's financial status. (This notification may be a copy of the financial report made at each Board meeting)

Section 3: Elections

At each annual meeting, the Officers and Directors shall assume office in accordance with the procedures given in Article IX of these Bylaws.

Section 4: Technical Meetings

The Section should hold at least ~~six~~four technical meetings during the Section's fiscal year, at such times and places determined by the Board of Directors and announced to the membership by letter at least seven (7) days in advance.

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**ARTICLE VII – FINANCIAL**

Section 1:     Fiscal Year

The fiscal year of the Section shall commence on July 1<sup>st</sup> and terminate on June 30<sup>th</sup>.

Section 2:     Expenditures

No officer, member of the Board of Directors, Committee chairman, or member of the Section shall incur any financial obligations in the name of the Section or make payment of any monies of the Section without having previously had such action approved by the Board of Directors. Such approval by the Board of Directors may be as follows:

- a. Approval of individual items of expense.
- b. Approval of a detailed operating budget for a given committee, or function as long as such budget is limited to the current fiscal year.

Section 3:     Payment of Monies

All checks and other instruments for the payment of monies of the Section shall be drawn by the treasurer in the name of the Section and shall be signed by the treasurer or secretary. *Checks payable to members of the Board shall be ~~and~~ countersigned by one other officer.* No such checks or instruments shall be signed and countersigned by the same officer.

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**ARTICLE VIII – NOMINATIONS**

Section 1: Appointment of Nominating Committee

On or before December 15<sup>th</sup>, the chairman shall appoint a Nominating Committee consisting of three voting members approved by the board. The Section chairman shall be chairman of the Nominating Committee and will serve in a non-voting capacity. One member of the Nominating Committee may be a past officer and two may be from the membership at large.

Section 2: Time of Meeting Duties

The Nominating Committee shall meet ~~the first full week~~ in January of each year and shall nominate one candidate for each of the offices of chairman, vice-chairman, treasurer and secretary and one candidate for membership on the Board to replace the one retiring director. The Nominating Committee shall secure the consent of each nominee before submitting his name for any position.

Section 3: Report Procedures

The Nominating Committee shall report the names of the nominees to the chairman and secretary during ~~or prior to the first full week in February~~ *January* and their report shall be submitted to the members in ~~the a~~ published announcement ~~for the February meeting~~ *within (15) days.*

Section 4: Additional Nominations

After the names of the candidates submitted by the Nominating Committee have been published and at any time prior to ~~March~~ *April* 1<sup>st</sup> of the same year, additional nominations for

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any or all of the offices may be made by written communication addressed to the chairman and signed by any five of the members of the Section.

**ARTICLE IX – ELECTIONS**

Section 1: Time of Election, Installation

If no additional nominations are received prior to April 1<sup>st</sup>, nominations shall be closed and the secretary at the next succeeding annual meeting of the Section shall cast the unanimous vote of all members for the election of the candidates nominated by the Nominating Committee. The nominees are then declared elected ~~as of July 1<sup>st</sup>~~ and shall be formally installed ~~at~~ *on* the *date of the* annual meeting.

Section 2: Additional Nominations: Letter Ballot

If the secretary receives additional nominations for offices of the Section prior to April 1<sup>st</sup>, he/she shall prepare a letter ballot which he/she shall send to each member of the Section in good standing. Marked and signed ballots are to be returned to the secretary *(30) days prior to the annual business meeting*.

Section 3: Verification and Counting of Ballots

The secretary shall receive such ballots and determine from the section records if the voter is entitled to vote. The secretary shall present those ballots which are valid to a committee of three tellers to count all such ballots and to certify immediately the results of the vote to the Section. In the event of any tie in the voting, the individual selected by the Nominating Committee shall be declared elected.

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**ARTICLE X – APPROVAL**

Section 1: Certification Of Membership Approval

I do hereby certify that this revision to the constitution and by-laws of The Chattanooga Section of ASNT ~~have~~*has* been approved by a 2/3 vote of the Section members *for Constitution amendments or simple majority of ballots returned for Bylaw amendments* .

Signed: \_\_\_\_\_  
Secretary

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

Section 2: Approval By Board Of Directors

We the undersigned do hereby adopt the Constitution and Bylaws as amended by this revision for The Chattanooga Section of The American Society For Nondestructive Testing.

Signed: \_\_\_\_\_  
Chairman

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

Signed: \_\_\_\_\_  
Vice-Chairman

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

Signed: \_\_\_\_\_  
Secretary

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

Signed: \_\_\_\_\_  
Treasurer

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

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Past Chairman

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Past Chairman

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Past Chairman