

**59th DEFENSE WORKING GROUP ON NONDESTRUCTIVE TESTING**

**SCOPE, OBJECTIVES AND BYLAWS**

**I. SCOPE**

TO PROVIDE AN ANNUAL FORUM FOR ENGINEERS, SCIENTISTS, TECHNICIANS AND MANAGERS FROM ALL DEPARTMENT OF DEFENSE ACTIVITIES WHO HAVE RESPONSIBILITY FOR DEVELOPMENT OR APPLICATION OF NONDESTRUCTIVE TESTING METHODS OR TECHNIQUES IN RESEARCH, ENGINEERING, MAINTENANCE AND QUALITY ASSURANCE.

**II. OBJECTIVES**

- A. To interchange information pertaining to nondestructive testing methods, equipment and applications among attendees and their respective Defense Department establishments.
- B. To present technical problems submitted by various agencies to the assembled nondestructive testing specialists and technicians so that they, utilizing their knowledge, skills and experience, may advance solutions.
- C. To encourage uniform practices in the application of nondestructive testing methods.
- D. To provide the opportunity for establishing personal contact among similarly employed specialists and thus to provide attendees with continuously available resources of additional knowledge and experience.

**III. BYLAWS**

**A. PARTICIPATION**

- 1. Attendance shall be restricted to include only Federal Employees of any U. S. Government agency concerned with nondestructive testing, inspection or evaluation. Non-government NDT personnel who are directly employed by an organization of the Federal Government may attend the DWG on NDT. Such non-government personnel must be under the direction of a U. S. Military or Government Civilian supervisor. In addition, any non-government NDT person wishing to attend the DWG on NDT must provide a letter from their Commander or Commander's representative stating their employment status. The DWG on NDT Steering Committee reserves the right to deny admission of any non-government personnel who does not meet the established employment criteria.
- 2. Non-government organizations which are performing specific NDT/NDI/NDE projects which are totally government funded, applicable to Defense efforts, sponsored by an active military or government civilian employee, and approved by the Steering Committee, may present papers/problems related to the aforementioned projects before the body of the Working Group Meeting under guidelines established by the Steering Committee. The presenter shall not be allowed to attend any other portion of the Working Group Meeting and shall be restricted from the Working Group Meeting area. The total number of papers presented by non-government organizations shall be limited to the total number of open time slots in the Working Group Meeting agenda after review/approval of all papers submitted by government organizations.

## B. STEERING COMMITTEE

A Steering Committee shall plan and conduct the Working Group Meeting. The Steering Committee normally will meet four times per year. The first organizational meeting is held during the preceding Working Group meeting after voting for new Steering Committee members at a time to be determined by the Working Group Chairman. The second and third administrative planning sessions are typically held in the host city during the 2nd and 3rd quarters of the fiscal year respectively. The committee meets coincident with, and conducts, the annual Working Group Meeting typically in the first quarter of the new fiscal year. The Steering Committee shall be composed of two representatives of each of the Services: Army, Navy, Air Force and Defense Contract Management Agency; plus the Executive Secretary/Treasurer, Chairman, Host Representative and any ad hoc members/committees appointed by the chairman. The service representatives are the only voting committee members, except that the chairman will vote only to break a tie. A simple majority is needed for a motion to pass.

### 1. Steering Committee Service Representatives

Each Steering Committee service representative shall serve a two year term of office. The Steering Committee shall be a rotating group with the senior members from each service retiring each year. Each retiring member shall be replaced by an individual from the same service elected by the body of the conference.

- a. During the second Steering Committee meeting, the Steering Committee Chairman shall appoint a nominating committee to develop a panel of nominees for the election to be held at the Working Group Meeting. This committee shall be chaired by the Executive Secretary/Treasurer and shall include one member from each service. It shall be the responsibility of this committee, through the Steering Committee Chairman, to solicit prospective nominees, to delineate to their agencies the responsibilities of Steering Committee membership and the level of support required of the agency and to request a written statement of such support. The panel of nominees so developed shall be presented to the attendees at the beginning of the afternoon session on the first day of the Working Group Meeting. Floor nominations shall be accepted at that time, based upon evidenced written command support.
- b. All attendees, except the Chairman, shall be eligible to vote. In the event of a tie, the Chairman shall cast the deciding ballot. Voting shall take place during the morning of the second day of the Working Group Meeting Conference at a time to be announced by the Chairman. The ballots shall be placed by each voting individual in ballot boxes which will be under the supervision of the Steering Committee. The results will be announced by the Chairman.
- c. In the event a service representative can no longer serve on the Steering Committee, the Chairman shall appoint an individual from the same service to serve until the next Working Group Meeting.

(1) If the replaced member was a junior member, the next Working Group Meeting shall formally elect a person from the same service to serve the remaining tenure. A Steering Committee service representative so elected shall be eligible the following year for either the Chairmanship as an outgoing senior member, or election to a regular two year term on the Steering Committee.

(2) If the replaced member was a senior member, the next Steering Committee shall formally elect the appointee. When so elected, the senior member shall be eligible for election to a regular two year term by the Working Group or eligible to be elected chair for the following working group. Election of Chair shall be as governed by paragraph III.B.2 below.

### 2. Steering Committee Chairman

- a. At the second Steering Committee meeting, the senior service representatives of the Steering Committee shall state their positions with regard to running for Working Group Meeting Chairman. The presiding Chairman shall then address a letter to the command of each

prospective candidate requesting a statement as to the command's willingness to support the interested candidate.

- b. The new chairman shall be elected by the Steering Committee from the command supported outgoing senior members of the committee during the Working Group Meeting and before election of new service representatives. The newly elected Chairman shall serve from the time the presiding Chairman adjourns the occurring Working Group Meeting and Steering Committee meeting, until the end of the following year's Working Group Meeting and a successor has been elected.
- c. In the event that no senior Steering Committee member is able to obtain command support as candidate for Chairman, the Steering Committee shall consider the following as candidates: junior Steering Committee members, former Chairmen and ad hoc committee members. If a junior member is elected, and the newly elected member from the same service shall serve as senior member for two years, the runner up to the new member from the same service shall be declared as a one year junior member of the steering committee, and shall be eligible the following year for election to a two year term.
- d. In the event the Steering Committee chairman cannot fulfill the position's responsibilities, the Executive Secretary/Treasurer will serve temporarily as Chairman and shall convene a meeting of the Steering Committee. A new Steering Committee Chairman shall be elected from among any of the Steering Committee service representatives, former Chairmen and ad hoc committee members volunteering for this service. A Steering Committee service representative so elected shall be replaced as stated in paragraph III.B.1.c.

### 3. Executive Secretary/Treasurer

An employee of the Department of Defense, or suitable private sector professional directly responsible for the application of non-destructive testing for a DoD organization or prime DoD contractor, who serves as the DWG's Executive Secretary/Treasurer, shall be elected by a majority of the steering committee, and serve for a term of Two years as a non-voting member of said committee.

- a. A candidate for Executive Secretary/Treasurer must have served on the DWG Steering Committee as the Executive Secretary/Treasurer or Chairperson.
- b. In the event a non-government employee is elected as EST, said electee must sign and honor a non-disclosure agreement before assuming duties as EST. This agreement shall prohibit disclosure of any non-public information obtained while serving as EST or attending the DWG meetings to any company or organization at any time until the information is made public by other means.
- c. At the third Steering Committee meeting, the current Executive Secretary/Treasurer and committee Chairperson shall state their position with regard to running for the Working Group Executive Secretary/Treasurer. If not already received, the Steering Committee shall address a letter to the command of the candidate(s), requesting a statement as to the commands willingness to support the candidate.
- d. The Executive Secretary/Treasurer shall be elected/reaffirmed annually by the voting members of the Steering Committee during the fourth Steering Committee meeting. The elected/reaffirmed Executive Secretary/Treasurer shall serve from the time of election, until the end of the following years Working Group meeting.
- e. In the event that the current Executive Secretary/Treasurer or Chairperson is unable to obtain Command support, the Steering Committee shall consider the following candidates in this order: former Executive Secretary/Treasurers, former Chairpersons, Senior Steering Committee members, and Junior Steering Committee members. If a junior member is elected, the newly elected member from the same service shall serve as senior member for two years. The runner up to the new member from the same service shall be declared as a one-year junior member for the steering committee, and shall be eligible the following year for election to a two-year term.

- f. In the event the Executive Secretary/Treasurer cannot fulfill the position responsibilities, the Committee Chairperson shall convene a meeting of the Steering Committee. An Executive Secretary/Treasurer shall be elected per requirements of paragraph III.B.e.
- g. The Executive Secretary/Treasurer shall assist the Chairperson by:
  - (1) Recording and providing timely copies of minutes for all Steering Committee meetings.
  - (2) Initiating correspondence as directed by the Steering Committee Chairperson.
  - (3) Providing information regarding the continuity of the Working Group meeting and Steering Committee meetings.
  - (4) Maintaining Working Group meeting records including finances.
  - (5) Providing updated financial reports at each Steering Committee meeting.
  - (6) Maintaining address files of conferees.
  - (7) Chairing the Nomination Committee as detailed in paragraph III.B.1.a.
  - (8) Assures the upcoming Working Group meeting is being planned in a timely manner. If a majority of the Steering Committee members determine the Chairperson is not fulfilling his/her duties, the Executive Secretary/Treasurer shall apply paragraph III.B.2.d.

#### 4. Host Representative

The host activity for the Defense Working Group on Nondestructive Testing is generally rotated annually between the Army, Navy, Air Force and the Defense Contract Management Agency.

- a. It is the responsibility of the Steering Committee Service Representatives from the scheduled service to solicit prospective agencies/installations for potential hosts two years prior to the scheduled Working Group meeting. The Service Representatives shall develop a list of potential host activities and present the list to the Steering Committee approximately twenty months prior to the scheduled conference. The Steering Committee Chairman will send letters to all potential agencies specifying host responsibilities and the level of support required from the agency, and to request a written statement of such support and designation of a host representative. The host activity shall be selected by majority vote of the Steering Committee, approximately sixteen months prior to the scheduled Working Group Meeting. The presiding Chairman shall send letters indicating the final selection to all agencies involved.
- b. Upon selection of a host activity, a Site Selection Subcommittee, chaired by the Executive Secretary/Treasurer and consisting of the Chairman, designated Host Representative and Senior Service Steering Committee Members having declared their intention to run for Chairman per paragraph III.B.2.a., shall meet in the scheduled host city to investigate Working Group Meeting accommodations. The subcommittee shall be responsible for developing a list of potential hotels for the Working Group Meeting. Hotel selection shall be made by a majority vote of the steering committee prior to adjournment of the preceding Working Group Meeting. The presiding Chairman shall be responsible for sending letters indicating the final selection to all potential hotels. The Executive Secretary/Treasurer is responsible for signing the contract with the selected hotel.
- c. The host activity, through their designated Host Representative, is responsible for preparing calls for papers and letters of invitation, providing audio/visual services at the Working Group Meeting, arranging for a welcome address speaker and a command level keynote speaker, providing printed agendas and welcome packages to all conferees, and providing secretarial support at the Working Group Meeting.

#### 5. Ad Hoc Committees/Task Groups

The Chairman may appoint any Ad hoc members, committees or task groups deemed necessary to assure the Working Group Meeting's success and may disband them at any time. An ad hoc committee or task group appointment automatically expires with the term or the chairman making the appointment.

### C. STEERING COMMITTEE QUORUM

A Steering Committee quorum shall exist and shall be empowered to carry on Steering Committee business if at least one representative of each service and the Chairman are present. Ad hoc committee members and officially delegated substitute representatives may be utilized to constitute a quorum during times of restricted participation by the elected Steering Committee members.

### D. BYLAW CHANGES

Changes to the bylaws other than typographical or editorial shall be voted on by the full conference. A two-thirds majority of the attendees who vote shall be required for passage. Typographical and editorial changes shall be enacted by a majority vote of the Steering Committee.

### E. CONCURRENT MEETINGS

No other gathering of Working Group Meeting attendees shall be scheduled during Working Group Meeting hours (0800-1700) unless previously authorized by the Steering Committee.

### F. FINANCES

#### 1. Annual Audit

- a. There shall be an annual audit of the operating budget performed in conjunction with the annual Working Group meeting. This audit will allow the out-going Executive/Treasurer to reconcile the books for the in-coming Executive/Treasurer. The audit will be performed by the out-going steering committee to verify all bills have been paid and turning over the books to the in-coming steering committee.
- b. In support of the Annual audit and periodic financial reviews to be conducted by the SC, the Executive Secretary/Treasurer shall attach all receipts to the financial statements when filing. These receipts will validate all listed expenditures on the financial statement.

#### 2. Review of Financial Records

- a. During the second and third SC meetings the Executive/Treasurer will make all financial records available for SC review and approval.

#### 3. Discretionary Spending

- a. The Executive Secretary/Treasurer will have authority to issue checks in the amount not to exceed \$100.00 without prior SC approval for items incidental to DWG operations.

#### 4. Signature Requirements

- a. For checks issued to the Executive Secretary/Treasurer for reimbursement of his/her personal funds in support of DWG activities, the Chairperson shall issue the reimbursement check. If the reimbursement is to the Chairperson then the Executive Secretary/Treasurer shall issue the check. At no time shall either the Executive/Treasurer or Chairperson issue themselves a reimbursement from the DWG operating funds.