



**NACE INTERNATIONAL**  
**AREA COORDINATION COMMITTEE**  
**OPERATING MANUAL**

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## **1. FOREWORD (SCOPE)**

The Area Coordination Committee (hereinafter referred to as ACC or the “Committee”) is a committee of the NACE INTERNATIONAL (hereinafter referred to as NACE or the Association) Board of Directors (hereinafter called Board). The Committee is responsible for Association membership development activities and for effective operation of NACE areas and sections as established in this operating manual and the Bylaws of the Association. In order to facilitate effective area and section operations, this committee oversees the Area Operating Manual and the Section Operating Manual.

The Committee will support the mission and goals of the Association as defined by the Strategic Plan.

The Committee will maintain liaison with other committees of the Association to help maintain the objectives of the Association.

## **2. OBJECTIVES**

2.1 To assess the needs of the members and oversee, revise, develop, and prepare for Board approval, programs that will meet their needs and help membership retention and expansion.

2.2 To continually review membership services, benefits, categories, literature, recognition programs, and propose revisions to the Board, as needed.

2.3 To oversee NACE areas and sections through the issuance of operating manuals which provide guidelines and policies for their effective operation. The Committee will respond to issues identified by areas and sections and provide a forum for the sharing of information pertinent to successful operation.

## **3. MEMBERSHIP OF COMMITTEE**

### **3.1 ACC Membership**

3.1.1 Membership in the Association is required for membership in the ACC.

3.1.2 The ACC shall consist of all of the Area Directors, all of the Area Chairs and an at-large representative selected from each area. The Association Treasurer shall be an ex officio member without vote. The staff liaison to the ACC shall serve as secretary to the committee.

### **3.2 Terms of Office and Selection for Office**

3.2.1 The ACC chair and vice chair shall be selected for a one-year term or to complete an unexpired term thereof.

3.2.1.1 If the chair or vice chair is unable to complete his term, the Area Board members shall decide on how the vacated position shall be filled for the remainder of the term.

3.2.1.2 Eligibility

3.2.1.2.1 To be eligible for the office of chair of the ACC, a candidate must have the following qualifications: (1) be an Area Director on the Board; (2) have served in the position of Area Director on the Board for at

least previous two years; and (3) expect to be able to serve the entire term as chair of ACC.

3.2.1.2.2 To be eligible for the office of vice chair of the ACC, a candidate must have the following qualifications: (1) be an Area Director on the Board; (2) have served in the position of Area Director on the Board for at least previous one year; and (3) expect to be able to serve the entire term as vice chair of ACC and to be available to serve as chair the following year.

3.2.1.3 The term of office of the chair and vice chair shall commence the day following the close of the Annual Conference and shall end the day following the close of the next Annual Conference.

3.2.1.4 In the case of a vacancy in the office of chair, the vice chair will assume the duties of the chair until a new chair can be selected.

3.2.1.5 The chair and vice chair are elected by a committee of the ACC made up of the Area Directors chaired by the Treasurer of the Association.

3.3.1 The At-Large representative from each area shall be appointed by the Area chair in consultation with the Area director. The At-Large representative shall be appointed for a three-year term of office or to complete an unexpired portion thereof. The Area Vice-Chair and Secretary/Treasurer are not eligible to serve as the At-Large representative.

3.3.1.1 The term of At-Large representatives shall commence the day following the close of the Association's Annual Conference and terminate the day following the close of the Annual Conference three years hence.

3.3.1.2 Eligibility

3.3.1.2.1 To be eligible for the at-large representative position, a candidate must be a member in good standing of NACE and currently serve on the Area Board in a role other than Chair, Vice-Chair or Secretary/Treasurer.

3.3.1.2.2 The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

#### **4. LIAISON TO STANDING COMMITTEES**

The Committee will maintain liaison with standing and special committees when necessary to fulfill the responsibilities of the Committee.

Liaison with other committees is the responsibility of the Chairman as required to ensure other committees which may be affected by the Area Coordination Committee activity are appropriately informed or involved.

#### **5. STRUCTURE OF COMMITTEE (ORGANIZATION OF COMMITTEE)**

5.1 The Committee chair may appoint subcommittees whenever necessary. The chair and vice chair shall be members of the subcommittee. Membership on the subcommittees shall not be restricted to members of the Committee but shall consist of NACE members in good standing, and an ACC member will serve as the subcommittee chair.

5.2 Subcommittees formed within the Committee are listed below. Task groups may form under these subcommittees as needed.

Membership Subcommittee: Benefit Programs/Member Categories/Retention and Recruitment

Member Communications: Technology Transfer and Electronic Media

Award and Board Operations:

## **6. COMMITTEE OPERATIONS**

6.1 The Committee shall meet during the Association's Annual Conference and during the year as often as necessary to conduct its business via whatever means appropriate (teleconference, video conference, email, etc.). The chair shall develop an agenda, which must be mailed, faxed or emailed to all ACC members at least thirty (30) days prior to a meeting. The expanded agenda format with supplementary materials and attachments shall be used.

6.2 In addition, incoming area chairs (current area vice chairs) and the incoming Area Directors should be invited to the meeting that takes place during annual conference.

6.3 The staff liaison to ACC shall prepare minutes of the ACC meetings for approval by the chair. Upon approval, the minutes shall be distributed within thirty days of the meeting to all committee members, and all others of whom action is requested.

6.4 Meetings shall be conducted in accordance with relevant portions (which pertain to committees) of the current edition of Roberts Rules of Order, unless otherwise directed in this operating manual.

6.5 A quorum to conduct business shall be a simple majority of voting members of ACC.

## **7. VOTING PROCEDURE**

7.1 A majority of the voting members present shall be required for approval of actions by the committee except for operating manual revisions which require a two-thirds majority. Proxies for committee meetings are allowed. Area Vice Chairs may vote by proxy for the Area Chairs if the Area Chairs is not able to attend the meeting. Incoming Directors may vote by proxy for Area Directors. The designated proxy must be given to a member of the Area that is being represented or the written proxy must be sent to the Committee Chairs.

7.2 Letter ballots may be used when necessary. Ballots shall be sent to all voting members with a minimum of 30 days allowed for return. Electronically transmitted ballots are permitted. Ballots received after the deadline will not be counted. A majority of all voting members will be required for approval except for issues which require a two-thirds majority of voting members.

## **8. RESPONSIBILITY OF COMMITTEE OFFICERS**

### **8.1 Chair Responsibilities**

The chair is responsible for the functioning of the Committee. The chair leads the committee meetings and in cooperation with NACE Headquarters, arranges for meeting time, date, and place. The chair shall keep the vice chair informed on all activities and provides a meeting agenda.

### **8.2 Vice Chair Responsibilities**

The vice chair shall be knowledgeable of the Committee activities so that the duties of the chair can be assumed when necessary.

## **9. BOARD REPORTING**

9.1 Thirty days in advance of the Board meeting, the ACC chair shall submit any ACC recommendations for action at the Board meeting.

9.1.1 The ACC chair shall provide a written report to the Board concerning activities within its assigned areas of responsibility at each of the regularly scheduled Board meetings. These reports shall be forwarded to the Executive Director for attachment to the Board meeting minutes.

9.1.2 Oral summaries of the written reports may be requested at Board meetings.

9.2 Any additional funds requested during a current fiscal year to support programs and/or activities that have not been budgeted through the regular budgeting process shall be presented to the Finance Committee at its next regularly scheduled meeting for review and recommendation to the Board for consideration.

## **10. RESPONSIBILITIES OF NACE STAFF MEMBERS**

NACE Staff are responsible for the following functions: operations and resource management, tactical support, business and financial procedure management, operational policy decisions as they relate to the organization's internal functioning, internal communications, implementation plans and program budgets, agenda and administrative support, advice, and counsel to committees, and implement program improvements.

## **11. RESPONSIBILITIES OF COMMITTEE AND STAFF MEMBERS/SHARED**

Committee members and staff work together on such functions as prioritizing and vetting ideas, interpreting policy within guidelines, planning and implementing the Strategic Plan, develop agenda, and provide committee management.

## **12. CONFLICT RESOLUTION**

Where conflict in responsibility arises between Committee and Staff Members and the guidance and intent of responsibility is not adequately provided in this operation manual:

The Chair and/or Vice-Chair shall first work with Staff to resolve or clarify the issue using the requirements of this operating manual and the guidance and intent it conveys.

In the absence of a successful resolution, the Committee shall forward the conflict to the Chief Executive Officer for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).

## **11 REVISIONS TO MANUAL**

This manual is to be reviewed by this Committee at least once every five years for revision or reaffirmation. Revisions/reaffirmation of this manual shall require a two-thirds affirmative vote of the voting members of the Committee. The revised/reaffirmed manual shall be submitted to the Policy Committee for review, and then to the Board for ratification. The latest date of Board approval will be placed on the cover of the manual. The latest manual approved will govern. If minor revisions/reaffirmation only are made to the manual, then the date of the overall approval and the date of the revision/reaffirmation will then be shown on the cover.

## **12 NACE POLICIES**

The Area Coordination Committee shall operate within the rules of the NACE Policies.

## **13 CURRENT PROGRAMS**

These programs are assigned to subcommittees, which will develop, revise, and implement projects related to them.

### **13.1 Financial Assistance**

13.1.1 The Board of Trustees of any area may make written application to the Committee

requesting funds for use by that area or its sections. The application must include explanation of the use of the funds and a detailed budget. The application must be submitted with statement of the area's current balance in its treasury and the section's treasury (if applicable). The decision can be made during a meeting or by written ballot. The decision of the Committee will be final and will be recorded in the minutes. If approved, the Chair shall submit the request to the NACE Board.

### 13.2 Membership Categories

Five categories of membership are available. Requirements for these categories are described in the Bylaws of the Association (Bylaw II) and are reviewed and recommended for revision as appropriate by the Membership Committee.

13.2.1 Individual Member

13.2.2 Corporate Members

Nickel

Bronze

Silver

Gold

Platinum

13.2.3 Senior Member

13.2.4 Student Member

13.2.5 Life Member

13.3 See Appendix A for specific benefit listings by category

13.4 Dues for each category are recommended by the Committee and voted on by the NACE Board

13.5 The option of receiving a membership certificate is available to members for a fee.

13.6 The Committee will oversee periodic programs to reward members for obtaining new members.

13.7 The Committee will oversee section officer training.

13.8 This Committee will oversee a membership service award program, which is administered by Headquarters' Membership Department.

 Members will receive a membership certificate every 5 years and a lapel pin when they reach 5, 15, 25, 35, and 50 years of membership.

 Twenty-five year members will receive a recognition plaque.

*The plaque and/or pin will be shipped directly to the member unless Headquarters is notified in writing by the local section that an official presentation of the awards will be done during a section meeting. The awards will be shipped with a covering letter from the president. Members with 25, 35, and 50 years of membership will be recognized in a spring issue of Materials Performance.*

**APPENDIX A: MEMBERSHIP BENEFITS BY MEMBERSHIP CATEGORY**

Criteria for NACE's membership categories are specified in the NACE Bylaws (Bylaw II).

**Individual Members** receive:

*Materials Performance* monthly  
A reduced subscription rate to *Corrosion*  
A discount on NACE books, software, videos, education programs, certification, and conferences.  
Unlimited ONLINE access to Standards, Reports, and Conference papers 6 months old and older (back to 1996)  
Exhibit pass to annual conference

**Corporate Members****Nickel**

One (1) member representative  
Receives all the benefits of an individual member, plus:  
CorporateAccess benefits  
Corrosion Journal online  
Buyers Guide link  
Corporate membership billing\*\*  
\$50 education discount on NACE courses\*\*\*  
NACE corporate member plaque

**Bronze**

Three (3) member representatives  
Receives all the benefits of an individual member, plus:  
Corporate listing and recognition on the NACE website  
CorporateAccess benefits  
Corrosion Journal online  
Buyers Guide Link  
Corporate Membership billing\*\*  
\$50 education discounts available on NACE courses\*\*\*  
NACE corporate member plaque

**Silver**

Five (5) member representatives  
Receives all the benefits of an individual member, plus:  
Corporate listing and recognition on the NACE website  
CorporateAccess benefits  
Corrosion Journal online  
Buyers Guide Link  
Corporate membership billing\*\*  
\$50 education discounts available on NACE courses\*\*\*  
Corporate member plaque

**Gold**

Ten (10) member representatives



Corporate listing, link, and recognition on the NACE website  
CorporateAccess benefits  
Corrosion Journal online  
Buyers Guide link  
Career Center discounts  
One free job posting per year (\$250 value)\*  
Additional \$10 member discount beyond 10 member reps\*  
Invitations to key receptions and events\*  
Corporate membership billing\*\*  
\$50 education discounts available on NACE courses\*\*\*  
Corporate member plaque

### **Platinum**

Fifteen (15) member representatives  
Corporate listing, link, and recognition on the NACE website  
CorporateAccess benefits  
Corrosion Journal online  
Buyers Guide link  
Career Center discounts  
Two free job postings per year (\$500 value)\*  
Additional \$10 member discount beyond 15 member reps  
Invitations to key receptions and events\*  
Corporate membership billing\*\*  
\$50 education discounts available on NACE courses\*\*\*  
Corporate Member plaque

\* Exclusive to Platinum and Gold Corporate Members

\*\* One invoice for all NACE memberships

\*\*\*Corporate member representatives only. Discount applied at time of registration

### **Student Member**

Receive Materials Performance Online and Corrosion Journal Online  
Complimentary registration to annual conference  
A discount on NACE books, software, videos, education programs, certification, and conferences.

### **Senior Member**

Receives all the benefits of Individual Membership.

### **Life Member**

Receives all the benefits of Individual Membership