



NACE INTERNATIONAL

Sections

Operating Manual

APPROVED BY: BOARD OF DIRECTORS, October 21, 2016

**NACE INTERNATIONAL
SECTIONS
OPERATING MANUAL**

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1. SCOPE

NACE INTERNATIONAL (hereinafter referred to as NACE or the Association)

Sections provide a forum for the presentation and discussion of corrosion technology at a local level. Sections also provide fellowship for Members involved in the prevention and control of corrosion. Sections are one of the primary functions within NACE for contacting prospective Members, sharing corrosion technology and explaining and illustrating the benefits of membership for the many Association activities.

2. DEFINITION AND REQUIREMENTS OF A SECTION

- 2.1. NACE Sections are formally recognized member groups that meet voluntarily to promote the Association as a medium for the exchange of corrosion information and to administer NACE International programs locally.
- 2.2. NACE Sections are categorized as one of the following:
 - 2.2.1. NACE Parent-Component Section – formally recognized NACE Sections within the United States legally incorporated as a component of NACE International and recognized by the U.S. Internal Revenue Service.
 - 2.2.2. NACE Section as Separate Legal Entity – formally recognized NACE member group outside the United States that is legally recognized as a separate entity in its home country and has executed a Section Affiliation Agreement with NACE International. These Sections are not legally incorporated as a component of NACE International or recognized by the U.S. Internal Revenue Service.
 - 2.2.3. NACE Section hosted by a Third Party – formally recognized NACE member group outside the United States that is incapable of being legally recognized as a separate entity in its home country but has identified an existing, legally-incorporated and recognized organization to host its activities and financial transactions. The hosting organization must execute a Section Affiliation Agreement with NACE International. These Sections are not legally incorporated as a component of NACE International or recognized by the U.S. Internal Revenue Service.
- 2.3. Depending on the NACE Section category referenced in 2.2.1 – 2.2.3, one of the following agreements shall be signed and returned annually before July 31 on behalf of the Section by the parties designated in the corresponding agreement.
 - 2.3.1. NACE Parent-Component Section Affiliation Agreement
 - 2.3.2. NACE Section as Separate Legal Entity Affiliation Agreement
 - 2.3.3. NACE Third Party Hosted Section Affiliation Agreement

- 2.4. Member groups outside of the U.S. unable or unwilling to legally execute the appropriate agreement as referenced in 2.3 shall not be granted Section status with NACE International.
 - 2.4.1. NACE members desiring to associate together in a local community, but unable to form a formal NACE Section may apply to form a NACE Member Community as outlined in the NACE Member Community Operating Guidelines. NACE Member Communities shall be granted the opportunity to gather and associate as part of NACE International, but shall not have the opportunity to administer or host the Association's programs.

3. SECTION NAME & BOUNDARIES

3.1 Each Section's name and boundaries shall be approved by the Area Board of Trustees (BOT) to which the section reports in accordance with the procedures outlined in the Area Operating Manual and recorded at NACE Headquarters.

3.1.1 Modifications to a Section's name or boundaries may be requested in writing to the Area BOT in accordance with the procedures outlined in the Area Operating Manual.

3.2 The membership of a Section includes all members who reside within the Section's boundaries. NACE Members will automatically be assigned to a Section based on their primary address. No member shall hold membership in more than one Section.

3.2.1 A NACE member may change their NACE Section affiliation through their NACE profile on the NACE website or by requesting reassignment to a different section through a written request to the NACE Headquarters Membership Department.

3.2.2 In the event that a NACE Section is dissolved, NACE Headquarters will reassign the Section Membership in consultation with the respective Area BOT based on geographic boundaries.

4. MEMBERSHIP OF THE SECTION

4.1 All Section Members, including section officers, shall be volunteers of the Section and shall conduct themselves according to the definition and criteria described in 4.1.1 – 4.1.3.

4.1.1 A Volunteer is defined as any individual who performs a service for the Section without compensation, remuneration, or other consideration.

4.1.2 Under no circumstances shall a Volunteer be considered an employee or independent contractor of the Section or NACE International.

4.1.3 A Volunteer shall not receive wages, salary, benefits or any other compensation or consideration for the performance of his or her duties.

4.2 NACE Members are expected to behave in accordance with all NACE Member Policies, including:

4.2.1 NACE Policies and Procedures

4.2.2 NACE Bylaws

4.3 NACE members that violate NACE member Policies and Procedures will be subject to disciplinary actions in accordance with the NACE Policy Committee Operating Manual.

5 SECTION GOVERNING BOARD

- 5.1 All Section Officers (with the exception of the Section Trustee who serves a three-year term) shall be elected confirmed by appointment no later than June 7 for a one-year term beginning July 1 and ending June 30, in accordance with Appendix A. All officers must be Association members in good standing and assigned to the Section in which they serve.
- 5.2. The Section Governing Board, which comprises the Section's elected Officers, is responsible for ensuring that the Section follows the policies and procedures for Sections as established by the Area Coordination Committee (ACC) and the Association.
- 5.3 The Section Governing Board is also responsible for the Section's activities, which must fall within the objectives of the NACE Articles of Incorporation, Bylaws, and Policies.
 - 5.3.1 The Governing Board shall comply with NACE's Code of Ethics. Reference NACE International Policies and Procedures Manual, POL 1 – Code of Ethics of Members
- 5.4 The Section Governing Board shall meet at least twice annually of which one meeting shall be in person. Additional meetings may be called as necessary to conduct Section business. All meetings shall be advised to the Section Members in advance and be open to any NACE Member to attend.
 - 5.4.1. Should a Section Governing Board not be able to meet in person, the Section may request that the requirement for an in person meeting be fulfilled through electronic means (conference call or online meeting). The Section shall submit their request to and receive written approval from the Chair of the Area BOT at least 30 days in advance of the meeting.
- 5.5 The Governing Board shall consist of only the following elected officers each of whom shall serve as a voting member:
 - 5.5.1 Section Trustee
 - 5.5.2 Section Chair
 - 5.5.3 Section Vice Chair
 - 5.5.4 Section Secretary-Treasurer
 - 5.5.4.1 Through a majority approval of the voting members of the Governing Board, the position of Secretary-Treasurer may be fulfilled by one individual or designated to be fulfilled by two individuals serving in each role (Secretary and Treasurer) separately. This designation must be made in accordance with Procedures for Section Nominations and Elections (Appendix A).
 - 5.5.4.2 Each individual on the Section Governing Board receives one vote. If the position of Secretary and Treasurer is held by one member, only one vote is allowed on the Section Governing Board.
- 5.6 In order to carry out the activities of the Section, Activity Chairs may be appointed by the Section Chair or elected by the Section membership. All appointed Activity Chairs will be ex officio members of the Governing Board without voting privileges. Elected Activity Chairs will have voting privileges. Additional Activity Chair positions are listed in Appendix A.
 - 5.6.1 Activity Chairs shall be appointed or elected for a term of one year. The term may be renewable, however no Chair may be appointed and serve more than three consecutive terms in any one position.
- 5.7 Duties of all Section Officers and Chairs are defined in Appendix A.

5.8 All Section Officers and Activity Chairs shall be volunteers of the Association and shall conduct themselves according to the definition and criteria described in 4.1.1 – 4.1.3.

5.8.1 Each Section Officer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with the most current version of the NACE Sections Operating Manual and NACE Area Operating Manual.

6 NOMINATION AND ELECTION OF SECTION OFFICERS

6.1 All Officers must be Association members in good standing and assigned to the Section in which they are elected. No Officer (excluding the Trustee which is outlined in 7.1) may be elected and serve more than three consecutive full terms in any one position. Elections for Section Officers shall be conducted each year in accordance with the Procedures for Section Nominations and Elections in Appendix E.

6.1.1 Any Section that fails to conduct an annual election for any elected Officer position in accordance with procedures outlined in Appendix E shall be suspended until such time that an election can be held to the satisfaction of the Area's BOT.

6.1.2 NACE Headquarters will notify the respective Area BOT of any Section not in compliance with the election procedures or Sections that have failed to conduct an annual election.

6.1.3 No Section shall have more than one Officer from the same company without Area BOT approval as outlined in the Area Operating Manual.

7 NOMINATION AND ELECTION OF SECTION TRUSTEE

7.1 The Section Trustee serves as the Section representative on the Area BOT for a term of three years. The Section Trustee may not serve more than one consecutive full term without Area BOT approval. Nomination and election for Section Trustee shall be conducted in accordance with the Procedures for Section Nominations and Elections in Appendix E. Duties are given in Appendix A.

7.2. Candidates for Section Trustee shall confirm his/her company's support for their activities, including travel, throughout their anticipated term prior to nomination.

7.3. Section Trustee should attend all Area BOT meetings. If the Trustee has two consecutive, unexcused absences from Area BOT meetings, the Area BOT shall remove the Section Trustee from office per the Area Operating Manual.

8 VACANCIES OF OFFICER POSTIONS

8.1 If the office of Chair becomes vacant, the Vice Chair shall accede to the Chair position for the remainder of the term.

8.1.1 If the Vice Chair is unable to fulfill the role of Chair, then the vacancy shall be filled as outlined in 8.2.

8.2 Any vacancy occurring in the other offices shall be filled by a Member of the Section in good standing appointed through a majority of the voting Members of the Governing Board for the remainder of the term. Vacancies shall be filled within 90 days or the Section shall be designated as suspended.

8.2.1 Any vacancy filled through Governing Board appointment shall be open for nomination and election by the Members in the next election cycle.

8.2.2 Any member that resigns from an elected officer position shall not be eligible to serve on the Section Governing Board in any Section for a period of one year from the date of resignation.

8.3 In situations that result in a Member fulfilling a portion of a term vacated by another Member, the time served in the vacated position shall not be considered a full term as referenced in 6.1 and 7.1.

9 REMOVAL OF SECTION OFFICERS

9.1 Elected Section Officers may be removed from office for violations of any NACE by-law, policy or procedure in accordance with the NACE Policy Committee Operating Manual, Section 8 on Disciplinary Procedures.

9.2 Elected Section Officers may be removed from office for failure to perform the duties of the office as described in Appendix A or abandonment of office through a petition to the Area BOT as defined in 9.2.1 and 9.2.2.

9.2.1 The Section Governing Board may petition the Area BOT for removal of an elected Section Officer through written notification signed by a majority of the Section Governing Board.

9.2.2 The Section members may petition the Area BOT for removal of an elected Section Officer through written notification signed by at least ten Section members in good standing.

9.3 Upon receiving a petition for the removal of a Section Officer, the Area BOT will investigate and determine if removal is warranted in accordance with the procedures outlined in the Area Operating Manual.

9.3.1 The Area BOT may take action to remove a Section Officer with a two-thirds vote of the voting members of the Area BOT.

10 SECTION FINANCIAL MATTERS AND FINANCIAL REPORTING

10.1 All Sections shall provide financial reporting as outlined in the appropriate Section Affiliation Agreement (referenced in Section 2.3).

10.1.1 Any Section that fails to submit financial reports as required in the Section Affiliation Agreement shall be suspended until such time that the reports are submitted to the satisfaction of the NACE Finance Committee.

10.2 No dues shall be collected by a Section from individuals or corporations as a condition of membership in a Section.

10.3 Section funds shall be managed in accordance with the Section Affiliation Agreement.

10.4 The Section Treasurer has fiduciary responsibility (see Appendix A) to ensure that the terms of the Section Affiliation Agreement are met where financial matters are concerned.

10.5 Between May 1 and June 1 of each year, the Trustee shall appoint an audit committee comprising three NACE members from the Section who are not members of the Section Governing Board (as listed in Section 5.5) to ensure that the financial reporting requirements as outlined in the Section Affiliation Agreement are met.

10.6 The Section Treasurer shall submit the Section's financial reports annually in accordance with the Section Affiliation Agreement.

10.6.1 The Section Treasurer must have the approval of the Section Audit Committee before submitting financial reports to NACE Headquarters.

11 SECTION SUSPENSION AND DISSOLUTION

11.1 To maintain an active status, a Section must meet all of the criteria in Sections 11.1.1 - 11.1.6.

11.1.1 Section must hold at least one meeting of the general membership annually.

11.1.2 The elected positions on the Section Governing Board shall be occupied by an active NACE Member in good standing. Should an elected position become open for any reason, the Section Governing Board shall fill the vacant office in accordance with Section 8 of this manual.

11.1.3 Section Affiliation Agreement must be fully executed by the appropriate parties as designated in the agreement.

11.1.3 Section must be operating in compliance with the Section Affiliation Agreement.

11.1.4 Section must hold annual nominations and elections in accordance with the Procedures for Section Nominations and Elections in Appendix E.

11.1.5 Section must submit Trustee Report to the Area BOT and NACE Headquarters twice annually as required through the Area Operating Manual.

11.2 NACE Headquarters will be required to automatically designate a Section as suspended and notify the respective Area BOT within 30 days of becoming aware of a Section failing to meet any of the criteria in Sections 11.1.1 – 11.1.6.

11.3 Suspended Sections will be ineligible to administer any NACE programming (such as NACE International education courses and conferences), hold meetings, or promote themselves as a NACE Section publicly (including the use of the NACE International or NACE Section brand and logo).

11.4 In order for a suspended Section to be reinstated to active status, the Section must resolve the reason for suspension and submit a written request to the Area BOT and NACE HQ in accordance with the Area Operating Manual.

11.5 NACE Headquarters will be required to dissolve automatically any Section that remains suspended for two years or more.

11.5.1 Upon dissolution of a Section, NACE Headquarters will notify respective Section Members, the Area BOT, and the ACC within 30 days.

11.5.2 Section boundaries shall be re-established by Area BOT in accordance with 3.1 of this manual.

12 MEETINGS, COURSES AND EVENTS

12.1 Sections shall structure their meetings and activities toward the following objectives:

12.1.1 Provide meetings and other activities for discussion of corrosion problems and their resolution.

12.1.2 Emphasize to the industrial and scientific communities as well as the general public the importance of corrosion prevention and control.

12.1.3 Promote the Association as a medium for the exchange of corrosion information and technology.

12.2 Sections hosting Area Conferences shall follow the guidelines and procedures as established by the Conferences and Exhibits Activity Committee (CEAC).

12.3 NACE Education Courses Hosted By Sections

Sections desiring to sponsor NACE International training and education courses must follow the NACE Education Section Agreement (obtained from NACE Education Department).

12.3.1 All training, education, seminars, short courses or other activities sponsored by a Section should be entered on the master calendar by the Section Webmaster or other officer through the NACE Section website.

13 JOINT SPONSORSHIP OF ACTIVITIES WITH OTHER ORGANIZATIONS

13.1 The use of the Association's name or a Section's name as a joint sponsor of any activity with any other organization(s) must have prior approval by the Association's Chief Executive Officer (CEO). This stipulation does not apply to regular Section meetings co-sponsored with local Sections of other professional scientific, engineering, or technical societies with a related mission.

13.2 Sections may not co-sponsor events that are marketed into another Section's territory without written approval of the Area BOT.

13.3 All use of the NACE Section logos and Association name in relation to co-sponsored events, must follow NACE Policies and Procedures, which includes the approval of NACE International's CEO. (Reference: NACE Policies)

14 FORMATION OF A NEW SECTION

14.1 In forming a new Association Section, a Petition for Formation of a Section (Appendix B) is required. Ten members from the proposed Section must sign the petition.

14.2 The petitioners should elect a proposed Trustee, Chair, Vice-Chair, and Secretary-Treasurer for the first full term as outlined in Section 5 of this operating manual.

14.3 The petition with the names and addresses of elected proposed Officers shall be forwarded to the Area Chair. It is the duty of the Chair to submit this petition to the Area BOT for their consideration in accordance with the procedures established in the Area Operating Manual.

14.4 Upon approval by the Area BOT, the new Section Officers shall be required to sign the Section Affiliation Agreement referenced in 2.3.1. New Section shall not be considered active until a Section Affiliation Agreement is executed between the Section and NACE International.

15 FORMATION AND OPERATION OF NACE STUDENT SECTIONS

15.1 A Student Section shall be sponsored by a NACE Section (or Area BOT) within which the proposed Student Section is geographically located. If a local NACE Section does not exist or is suspended, the Area BOT may also sponsor Student Sections.

15.2 Where there are several colleges or universities close together who would otherwise have insufficient members to form a Student Section, then a regional Student Section may be formed.

15.3A student Section may be formed at a college or university providing:

15.3.1 There are at least 10 NACE Student Members enrolled at the respective college or university who wish to for a Student Section.

15.3.2 There is a faculty member who is a member of NACE and is willing to act as faculty advisor, member, and Trustee of the Student Section.

15.3.3 The Student Section Trustee shall also serve as an ex officio member of the sponsoring Section's Governing Board without a vote.

15.4 For a Student Section to be considered active, the following criteria shall be met:

15.4.1 Student Section must hold at least one meeting of the general student membership annually.

15.4.2 The elected positions (including the Student Section Trustee/Faculty Advisor) on the Section Governing Board shall be occupied by an active NACE member in good standing. Should an elected position become open for any reason, the Section Governing Board shall fill the vacant office in accordance with Section 7 of this manual.

15.4.3 Student Section must hold annual nominations and elections in accordance with Appendix C.

15.4.4 Student Section must submit a Trustee Report to the Area BOT and NACE Headquarters twice annually as required through the Area Operating Manual.

15.5 The following procedures must be followed to form a Student Section:

15.5.1 If any of the students or the faculty advisor signing the petition are not current NACE members, their application for membership must be attached to the petition. The petition must be countersigned by the Officers and the faculty advisor.

15.5.2 The petition is submitted to the Section Governing Board. If approved, the petition is submitted to the appropriate Area BOT for final approval.

15.5.3 If the petition is to form a Student Section under an Area, the petition shall be submitted to the Area BOT for approval.

16. SERVICES AVAILABLE FROM HEADQUARTERS

16.1 NACE Headquarters shall provide the tools and resources necessary to Sections to help make the Section's operations as effective as possible to the members.

16.2 Section Officers have access to membership rosters which may be downloaded from the NACE website.

16.3 Section Logos and marketing templates may be obtained from Headquarters through the Officer Resource Page on the NACE website.

17 AMENDMENTS AND REVISIONS TO MANUAL

17.1 This manual is to be reviewed by the ACC at least once every five (5) years for revision or reaffirmation.

17.2 Revisions/reaffirmation of this manual shall require a two-thirds affirmative vote of the voting members of the ACC.

17.3 The revised/reaffirmed manual shall be submitted to the Policy Committee for approval and then to the NACE Board of Directors for ratification.

- 17.4 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.

18 NACE POLICIES

- 18.1 All NACE Sections and Members shall conduct themselves in accordance with NACE Policies & Procedures as defined in the NACE Policies in Procedures Manual. Violation of NACE policies may result in disciplinary action up to and including removal from office and/or revocation of NACE membership.
- 18.2 Of specific concern for NACE Section Governing Boards is adherence to POL-2: NACE Antitrust Policy Statement and POL-3: NACE General Rules of Antitrust Compliance, which should closely monitored by NACE Section Governing Boards and strictly enforced.

APPENDIX A — DUTIES AND QUALIFICATIONS OF SECTION OFFICERS

(approved by NACE Board of Directors June 2018)

- I. Section Trustee
 - A. Term of office shall be three years commencing July 1 through June 30.
 - B. Shall have previously served at least one term as an Officer on the Section Governing Board.
 - C. Serves as member of Area Board of Trustees representing the Section.
 - D. Responsibilities
 1. Accountable to Area Board of Trustees for the activities of the Section and its fiscal matters.
 2. Serves as liaison between the Section and the Area.
 3. Ensures continuity in the administration of Section affairs.
 4. Ensures viability of Section functions and activities.
 5. Ensures adherence to the appropriate Section Affiliation Agreement (Section 2.3)
 6. Reviews Section activities and submits written semi-annual report to chair of Area Board of Trustees and NACE HQ (see Appendix D).
 7. Attends all Section Governing Board meetings and meetings of the general membership of the Section.
 - E. Duties
 1. July

Ensure that the Section Affiliation Agreement has been signed by the appropriate parties and is accountable for adherence to the agreement.
 2. Spring and Fall
 - a. Attend the Area Board of Trustees Meeting held during the Annual Conference during the spring each year and present a prepared written semi-annual report of activities and finances in accordance with the appropriate Section Affiliation Agreement (see 2.3). (See Appendix D).
 - b. Attend the Area Board of Trustees meeting held during the fall each year and present a prepared written semi-annual report of activities and finances. (See Appendix D).
 - c. Report matters of Association policy and major NACE activities to the Section membership, the Area Chair, and NACE HQ as required.
 3. March

Ensure Section nominations are conducted in accordance with Procedures for Section Nominations and Elections (Appendix E).
 4. May

- a. Ensure Section elections are conducted in accordance with Procedures for Section Nominations and Elections (Appendix E).
- b. Appoint an audit committee as defined in Section 10 of this manual.

II. Section Chair

- A. Elected by Section Members for one-year term of office extending from July 1 through June 30.
- B. Accountable to the Section Members and Governing Board for ethical oversight of the Section's activities and funds.
- C. Responsibilities
 1. Ensure proper administration and conduct of the Section.
 2. Prepare agenda for all meetings of the Section Governing Board.
 3. Preside over Section Governing Board and Section meetings.
- D. Duties
 1. July

In concert with Trustee, appoint those of the following activity chairs as deemed necessary for effective operation of the Section:

 - a. Membership
 - b. Career Development
 - c. Awards
 - d. Arrangements
 - e. Program
 - f. Publicity
 - g. Webmaster
 2. Spring and Fall

Review Section needs and concerns and submit them to the Section Trustee for inclusion in his written report to the Area Board of Trustees. This should include any problems confronting the Section.
 3. March

Ensure Section nominations are conducted in accordance with Procedures for Section Nominations and Elections (Appendix E).

III. Section Vice Chair

- A. Elected by the Section Members for a one-year term of office, extending from July 1 through June 30.
- B. Accountable to the Section Chair.
- C. Responsibilities
 1. Provide executive support to the Chair.
 2. Perform the duties of the Chair in the Chair's absence.

3. Perform special assignments made by the Chair.
4. Ensure proper operation of Section technical programs.
5. Attends all Section Governing Board meetings and meetings of the general membership of the Section.

IV. Section Treasurer

- A. Elected by Section Members for one year term of office, extending from July 1 through June 30.
- B. Accountable to the Section Members and Governing Board and NACE International Finance Committee for ethical oversight of the Section's funds and financial reporting in accordance with the Section Affiliation Agreement (Section 2.3)
- C. Treasurer is bonded under a fidelity bond carried by NACE Headquarters.
- D. Responsibilities
 1. Attends all Section Governing Board meetings and meetings of the general membership of the Section.
 2. Provide ethical oversight of the Section's funds and ensure financial reporting in accordance with the Section Affiliation Agreement (Section 2.3)
- E. Duties
 1. Collect, deposit, and maintain records of all Section funds in accordance with the Section Affiliation Agreement (Section 2.3)
 2. Contact NACE Finance Staff at Headquarters to establish access to bank account and arrange for check signing authority as approved by the Governing Board when applicable by local law.
 3. Submit the Year-End Financial Report (see paragraphs 6 and 7) to Headquarters and to the Governing Board in accordance with the Section Affiliation Agreement (Section 2.3)
 4. Provide documents/accounting forms to auditors to support financial statements.
 5. Make disbursements as approved by the Governing Board.

V. Section Secretary

- A. Elected by Section Members for one year term of office, extending from July 1 through June 30.
- B. Accountable to the Section Members and Governing Board
- C. Responsibilities
 1. Provide administrative support to the Chair and the Governing Board.
 2. Attends all Section Governing Board meetings and meetings of the general membership of the Section.
- D. Duties
 1. Maintain and distribute minutes of Section Governing Board meetings to the Governing Board members and to membership staff liaison at Headquarters.

2. Distribute agendas of Governing Board meetings.
3. Record names and addresses of non-members attending each Section meeting. These names shall be sent to Headquarters so that membership promotional material can be sent.
4. Provide successor with records, files, minutes, statements, and correspondence.

VI. Membership Activity Chair

- A. Appointed by the Section Chair or elected by the Section membership for a one-year term of office, extending from July 1 through June 30.
- B. Accountable to the Governing Board and the Area Membership Chair.
- C. Serves as member of the Area membership committee.
- D. Should be a member or past member of the Section Governing Board when possible.
- E. Responsibilities
 1. Promote membership in NACE.
 2. Transmit policies and activities of the national Membership Committee to Section Members.
 3. Maintain an updated list of Section Members.
 4. Give new Members and nonmembers all appropriate promotional literature.
 5. Participate in local industry shows and at meetings of other technical societies to promote NACE membership.
 6. Assist the Section in encouraging all categories of membership in NACE, especially encouraging Members from companies to have Corporate Memberships.
 7. When monthly reports of new Members in the Section are available online from Headquarters, make timely contact with those new Members to encourage involvement in Section activities.
 7. Make certain that new Members are welcomed at Section meetings.
 8. Invite special guests and prospective members to Section meetings and other functions, encouraging them to become members of NACE.
 9. Cooperate with Area Membership Chair in obtaining new members.
 10. Attend membership meetings and workshops.
 11. Follow policies of the Area Membership Committee.
 12. Attends meetings of the general membership of the Section.

VII. Career Development Activity Chair

- A. Appointed by the Section Chair or elected by the Section membership for a one-year term of office, extending from July 1 through June 30.
- B. Accountable to the Section Governing Board and Area Career Development Chair.
- C. Responsibilities

1. Promote local and national career development programs at the Section level.
 2. Determine the needs of the Section membership for NACE courses and other corrosion-related training and inform the Area Career Development Chair of these needs.
 3. Obtain supplies of career development literature and promotional materials from Headquarters.
 4. Ensure that career development literature is displayed and promoted at all Section meetings.
 5. Present at Section meetings on NACE career development opportunities when appropriate
 6. Supervise education activities put on by the Section.
 7. Attends meetings of the general membership of the Section.
- D. Duties
1. Participate in career development workshops if held at area meetings.
 2. July
 - a. Arrange with program chair for the two Section meetings at which career development information will be presented.
 - b. Notify the Area Career Development Chair of any planned education courses to be put on locally.
 3. February
Prepare a report for the Governing Board and the Area Career Development Chair on past, ongoing, and planned activities.
- VIII. Awards Activity Chair
- A. Appointed by Section Chair or elected by Section membership for one-year term of office, extending from July 1 through June 30.
 - B. Accountable to the Area Awards Chair and Section Governing Board for Section specific awards.
 - C. Responsibilities
 1. Help solicit nominations for all Association Area and Section awards.
 2. Attends meetings of the general membership of the Section.
 - D. Duties
 1. Spring
Review at the spring Section meeting all the association awards and any special awards made by the Section.
 2. Fall
Submit the Section approved nominations for NACE awards to the Awards Staff Liaison by June 30.
- IX. Arrangements Activity Chair

- A. Appointed by the Section Chair or elected by Section membership for a one-year term of office, extending from July 1 through June 30.
 - B. Accountable to the Section Chair.
 - C. Responsibilities
 1. Select and arrange facilities for Section meetings and special events other than educational courses scheduled by the Section but managed by Headquarters.
 2. Monitor reservations for Section meetings and make necessary guarantees to restaurants.
 3. Obtain attendance lists from Section functions and send to Section Membership Chair for promotional purposes.
 4. Verify costs and approve invoices from meetings for payment by Secretary-Treasurer.
 5. Arrange audio-visual aids for speakers and other facilities as required. Check out these facilities prior to meeting.
 6. Attends all Section Governing Board meetings and meetings of the general membership of the Section.
- X. Program Activity Chair (Can include Activities and Entertainment Activity Chair positions)
- A. Appointed by Section Chair or elected by Section membership for one-year term of office, extending from July 1 through June 30.
 - B. Accountable to Section Governing Board and Section Vice Chair.
 - C. Responsibilities
 1. Plan and coordinate (in conjunction with Vice Chair) the technical programs for Section meetings.
 2. Make certain that technical programs cover the interests of the major portions of the Section Members.
 3. Coordinate the requirements for meetings and other activities with the Arrangements Chair.
 4. Ensure that the Secretary distributes meeting notices to all Section Members well in advance of each function.
 5. Coordinate field trips and plant visits that are part of the Section's activities. This should include transportation, plant security, personal safety measures, and letters of thanks to the host companies.
 6. Coordinate speakers' needs (travel, audio-visual aids, and hotel accommodations), introduce the speaker at the meeting, and write a "thank you" letter to the speaker.
 7. Prepare a written report of program activities for Section Governing Board meetings. If a special activity was unique and successful, make certain that the Section Trustee reports this at the Area Board of Trustees meeting so that other Sections can benefit from the effort.
 8. Attends meetings of the general membership of the Section.

- D. Duties
 - 1. July
 - a. Develop a program of meetings, seminars, and other activities for the year that will be of interest to the Section Members.
 - b. Print and distribute to Section Members the yearly calendar of Section activities with copies to Headquarters.
 - c. Ensure that all Area Program Chairmen are included on the Section mailing list for the purpose of program idea exchange.
- XI. Publicity Activity Chair
 - A. Appointed by Section Chair or elected by Section membership for one-year term of office, extending from July 1 through June 30.
 - B. Accountable to Section Governing Board and Area Publicity Chair.
 - C. Responsibilities
 - 1. Publicize Section activities and enhance the recognition of NACE within the community.
 - 2. Prepare and distribute press releases to the local media (newspaper, radio, and TV) when media attention can be obtained for Section activities. This should include local Sections of other technical societies in the area.
 - 3. Publicize meetings, guest speakers, seminars, and important events in cooperation with the Section Program Chair.
 - 4. Help Membership Chair provide information displays at technical conferences, trade shows, and open houses at universities and technical institutions.
 - 5. Arrange for press conferences with speakers when appropriate.
 - 6. Arrange for photographs to be taken for publicity purposes when appropriate.
 - 7. Attends meetings of the general membership of the Section.
- XII. Webmaster Activity Chair
 - A. Appointed by Section Chair or elected by Section membership for one-year term of office, extending from July 1 through June 30.
 - B. Accountable to Section Governing Board.
 - C. Responsibilities
 - a. Maintain and update the section website
 - b. Post all meeting notices to the section website

APPENDIX B—PETITION FOR FORMATION OF A SECTION

Note: The signatures of ten NACE International Members in good standing are required.

Date of Petition: _____

WE, the undersigned NACE Members, do hereby petition the Board of Trustees of the _____ Area of NACE for approval for formation of a Section. We understand and agree to form and operate the Section according to stipulations and policies given in the Operating Manual for NACE Sections and the Section Affiliation Agreement.

Proposed name of new Section:

<u>NAME</u>	<u>NACE MEMBER NUMBER</u>
1. _____ (Trustee)	_____
2. _____ (Chair)	_____
3. _____ (Vice Chair)	_____
4. _____ (Secretary-Treasurer)	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

NOTE: Attach to petition names and addresses of officers, proposed boundaries of Section following USA postal zip codes, Canadian postal zones, or by city or country for Sections forming outside the USA or Canada and plans for organizing and operation of the Section. Board of Trustees may request additional information as necessary.

APPENDIX C—PETITION TO FORM A STUDENT SECTION OF NACE

(Signatures of a minimum of 10 members are required)

Date of Petition: _____

We the undersigned NACE International Student Members of NACE do hereby petition the governing body of the NACE _____ to form a Student Section of NACE International to be known as the _____ Student Section. We understand and agree to form and operate the Section according to stipulations and policies given in the Operating Manual for NACE Sections and the Section Affiliation Agreement.

Name of university or college: _____

<u>NAME</u>	<u>NACE MEMBER NUMBER</u>
1. _____ (Trustee/Faculty Advisor)	_____
2. _____ (Chair)	_____
3. _____ (Vice Chair)	_____
4. _____ (Secretary-Treasurer)	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

APPENDIX D—SECTION TRUSTEE'S SEMI-ANNUAL REPORT

Use a copy of this form or follow format on your computer.

- Submit this report to the secretary-treasurer two weeks prior to each meeting of the board of trustees.
- Send a copy to the Membership Department at Headquarters.

Section: _____

Date of report: _____

Period covered by report:_____

Section Officers: (If any of these are changes, so note and give address and phone numbers)

Trustee: _____

Chair: _____

Vice Chair: _____

Secretary: _____

Treasurer: _____

Others: _____

Treasury balance (estimated current financial status as defined on NACE Accounting Form #1)

Number of Section meetings FY year-to-date: _____

Number of governors meetings FY year-to-date:_____

Special meetings or activities planned or held: (include dates and locations)

Career development activities: (include special conferences, short courses planned or held and give dates and locations)

Special awards presented: (include date, recipients, and location)

Nominations made for national awards: (list awards only, no names of nominees)

Programs to promote corrosion awareness in the community: (give dates, locations)

Comments and requests from Section:

Problems experienced by Section which should be brought to attention of Board of Trustees:

APPENDIX F – APPROPRIATE USE OF NACE SECTION FUNDS

(approved by NACE Board of Directors June 2018)

BACKGROUND

As a nonprofit, mission-drive organization NACE International and its local Sections are required to use their funds to support programs and efforts that advance NACE's mission of protecting people, assets, and the environment from corrosion. This document is intended to provide guidance to Section leaders as to how funds generated by the Association's Sections may be used. Even inadvertent misuse of the Association's funds can put NACE at legal and financial risk, so it is imperative that good judgment is exercised by those entrusted to manage the Association's resources.

APPROPRIATE USE OF SECTION FUNDS:

A. In Supporting NACE's Objectives & Purposes

NACE and its Sections shall use its funds only to accomplish its stated objectives and purposes, which include:

- Extending the recognition of corrosion as a problem requiring the attention of persons with specialized knowledge and experience.
- To ensure the availability of adequate training for workers in the field of corrosion and materials protection.
- Promoting scientific research in the prevention of deterioration of materials and the selection of optimum materials for special application.
- Providing forums and media through which experiences with corrosion and its prevention may be reported, discussed, and published for the common good.
- Encouraging special study and research to determine the causes of corrosion, and to develop new or improved techniques for its prevention.
- Correlating study and research on corrosion problems among technical associations to reduce duplication and increase efficiency.
- Promoting standardization of terminology, techniques, equipment, and design in corrosion control.
- Contributing to public safety and to protect the environment by promoting the prevention of corrosion.
- Fostering cooperation between individual operators of plants and structures in the joint solution of common corrosion problems.
- To enlist a wide diversity of international membership to achieve reciprocal benefits between industries and governmental groups as well as between individuals and corporations.

B. For Section Programs & Operations

NACE Sections are expected to use their funds to support the objectives of the Association through local programs. In supporting local programming, reasonable administrative and promotional expenses are expected to be incurred and are permitted. Below are general guidelines and examples on how NACE Section funds may be used.

1) Support Member Events and Activities

The Section may fund activities such as committee meetings, Section member meetings, Section trainings, and annual Section leader elections as necessary. Appropriate expenses include:

- Refreshments and meals for meetings
- Space Rental
- Marketing of the Section event/meeting
- Rental of Audio Visual equipment
- General office supplies needed to conduct Section business and meetings

2) *Recognition of Section Members and Volunteers*

- Plaques and certificates to recognize and thank volunteers
- Donations in a volunteer's name to the NACE Foundation or NACE Foundation Legacy Tree program
- Small gifts as a token of appreciation
- Annual recognition events of volunteers

3) *Sponsoring Students, NACE Student Sections, and Student Teams*

- Provision of funds to local student to participate in NACE International programs such as:
 - NACE Annual Conference
 - NACE Area/ Section Conferences
 - NACE Training
 - Sponsoring the NACE Student Design Competition(s) and participating teams
- Sponsoring non-NACE student programs that are congruent with NACE's objectives and purpose

4) *Sponsoring non-NACE student programs that are congruent with NACE's objectives and purpose*

- **Scholarships**
 - Distribution of scholarships supporting students pursuing a degree in Science, Technology, Engineering, and Math (STEM) Education are encouraged, provided that the scholarship is awarded on an objective and nondiscriminatory basis:
 - No scholarship shall be awarded to an elected Section officer, member of the scholarship selection committee, a direct business partner of an elected Section Officer, or a government official;
 - Family members of elected section officers are also not eligible to be recipients of any scholarships awarded by a Section;
 - Selection of scholarship recipients must be conducted in accordance with the procedures established by NACE International;
 - Distribution of scholarship funds may be conducted in accordance with the customs and laws of the country within which the Section resides provided that it is consistent with NACE procedures, this policy, and proper financial records are kept and provided in the Section's annual financial report.

C. Publicity Materials for Section-sponsored Events

- Promotional, publicity, and personal imprint items (e.g., promotional merchandise, Section calling cards, letterhead and envelopes) are allowable and must follow NACE Policies & Procedures manual on use of the Section logos and NACE branding.

- Promotional or advertising expenses associated with Section and NACE International educational courses, seminars, and workshops

D. Administrative Expenses

- Administrative expenses such as postage, supplies, web hosting fees, and teleconference costs to support Section operations
- Expenses related to hosting Section Governing Board meetings and meetings of the general membership of the Section
- The Section may also pay an auditor to audit the financials in accordance with the respective Section Affiliation Agreement.

E. Travel Expenses

- Travel expenses related to conducting Section business (e.g., Trustee attending an Area BOT meeting)
 - All travel expenses should be approved by the Section Governing Board and does not conflict with item 4.1.3 of the Section Operating Manual as receiving compensation for performance of duties.
- Travel expenses related to hosting a speaker for a Section meeting or event.

INAPPROPRIATE USES OF SECTION FUNDS

Use of Section funds that is not in the spirit of the Association's stated objectives and purposes is inappropriate. Examples of inappropriate uses include but are not limited to the following:

- Payment to individuals to perform Section work or duties defined as the responsibilities of the volunteer Section officers
- Depositing Section funds into unauthorized accounts outside of what NACE International has prescribed in the Section Affiliation Agreement and guidelines for investments
- Payment of Membership dues for Section Officers
- Purchasing equipment unrelated to advancing the purpose of the Section.
- Donation of Section funds to an individual (not including scholarships or awards)
- Donation of Section funds to religious or political/government institutions
- Donation of Section funds to other organizations whose mission is unrelated to corrosion prevention and technology or more generally in support of the advancement of science, technology, engineering, or math

PROHIBITION OF PERSONAL OR PRIVATE BENEFIT

As a non-profit organization, NACE is subject to what is known as the non-distribution requirement. This requirement forbids the use of NACE's income or assets to directly or indirectly benefit an individual or other person that has a close relationship with the organization or is able to exercise significant control over the organization. As such, any NACE members, especially Section Officers, who have control of the Section's funds may not engage in the following activities: receiving compensation for their work as a volunteer; receiving sizable cash or gifts from the Section; being contracted to perform work on behalf of the Section; and may not be reimbursed for expenses unrelated to their volunteer work. Similarly, the aforementioned rules apply to family members and business partners of NACE Section Officers or any other NACE members who have access to and/or control of the Section's funds.

Revision and Approval

Version Number	Date Changed	Change Description	Approved By (Name and Title)	Date Approved
1		Revised Appendices A and F	Board of Directors	6/27/2018
2	11/13/18	Corrected formatting issues (see 11/12/18 Drew Haiko email)		