



ICNDT CONSTITUTION AND TERMS OF REFERENCE

Version 6: This version has been prepared based on the previous Version 5 which was “approved subject to fine tuning” at the ICNDT meeting in Rome in October 2000. It has been reviewed by the PGP at its meeting in Brisbane and approved for issue to the full ICNDT for approval by postal ballot (April 2002).

The significant changes are:

Strengthen role of Regional/Continental Groupings

Clarify non-voting position of Honorary Members

Reference to Awards, reference to Control Procedures

Regional Representatives no longer to be Vice Chairmen of PGP

Nomination of delegates - rules relaxed to reflect current practice

Delete Conference Secretary from list of Officers of ICNDT - this is a function within the World Conference Organising Committee and a responsibility of the Host Society of the Conference.

Clarification/Elaboration of duties of the Secretariat and Treasurer including reference to Operating Budgets and Accounts.

Appendix on Terms of Reference of Membership Working Group clarified to allow approval of new Members between meetings by Postal Ballot.

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1. NAME

The organisation hereafter described is named the INTERNATIONAL COMMITTEE FOR NON-DESTRUCTIVE TESTING. Its abbreviation is ICNDT. The graphic symbol is the abbreviation name ICNDT printed on a world globe.

2. SCOPE

ICNDT is a non profit organisation devoted to the international development of the science and practice of Non-Destructive Testing, in conjunction with individual NDT Societies and recognised Regional continental groupings of NDT Societies. ICNDT's activities are dependent on the voluntary actions of its Members.

3. FOREWORD

The first World Conferences on NDT were held in Brussels in (1955), Chicago (1957), and Tokyo (1960). The ICNDT was set up in 1960 to promote international collaboration, with the specific task of arranging successive World Conferences.

Terms of reference were first developed in 1960 and subsequently revised in 1967 (Montreal), 1979 (Melbourne) and 1982 (Moscow).

The present revision of the Constitution and Terms of Reference incorporates changes in the organisation which have become necessary in the late 1990s.

4. OBJECTIVES

4.1 To be the international organisation that acts as prime focus on Non-Destructive Testing for the benefit of the involved Community and Public in general.

4.2 To promote international collaboration in all matters relating to NDT, including collaboration with international organisations with an interest in NDT e.g. International

Standards Organisation, International Institute of Welding, International Atomic Energy Agency, World Federation of NDT Centres etc.

4.3 To encourage the foundation, growth, development and co-operation of National and regional NDT Societies.

4.4 To assign the place and organisation of the World NDT Conference to an appropriate NDT Society or group of Societies, at intervals of four years.

4.5 To establish and implement with Regional/continental groupings of NDT Societies and the ICNDT Membership policies of the International Committee for NDT.

4.6 To encourage the formulation of International Standards on Non-Destructive Testing in collaboration with the International Standards Organisation, and other standards bodies.

4.7 To promote best practices in NDT and to encourage international harmonisation.

5. MEMBERSHIP

The Members of ICNDT are legally established National NDT Societies (i.e. Societies, Organisations, Institutes etc. of a non-profit nature) and NDT Societies representing regions (which may be parts of very large Countries or groups of small Countries), whose applications are accepted by ICNDT.

Societies that wish to join the ICNDT shall make written application in accordance with the application procedure defined by the Membership Working Group. Application shall be voted on by the full International Committee at its next meeting, following review by a Membership Working Group nominated by the Policy and General Purposes Committee (PGPC). The Terms of Reference of the Membership Working Group are given in Appendix 1.

Each ICNDT Member Society shall nominate two delegates. In matters requiring a vote each ICNDT Member Society shall have one vote.

6. HONORARY MEMBERS AND AWARDS

6.1 Delegates to the International Committee may be awarded with the title of Honorary Member in recognition of their distinguished activity within the scope of the ICNDT's objectives.

6.2 Proposals for Honorary Membership shall be made by ICNDT Chairman, seconded by the Immediate Past Chairman to the PGPC. The recommendations of the PGPC shall be brought for the approval of more than half the ICNDT Members present at the second meeting at each World Conference.

6.3 Persons to be honoured shall have been active throughout several conference periods in promoting the objectives of the ICNDT.

6.4 At meetings of ICNDT Honorary Members shall have the right to speak but will only be permitted to vote if nominated as a Member Society's representative.

6.5 ICNDT may create Awards to be presented to recognise important contributions to Non-Destructive Testing. The procedures defining such Awards and the selection of recipients shall be approved by the full ICNDT.

7. OFFICERS/DUTIES

7.1 The Officers of the ICNDT shall be the Chairman, the Regional Representative, World Conference President, the General Secretary, ~~the Conference Secretary~~, the Treasurer, the Immediate Past Chairman and the Immediate Past World Conference President.

The Chairman and the General Secretary shall be elected by the Members of the ICNDT at the second meeting of ICNDT at each World Conference (see para 10.1).

The World Conference President and the Conference Secretary shall be appointed by the ICNDT Member Society chosen by the ICNDT Membership to host the next World Conference.

Two Regional Representatives shall be nominated by the committees of each of the recognised Continental groupings of Member Societies (European, Asia-Pacific, Pan America, etc.) which are recognised by ICNDT.

The Treasurer shall be appointed by the Member Society chosen to hold and operate the ICNDT Fund (see Clause 12)

7.2 Terms of Office

Officers

The renewal of the term of office of the ICNDT Chairman, General Secretary and two ICNDT representatives Officers of ICNDT will happen every fourth year at the second full International Committee meeting at each World Conference. The Regional Representatives will be selected at the Regional conferences and reported to the ICNDT Chairman, General Secretary and ICNDT Secretariat immediately.

Delegates

It is desirable in the interests of continuity to retain the same delegates to the International Committee as long as possible.

Each Member Society shall advise the Secretariat the names of one Voting and one Non-Voting delegate at the commencement of each ICNDT meeting. Between meetings Member Societies may change their delegates by advising the Secretariat in writing (including e-mail).

7.3 Duties

The duties of the Officers of ICNDT shall include:

Chairman of ICNDT: shall administer all actions of the ICNDT and act as Chairman or appoint an alternate for all meetings of the ICNDT. Twice a year the Chairman shall disseminate information received from representatives up to one month before. The Chairman shall also disseminate, immediately after the World Conference, an ICNDT Handbook which should include the ICNDT history, the ICNDT Terms of Reference, a list of members of all previous ICNDT Steering Committees, a list of previous ICNDT meetings and conferences, details of Working Groups, a list of current ICNDT delegates, details of future planned Conferences, accounts of the ICNDT Fund, operational accounts of Secretariat, list of Honorary Members.

World Conference President: The World Conference President, during his term of office and with the aid of a World Conference Organising Committee (see Clause 14), shall organise and conduct the forthcoming World Conference as directed by the Member Society responsible for the Conference.

Immediate Past Chairman: The duties of the Immediate Past Chairman shall be to advise the Chairman and perform other such duties as delegated by the Chairman, including chairing the Policy and General Purposes Committee.

Regional Representatives: The duties of the Regional Representatives shall be to liaise with the Regional/Continental groupings of Member Societies which they represent.

General Secretary: is responsible through the Secretariat for recording all matters associated with the ICNDT between meetings; recording and distributing minutes of International Conference meetings held during his term of office. The General Secretary shall also arrange for the Secretariat to maintain a register of Member Societies and of the names and addresses of appointed representatives accessible to all Members and the public via the World Wide Web.

Treasurer: is responsible for preparation of a financial report on the ICNDT Fund and presentation of this to the ICNDT every two years.

8. POLICY AND GENERAL PURPOSES COMMITTEE (PGPC)

The Policy and General Purposes Committee is a strategic committee nominated by ICNDT with the precise tasks of establishing the strategy that ICNDT shall apply in developing its activity, execute the policies decided by the full International Committee and prepare papers and present to the full International Committee for approval. The PGPC shall consist of:

- (i) A Chairman who shall be the Immediate Past Chairman of the ICNDT.
- (ii) ICNDT Chairman
- (iii) Two Regional Representatives, nominated by each of the recognised Regional/continental committees (Europe, Asia-Pacific, Pan-America, etc.)
- (iv) ICNDT General Secretary
- (v) World Conference President
- (vi) ICNDT Honorary Members
- (vii) Committee Chairman
- (viii) Two members elected by the full International Committee from among its membership to serve for four years at the second meeting at the World Conference

9. ICNDT EXECUTIVE COMMITTEE

The Executive Committee's task is to advise the Chairman and Secretariat in the operations of ICNDT to supervise the execution of policy approved by the PGPC and ICNDT members, in accordance with this Constitution and Terms of Reference and such Operating Procedures as the PGPC shall define.

It shall consist of:

- (i) Chairman ICNDT
- (ii) World Conference President
- (iii) General Secretary

(iv) Treasurer

(v) Immediate Past Chairman ICNDT

(vi) Chairman of Membership

The Executive Committee may nominate Working Groups to execute particular tasks. Such Working Groups shall report on their work to the PGPC and the full International Committee.

10. FREQUENCY OF ICNDT MEETINGS

10.1 International Committee

The full International Committee shall meet twice during each World Conference, at the beginning and end of the conference, and once between World Conferences in conjunction with an appropriate Continental conference.

~~Voting~~

~~At full International Committee Meetings each Member present shall have one vote. Members who are unable to attend may nominate in writing another Member representative to vote on their behalf. No Member may exercise more than one Proxy Vote. The quorum will be 33% of the membership. Except for changes to the Constitution and Terms of Reference, decisions will require a simple majority of those voting. Changes to the Constitution and Terms of Reference require two-thirds of those voting to be in favour and the Quorum will be half of the Membership.~~

~~Postal Ballot~~

~~If it is essential to make decisions between meetings a 'postal' ballot using fax, e-mail, or letter shall be organised by the Executive Committee. A clear deadline shall be set at least eight weeks after the issue of the request for voting. A decision will require a positive response from more than half the Membership (one vote per country, no response equals abstention).~~

10.2 Policy and General Purposes Committee (PGPC)

The PGPC shall meet at each World Conference and at suitable conferences organised by the recognised Regional/Continental groupings with a minimum frequency of once per year.

10.3 Executive Committee

The Executive Committee shall meet in conjunction with each PGPC and at other times determined by the Chairman.

11. VOTING

11.1 International Committee Meetings

At full International Committee Meetings each Member Society present shall have one vote. Members who are unable to attend may nominate in writing another Member representative to vote on their behalf.

No Member may exercise more than one Proxy Vote. The quorum will be 33% of the membership. Except for changes to the Constitution and Terms of Reference, decisions will

require a simple majority of those voting. Changes to the Constitution and Terms of Reference require two-thirds of the voting delegates present to be in favour.

11.2 International Committee Postal Ballot

If it is essential to make decisions between meetings by a 'postal' ballot using fax, e-mail, or letter shall be organised by the Executive Committee. A clear deadline shall be set at least eight weeks after the issue of the request for voting. A decision will require a positive response from more than half the Membership (one vote per NDT Society, no response equals abstention).

11.3 PGP and Executive Committee

Each elected member present and each Regional Representative present shall have one vote. Decisions require a simple majority of those voting. The quorum shall be five for PGP and three for the Executive Committee.

12. SECRETARIAT OF ICNDT

A Member Society shall be elected by ICNDT to provide a Secretariat service to the ICNDT Chairman, World Conference President, the International Committee, the Executive Committee and the Policy and General Purposes Committee.

Duties of the Secretariat shall include (but not be limited to):

- i) maintain a Website for ICNDT with all approved documents
- ii) maintain a register of Members Societies and membership committees and Officers and publish on the Website.
- iii) issue Agendas and Minutes of meetings and publish on the Website
- iv) arrange elections
- v) preparation of annual Operations budgets and accounts for approval by ICNDT every two years
- vi) liaise with Treasurer and NDT Society holding ICNDT Fund

13. OPERATING PROCEDURES

Operating Procedures shall be prepared as necessary to control the activities of ICNDT. Such Procedures shall be approved by the P&GP Committee and shall be published on the ICNDT Web-site.

14. ICNDT FUND

An ICNDT fund shall be established for the following purposes:

- i) the support necessary to permit the Secretariat to be run professionally
- ii) the provision of funding to young NDT professionals in membership of national NDT societies for travel and attendance at WCNDT conferences.
- iii) assistance towards the formation of new national NDT societies.

The Fund will be administered by a Member Society of ICNDT chosen by the ICNDT in accordance with the recommendation of the Executive and PGPC (see Appendix 2). This Member Society shall nominate the Treasurer.

15. VENUE AND FREQUENCY OF WORLD CONFERENCES

15.1 The normal interval between World Conferences under the aegis of ICNDT shall be four years, ie. 2000, 2004, 2008 etc.

15.2 The precise time of the year will be decided by the Member Society selected to act as Host.

15.3 Recommendations for organising the World Conference as adopted in Cannes, France in 1976 shall be followed as closely as possible, see Appendix 3.

15.4 At each World Conference, the International Committee shall confirm the decision made in principle at the previous conference as to which Member Society will host the next conference.

15.5 Subsequently at each Conference the International Committee will receive presentations from members who offer to host the next-but-one conference. These proposals will be discussed and a decision in principle for the succession host country will be taken by secret ballot. The presentations by prospective conference hosts shall include the venue, plans for the conference, a commitment to donate 25% of any surplus to the ICNDT fund, and nominee(s) for World Conference President.

15.6 The expenses incurred in relation to a World Conference shall be borne by the host country. The ICNDT will not have any financial responsibility for the World Conference.

15.7 A financial statement in accordance with proper accounting practice must be submitted to the ICNDT Secretariat within six months of the completion of the conference.

16. WORLD CONFERENCE ORGANISING COMMITTEE

A World Conference Organising Committee shall be formed by the selected Conference host Member Society and shall consist of the World Conference President, the Conference Secretary, the Immediate Past World Conference President and the Chairman of ICNDT and preferably one or two other members.

The other member or members may be from the host country or from Member Societies from other countries. It is suggested that in addition to the Immediate Past World Conference President, another member of a former World Conference Organising Committee be a member of the Committee in order to benefit from past experience and to help maintain continuity between Conferences.

16.2 The functions of the Committee shall be:

- (i) Organise the forthcoming Conference
- (ii) Arrange the International Committee meetings as required by the ICNDT Chairman
- (iii) Report Conference progress and activities to ICNDT Chairman, General Secretary, Executive and Policy and General Purpose Committees
- (iv) Arrange a Conference Secretariat to provide support.

17. OFFICIAL LANGUAGES

17.1 The official language of ICNDT, its Committees and the World Conference shall be English. Translation into other languages may be made at the discretion of the host country.

17.2 Administration of the conference shall be in English and also may be in the language of the host country.

17.3 Papers shall be submitted in English.

17.4 Presentations shall be in English or in the language of the host country. A speaker using a language other than English shall be responsible for providing a simultaneous translation into English.

17.5 The host country or other delegations wishing to listen to papers in their own language shall be responsible for arranging for simultaneous translation from English. Facilities for such simultaneous translations shall be provided by the host country, at the expense of the requesting country.

18. CHANGES OF CONSTITUTION/TERMS OF REFERENCE

18.1 Any proposed changes to this Constitution/Terms of Reference must be proposed by the PGPC and advised to each Member of the ICNDT at least six months before the next meeting.

18.2 Such proposed changes shall be voted upon by the International Committee at its next meeting or by postal ballot in accordance with the voting procedures specified in clause 11.

APPENDIX 1:

Terms of Reference: Membership Committee

- 1.1 The Membership Committee shall be led by a Membership Chairperson nominated by the Chairman of ICNDT and/or elected by the ICNDT Membership at the first formal meeting of the ICNDT Committee during the next World Conference. The Membership Chairman will become an active member of the Policy and General Purposes Committee.
- 1.2 The ICNDT delegates will select a Committee at the first formal meeting of each World Conference. The term of the Committee will be from the time of selection until the start of the next world conference. The Membership Committee shall be made up of a minimum of six ICNDT members in good standing representing six countries. Where possible all Regional/Continental Groupings should be given the opportunity to participate on the working group. The Membership Chairperson shall be one of the six delegates selected and act a chairperson for the Committee.
- 1.3 The Committee under the leadership of the Membership Chairman will review the application and report back to the ICNDT Chairman and Secretariat as membership applications are reviewed.
- 1.4 The ICNDT Secretariat will forward all positive recommendations to the ICNDT Membership for a postal ballot of acceptance or rejection. Membership applications received six months prior to the next formal ICNDT committee meeting will be voted upon at the upcoming meeting.
- 1.5 The process for application of a New Member shall follow the following procedure:
 - 1.5.1 A written application for membership must be submitted to the ICNDT Chairman currently in office. Included should be the following information:
 - i. A copy of the applicants by-laws, constitution and code of ethics
 - ii. A copy of the applicants organizational structure
 - iii. Indication that the applicant body is widely recognized as the representative of their country's Non-Destructive Testing community.
 - iv. A copy of the applicant's brochure, magazine, etc.
 - v. Statement confirming the Non-Profit nature of the society
- 1.6 Review Procedure: The Membership Committee and a representative(s) of the applicant country will review the documentation presented by the applicant at a separate meetings outside of the formal International Committee meetings. The Membership Committee will satisfy itself that an applicant is sufficiently representative of NDT in its country to merit membership of ICNDT.
- 1.7 Upon approval by the ICNDT delegates, a copy of the "ICNDT Constitution and Terms of Reference" shall be presented to the new member. The new member will be requested to sign a copy and return it to the ICNDT Secretariat signifying agreement to the Constitution and Terms of Reference and their participation as a member of ICNDT.
- 1.8 The ICNDT Secretariat will issue a certificate of approval and a Membership plaque to all new members.

APPENDIX 2: ICNDT Fund

Background

The creation of the ICNDT fund to be administered and accounted for independently was agreed by the International Committee Meeting in New Delhi in 1996 which decided:

- i) that 25% of the total profit of WCNDT conferences be donated to a central ICNDT fund. (This 25% donation would come into effect from the 15th World Conference on NDT, to be held in Rome in the year 2000.) Note: the International Committee asked for consideration of similar donations by Regional Conferences (currently Asian Pacific, Pan American and European).
- ii) that NDT Societies which are members of ICNDT consider making voluntary donations to the central ICNDT fund.
- iii) that ICNDT seek external funding to supplement the fund raised internally.

Uses of Fund

The International Committee meeting in New Delhi specified the priorities for the use of the Fund as, in order of priority:

- (i) the support necessary to permit the Secretariat to be run professionally.
- (ii) the provision of funding to young NDT professionals in membership of national NDT societies for travel and attendance at WCNDT conferences.
- (iii) assistance towards the formation of new national NDT societies.

Operation

The Fund will be held and operated by a Member Society of ICNDT (the Fund Operating Society) on behalf of ICNDT. The Fund Operating Society is to be approved by International Committee following the recommendation of the PGPC. The Operating Society will be reviewed every four years at the second International Committee meeting at each World Conference.

The Fund shall be held in an interest-bearing account with the interest accruing credited to the Fund.

Deposits to the Fund and disbursements from the Fund shall be executed by the Fund Operating Society as directed by the Trustees of the Fund, who shall be the Executive Committee of ICNDT plus one other member of the ICNDT elected following nomination of candidate(s) by PGPC.

Accounts shall be maintained by the Operating Society and presented for Approval by the ICNDT.

An audited annual report, approved by the Trustees, shall be presented to the PGPC and the International Committee.

All disbursements shall require the approval in writing of at least three Trustees from different Member Societies.

APPENDIX 3: Terms of Reference – World Conference

The International Committee for Non-destructive Testing (ICNDT) has approved that the following recommendations should apply to the arrangements of future World Conferences by national organizers appointed by the International Committee.

1. DURATION

A full week of technical meetings from Monday to Friday is recommended.

2. PAPERS

It is left to the discretion of individual National Organizations whether proposals to present papers are to be notified directly by the authors or centrally through their National organizations.

Responsibility for maintaining technical and scientific standards in the papers rests with the National Organization.

3. DEADLINES

The call for papers and the respective application forms should be issued by the organizer at least 12 months before the date of the Conference.

The request to submit a paper must reach the organizer with an accompanying abstract at least 9 months before the date of the Conference.

Acceptance or rejection of a paper is to be indicated by the organizer 8 months before the date of the Conference.

Presentational information and details of lecture room facilities are to be given to authors when they receive notification of acceptance of their papers.

A provisional programme with a list of accepted papers and the proposed sequence of their presentation in each particular section is to be sent to authors, members of the ICNDT, national delegates on the International Committee and to appropriate National Organizations at least 6 months before the date of the Conference.

Final manuscripts in an agreed format should be submitted, at the latest, 4 months before the Conference. They must be capable of direct reproduction.

An accepted paper can be rejected by the organizer, if the deadlines are not kept.

The final programme is to be available at least 3 months before the date of the Conference. Preprints of the papers should be available for distribution to delegates when the Conference commences. The organizer should also assist delegates by providing facilities for mailing and preprints to any address after the Conference. Relevant preprints should be made available to nominated session chairmen 1 months before the date of the Conference.

A list of participants with their affiliations and full postal addresses should be distributed at the beginning of the Conference. It will be updated during the Conference, if necessary.

4. PROGRAMME

Sunday evening: Informal reception
Monday morning: formal opening of Conference
Thursday evening: social gathering and Conference dinner
Friday afternoon: formal closure of Conference

The sessions of the International Committee should be held on Sunday and Thursday.

5. PAPERS, PUBLICATIONS

Provision should be made for the following:

- individual papers
- summary papers
- panel discussions

The National Organization reserves the right to fix the number of invited papers, and of organizing the Conference in a number of parallel sessions with an accurately designated timetable so that delegates can circulate amongst the sessions if they so wish.

The allocated time for presentation of individual papers should take into account the need for an adequate discussion period following each presentation.

The National Organization shall publish an edited version of the Conference proceedings for distribution to the attendees and for general sale if they so wish. Authors, may in addition seek or accept publication of their Conference papers in other scientific or technical journals, with a reference to the WCNDT in which it was given.

6. LANGUAGES

The papers and the discussions are to be delivered in English or the language of the organizing country. In the latter case, the preprints should contain an extended summary in English.

The papers and discussions are to be delivered in English or in the language of the organizing country. The organizer is responsible for simultaneous translation of the presentations and discussion.

Further languages can be allowed for papers and discussions if the organizing, or another interested country, carries the cost of translating to and from English and the language of the organizing country.

7. EXHIBITIONS

An industrial exhibition should be held during the whole period of the Conference and it should be housed in the same building. All exhibits should have some clear connection with NDT.

Participation in the exhibition is to be invited by the organizer 24 months before the date of the Conference.

The binding consent of an exhibitor is to be made known to the organizer at least 14 months before the date of the Conference.

The organizer will inform the exhibiting firms on the plan and stand layout at least 12 months before the date of the Conference.

8. FILMS AND SHOWS

The organizer should provide a hall, where technical films can be shown on particular days.

9. RECEPTION PARTIES BY FIRMS

Organized reception parties by firms must be officially approved. They should be restricted to one particular evening to be fixed by the organizer.

10. SOCIAL ACTIVITIES

The National Organization should plan and carry out the following on the basis of individual experience, financial resources and local opportunity, and must bear overall responsibility for all relevant details:

- travel arrangements,
- hotel reservations,
- programme of any technical visits during the Conference,
- after-conference tours,
- visits to concerts, operas and theatres,
- reception by the municipal and national authorities,
- ladies programme