



INTERNATIONAL COMMITTEE FOR
NON-DESTRUCTIVE TESTING

The World Organisation for NDT

OPERATING PROCEDURE:

OP11 Rev 3

SUBJECT: MEMBERSHIP PROCEDURES

Issue/Draft	Date	Details	Status/Approval
Rev. 3	14 June 2018	Version agreed to correspond to v4 of the Constitution following Organisation Review 2015-2017	Approved by postal ballot 31 October 2017 and implemented 14 June 2018

Forms associated: ICNDT Membership Application Forms

Preamble

The text in the ICNDT Constitution clarifies some aspects of Membership:

“5. TYPES OF MEMBERSHIP

5.1 The members of ICNDT are Full Members, Associate Members, Liaison Members and Honorary Members.

5.2 Full Members of ICNDT are non-profit making, legally incorporated NDT societies

5.3 Associate Members are non-profit NDT organisations which do not qualify as Full Members.

5.4 Liaison members are international organisations (eg ISO, IAEA, UNIDO) with an interest in NDT and a willingness to commit to two-way liaison with ICNDT.

Arrangement of Liaison Membership will be by correspondence between the organisation and the ICNDT Chairman, covering mutual arrangements for liaison. Liaison Membership is subject to ratification by the ICNDT General Meeting

5.5 Honorary Members are delegates who have been awarded the title of Honorary Member in recognition of their distinguished services within the scope of ICNDT objectives.”

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The ICNDT is registered as a legalised Association with its seat in Vienna, Austria.

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1. Joining as a Full or Associate Member

Societies that wish to join the ICNDT as Full or Associate Members shall submit a written application in accordance with this procedure. Normally, only one Full Member is accepted per country. Organisations that are not legally incorporated NDT Societies or from countries that already have a Full Member may be accepted as Associate Members.

2. Scope

This procedure defines:

- The method by which the Membership Working Group is established.
- The membership application process for Full or Associate Members.
- Evaluation/interview, acceptance/rejection recommendation by the Membership Committee.
- New member acceptance procedure.

3. Membership Working Group

The Membership Working Group shall be led by the Membership Chair or by the Chairman of ICNDT.

The Membership Working Group shall be made up of a minimum of six representatives of ICNDT members in good standing and representing six countries. Where possible, all Regional Groups should be given the opportunity to participate (currently APFNDT, EFNDT, PANNDT and AFNDT).

4. Application Process

4.1 A written application for membership in English (the official Language of ICNDT) must be submitted to the ICNDT Membership Chair or the President of the relevant Regional Group.

4.2 Included should be the following information:

- Explanation of whether or not the applicant organisation is an independent not-for-profit legal entity, whether Full or Associate Membership is being applied and advice of which Fee Category is applicable (see OP 2);
- A copy of the applicant's organisational structure and explanation of the role of individual members and organisations in the governance, and, for organisations which are not stand alone entities, links to other bodies;

- For applicants for Full Membership, a copy of the applicant's constitution and code of ethics all translated into English¹;
- Information to demonstrate that the applicant is widely recognised as the representative of its country's Non-Destructive Testing community;
- Recommendation by the President of the relevant Regional Group of ICNDT;
- (Optional) A copy of the applicant's brochure, journal, etc, details of website (provide a broad outline of the contents in English).

5. Review of Application

The Membership Working Group will review the documentation presented by the applicant. If necessary, the Working Group may ask for further information or ask for a meeting with the applicant at a mutually convenient time.

The Membership Working Group will satisfy itself that an applicant is sufficiently representative of NDT in its country to merit membership of ICNDT and decide by voting whether the appropriate type of Membership is Full or Associate.

The Membership Working Group will report their recommendations to the Executive Committee (IEC) for approval.

If the application is approved by the IEC the secretariat will issue a copy of the "ICNDT Constitution, Terms of Reference and Operating Procedures". The new member will be requested to sign a copy and return it to the ICNDT Secretariat signifying agreement to the "Constitution, Terms of Reference and Operating Procedures" and their future participation as a member of ICNDT.

The applicant will then be invoiced the appropriate fee and once the fee has been received an appropriate Membership Certificate will be issued.

6. Membership confirmation by ICNDT

New Memberships will be confirmed at the next ICNDT full meeting (e.g. General Assembly, Annual Meeting).

¹ A machine/computer translation may be accepted