

1.1 The governing board shall consist of the following elected officers:

- 1.1.1 Section Trustee
- 1.1.2 Section Chairman
- 1.1.3 Section Vice Chairman
- 1.1.4 Section Secretary-Treasurer

2. ELECTION OF SECTION OFFICERS

2.1 Section officers (excluding the Trustee – see Section 5) are elected for a one-year term beginning July 1 and ending June 30. All officers must be Association members in good standing and assigned to the Section in which they are elected.

2.2 No later than March 1 of each year, the Section chairman shall appoint a nominating committee consisting of three Section members, including the Section trustee, who shall serve as chairman of the nominating committee. This nominating committee shall report its nominations at a regularly scheduled meeting of the Section. Additional nominations may be made by a petition endorsed by five members of the Section. The election shall be scheduled so that Headquarters can be notified of the newly elected officers no later than July 1. If no candidates are nominated, then the incumbent slate of officers may serve. No officer may serve more than three consecutive terms in any one position without Area Board Approval.

2.3 The election can be conducted either at a regularly scheduled Section meeting or by letter ballot. Letter ballots are defined as being sent by post, courier, electronic means or facsimile transmission. Electronic means are the preferred mode of communication. Election to office requires a majority vote of members present at a meeting or a majority of letter ballots returned. If a letter ballot is used, ballots shall be returned to the Section trustee.

2.4 If the office of chairman becomes vacant, the vice chairman shall accede to the chairmanship for the remainder of the term. Any vacancy occurring in the other offices shall be filled by a member of the Section appointed by the governing board.

3. ELECTION OF SECTION TRUSTEES

3.1 The Section trustee is the chief executive officer of the Section and is elected for a 3-year term. Duties are given in Appendix A. Because the Section trustee is required to attend the board of trustees meetings once each year, employer support shall be obtained in advance of nomination to fulfill the responsibilities of this position.

3.2 Before the end of a trustee's 3-year term of office, a special nominating committee (consisting of the outgoing trustee, the outgoing vice chairman, and the outgoing secretary-treasurer) should consider all eligible candidates for trustee. All eligible candidates should have served as Section chairman (Appendix A).

3.3 This nominating committee shall report its nomination at a regularly scheduled meeting of the Section. The election shall be held in conjunction with the election of Section officers for that year. The outgoing Section chairman shall notify Headquarters of the newly elected trustee no later than July 1.

4. APPENDIX A — DUTIES OF SECTION OFFICERS

I. Section Trustee

- A. Term of office shall be three years commencing July 1 through June 30.
- B. Should have previously served as Section chairman.
- C. Serves as member of board of trustees representing the Section.
- D. Responsibilities
 - 1. Accountable to board of trustees for the activities of the Section and its fiscal matters. The trustee shall be considered the chief executive officer of the Section and shall be responsible for the successful operation of the Section.
 - 2. Serve as liaison between the Section and the area.
 - 3. Ensure continuity in the administration of Section affairs.
 - 4. Ensure viability of Section functions and activities.
 - 5. Review Section activities and submit written semi-annual report to chairman (see Appendix D).
- E. Duties
 - 1. July

Ensure that the accounting forms have been completed and mailed to Headquarters. (Refer to duties of the secretary-treasurer.)
 - 2. Spring and Fall
 - a. Attend the 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. (See Appendix D).
 - b. Attend the board of trustees meeting held during the area conference 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.
 - 3. March

Serve as chairman of the Section nominating committee and present nominations of officers at scheduled Section meeting.
 - 4. May
 - a. Ensure that correct electoral procedures are followed.
 - b. Appoint an audit committee as defined in Section 7 of this manual.
 - 5. July

By July 1, advise NACE Headquarters of the names of elected officers.

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- II. Section Chairman
- A. Elected by Section members for one-year term of office extending from July 1 through June 30.
 - B. Accountable to the Section trustee.
 - 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 consort with trustee, appoint those of the following committee chairmen deemed necessary for effective operation of the Section:

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

Review Section needs and concerns and submit them to the Section trustee for inclusion in his written report to the region board of trustees. This should include any problems confronting the Section.
 - 3. March

Appoint three members to the Section nominating committee, including the Section trustee who serves as chairman, for the selection of Section officer nominees.
- III. Section Vice Chairman
- 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 chairman.
 - C. Responsibilities
 - 1. Provide executive support to the chairman.
 - 2. Perform the duties of the chairman in the chairman's absence.

3. Perform special assignments made by the chairman.
4. Ensure proper operation of Section technical programs.
5. Attend meetings of the Section governing board.

IV. Section Secretary-Treasurer

- A. Elected by Section members for one year term of office, extending from July 1 through June 30.
- B. Accountable to the Section governing board.
- C. Treasurer is bonded under a fidelity bond carried by NACE Headquarters.
- D. Responsibilities
 1. As secretary: provide administrative support to the chairman and the governing board.
 2. As treasurer: provide financial control for the Section.
- E. Duties (Note: If the Section has a separate secretary and treasurer, those duties marked with an asterisk (*) are for the secretary; the others for the treasurer.)
 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. Collect, deposit, and maintain records of all Section funds.
- F. July
 1. Contact NACE Finance Staff at Headquarters to establish a bank account and arrange for check signing authority as approved by the governing board.
 2. Provide successor with records, files, minutes, statements, and correspondence.
 3. Submit the Year-End Financial Report (see paragraphs 6 and 7) to Headquarters and to the governing board.
- H. April
 1. Order plaque from Headquarters for outgoing chairman.
- I. June
 3. Provide documents/accounting forms to auditors to support financial statements.
 4. Make disbursements as approved by the governing board.

V. Section Membership Chairman

- A. Appointed by the Section chairman or elected by Section membership for a three-year term of office, extending from July 1 through June 30.
- B. Accountable to the governing board and the area or region membership chairman.

- 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.
 - 8. Make certain that new members are welcomed at Section meetings.
 - 9. Invite special guests and prospective members to Section meetings and other functions, encouraging them to become members of NACE.
 - 10. Cooperate with area membership chairman in obtaining new members.
 - 11. Attend membership meetings and workshops.
 - 12. Follow policies of the area membership committee.

VI. Section Career Development Chairman

- A. Appointed by the Section chairman or elected by Section membership for a three-year term of office, extending from July 1 through June 30.
- B. Accountable to the Section governing board and area career development chairman.
- 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 region career development chairman 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. Make two presentations each year at Section meetings on NACE career development opportunities.

6. Supervise education activities put on by the Section.
- D. Duties
1. Participate in career development workshops if held at area meetings.
 2. July
 - a. Arrange with program chairman for the two Section meetings at which career development information will be presented.
 - b. Notify the area career development chairman of any planned education courses to be put on locally.
 3. February
Prepare a report for the governing board and the region career development chairman on past, ongoing, and planned activities.
- VII. Section Awards Chairman
- A. Appointed by Section chairman or elected by Section membership for three-year term of office, extending from July 1 through June 30.
 - B. Accountable to the area awards chairman.
 - C. Responsibilities
Help solicit nominations for all Association area and Section awards.
 - 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.
- VIII. Section Arrangements Chairman
- A. Appointed by the Section chairman or elected by Section membership for a one-year term of office, extending from July 1 through June 30.
 - B. Accountable to the Section chairman.
 - 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 chairman 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. Attend governing board meetings.

IX. Section Program Chairman (Can include Activities and Entertainment Chairmen positions)

- A. Appointed by Section chairman 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 chairman.
- C. Responsibilities
 1. Plan and coordinate (in conjunction with vice chairman) 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 chairman.
 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 region board of trustees meeting so that other Sections can benefit from the effort.
- 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 region program chairmen are included on the Section mailing list for the purpose of program idea exchange.

X. Section Publicity Chairman

- A. Appointed by Section chairman 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 region publicity chairman.

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 chairman.
4. Help membership chairman 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. Attend Section governing board meetings