



Metal Treating Institute Policy for Associate Members

Associate Members will make application for membership in the Metal Treating Institute by filling out a form to include a statement explaining the applicant's ability to make a technical contribution to advance the interests of the Metal Treating Institute and the heat treating industry. That application will be processed and passed on by the staff of the Institute and approved by the Board of Trustees.

Associate Member membership in the Institute shall be limited to one-third (1/3) of the regular members

Each Associate Member shall be represented by a delegate and alternate delegate, both of whom shall be an owner, officer or executive employee of the firm or organization. The delegate and alternate with their significant other and minor children are welcomed to attend the general membership meetings. Non-executive employees are invited to attend general membership meetings when accompanied by a delegate or alternate delegate. The delegate, alternate and/or an employee of the company, together with their significant other plus minor children, may attend chapter meetings.

Education/Technology Transfer Associate Members are by invitation only by a majority of the Board of Trustees.

The Associate Member, Supplier Division, corporate sponsorship will be comprised of three levels of Bronze, Silver and Diamond at the annual cost as established by the Board of Trustees.

Code of Business Practices

We, the members of the Metal Treating Institute, having associated to do our part in the broad effort of industry to foster, promote and maintain high ethical standards in all business dealings, individually and collectively pledge our every effort to:

- Treat every customer fairly and equitably, on a basis profitable to both the seller and buyer;
- Treat every supplier fairly, extending the same consideration to him as we would wish to receive from our own customers;
- Cooperate with our trade association, within legal limits, on a basis that will assist each unit in the industry to operate under high business standards and enable the industry as a whole to serve the public effectively and economically;
- Recognize that our employees are the lifeblood of our business; will maintain a sound and well defined employee policy suitable to the problems of our company, community and industry that will provide free interchange of ideas between management and employees on all matters of mutual interest; give adequate opportunity for consideration and adjustment of all complaints; and will maintain a safe working environment and fair compensation for work performed;
- Recognize that we will not be successful unless our customers are successful and that we will provide the quality and service to help our customers become more competitive in the marketplace;
- Preserve our credit standing and goodwill by fair and equitable treatment of creditors;
- Demonstrate that the business is a desirable "Citizen" of the local community in which it operates;
- Cooperate with and support all the agencies of government in the exercise of their legitimate functions.

Associate Member Participation

1. All programs and services except physical attendance constraints. They can receive survey and statistical program results in which they participate as do regular members.
2. Encouraged to have concurrent sessions at general membership meetings for the purpose of discussing items pertinent to their respective divisions.
3. Encouraged to participate on Institute committees.
4. Can sponsor speakers or social event entertainment available to all the membership in attendance.
5. Can elect two (2) "associate delegates" to the Institute Board of Trustees and vote on matters internal to their respective divisions.
6. Can participate in advertising opportunities that may develop at the discretion of the Board of Trustees.

Unacceptable Associate Member Conduct

1. Sponsor hospitality suites at Institute meetings.
2. Entertain members in groups at Institute meetings.
3. Provide promotional items for meeting.
4. Participate in selling activities.

Any Associate Member may be suspended or its membership terminated for cause by the Board of Trustees at a properly called meeting. "Cause" shall mean violation of the Bylaws or "Policy for Associate Members", failure to submit corporate sponsorship payment or other conduct prejudicial to the Institute as determined by the Board of Trustees.