

# American Foundry Society

## Committee Handbook

May 2021



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## **INTRODUCTION**

AFS is a dynamic organization thanks to the involvement, interest and investment each of the hundreds of AFS members and their companies demonstrate with their participation on various AFS committees and shared interest groups.

Recognizing the important work that must be done in committees, the AFS By-Laws empower the Board of Directors to establish such committees as may be necessary to further the mission and work of the organization.

The individuals who serve on the AFS committees form the heart and soul of AFS. These committees provide opportunities for members to participate in and direct the growth of our industry while improving their own professional position. Participation with industry peers has been shown to be a very positive experience.

The purpose of this handbook is to provide procedures, policies and forms for AFS Division and committee activities and shared interest groups.

Thank you for your continued involvement in these very worthwhile efforts. Your dedication helps us advance our mission to serve.

Doug Kurkul  
CEO

## **AFS VISION & MISSION**

### **VISION STATEMENT**

AFS will be recognized worldwide by industry stakeholders as the leading voice and resource on technical, management and advocacy priorities pertaining to the metalcasting industry.

### **MISSION STATEMENT**

The mission of the American Foundry Society is to advance the success of its members and the metalcasting industry through advocacy, education, and innovation.

## AFS COMMITTEE AFFILIATED STAFF DIRECTORY\*

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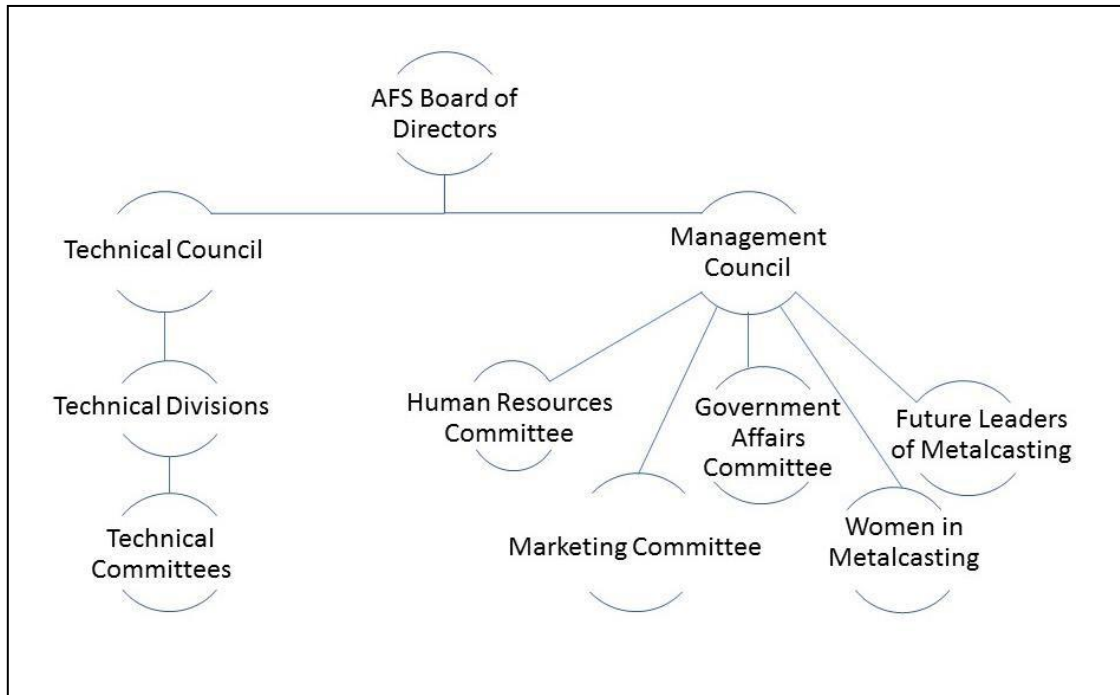
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\*This is current as of spring 2021. Subject to change.

In August 2017, the AFS Board of Directors established a *Technical Council* and a *Management Council* to oversee all active AFS committees and shared interest groups (SIG's). They shall follow the below reporting structure:



The *Technical Council* shall oversee those committees whose primary focus relates to foundry technologies and processes. Technical committees focus on a specific metal or technology, and are often grouped into Divisions with a broader focus area.

The *Management Council* shall oversee non-technical committees and working groups whose primary focus relates to foundry management, human resources, business networking, professional development, government advocacy, shared interests and metalcasting industry marketing.

All committees and technical divisions report back to their respective Councils for accountability and progress toward mission. The Councils, in turn, may be called upon to report to the AFS Board of Directors on how the work of the divisions is collectively advancing the AFS mission and vision.

# SECTION 1: DIVISION POLICIES

## Rules and Regulations for Division Activities of the American Foundry Society

### 1. TECHNICAL & MANAGEMENT COUNCILS

**1.1. Purpose and Mission:** The Technical Council is the coordinating group for technical activities in accordance with policies approved by the Board of Directors. The Management Council serves the same role for management activities. The Councils are responsible for guiding the mission and scope for the committees, monitoring the committee structure and coordinating activities relevant to their mission and goals. The Councils meet at least twice per year. They are parallel Councils, reporting to the Board of Directors.

#### 1.2. Organization & Membership:

**Membership:** The members of the Technical Council are:

- The chair, vice-chair, secretary, secretary-elect and immediate past chair of the Council.
- AFS CEO.
- AFS chief technical services officer.
- Chair of each technical division.
- Membership includes up to four at-large members at the discretion of the Council Chair.
- AFS President, 1st and 2nd Vice Presidents of the Society are invited as guests.

**Membership:** The members of the Management Council are:

- The chair, vice-chair, secretary, secretary-elect and immediate past chair of the Council.
- AFS CEO.
- Chair of the Marketing Division, Government Affairs Division, Human Resources Division, Future Leaders of Metalcasting, and Women in Metalcasting.
- Membership includes up to three at-large members at the discretion of the Council Chair.
- AFS President, 1st and 2nd Vice Presidents of the Society are invited as guests.

**Executive Committees:** Executive Committee of each Council shall consist of:

- The chair, vice-chair, secretary, secretary-elect and immediate past chair of the Council.
- The AFS CEO and staff liaisons shall be non-voting members.

**Council Officers:**

- The chair, vice-chair and secretary, and secretary-elect of each Council shall be selected by the AFS CEO based on recommendations from staff liaisons. They serve for two year terms. Term of service commences in conjunction with the conclusion of the annual AFS Metalcasting Congress.
- The retiring chair will be succeeded by vice-chair and the succeeding vice-chair by the secretary and secretary-elect.
- The chair of each Council will also be chair of the Executive Committee of the Council.

**At-Large Members:**

- At-large members of each Council may be selected by the chair of that Council. They serve two years, with the objective of replacing one at-large member each year.

**1.3. Function and Activities:****Division Oversight:**

- The Councils are responsible to ensure that each technical and management division has a clearly defined mission, objectives and scope of work and is actively engaged in meeting these objectives.
- The Councils approve formation of new committees, as well as re-organization or disbanding of existing committees as needed to meet Council mission and objectives and industry needs, under the purview of the Board of Directors.

**Chair:** Each Council chair shall:

- Be responsible for the function of the Council, and its mission and objectives.
- Preside at all meetings of the Council and its Executive Committee.
- Set dates and prepare agenda for Council meetings.
- Report to the AFS Board of directors as directed on the Council activities.

**Vice-Chair:** The Council vice-chair shall:

- Act in place of the chair in his/her absence.
- Serve as chair of the Honorary Lectures & Papers Committee (Technical Council Only).

**Secretary**

- Prepare minutes for the Council meetings and distribute to members. (This duty may be delegated to staff.)
- Serve as vice-chair for honorary lectures and papers committee (Technical Council Only).



### **Secretary-Elect**

- Serves as secretary in the secretary's absence.

**Executive Committee:** To implement the work of the Council, its Executive Committee shall, subject to Council approval:

- Establish ad hoc committees of the Council as needed.
- Establish needs for inter-Divisional committees and assist the staff in the selection of members.
- Assure that Divisional officers perform their duties and obligations.
- Oversee the vitality of the committees.
- Direct the Council activities and set the agenda for meetings.

## **2. LECTURES, PAPERS AND PRESENTATIONS**

**2.1. Purpose and Mission:** The Honorary Lecture & Papers Committee is responsible for:

- Selection of the annual Charles Edgar Hoyt Memorial Lecturer.
- Selection of Howard Taylor and Ray Witt awards from candidate papers submitted by the Divisions.
- Assist in facilitating honorary or plenary sessions for the annual Casting Congress or other venues as requested.

**2.2. Organization and Membership:** The members of the Honorary Lectures & Papers Committee are:

- Chair, vice-chair, secretary and secretary-elect of the Technical Council and the Chair of the Management Council.
- At-large members of the Technical Council.
- Vice-Chair of the Technical Council shall serve as chair of the Honorary Lectures & Papers Committee.
- Other Technical Council members may participate as auditing (non-voting) members.

**2.3. Management Council:** Will establish procedures for topics selection for Metalcasting Congress.

## **3. AFS DIVISIONS**

**3.1. Purpose and Mission:** The AFS Divisions review industry needs, address relevant issues and provide transfer of technology and information to AFS membership. Each division should define scope of work and develop clear written mission and objectives.

**3.2. Organization & Membership:** Each Division determines leadership and membership as needed to meet mission and objectives.

**Recommended Leadership Structures:**

- The leaders / officers of each Division should be chair, vice-chair and secretary. The officers typically serve a 2-year term. The vice-chair shall normally advance to division chair, and the secretary to vice-chair, for the following term.
- The Division and committee term of service begins at the conclusion of the annual Congress of the Society.
- Officers of the Divisions must be active members of the Society.

### **3.3. Function & Activities:**

#### **Division Chair:**

- Preside at meetings of the Division executive committee.
- Determine the time and place of such meetings, and establish agenda for each meeting of the executive committee. Meeting notice and agenda should be distributed in advance to provide prior notice to the members.
- Attend meetings of the Council. In the event the chair is unable to attend a meeting, he/she is responsible for securing an alternative to attend in his/her place.
- Establish a mission and objectives for the Division.
- On a continuing basis, encourage division members to formulate ideas for new research projects, stimulate development of projects by committees in order to translate new technology into practice and other ideas and activities to help meet Division mission and objectives (Technical Council only).
- On a continuing basis, encourage Division members to identify potential management sessions for Metalcasting Congress, and to identify areas in which divisions and shared interest groups may work together to address management challenges facing the industry (Management Council only).
- Prepare a written report of Division health and activity for submission to the Council as requested.
- Facilitate award selection. Appoint a mechanism for the Division to coordinate nominations for submission to the AFS Board of Awards for such awards as gold medals, awards of scientific merit, management awards, and service citations.
- Work with AFS staff to meet Council mission, objectives and deadlines.
- Facilitate annual review of committee membership of all committees of the Division, reporting the correct rosters to AFS staff.
- Staff liaisons are responsible for working with committee leaders and the Marketing staff to recruit committee volunteers as well as, to ensure the sustainability of the committee and Division.

#### **Division Vice-Chair:**

- The vice-chair of the Technical Division is responsible for the Division Program & Paper function.
- Preside at any meetings of the executive committee when the chair is absent.
- Assist the chair in conducting the business of the Division toward division mission and objectives.

**Division Secretary:**

- Secretary is responsible to take minutes of all executive committee meetings. Minutes should be submitted to staff within 3 weeks following the meeting.

**Membership:**

- In addition to the Division leaders, other members of the executive committee shall be the chair of each of the committees.
- The immediate past chair of the Division should be included.
- Division officers and at-large members should be selected from current and past active committee members.
- All members of AFS Technical and Management Divisions and Committees must be active individual members in the Society.

**3.4. Committee Oversight:**

- Establish committees as needed to meet the mission and objectives of the Division.
- Assure that each committee has a clearly defined mission, objectives and scope of work and is meeting these objectives.
- Division leaders may establish new committees to meet Division mission and objectives.
- Division leaders can disband committees that: a) fail to make substantial contributions toward Division or Society mission and objectives; b) fail to hold at least one meeting during the fiscal year; or, c) fail to carry on proper meeting correspondence.

**3.5. Division Program & Papers:** Each Division is responsible to assist AFS staff in the preparation of the program for the annual AFS Metalcasting Congress.**Membership:**

- Division program development can be facilitated through the full Division or an appointed sub-committee.

**Function and Activities:**

- Assist AFS staff to solicit and secure papers, presentations and speakers for the annual Metalcasting Congress and for technical review and management vetting of submitted papers and presentations. These papers and presentations shall be reviewed per AFS guidelines and in compliance with current AFS Metalcasting Congress staff requirements.
- Decision on acceptance or rejection of technical papers and presentations for the convention program shall rest with the members of the Technical Division. A paper or presentation rejected by one Division on technical grounds cannot be accepted by another.
- In case of disagreement among committee members regarding acceptance of a paper, the Division vice-chair shall have the responsibility for the final decision. All decisions shall be made without bias or prejudice, for or against the authors or companies involved.
- The Division is responsible for selecting a chair and co-chair to facilitate each of its sessions at the convention.

- If more papers are submitted than can be accommodated in the Congress schedule, the Division shall recommend which shall be presented verbally. The remainder, if qualified, may be accepted for publication even though not presented at the convention, or they may be deferred until the following year.
- The number of available slots at the Metalcasting Congress is determined by the AFS staff, who organize the conference.
- The Division chair may facilitate the evaluation of papers for division awards each year. Judging shall be in accordance with guidelines established by the Council and Division leaders. All papers approved by the Program & Papers Committee for both presentation and publication in AFS Transactions shall be candidates for the Best Paper Award.

**3.6. Committees:** Committees may be established at the discretion of the Division Executive Committee. Such committees typically have a specific technical and management focus to address industry needs within the broader Division interest area and are responsible for carrying out their work assignments promptly and efficiently. All committee members shall be members of the Society.

**Committee Leadership:**

- Each committee should have a designated chair or a leadership group (typically but not mandatory) including a chair, vice-chair and secretary. Leaders are elected by the members to serve for a period of two years, beginning the day after the annual metalcasting Congress or until completion of the committee objectives.
- The leaders are responsible to organize meetings, oversee committee work and meet committee mission and objectives. Each committee shall define scope of work and produce clear written mission and objectives.

**3.7. Organization and Membership:** While the following is the traditional structure, freedom is provided for alternate committee leadership structures as needed to meet the objectives and work products of the committees and shared interest groups.

**Committee Chair:** The chair of a committee shall be a member of the Division Executive Committee. Committee chair responsibilities include:

- Define scope of work and develop clear written mission and objectives for committee activities. The mission and objectives shall be reviewed by the Executive Committee of the Division.
- Attend meetings of the Division Executive Committee.
- Call a sufficient number of meetings of the committee each year to accomplish work assignments and meet committee mission. Determine the time and location of meetings of the committee, following AFS guidelines. Chair should prepare an agenda for each meeting so it can be sent to the members with the meeting notice and circulated six weeks prior to the meeting.
- Chair is responsible for the work activities and accomplishments of the committee, submitting an annual report of progress to the Division chair when requested. Present a verbal summary of committee work at Executive Committee meetings.
- Periodically evaluate committee activities for effectiveness, stability and contribution to Division and committee mission.

**Vice-Chair:** The vice-chair of a committee shall perform the duties of the chair as needed and assist in conducting committee activities.

**Secretary:** The secretary shall keep minutes of all meetings, submitting no later than 3 weeks after the meeting. The secretary shall cooperate with the chair and vice-chair in handling committee correspondence and in the preparation of committee reporting.

**Members:**

Membership is open to any AFS member who is active in the metalcasting industry. Membership acceptance is at the discretion of the committee and division leaders.

- All Division and committee members must be members of AFS.
- AFS staff shall provide liaison service as non-voting members.
- Leaders should review participation and membership regularly.
- Two successive absences from scheduled committee meetings without advance notice shall be cause for dropping the individual from the committee.

## **4. RESEARCH BOARD**

**4.1. Purpose and Mission:** The Research Board is responsible for review and approval and prioritization of AFS-sponsored research programs. They also can recommend specific research and development to meet the immediate and long-range needs of the industry. The Board reviews developments in all metal forming fields and coordinates AFS research with that of other organizations when mutually beneficial. The Research Board meets quarterly in person, and by conference call at the choice of the Chair.

### **4.2. Organization & Membership:**

- The AFS Research Board shall consist of five members. They serve terms of five years, with appointments staggered so that the term of one member expires each year.
- The Research Board nominates a slate of potential new candidates in the fall meeting. The current chair contacts the candidates regarding their interest to serve and current members of the Research Board select the incoming member at the winter meeting. The five year term for the new member begins in the second calendar quarter.
- The AFS CEO and Chief Technical Services Officer are non-voting members.
- The longest-serving member on the Research Board serves as the chair and next longest serving member as vice-chair of the Research Board. Officers serve a one-year term, unless special circumstances require extended service.

**Research Board Chair:**

- Presides at all meetings of the Research Board.
- Determine the time and place of such meetings, and work with the AFS staff to establish an agenda for each meeting. Meeting notice and agenda should be distributed in advance to provide prior notice to the members.

- Attend meetings of the Technical Council, preparing with the AFS Chief Technical Services Officer a written report of Research Board's activity and status of research portfolio for submission to the Council and Board of Directors as requested. If unable to attend a meeting, he/she is responsible for securing an alternative to attend in his/her place.

**Research Board Vice-Chair:**

- Performs the duties of the Chair as needed and assist in conducting Research Board activities.
- Assists the chair in conducting the business of the Research Board toward Research Board mission and objectives.
- Attends Division Council meetings when possible.

**4.3. Function and Activities:**

- The Research Board manages the designated AFS research fund.
- The Research Board reviews project submissions for potential funding, may make suggestions for changes and revisions to the submission, prioritizes approved projects, and gives approval for funding.
- The Research Board reviews the progress of funded research projects via the AFS Research Quarterly Status Update Reports filed by the project principal investigator and the project steering committee chair.
- The Research Board submits funding requests to the AFS Board of Directors and the AFS Finance Committee as needed.
- The AFS Chief Technical Services Officer facilitates the Research Board meetings as needed to meet the mission and conduct business, reports on status and progress of AFS funded, sponsored and monitored research, and shall keep minutes of all meetings, submitting no later than 3 weeks after the meeting.

# **SECTION 2: COMMITTEE INFORMATION & PROCEDURES**

## **AFS Divisions, Committees and Task Groups (2018)**

### **TECHNICAL COUNCIL**

#### **ADDITIVE MANUFACTURING COMMITTEE**

AFS Staff Liaison: Steve Robison

**Executive Committee/ Program**

**3D Sand Printing**

**3D Printed Hard Tooling**

**Expendable Patterns**

**Testing and Specification**

#### **ALUMINUM**

AFS Staff Liaison: Steve Robison

**Executive Committee**

**Program & Papers Committee**

**Process and Properties Committee**

**Permanent Mold Practices Committee**

**Cast Metal Matrix Composite Committee**

#### **CAST IRON**

AFS Staff Liaison: Steve Robison

**Executive Committee**

**Program and Papers Committee**

**Awards & Advisory Committee**

**Special Irons Committee**

**Gray, Ductile and Compacted Graphite Iron Research Committee**

**Cast Iron Production and Processing Committee**

#### **COPPER ALLOY**

AFS Staff Liaison: Tom Dore

**Executive Committee**

**Nominating Committee**

**Program and Papers Committee**

**Research Committee**

**Education Committee**

## **ENGINEERING**

AFS Staff Liaison: Tom Dore

**Executive Committee**

**Program and Papers Committee**

**Design and Development**

**Process and System Improvement**

**Energy, Facilities and Operations**

## **ENVIRONMENTAL HEALTH & SAFETY**

AFS Staff Liaison: Steve Robison

**Executive Committee**

**Program and Papers Committee**

**Air Quality Committee**

**Water, Waste and Byproducts Management Committee**

**Safety & Health Committee**

## **LOST FOAM CASTING**

AFS Staff Liaison: Bo Wallace

**Executive Committee**

**Program and Papers Committee**

**Research Committee**

## **MELTING METHODS & MATERIALS**

AFS Staff Liaison: Tom Dore

**Executive Committee**

**Program and Papers Committee**

**Coreless Induction Furnace Committee**

**Channel Induction Furnace Committee**

**Cupola Committee**

**Charge Materials Committee**

**Research Committee**

## **MOLDING METHODS & MATERIALS**

AFS Staff Liaison: Tom Dore

**Executive Committee**

**Technical Publications Monitoring Committee**

**Honorary Awards & Nominating Committee**

**Mold-Metal Interface Reactions Committee**

**Foundry Sand Additives Committee**

**Cured Sand & Aggregate Committee**

**Investment Casting Committee**

**Green Sand Molding Committee**



## **STEEL**

AFS Staff Liaison: Bo Wallace

## **MANAGEMENT COUNCIL**

## **FUTURE LEADERS OF METALCASTING**

AFS Staff Liaison: Cathy Potts

## **GOVERNMENT AFFAIRS**

AFS Staff Liaisons: Doug Kurkul, Stephanie Salmon

**Executive Committee / Government Affairs Committee**

## **HUMAN RESOURCES**

AFS Staff Liaison: Cathy Potts

**Executive Committee**

**Labor Relations Committee**

**Training & Development Committee**

## **MARKETING**

AFS Staff Liaison: Ben Yates & Katelyn Stanek

**Executive Committee**

## **WOMEN IN METALCASTING**

AFS Staff Liaison: Katie Matticks

**Steering Committee**

**Communications Task Group**

**Programming/Education Task Group**

**WIM Advocacy Task Group**

**Community Outreach Task Group**

# COMMITTEE MEETINGS: Committee Activities, Meeting Deadlines, Casting Connection and Forms

## 1. COMMITTEE ACTIVITIES

The general goals and activities of committees vary because of the broad range of subjects that concern the AFS committees. There are many different approaches committees take to meet AFS goals. Activities include:

- 1.1. New Technology:** One important function performed by some committees is focusing industry attention on new and emerging areas of technology. Because committee members are at the forefront of their respective fields they often learn about emerging developments before the general foundry public. Through discussions at committee meetings or presentations at the AFS Metalcasting Congress, deployment of technical advancements is accelerated. Committee discussions often result in defining needs for specific research; this includes studies involving management-oriented issues. These ideas can also develop into research projects that can be submitted to the AFS Research Board for evaluation and funding.
- 1.2. State of the Art:** A common activity of AFS committees is defining the current limits of knowledge in a field. Some committees sponsor publications, operational manuals and industry surveys. These are frequently either the best or the only reference work available to the foundry industry.
- 1.3. Technology Transfer:** The discussions, surveys and research carried out by the committees often represent significant contributions to the industry. An important function of committee activity is the transfer of this information to the metalcasting industry. AFS provides many vehicles for communication, such as paper and panel presentations at the AFS Casting Congress, technical workshops and conferences, technical articles in *Modern Casting*, *Metal Casting Design & Purchasing*, *AFS Transactions*, *International Journal of Metalcasting*, electronic media and AFS Special Reports. These venues can provide valuable information for attendees and the proceedings broaden the information transfer as they become part of the AFS Library database. Additionally, committee members provide an important source of instructors and classroom material for the wide range of courses offered by the AFS education arm, the Institute. Committee members also contribute to AFS publications by developing and reviewing books and other written media.
- 1.4. Management Issues:** Committees and shared interest groups within the Management Council focus on solutions, best-practices, and education related to such management challenges as employee attraction, retention, and development; engagement of young professionals; fostering diversity and opportunities for women; management succession; government-relations challenges; communications and marketing; sales of castings; and other management topics.
- 1.5. The Membership of AFS Committees:** There are several basic requirements for membership on an AFS Committee:
  - An interest and passion for the advancement of cast-metals industry;
  - The financial support to attend committee meetings;

- The time to actively participate in committee activities;
- Current AFS membership.

**1.6. The Committee Meeting:** Most committees meet two to four times a year. Meeting frequency is dictated by committee mission and the needs of the individual committee projects. Meetings are held at AFS Headquarters in Schaumburg, Illinois; by conference call and/or webinar should travel restrictions inhibit onsite participation; or conjunction with a visit to a plant facility that will contribute to the committee's in efforts or understanding. Some committees set aside time for a presentation either by a member or by a guest speaker, or schedule meetings away from headquarters to stimulate group interest and to further their collective education.

The committee meetings are intended to provide for open, non-commercial discussion. Open and free sharing of ideas, experience and expertise is at the heart of the meetings and all participants should approach the meetings in a professional manner that does not impede discussion or inhibit the free exchange of ideas.

**1.7. New Members:** The chair should make sure that new members have a clear understanding of the goals and scope of responsibility relative to the other AFS standing committees. The *AFS Technical & Management Committee Handbook* should be required reading for new members. New members feel welcome by having the vice-chair introduce them to other members and AFS staff during breaks. This also allows the vice-chair to become more familiar with the unique background and experience of newcomers to better match future assignments.

## 2. MEETING RESPONSIBILITIES

**2.1. Committee Chair/Officers Responsibilities:** The primary role of the chair is to guide the committee to definite conclusions resulting in specific actions to achieve committee and Division goals. Among the responsibilities of the chair are:

**Before the Meeting:** Prepare an agenda. The agenda should be submitted to the AFS Technical Assistant six weeks prior to the committee's next meeting date to ensure circulation with the Meeting Notice and completion of any action items assigned to committee members.

**During the Meeting:**

- Start on time - respect the time of those present.
- Keep the meeting moving and on agenda.
- Exercise control of discussions and activities.
- Remain neutral as a presiding officer.
- Tabling a motion for future consideration is more prudent than a rushing to judgment with insufficient or incomplete information.
- Fully cover all agenda items.

**After the Meeting**

- Schedule several meetings ahead and make sure your next meeting gets placed in the official AFS calendar.
- Complete the green Committee Action Sheet by indicating any additions/deletions to the committee roster, action items and future meeting dates. It is the responsibility of the Committee Chair to turn in the Committee Action Sheet, along with the Committee Sign-In Sheet, to the AFS Technical Assistant immediately following the meeting.
- Verify that minutes are kept and distributed in a timely fashion (less than one month) after the meeting. Minutes should be submitted by the secretary or by the committee member charged with keeping the minutes.

**2.2. Committee Members:** AFS committee members are industry leaders, helping to fulfill the AFS mission. To help ensure effective results, please:

- Do not impede the meeting objective by volunteering items not appearing on agenda.
- Keep responses short and to the point.
- Communicate accurately and effectively.
- Do not participate in side conversations.
- Remain objective.

## **3. DEADLINES**

### **3.1. Committee Meeting Timeline and Quick Reference**

- 8 Weeks Prior to Committee Meeting – contact AFS staff liaison to confirm meeting date, time, and location.
- 6 Weeks Prior to Committee Meeting – Provide AFS with the meeting agenda; AFS staff will circulate a meeting notice.
- Immediately Following Meeting – Document meeting through submission of Committee Action Sheet (Green Sheet) and meeting sign-in sheet to AFS.
- 3 Weeks After Meeting – Submit meeting minutes via AFS web-based platform and provide AFS staff with meeting minutes.

### **3.2. Metalcasting Congress and Award Nomination Timeline**

The following provides an overview of official deadlines associated with review of papers for the annual congress and submission of divisional awards. The full division timeline is provided in [Appendix 2](#).

- Aug 15 - National award nominations due to AFS Board of Awards (approximate, varies each year). Technical paper abstracts for Congress due.
- Sept 15 - Technical papers for publication and presentation and Management presentations at AFS Metalcasting Congress due to AFS.
- Oct 1 - H. Taylor, R. Witt, Corporate Contribution and Applied Research award nominations due.
- Oct 15 – Congress Panel forms due to AFS.
- Nov 15 - Division Congress programs due.
- Dec 1 - Best Paper nominations due. Division award nominations due.
- Metalcasting Congress planning meeting (approximately 1 month after Congress).

## **4. CASTING CONNECTION**

Casting Connection is web-based platform that allows AFS committee members to collaborate and share documents and ideas. Casting Connection provides each committee its own website through which committee members can register their attendance for upcoming committee meetings and access meeting notices, minutes and agenda. It also allows committee members to post discussion and share links, pictures and documents. See the [Casting Connection User Guide](#) for instructions on how to login, access and navigate your committee's Casting Connection site. You can also email [kmatticks@afsinc.org](mailto:kmatticks@afsinc.org) or [technicalassistant@afsinc.org](mailto:technicalassistant@afsinc.org) to request a copy of this guide.

## **5. COMMITTEE FORMS & TEMPLATES**

The following forms and templates can be downloaded from your Division/Committee Casting Connection site. See [Appendix 3](#) for samples of the following committee templates/samples:

- Committee Action Sheet (Green Sheet)
- Agenda Template
- Sign-In Sheet Template
- Sample Roster

## **6. AFS AWARDS**

AFS Technical and Management Divisions often present awards to recognize excellence in member service and appreciation for outstanding contributions to the Division and AFS. These awards are presented at the Metalcasting Congress. AFS employees are ineligible to be selected for awards while currently employed at AFS.

Additionally, AFS Divisions can nominate candidates to be considered for the AFS national awards which are selected through the AFS Board of Awards. Any new award must be approved by the Board of Awards.

Full information and policies and procedures on division and national awards are listed in [Appendix 4](#).

## **7. AFS CONFERENCES**

Numerous considerations go into the scheduling of AFS conferences. Chief among these are committee/member recommendations, managing the workload and travel burden for the AFS professional staff, and minimizing scheduling conflicts between AFS events, and where possible, other major metalcasting events.

Conference scheduling inquiries should be directed by AFS staff committee liaisons to the AFS Scheduling Committee and Meeting Planner/Trade Show Manager (MPTSM). The MPTSM will, in turn, coordinate with an inter-departmental AFS Scheduling Committee.

Committee volunteers are encouraged to work with staff liaisons ahead of committee meetings with as much notice as possible to select conference dates. Volunteers are encouraged to not approach speakers until dates are confirmed by the MPTSM. The MPTSM is the designated AFS contact with hotels for checking dates and rates, and finalizing arrangements.

## **8. APPENDICES**

Information relevant to AFS Divisions and committees are included as appendices to this handbook, including timelines, committee meeting forms, award procedures and research project submission forms.

## **SECTION 3: APPENDICES**

- Appendix 1: Metalcasting Congress & Award Submission Timeline
- Appendix 2: Committee Forms & Templates
- Appendix 3: AFS Divisional and National Awards
- Appendix 4: AFS Funded Research Procedures & Forms
- Appendix 5: Antitrust Policy Statement
- Appendix 6: Technical and Management Groups Structure



**APPENDIX 1:**

**METALCASTING CONGRESS AND AWARD SUBMISSION TIMELINE**

**AFS Metalcasting Congress Time Line**

AUG 15	<b><i>DUE</i></b> – Technical Paper Offer Form and Abstracts
SEPT 15	<b><i>DUE</i></b> – Technical Papers & Management Council committee and shared interest group proposals Due to AFS
OCT 1	<b><i>DUE</i></b> – H. Taylor, R. Witt, Corporate Contribution and Applied Research award nominations due. (Div. Chairs)
OCT 15	<b><i>DUE</i></b> – Panel Forms Due to AFS
NOV 1	<b><i>DUE</i></b> – All Paper Reviews Due from Reviewers
NOV 15	<b><i>DUE</i></b> – Division Programs (Presentation)
DEC 1	<b><i>DUE</i></b> – Division Paper Publication Status - Best Paper and Div. Awards
JANUARY	Congress Program Posted on AFS Website
FEB 15	<b><i>DUE</i></b> – PowerPoint Presentations

**APPENDIX 2:  
COMMITTEE MEETING DEADLINES, FORMS & TEMPLATES**

**COMMITTEE ACTION SHEET**

**Chair:**

**AFS Liaison:**

***(Return to AFS Liaison immediately after Meeting)***

**COMMITTEE:**

**MEETING LOCATION:**

**DATE:**

**TIME:**

**MINUTES:** to be submitted to AFS within three (3) weeks after the meeting.

**Minutes Taken by:** \_\_\_\_\_

**MEMBERSHIP:** AFS Committee guidelines state that all committee members should remain active and contribute to the work of the committee. Two successive absences without advance notice or failure to respond to committee correspondence is cause for dismissal.

- **Add to committee:**
  
- **Delete from committee:**
  
- **Changes: (in employment, address, phone, etc.)**

**ACTION ITEMS:** Conferences, new technologies, items of interest for Chapter reports/*Modern Casting*

**NEXT MEETING:**

**DATE:**                      **TIME:**                      **LOCATION:**

**DATE:**                      **TIME:**                      **LOCATION:**

**DATE:**                      **TIME:**                      **LOCATION:**

**Submitted by:** \_\_\_\_\_

***AFS TECHNICAL DEPARTMENT***  
800-537-4237 x 246 / 847-824-7848 Fax  
technicalassistant@afsinc.org

**AGENDA TEMPLATE**



[DIVISION NAME]

[COMMITTEE NAME]

Date & Time:

Location:

**DIVISION/COMMITTEE/SHARED INTEREST GROUP MISSION STATEMENT(S):**

1. Roll call and committee officer review
2. Mission statement
3. AFS staff report
4. Review of minutes from \_\_\_\_\_ meeting
5. Round table
6. Old business
7. Congress program (committees, division, national awards)
8. New business
9. Selection of the next 2 meeting dates and location



# SAMPLE ROSTER

## Committee Roster

Committee Members:  
Committee: Equals DC - DIVISION COUNCIL  
Member Status: Equals Current



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American Foundry Society  
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## APPENDIX 3:

### AFS DIVISION & NATIONAL AWARD PROCEDURES

#### AFS DIVISION AWARDS

##### Background:

Most of the AFS Technical and Management Divisions present awards each year to recognize excellence in service and appreciation for outstanding contributions to the Division and AFS. Most commonly, Divisions will present a Best Paper Award (based on Metalcasting Congress papers), and many also present various individual awards, such as Scientific Merit, Outstanding Service, Best New Committee Member, Technical Contribution etc. AFS employees are ineligible to be selected for awards while currently employed at AFS.

##### Award Cost: 700

An AFS award of Merit has been established and will be made available to all Divisions. AFS will procure and supply this award to recipients selected by the Divisions. Although the award will be standardized, each will have an engraved plaque listing the name of the Division award, recipient and year of presentation.

##### AFS Award of Merit:



The medallion design symbolizes the dual paths of metalcasting production; the shovel and rammer on the left representing manufacturing side of the industry with the microscope on the right representing science. The pouring figure is a replica of the statue outside the AFS offices in Schaumburg IL, signifying the contributions of the AFS committees in bringing manufacturing and science together to advance the industry. A plaque on the award stand will indicate the individual recipient and specific award.

##### Award Selection & Procedure:

- AFS recommends a maximum of three individual recognition awards per Division per year, in addition to the Best Paper Award. If there are more than three awards for presentation by a single Division, AFS recommends presenting these awards on a “rotating” basis so that no more than three are presented in any given year
- Most Division awards are individual and it is rare for a single award to have multiple recipients. If a Division selects multiple recipients for a single award for any given year, that Division may be asked not to present additional awards that year to meet total budgetary guidelines.
- All authors listed on the selected paper will receive the Best Paper Award
- The AFS Award Fund has been established to cover the cost of the Division Awards. AFS will order and supply the AFS standard award as requested by the Division leaders. Any Divisions using a different award will be responsible to procure their unique Divisional awards.
- It is recommended that all awards are presented at the AFS Division Recognition Luncheon. The Division Recognition Luncheon was initiated to allow the award recipient to be recognized in a

large group, in front of a broad spectrum of metalcasting peers that extends beyond the individual Division personnel.

## **AFS NATIONAL AWARDS**

### **AFS Board of Awards:**

AFS National awards are presented to recognize individuals for noteworthy service rendered and contributions made on behalf of the metalcasting industry. All AFS awards and award funds are administered by the AFS Board of Awards under provisions of the Society's by-laws. It shall be a guiding principle of the Board of Awards to honor individuals so as to encourage and inspire them to greater achievement.

Nominations from the Divisions are due in fall of each year. Contact AFS for specific deadlines, which vary slightly each year. Briefly, the following points govern AFS award procedures:

### **GOLD MEDALS**

There are six AFS Gold Medal award endowments and it is a policy of the Society to bestow not more than three Gold Medals to worthy individuals in any one year. The Board of Awards shall decide when an achievement is worthy of recognition.

Six AFS Gold Medal Awards are available. Four were established in 1920 (McFadden, Penton, Seaman, Whiting); one in 1945 (Simpson); and the sixth (Pangborn) in 1954. All six were established by endowments.

- SEAMAN—for outstanding contributions in research, process development and inventions.
- PANGBORN—for outstanding contributions in education and sharing of knowledge within the industry.
- SIMPSON—for outstanding contributions in promoting public esteem or service which reflects credit on the metalcasting industry.
- PENTON—for outstanding technical, engineering or managerial contributions to the non-ferrous sector of the industry.
- WHITING—for outstanding technical, engineering or managerial contributions to the ferrous sector of the industry.
- MC FADDEN—for outstanding achievements, contributions and service to the industry and the American Foundry Society.

### **Gold Medal Award Guidelines**

- Medal awards may be made to either members or nonmembers of the Society, and to citizens of other countries than the United States.
- It is the intent that medal awards should be bestowed for particularly distinguished contributions within and on behalf of the Casting Industry and/or the Society.
- Whenever possible, and at its own discretion, the Board of Awards shall endeavor to maintain a fairly equal frequency distribution between the several Gold Medals of the Society.

**AWARDS OF SCIENTIFIC MERIT:** to recognize outstanding accomplishments, particularly during early stages of process developments.

- An Award of Scientific Merit is intended exclusively as a Technical citation, to recognize (for example) outstanding technical papers, meritorious technical contributions or services, and development of a new casting process, production method or engineering advancement having "future possibilities."
- It is a policy of the Society to limit Awards of Scientific Merit to a maximum of three in any one year.
- An Award of Scientific Merit shall in no way bar a recipient from later consideration by the Board of Awards for a Gold Medal.
- An Award of Scientific Merit shall not necessarily bar a recipient from later consideration by the Board of Directors for a Service Citation.

**SERVICE CITATIONS:** to recognize outstanding services to the Society of a non-technical nature.

- A Service Citation is intended exclusively as recognition for outstanding general service, of a primarily non-technical nature, to AFS and the Casting Industry.
- It is a policy of the Society to limit Service Citations to a maximum of three in any one year.
- A Service Citation shall not bar a recipient from later consideration by the Board of Awards for one of the other AFS awards.

**HONORARY LIFE MEMBERSHIP:** Honorary Life Membership in the Society can be granted only on recommendation of the Board of Awards

- It is a policy of the Society to limit the granting of Honorary Life Memberships in AFS to the following only:
  - Recipients of AFS Gold Medals
  - Charles Edgar Hoyt Memorial Lecturers
  - The retiring President of the Society, on completion of his term of office as President
- The granting of Honorary Life Membership to Hoyt Lecturers and Society Presidents shall have no relation to consideration for other awards of the Society.

**SERVICE LIFE MEMBERSHIP:** Service Life Memberships are governed by the following rules:

- Persons who have held membership in the Society for 20 or more consecutive years, and are completely retired from active work in the Casting Industry, are entitled to Service Life Membership automatically.
- Continuing activity in the Castings Industry following retirement as a "Foundry Consultant" or as a representative of a firm supplying the industry disqualifies a member from Service Life Membership until such activity has ceased permanently.
- It is the joint obligation of the AFS Chapter, the Central Office Staff, of interested Members, or of the person eligible, to "nominate" a member for Service Life Membership by writing the AFS Secretary. If, on investigation by the AFS Secretary, the necessary qualifications have been met, Service Life will be granted immediately.
- The granting of any other award of the Society shall have no bearing on eligibility (or lack of same) for Service Life Membership.



## **HOWARD F TAYLOR AWARD**

### **Purpose:**

The AFS Howard F Taylor Award was established in recognition of the paper having the greatest long-range technical significance in the field of cast metals technology, and presented at the Annual Congress of the Society. The award is intended to encourage technical excellence in an industry which requires the very best talents of its technical people, recognizing work which lifts the sights of our industry to the future and temporarily away from our day-to-day problems.

### **Nominations**

- Each technical Division and Inter-Divisional Committee of the AFS Division Council may nominate not more than one candidate paper each year for the Howard F Taylor Award.
- Nominations are to be restricted to papers presented and published from the past three Metalcasting Congresses.
- In the case of Divisions, Best Paper Award selection and Howard F Taylor Award nomination are to be considered as completely separate functions, and need not necessarily involve the same paper.
- A standard nominating form will be used to submit nominations. This form is to be sent to the Honorary Lectures and Papers Committee in care of the AFS Vice-President.
- Papers must be nominated in essay form in response to the guideline questions. It is the responsibility of each Division and Inter-Divisional Committee to explain the virtues of the paper nominated.

### **Selection**

- Judging for the Howard F Taylor Award will be done by the Honorary Lectures and Papers Committee
- The committee will meet on a date determined by the AFS Staff to judge the candidate papers for selection of an Award winner and runners-up.
- The Honorary Lectures and Papers Committee may select an Award winner plus not more than two runners-up. Selection will be made from the nominations of the current year and from runners-up, if any, from the previous two years.
- Any runner-up which has been in contention for two additional years, following its selection, will be dropped from further contention.
- If no Howard F Taylor Award is made in a given year, all previous runners-up will be dropped from contention.
- The list of runners-up candidate papers will remain the confidential information of the Honorary Lectures and Papers Committee, whose meeting minutes will also be kept confidential.
- The Honorary Lectures and Papers Committee may seek additional information on any paper in contention, either from the nominating body or from any other source.

## **RAY H. WITT MANAGEMENT AWARD**

### **Purpose:**

Ray H. Witt Management Award was established to annually recognize the authors of an AFS management or marketing orientated paper accepted for presentation at a recent annual Metalcasting Congress that exhibits the greatest probability of favorably impacting the metalcasting industry.

The award is intended specifically to honor management or marketing related papers and presentations. It is oriented towards the potential of information, ideas, knowledge, processes, or technologies, to have a positive impact on the metalcasting industry and/or related supplier and customer communities. Highest ratings will be given to those presentations that are most likely to result in immediate and lasting benefits for a leading segment of the metalcasting community and the industry as a whole.

### **Nominations**

- Each Division Committee represented on the AFS Technical Council and Management Council may nominate one candidate each year for the Ray H. Witt Management Award.
- Nominations are to be restricted to papers accepted for presentation at the previous three Metalcasting Congresses as a part of the program organized individually or jointly by the nomination Division.
- Howard Taylor Award nominations are to be considered as completely separate functions from the nomination process for the Ray H. Witt Management Award, and they need not necessarily involve the same papers.
- A standard nominating form will be used to submit nominations. This form is to be sent to the Honorary Lectures and Papers Committee in care of the AFS Vice-President.
- Papers must be rated according to the guidelines established and outlined in the nomination form. It is the responsibility of each Division, to nominate only those papers that fit the purpose of this award and meet the guidelines of the selection criteria.

### **Selection**

- Judging for the Ray H. Witt Award will be done by the Honorary Lectures and Papers Committee.
- The committee will meet on a date determined by the AFS Staff to judge the candidate papers for selection of an Award winner and runners-up.
- The Honorary Lectures and Papers Committee may select an Award winner plus not more than two runners-up. Selection will be made from the nominations of the current year and from runners-up, if any, from the previous two years.
- Any runner-up which has been in contention for two additional years, following its selection, will be dropped from further contention.
- If no Ray H. Witt Award is made in a given year, all previous runners-up will be dropped from contention.
- The list of runners-up candidate papers will remain the confidential information of the Honorary Lectures and Papers Committee, whose meeting minutes will also be kept confidential.
- The Honorary Lectures and Papers Committee may seek additional information on any paper in contention, either from the nominating body or from any other source.

## **AFS APPLIED RESEARCH AWARD**

### **Purpose:**

The goal of the AFS Applied Research Award is to recognize and reward the Principal Investigators and metalcasting organizations involved with AFS funded research projects where the research has been effectively transferred to the metalcasting industry, is being actively applied on the factory floor and providing demonstrated value.

Technology is the key to a competitive future for metalcasting, but only if the technology is practical and commonly used. The emphasis of this award is on practical research that directly addresses pressing technical problems faced by metalcasting facilities and the speed with which this research is transferred into shop floor applications. It is understood that successful technology transfer requires not only the work of the researcher but also a company that is willing to implement new technology. Thus the nominee can be the Principal Investigators/Research Organization, an AFS Member Company/Individual who was instrumental in helping to develop and practically apply the technology or both.

### **Criteria:**

The AFS Applied Research Award is open to any AFS funded research and development project that has been completed, and the technology made available to the industry. To be considered, projects must have been complete for at least one year to a maximum of 5 years. Project results must have been presented to the industry through various AFS technology transfer venues such as AFS Transactions, Metalcasting Congress presentations, AFS sponsored conferences, Cast Metal Institute classes or AFS cooperative ventures with other industry associations.

### **Nomination:**

Nominations must be made through the AFS technical committees and should be based on project steering committee recommendations. Official nomination should be submitted from the chair of the sponsoring AFS Technical Division using the official nomination form. Final selection will be made by the AFS Research Board.

## **AFS CORPORATE CONTRIBUTION AWARD**

### **Purpose:**

Recognize a company that has contributed a significant amount of their employee time and resources back to the Society through involvement in the AFS committee structure, the Institute and local chapters.

### **Criteria:**

The 'Corporate Contribution Award' has been established to recognize a company for superior or meritorious service to AFS and the metalcasting industry demonstrated through the contribution of time and service by company employees. The intent of the Corporate Contribution Award is to recognize those organizations that have consistently sponsored the involvement of their employees in activities such as AFS committee structure, local chapters, AFS Institute and other volunteer service. This award recognizes that for every individual member who is involved in AFS volunteer activities, there is a company that has approved that involvement and a corporate decision to support that contribution with company resources.

### **Nomination:**

AFS will accept nominations from the Technical and Management Divisions. AFS Divisions will nominate candidate companies based on award criteria using the official award nomination form. All nominations will be processed through the AFS staff according to established selection guidelines. The Award will be presented at the AFS President's Luncheon in conjunction with the annual Metalcasting Congress and CastExpo.

## APPENDIX 4:

### AFS FUNDED RESEARCH PROCEDURES & FORMS

To download one of the research forms, click on the appropriate link.

- [AFS Research Proposal Form](#)
- [AFS R&D Project Committee Tracking & Division Approval Form](#)
- [Proposal Concept White Paper Form](#)
- [AFS Research In-Kind Form](#)

All AFS Research forms are also available on the AFS website under the 'Technical & Management' tab.

## **APPENDIX 5:**

### **ANTITRUST POLICY STATEMENT**

**Revised February 4, 2013**

#### **Antitrust Policy Statement of American Foundry Society**

The American Foundry Society (AFS) is a trade and technical association of foundries where castings of metal are made.

AFS is organized to promote the common interests of the foundry industry. AFS is not intended to become involved, and will not become involved in the competitive business decisions of its member companies, nor will it take any action which would tend to restrain competition in the metal castings industry.

Nevertheless, it is recognized by the Board of Directors of AFS that the Society and its varied activities could be regarded by some as a forum or opportunity to promote anti-competitive conduct. For this reason, the Board of Directors has taken this occasion, through this statement of policy, to make clear its unequivocal support for the policy of competition served by the antitrust laws as well as its uncompromising intent to comply strictly in all respect with those laws.

In addition to the Society's firm commitment to the principle of competition served by the antitrust laws, the penalties which may be imposed upon both the Society and its individual and corporate members involved in any violation of such laws, are now so severe that good business judgments demand that every effort be made to avoid any such violation. Certain violations of the Sherman Act, such as price-fixing, are felony crimes for which individuals may now be imprisoned for up to three (3) years or fined up to \$100,000 or both, and corporations can be fined up to \$1,000,000 for each offense. In addition, treble damage claims by private parties (including class actions) for antitrust violations are extremely expensive to litigate and can result in judgments of a magnitude which could destroy the Society and seriously affect the financial interests of its members.

It shall be the responsibility of every member of AFS to be guided by the Society's policy of strict compliance with the antitrust laws in all AFS activities. It shall be the special responsibility of Society officers and committee chairmen to ensure that this policy is known and adhered to in the course of activities pursued under their leadership.

To assist the AFS staff and all its officers, directors and committee chairmen in recognizing situations which may raise the appearance of an antitrust problem, the Board will as a matter of policy furnish to each of such persons copies of the Society's General Rules of Antitrust Compliance. The Society will also make available general legal advice when questions arise as to the manner in which the antitrust laws may apply to the activities of AFS or to any committee thereof.

Antitrust compliance is the responsibility of every AFS member. Any violation of the AFS General Rules of Antitrust Compliance or of this general policy will result in immediate suspension from membership in the Society, and immediate removal from any Society office held by any official representative violating the same.

AMERICAN FOUNDRY SOCIETY, INC.

## GENERAL RULES OF ANTITRUST COMPLIANCE

The following rules are applicable to all AFS activities and must be observed in all situations and under all circumstances, without exception or qualification other than as noted below.

1. Neither AFS nor any committee, conference or activity of AFS shall be used for the purpose of bringing about, or attempting to bring about, any understanding or agreement, whether written or oral, formal or informal, expressed or implied, among competitors with regard to prices, terms or conditions of sale, discounts, distribution, volume of production, territories or customers.
2. No AFS activity or communication shall include discussion or action, for any purpose or in any fashion, of prices or pricing methods, production quotas or other limitations on either the timing or volume of production or of sales or involve allocation of territories or markets or customers in any way.
3. No AFS committee shall undertake any activity, which involves exchange or collection and dissemination among competitors, of any information regarding prices, pricing methods, costs of production, or of sales or distribution or individual company statistics of any kind, without first obtaining the advice of legal counsel, provided by the Society, as to those proper and lawful methods by which these activities may be pursued.
4. No AFS activity or communication shall include any discussion or action which might be construed as an attempt to prevent any person or business entity from gaining access to any market or to any customer for goods or services, or to prevent or boycott any business entity from obtaining a supply of goods or otherwise purchasing goods or services freely in the market.
5. No AFS activity or communication shall include any discussion or action which might be construed as an agreement or understanding to refrain from purchasing any raw materials, equipment, services or other supplies from any supplier.
6. Neither AFS nor any committee thereof, shall make any effort to bring about the standardization of any product or method of manufacture or certification of any product or program for the purpose of preventing the manufacture or sale of any product not conforming to a specified standard or which would tend to have the overall effect of either lessening competition or resulting in a degree of price stabilization.
7. No person or company shall be unreasonably excluded from AFS membership or participation in any AFS activity where such exclusion may impair such person's or company's ability to compete effectively in the metalcasting industry.
8. In conducting AFS committee meetings, the chairman thereof shall prepare and follow a formal agenda. Minutes of each meeting shall be distributed to all persons who attended such meetings. Approval of the minutes shall be obtained from the membership of the committee at its next meeting. Copies of the minutes shall be transmitted to the headquarters staff.
9. Society speakers and authors of conference papers shall be informed of the need to comply with the Society's antitrust policy in the preparation and presentation of their papers.
10. In informal or social discussions at the site of an AFS meeting, which are beyond the control of its officers and chairmen, all representatives are expected to observe the same standards of personal conduct required of the Society in its compliance with these antitrust guidelines. In addition, copies of the foregoing Antitrust Policy Statement and General Rules of Antitrust Compliance will be included in registration packets and will also be printed in the AFS Committee Directory.

## APPENDIX 6:

### TECHNICAL AND MANAGEMENT GROUPS STRUCTURE

For historical purposes, the Appendix lists Division and committee numbers, which are no longer officially used.

#### TECHNICAL GROUPS

**Additive Manufacturing;** This is a Division under the Technical council. The goal is to advance and inform the metalcasting industry about additive manufacturing (AM).

##### Committees

- Executive Committee/ Program
- 3D Sand Printing
- 3D Printed Hard Tooling
- 3D Printed Investment Cast Tooling

**Aluminum** (Division 2); No standing committees, but includes 3 task groups. Groups do not meet independently. The division meets as a whole and each task group reports as an agenda item. Work in each area is done by a single committee members or small working groups.

##### Task groups

- Executive Committee/ Program (2-AB)
- Process and Properties Committee (2-D) process and property relationships for cast aluminum
- Permanent Mold Practices Committee (2-E)
- Cast Metal Matrix Composite Committee (2-F)

**Cast Iron** (Division 5); three standing committees, one task group, plus exec/programming group. The committees meet independently and report back to exec group.

##### Committees

- Executive Committee/ Program (5-AB)
- Special Irons Committee (5-D); high strength, heat resistant, corrosion resistant or wear resistant specialty irons.
- Gray, Ductile and Compacted Graphite Iron Research Committee (5-R);
- Cast Iron Production and Processing Committee 5-P

##### Task Group

- Awards & Advisory Committee (5-C); facilitate the recognition of service to the Cast Iron Division and AFS.

**Copper Alloy** (Division 3); No standing committees, but four task groups. Groups do not meet independently. The division meets as a whole and each task group reports as an agenda item. Work in each area is done by a single committee members or small working groups.

##### Task groups

- Executive/ Program (3-AB)
- Research (3-C)
- Education (3-D); Works with Institute staff in preparation of material and procurement of qualified instructors.
- Gating & Riserling (3-F)

- National Awards (3-G); Selects and submits nominations to the AFS Board of Awards.
- Technology Transfer (3-H); publications, modern casting articles etc.

**Engineering** (Division 1) There are 3 standing committees, plus the exec/programming group committees. The committees meet independently and report back to exec group.

Committees

- Executive/ Program (1-AB)
- Design & Development (1-X): optimize the casting design and development from initial concept to first article validation with minimal time and costs. Modeling and simulation.
- Process & System Improvement (1-Y): plan, integrate, and continually improve; optimizing the company's business practices. Focus on quality systems etc.
- Facility, Operations and Energy (1-Z): equipment, infrastructure, utilities. Plant engineering, maintenance, energy conservation, etc.

**Environmental Health & Safety** (Division 10); Three standing committees plus exec/programming group. The committees meet independently, but all EHS meetings take place during the same few days and there is considerable overlap in committee personnel.

Committees

- Executive Committee/ program (10-AB)
- Air Quality Committee 10-E
- Water, Waste & Byproducts Management Committee 10-F
- Safety & Health Committee 10-Q

Task Group

- Radioactive Scrap

**Lost Foam** (Division 11); No standing committees and three task groups. The division meets as a whole and each task group is on the agenda for reporting. Work in each area is done by a single committee members or small working groups.

Task Groups

- Executive Committee/ program (11-AB)
- Research Committee (11-C)
- Education (11-D)
- Marketing Lost Foam (11-M)

**Melting Methods & Materials** (Division 8); Four standing committees plus exec/programming group. This is the ferrous melting group, and committees focus on different furnace technologies. Committees meet independently and report back to exec group

Committees

Executive Committee/ Program (8-AB)

- Coreless Induction Furnace Committee (8-C)
- Channel Induction Furnace Committee (8-D)
- Cupola Committee (8-F)
- Charge Materials Committee (8-G)

**Molding Methods & Materials** (Division 4); seven standing committees plus exec/programming group. The committees meet independently and report back to exec group.

Committees

- Executive Committee/Program(4-AB)



- Technical Publications Monitoring Committee (4-A-1); reviews and approves sand test procedures for *AFS Mold and Core Test Handbook*.
- Honorary Awards & Nominating Committee (4-C); Selects award nominees for the division.
- Mold-Metal Interface Reactions Committee (4-F); Primary interest is mold and core refractory coatings.
- Foundry Sand Additives Committee (4-H); Focus in on additives used in green sand molding
- Cured Sand & Aggregate Committee (4-K); aka, the 'core room' committee. Focus on cured sand cores and molds
- Investment Casting Committee (4-L)
- Green Sand Molding Committee (4-M); Studies all phases of green sand mold production.

**Steel** (Division 9); No standing committees. The division meets as a whole, functioning as a single 'committee'.

- Executive Committee/ Program (9-AB);
- primary focus areas are research and quality

## MANAGEMENT GROUPS

**Future Leaders in Metalcasting** No standing committees, and the group meets as a whole. Focus is executive development, metalcasting professional and personal networking and student outreach

**Government Affairs** (Division 12); Division 11; No standing committees, and the division meets as a whole.

**Human Resources** (Division 13); No standing committees, and the division meets as a whole. Focus is to provide a full spectrum of employee relations and human resources services that will assist member companies in supervisory management training; to provide information for developing long range policies and organizational management programs for successful employee relations. Occasional special assignment working groups.

**Marketing/Management Services** (Division 14); No standing committees, and the group meets as a whole. Focus is market development and promotion of the metal casting process.

**Women in Metalcasting** No standing committees, and the group meets as a whole. Focus is market development and promotion of the metal casting process.

<b>Active committees:</b>	<b>36</b>
<b>Shared interest groups:</b>	<b>2</b>
<b><u>Task groups:</u></b>	<b><u>13</u></b>
<b>TOTAL</b>	<b>51</b>

## APPENDIX 7:

### CODE OF CONDUCT

# American Foundry Society Code of Conduct

The American Foundry Society invites attendees to participate in AFS conferences, courses, and other events in a spirit of collegiality, collaboration, professionalism, and respect, as we endeavor to advance AFS's mission—to provide members of the metalcasting supply chain with advocacy support, technical and management education, and access to innovative shared research and technology.

#### When you attend an AFS event, you agree to:

- Treat *all attendees*—including registrants, guests, speakers, volunteers, exhibitors, staff, service providers, and others in attendance—with respect and consideration.
- Respect the boundaries of others.
- Be collegial and collaborative in your discussions, communicating openly and with civil attitudes.
- Respect confidentiality requests from speakers and other attendees.
- Obey all applicable laws, rules and policies. These include rules and policies of the meeting venue, hotels, or any other site where your AFS affiliation is likely to be displayed.
- Look out for one another. Immediately alert emergency services, meeting or property security personnel, AFS staff, or AFS leadership if you notice someone in distress or see a dangerous or potentially dangerous situation.

#### Unacceptable behavior at an AFS event includes:

- Physical or verbal abuse of any attendee.
- Being disruptive, stalking, following, threatening, or intimidating anyone.
- Drinking excessively or becoming intoxicated.
- Harassment of any kind, including unwelcome sexual attention and inappropriate physical conduct.
- Making comments or engaging in conduct that is racist, sexist, ageist, or otherwise discriminates against or is offensive to a group or class of people.
- Audio or video recording, or taking images of another's presentation, posters, or materials without AFS permission.

#### Contact us to report an incident

If, while at an AFS event, you are personally involved in an incident, or you witness an incident involving others, that violates this Code of Conduct, please let AFS staff know about it immediately. You can speak directly with a member of the AFS staff member concerning an incident, or you can email your information on the attached Code of Conduct form to [AFSCodeofConduct@afsinc.org](mailto:AFSCodeofConduct@afsinc.org).

If you experience or witness behavior that is an imminent or serious threat to public safety or is a criminal act, you should take action to maintain your own personal safety and contact 911 emergency services immediately.

#### AFS's Commitment to Quality Member/Attendee Experiences

AFS is committed to providing our members and event attendees with a quality experience. We take any violation of the above standards extremely seriously. AFS reserves the right to bar any person who violates this Code of Conduct from further participation in the event without refund. AFS may also suspend or expel any person who violates this Code of Conduct from AFS membership or from attending or participating in future AFS events.

## Code of Conduct Report

Please provide as much information as possible. You are not required to provide your name. However, the more information you provide, the better AFS will be able to investigate the incident.

### Incident details

#### What type of incident are you reporting?

- Sexual harassment (unwelcome attention and/or inappropriate contact)
  - Discrimination or other offensive comments or behavior
  - Invasion of privacy
  - Violence or threatening conduct
  - Disruptive or drunken behavior
  - Other
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#### How were you involved in the incident?

#### When/where did the incident occur?

#### What happened?

#### Who was involved in the incident?

#### Who else was present and witnessed or may have witnessed the incident?

#### What is your preferred outcome?

#### Any other information you would like to provide?

#### How can AFS follow-up with you?

- Phone \_\_\_\_\_
- Email \_\_\_\_\_

- Meet in person
  - I do not want to be contacted
  - Other
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This form can either be presented to an AFS Staff member or emailed to the [AFSCodeofConduct@afsinc.org](mailto:AFSCodeofConduct@afsinc.org).