



# Technical & Management Division/Committee Handbook

October 2022

American Foundry Society  
[www.afsinc.org](http://www.afsinc.org)

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## **WELCOME MESSAGE**

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 in 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 (BOD) 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 of the metalcasting industry.

### **MISSION STATEMENT**

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

## AFS COMMITTEE AFFILIATED STAFF DIRECTORY\*

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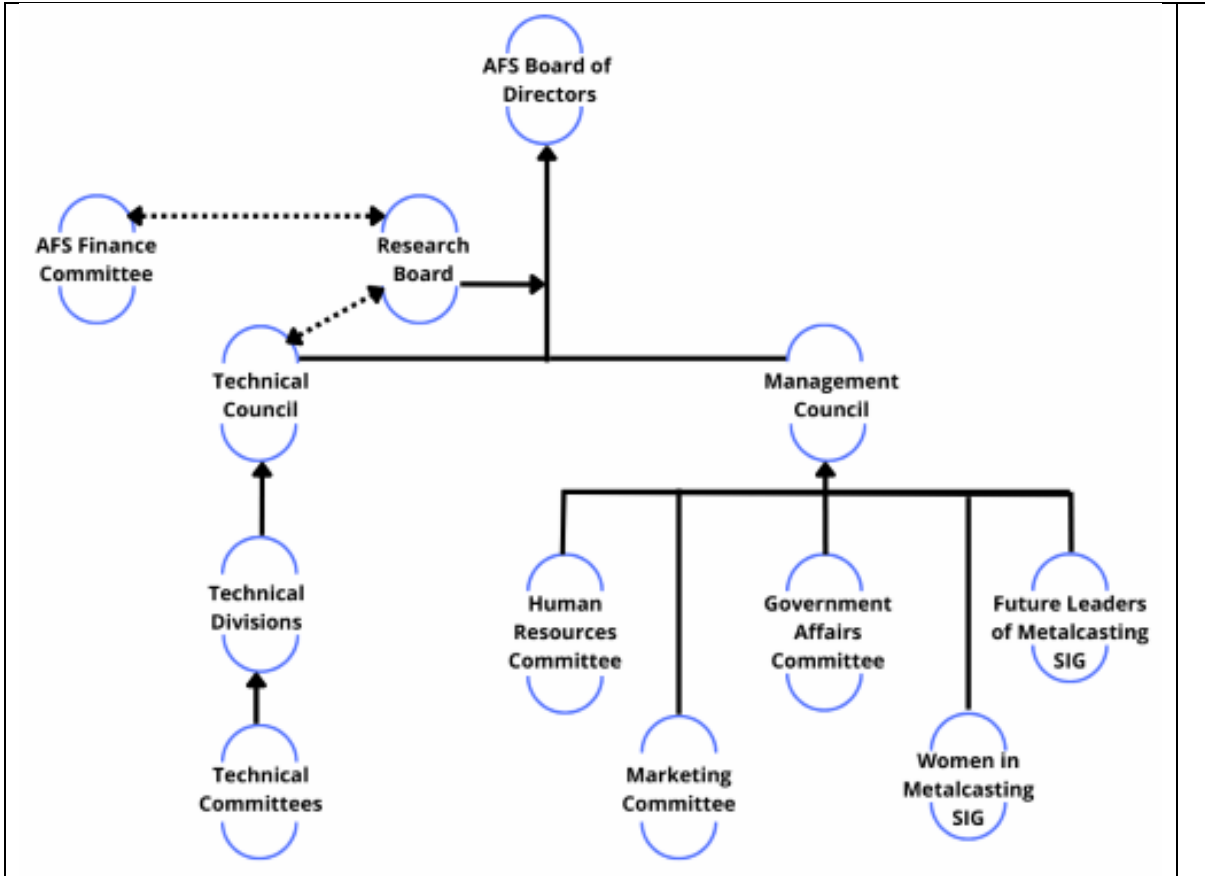
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\*Staff listing is current as of Summer 2022. Subject to change.

# INTRODUCTION

In August 2017, the AFS Board of Directors established a Technical Council and a Management Council to oversee all active AFS divisions, committees, and shared interest groups (SIG's). The reporting structure is as follows:



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, sales and marketing, 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 the mission. The AFS Board of Directors (BOD) may request the councils to report how the division's work 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

### 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.

### Organization & Membership

#### Technical Council Membership

- The chair, vice-chair, secretary, secretary-elect, and immediate past chair of the council.
- AFS CEO.
- AFS VP of Metalcasting Technical Services.
- Chair of each technical division.
- 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.

#### Management Council Membership

- The chair, vice-chair, secretary, and immediate past chair of the council.
- AFS CEO.
- Chair of the Marketing Committee, Government Affairs Committee, Human Resources Committee, Future Leaders of Metalcasting, and Women in Metalcasting.
- 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

The 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. The 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, intending to replace one at-large member each year.

## **Function and Activities**

### **Division Oversight**

- The councils are responsible for ensuring 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 the formation of new committees and reorganize or disband existing committees as needed to meet council mission and objectives and industry needs under the purview of the Board of Directors.

### **Council Chair Responsibilities**

- 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 BOD as directed on the council activities.

### **Vice Chair Responsibilities**

- 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**

### **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 AFS Metalcasting Congress or other venues as requested.

### **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.

### **Management Council**

Will establish procedures for selecting the topics for Management Sessions for the AFS Metalcasting Congress.

## **3 AFS DIVISIONS**

### **Purpose and Mission**

The AFS divisions review industry needs, address relevant issues, and provide transfer of technology and information to AFS membership. Each division shall define the scope of work and develop a clear written mission and objectives.

## Organization & Membership

Each division determines leadership and membership as needed to meet mission and objectives.

### Recommended Leadership Structures

- The leaders/officers of each division shall 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 commences at the conclusion of the annual Metalcasting Congress of the Society.
- Officers of the divisions must be active members of the Society.

## 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 (6 weeks for first meeting notice, 2 weeks for final agenda) 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 and stimulate the development of projects by committees to translate new technology into practice and other ideas and activities to help meet the division's mission and objectives (Technical Council only).
- On a continuing basis, encourage division members to identify potential management sessions for Metalcasting Congress and 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 in the proper formatted template.
- 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 to ensure the committee and division's sustainability.

### **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 for taking minutes of all executive committee meetings. Minutes should be submitted to AFS staff liaison (for both councils) and Senior Technical Coordinator (for Technical Council) 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 possess current membership status in the Society.

### **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.

## **Division Program & Papers**

Each division is responsible for assisting AFS staff in preparing 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 in soliciting and securing papers, presentations, and speakers for the annual AFS Metalcasting Congress and for the 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 Metalcasting Congress schedule, the division shall recommend which papers 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 AFS, Council, and Division leaders. All papers approved by the AFS Program & Papers Committee for both presentation and publication in “AFS Transactions” shall be candidates for the AFS Best Paper Award.

### **Committees**

Committees may be established at the discretion of the division executive committee, council, or AFS. 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. The members elect leaders to serve for a period of two years, commencing at the conclusion of the annual Metalcasting Congress of the Society or until completion of the committee objectives.
- The leaders are responsible for organizing meetings, overseeing committee work, and meeting the committee mission and objectives. Each committee shall define the scope of work and produce a clear written mission and objectives.

### **Organization and Membership**

While the following is the traditional structure, freedom is provided for alternate committee leadership structures to meet the committee's objectives for committee work products and shared interest groups.

### **Committee Chair**

The chair of a committee shall be a member of the division executive committee. The committee chair:

- Defines the scope of work and develops a clear written mission and objectives for committee activities. The executive committee of the division shall review the mission and objectives.
- Attends meetings of the division executive committee.
- Calls a sufficient number of committee meetings each year to accomplish work assignments and meet the committee mission. The chair determines the time and location of the committee meetings, following AFS guidelines. The chair should prepare an agenda for each meeting to be sent to the members with the meeting notice and circulated six weeks before the meeting.
- Ensures the work activities and accomplishments of the committee, submitting an annual report of progress to the division chair when requested. Presents a verbal summary of committee work at executive committee meetings.
- Periodically evaluates committee activities for effectiveness, stability and contribution to the 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 within 3 weeks of the meeting. The secretary shall cooperate with the chair and vice-chair to handle committee correspondence and prepare committee reporting.

## Membership

Membership is open to any AFS active member. 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.

## (Committees, Task Groups, Shared Interest Groups, Sub-Committees)

- A **Division** is a primary focus area and is intended to be permanent. Divisions may or may not be comprised of a combination of separate committees, task groups, shared interest groups, and sub-committees.
- A **Committee** within a division is a sub-group intended to be permanent and the group has a roster, leadership, and mission that is separate from those of the division.
- Alternatively, a **Task Group** is less formal in structure, but intended to be permanent. Task groups differ from committees in that they do not have a separate roster and/or leadership from the divisional roster. A Task Group may or may not have a different mission than the division.
- A **Shared Interest Group (SIG)** is intended to be permanent but differs from a division in that membership, excluding the steering committee, do not get voting rights on activities and involvement is participatory instead of governing.
- A **Sub-Committee** is intended to be temporary and is formed within a division, committee, task group, or SIG to handle a specific requirement or ambition. Sub-Committees are not listed in this committee handbook but are expected to operate as a segment of the division, committee, task group or SIG in which it was formed.
- A **Working Group (WG)** is a designation for a group that forms with intentions of becoming either a committee or division. The WGs will typically either dissolve or evolve once critical mass has been achieved into full status as a committee or division.

## Honorary Awards Committees

- Honorary Award Committees** can be a separate committee or be a function of the executive committee.

- **Honorary Award Committees** must be rotational with all current individual committee chairs being voters. Immediate past chairs may be voters as well at the discretion of the division executive committee. **Honorary Award Committees** should have a maximum of five at large members at any given time.
- The purpose of the **Honorary Award Committees** is to determine divisional award winners along with offering nominations for the AFS national awards listed in Appendix 3.

## 4 RESEARCH BOARD

### Purpose and Mission

The AFS Research Board is responsible for the review, 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. In addition, the research board reviews developments in all metal forming fields and coordinates AFS research with that of other organizations when mutually beneficial. The research board meets periodically (minimum 4 times per year) as required either in person and/or by conference call at the choice of the chair.

### 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 in serving, and the current research board members 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 AFS Vice President of Metalcasting Technical Services are non-voting members.
- The longest-serving member on the research board serves as the chair and the next longest-serving member as vice-chair. Officers serve a one-year term unless special circumstances require extended service.
- Voting is based on a quorum, defined as a majority of votes among all eligible voters. Hence, 3 votes are required on a 5-person board.

### Research Board Chair

- Presides at all meetings of the research board.
- Determines the time and place of such meetings and works with the AFS staff to establish an agenda for each meeting. The meeting notice and agenda should be distributed in advance to provide prior notice to the members.
- Attends meetings of the AFS Technical Council, preparing with the



AFS VP of Metalcasting Technical Services a written report of the research board's activity for submission to the council and BOD 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 assists in conducting research board activities.
- Assists the chair in conducting the business of the research board toward their mission and objectives.
- Attends AFS Technical Council meetings if available.

#### **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 approves 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 BOD and the AFS Finance Committee as needed.
- The AFS Vice President of Metalcasting Technical Services and/or appointed replacement, facilitates the research board meetings as needed to meet the mission and conduct business, reports on the status and progress of AFS funded, sponsored and monitored research, and shall keep minutes of all meetings, submitting minutes no later than 3 weeks after the meeting.

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

### **1 TECHNICAL COUNCIL**

Divisions (10), Committees (38), Task Groups (10), Working Group (1)

#### **ADDITIVE MANUFACTURING DIVISION**

AFS Staff Liaison: Brian Began  
Executive / Programs and Papers Committee  
3D Printed Sand Committee  
3D Printed Hard Tooling Committee  
Testing and Specification Committee

#### **ALUMINUM & LIGHT METALS DIVISION**

AFS Staff Liaison: Brian Began  
Executive Task Group  
Program and Papers Task Group  
Process and Properties Task Group  
Permanent Mold Practices Task Group  
Cast Metal Matrix Composite Task Group  
Adjunct – Magnesium Task Group

#### **CAST IRON DIVISION**

AFS Staff Liaison: Brian Began  
Executive Committee  
Program and Papers Committee  
Awards and Advisory Committee  
Special Irons Committee  
Gray, Ductile and Compacted Graphite Iron Research Committee  
Cast Iron Production and Processing Committee

#### **COPPER ALLOY DIVISION**

AFS Staff Liaison: TBD  
Executive Committee  
Nominating Committee  
Program and Papers Committee  
Research Task Group  
Education Task Group

#### **ENGINEERING & SMART MANUFACTURING DIVISION**

AFS Staff Liaison: TBD  
Executive Task Group  
Program and Papers Task Group  
Smart Industry 4.0 Committee  
Standards and Common Languages Working Group

#### **ENVIRONMENTAL, HEALTH & SAFETY DIVISION**

AFS Staff Liaison: Greg Kramer  
Executive Committee  
Program and Papers Committee  
Air Quality Committee  
Water, Waste and Byproducts Management Committee  
Safety and Health Committee

#### **LOST FOAM CASTING DIVISION**

AFS Staff Liaison: Bo Wallace  
Executive Committee  
Program and Papers Committee  
Research Committee

#### **MELTING METHODS & MATERIALS DIVISION**

AFS Staff Liaison: TBD  
Executive Committee  
Program and Papers Committee  
Coreless Induction Furnace Committee  
Channel Induction Furnace Committee  
Cupola Furnace Committee  
Charge Materials Committee

#### **MOLDING METHODS & MATERIALS DIVISION**

AFS Staff Liaison: TBD  
Executive Committee  
Programs and Papers Committee  
Technical Publications Monitoring Committee  
Honorary Awards and Nominating Committee  
Mold-Metal Interface Reactions Committee  
Foundry Sand Additives Committee  
Cured Sand and Aggregate Committee  
Investment Casting Committee  
Green Sand Molding Committee

#### **STEEL DIVISION**

AFS Staff Liaison: Kim Farrugia  
Executive / Programs and Papers Committee

## **2 MANAGEMENT COUNCIL**

Divisions (3), Committees (6), SIG's (2), Task Groups (4)

#### **FUTURE LEADERS OF METALCASTING (SIG)**

AFS Staff Liaison: Cathy Potts

#### **GOVERNMENT AFFAIRS DIVISION**

AFS Staff Liaisons: Doug Kurkul, Stephanie Salmon  
Executive Committee

### **HUMAN RESOURCES DIVISION**

AFS Staff Liaison: Cathy Potts  
Executive Committee  
Labor Relations Committee  
Training & Development Committee

### **MARKETING DIVISION**

AFS Staff Liaison: Katelyn Stanek, Ben Yates  
Executive Committee

### **WOMEN IN METALCASTING (SIG)**

AFS Staff Liaison: Katie Matticks  
Steering Committee  
Communications Task Group  
Programming/Education Task Group  
WIM Advocacy Task Group  
Community Outreach Task Group

## **3 COMMITTEE MEETING INFORMATION & PROCEDURES**

### **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:

#### **3.1.1 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, the 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.

#### **3.1.2 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.

### **3.1.3 Technology Transfer**

The committees' discussions, surveys, and research often contribute significantly to the industry. An essential function of committee activity is transferring this information to the metalcasting industry. AFS provides many vehicles for communication, such as paper and panel presentations at the AFS Metalcasting Congress, technical workshops and conferences, presentations at AFS Chapter meetings, webinars and other electronic media, technical articles in Modern Casting, Casting Source, Metalcasting Congress Proceedings, AFS Transactions, International Journal of Metalcasting, and AFS Special Reports. These venues can provide attendees with valuable information, and the knowledge transfer broadens as information becomes part of the AFS Library database. Additionally, committee members provide an essential source of instructors and classroom material for the wide range of courses offered by the AFS education arm, The Institute of the American Foundry Society. Committee members also contribute to AFS Technical Publications by developing and reviewing books and other written media.

### **3.1.4 Management Issues**

Committees and shared interest groups within the management council focus on solutions, best-practices, cultural change, transformation 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.

### **3.1.5 The Membership of AFS Committees**

There are several basic requirements for membership on an AFS Committee:

- An interest and passion for the advancement of the cast-metals industry;
- The financial support to attend committee meetings;
- The time to actively participate in committee activities;
- Current AFS membership.

### **3.1.6 The Committee Meeting**

Most committees meet two to four times a year. Meeting frequency is dictated by the 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 in conjunction with a visit to a plant or university facility that will contribute to the committee's efforts or understanding. Some committees set aside time to include a presentation either by a member or a guest speaker. The committees may also 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. All participants should approach the meetings in a professional manner that does not impede discussion or inhibit the free exchange of ideas.

### **3.1.7 New Members**

The chair should ensure that new members clearly understand the goals and scope of responsibility relative to the other AFS standing committees. The “AFS Technical & Management Division/Committee Handbook” should be required reading for new members. New members should be made 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 newcomers' unique backgrounds and experiences to match future assignments better.

## **MEETING RESPONSIBILITIES**

### **3.1.8 Committee Chair/Officers Responsibilities**

The chair's primary role 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 before 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 the agenda.
  - Exercise control of discussions and activities.
  - Remain neutral as a presiding officer.
  - Table a motion for future consideration when it is more prudent than rushing to judgment with insufficient or incomplete information.
  - Fully cover all agenda items.
  
- **After the Meeting**
  - Schedule several meetings ahead and ensure your next meeting gets placed in the official AFS calendar.
  - Complete the green Committee Action Sheet (or equivalent) 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 (within 3 weeks) after the meeting. Minutes should be submitted by the secretary or the committee member charged with keeping the minutes.

### **3.1.9 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 on the agenda.
- Keep responses short and to the point.
- Communicate accurately and effectively.
- Do not participate in inside conversations.
- Remain objective.
- Inform committee leadership if you will be unable to attend to ensure the absence is recorded as excused.

## **DEADLINES**

### **3.1.10 Committee Meeting Timeline and Quick Reference**

- 8 Weeks Prior to Committee Meeting—contact the AFS Senior Technical Coordinator and 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 a Committee Action Sheet (Green Sheet or equivalent) and meeting Sign-in Sheet to AFS.
- Within 3 Weeks After Meeting—submit meeting minutes to the AFS Staff Administrator to upload to the committee area of the AFS Casting Connection platform and provide AFS staff with meeting minutes.

### **3.1.11 Metalcasting Congress & Award Nomination Timeline**

The following provides an overview of official deadlines associated with the review of papers for the annual AFS Metalcasting Congress and submission of divisional awards. The full division timeline is provided in Appendix 1

- Aug 15—national award nominations due to AFS Board of Awards (approximate, varies each year). Technical paper abstracts for AFS Metalcasting 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 and Applied Research award nominations due.

- Oct 15—Metalcasting Congress Panel forms due to AFS.
- Nov 15—Division Metalcasting Congress programs due.
- Dec 1—Division award nominations due.
- AFS Metalcasting Congress planning meeting (approximately 1 month after the AFS Metalcasting Congress).

## **CASTING CONNECTION**

[Casting Connection](#) is a 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 access meeting notices, minutes, and agenda. It also allows committee members to post discussion and share links, pictures, and documents.

## **COMMITTEE FORMS & TEMPLATES**

The following forms and templates can be retrieved from AFS Staff (Senior Technical Coordinator). See Appendix 2 for samples of the following committee templates/samples:

- Committee Action Sheet
- Agenda Template
- Sign-In Sheet Template
- Sample Roster

## **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 annual AFS 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 3.

## **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.

AFS technical committee liaisons should direct conference scheduling inquiries to the AFS Senior Technical Coordinator. Management committee liaisons should direct conference scheduling inquiries to the assigned AFS



Staff Administrator. These AFS staff will, in turn, coordinate with an inter-departmental AFS Scheduling Committee and are not final until approved by the CEO.

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 AFS confirms dates through the designated AFS contact (that checks dates, rates, and finalizes arrangements with hotels).

## Section 3: Appendices

Information relevant to AFS divisions and committees are included as appendices to this handbook. Appendices include the following:

**Appendix 1:** Metalcasting Congress & Award Submission Timeline

**Appendix 2:** Committee Action Sheet

Agenda Template

Committee Sign-in Sheet

Sample Roster

**Appendix 3:** AFS Divisional and National Awards

**Appendix 4:** AFS Funded Research Procedures & Submission Forms

**Appendix 5:** Antitrust Policy Statement

**Appendix 6:** AFS Code of Conduct

## APPENDIX 1: AFS Metalcasting Congress and Award Timeline



### AFS METALCASTING CONGRESS AND AWARD TIMELINE

<b>PERSON RESPONSIBLE</b>	<b>ITEM DUE</b> (Proposals, Papers, Reviews, Nominations, Schedules, etc.)	<b>AFS DUE DATE</b>
All Authors	Technical Paper Offer Form & Abstracts	AUG 15
All Authors	Technical Papers & Management Council Committee & Shared Interest Group Proposals	SEPT 15
All Program Chairs	H. Taylor, R. Witt & Applied Research Award Nominations	OCT 1
All Panel Coordinators	All Panel Forms	OCT 15
All Paper Reviewers	All Paper Reviews	NOV 1
All Program Chairs	Division Programs (Presentation Schedule)	NOV 15
All Program Chairs	Division Paper Publication Status—Best Paper and Division. Awards	DEC 1
AFS Staff	Metalcasting Congress Program Posted on AFS Website	JANUARY
All PowerPoint Authors	All PowerPoint Presentations	FEB 15

\*This schedule is subject to change (08-24-2022)

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**AFS TECHNICAL DEPARTMENT**  
800-537-4237 x 246 / 847-824-7848 Fax  
[technicalassistant@afsinc.org](mailto:technicalassistant@afsinc.org)

# APPENDIX 2: Committee Forms

## COMMITTEE ACTION SHEET

Committee Chair: \_\_\_\_\_

AFS Staff Liaison: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_ DATE \_\_\_\_\_

MEETING LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

MINUTES TAKEN BY: \_\_\_\_\_

**NOTE:** *(Return this form to AFS Liaison immediately after Committee Meeting)  
Meeting minutes must be submitted to AFS within 3 weeks after meeting date.*

---

**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/AFS Insider News, etc.*

- \_\_\_\_\_

---

**NEXT MEETING:**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

Submitted by: Isn't this the same person listed above?

**AFS TECHNICAL DEPARTMENT**  
800-537-4237 x 246 / 847-824-7848 Fax  
[technicalassistant@afsinc.org](mailto: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. Metalcasting Congress program (committees, division, national awards)
8. New business
9. Selection of the next 2 meeting dates and location

AFS will not become involved in the competitive business decisions of member companies, nor will it take any action that would tend to restrain competition in the Metalcasting industry. AFS will conduct its meetings in accordance with its antitrust policy. A copy of this policy is available by contacting the administrative office at AFS Headquarters.

**COMMITTEE SIGN-IN**

Committee: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

COMPANY	NAME	PHONE	ATTENDING BY WEB/CONFERENCE CALL	EMAIL
Please Only List Changes	Please Sign In (First, Last)	Please Only List Changes		Please Only List Changes

**NAME OF DIVISION OR COMMITTEE** Committee Roster (as of DATE)

INITIAL next to your name – Verify your personal info – Mark changes directly on this sheet

**Name**  
*Company*  
City, State  
E-mail

**Name**  
*Company*  
City, State  
E-mail

**Name**  
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City, State  
E-mail

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## APPENDIX 3: AFS DIVISION & NATIONAL AWARDS

### 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 AFS 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.

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 the 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 AFS 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 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 members.

## **AFS NATIONAL AWARDS**

### **AFS Board of Awards**

AFS National Awards as described below are administered by the AFS Board of Awards under provisions of the Society's bylaws. The Board of Awards is composed of the last five AFS past presidents willing and able to serve. Their award selections are then sent to the full Board of Directors for ratification. 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 and members at large are due in early summer of each year as announced. Contact AFS for specific deadlines, which may vary slightly each year. All past winners of the National Awards can be found in the [History section of the AFS website](#). 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.

**MC FADDEN**—for outstanding achievements, contributions and service to the industry and the American Foundry Society.

**PANGBORN**—for outstanding contributions in education and sharing of knowledge within the industry.

**PENTON**—for outstanding technical, engineering or managerial contributions to the nonferrous sector of the industry.

**SEAMAN**—for outstanding contributions in research, process development and inventions.

**SIMPSON**—for outstanding contributions in promoting public esteem or service

which reflects credit on the metalcasting industry.

**WHITING**—for outstanding technical, engineering or managerial contributions to the ferrous sector of the industry.

### **Gold Medal Award Guidelines**

Medal awards may be made to either members or nonmembers of the Society, and to citizens of other countries.

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 AFS Gold Medals.

**AWARDS OF SCIENTIFIC MERIT:** These awards are for “outstanding technical papers, meritorious technical contributions of services, and the development of a new 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 future Gold Medal or a Service Citation.

**SERVICE CITATIONS:** AFS awards Service Citations for “outstanding general service, of a primarily non-technical nature, to AFS, its chapters and the casting industry”

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 the 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/her 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 AFS 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.

#### **WILLIAM J. GREDE AWARD**

This award, in recognition of William J. Grede, was established in 1970. It is given for major contributions in the fields of management, marketing or education thereof which have resulted in expanding the effective use of metal castings. This award is presented at the annual AFS Foundry Leadership Summit.

William J. Grede was an industrious entrepreneur who began his foundry leadership career in 1920 at the age of 23, when he purchased the Liberty Foundry in Wisconsin. Mr. Grede later purchased and launched several other foundries, producing high-quality gray iron, ductile iron and steel castings. A respected leader, he also served as President of the National Association of Manufacturers in 1952.

#### **JAMES P. KEATING FOUNDERS FREEDOM AWARD**

This award is named in honor of James P. Keating of Neenah Foundry Co. It is awarded for significant contributions to the foundry industry in the fields of government affairs, human resource management, safety and health or education. This award is presented at the annual AFS Foundry Leadership Summit.

#### **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 Metalcasting 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 of the AFS Technical 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 of Metalcasting Technical Services and/or the AFS Senior Technical Coordinator.

Papers must be nominated in essay form in response to the guideline questions. It is the responsibility of each division 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 AFS Metalcasting Congresses as a part of the program organized individually or jointly by the nominating 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 of Metalcasting Technical Services and/or AFS Senior Technical Coordinator.

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 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 in 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, AFS Metalcasting Congress presentations, AFS sponsored conferences, The AFS 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.

### **More Information:**

More information including the nomination template for the Applied Research Award, a list of previous winners, and a photo of the physical award can be found at the [AFS Applied Research Award webpage](#)

## APPENDIX 4: AFS FUNDED RESEARCH PROCEDURES & FORMS

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

- [AFS Research Proposal Form](#)

Information on the process for submitting an AFS Research Proposal can be retrieved from the AFS Research Proposal Webpage.

- [Research Proposal Webpage](#)

A project guide for AFS Research projects can be accessed at the [AFS Research Project Guide website](#) including the following downloadable documents:

- Project Quarterly Report Guidelines
- Project Quarterly Report Example
- AFS Final Report Format Guidelines



## **APPENDIX 5: AFS ANTITRUST COMPLIANCE POLICY**

April 2021

The following policy is applicable to all AFS activities and must be observed in all situations and under all circumstances, without exception or qualification other than noted as follows:

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, production volume, territories or customers.

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.

No AFS committee shall undertake any activity, which involves exchange or collection and dissemination among competitors, of any information regarding pricing, 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.

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.

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.

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.

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 for retention.

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.

In informal or social discussions at the site of an AFS meeting, which are beyond the control of its officers and committee leaders, 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 Handbook.

### **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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 Handbook.

## APPENDIX 6: AFS 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 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 leadership concerning an incident, or you can use a name-optional reporting form that will soon be a part of the AFS web site.

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 event.

## **APPENDIX 7: Silver or Golden Anniversary Lectures**

The concept of the Anniversary Lecture was inaugurated by Clyde A. Sanders and the first recipient of the Lecture Award was Charles A. Briggs, now deceased, but then Technical Director of the Steel Founders' Society of America in 1966.

This lecture series recognizes an exemplary technical paper which has remained significant for at least 25 years and whose subject matter is of continued importance to the metalcasting industry.

The unique parameters which must be met in order for a paper to qualify as an Anniversary Lecture specify that:

- The paper must be at least 25 years old for Silver Anniversary or 50 years old for Golden Anniversary.
- The author or a surviving member of a co-authored paper must be able to make the presentation.
- The original paper must have been published in AFS Transactions.
- The Silver or Golden Anniversary Lecturer designate must agree to not only present the original paper but to also update the paper to bring it current with present metalcasting technology.
- The paper must complete the AFS Metalcasting Congress peer review process.