

**REGULATIONS GOVERNING THE
ASTM TEST MONITORING SYSTEM**

REGULATIONS GOVERNING
THE ASTM TEST MONITORING SYSTEM

TABLE OF CONTENTS

Article 1	Regulations, Name and Definitions
Article 2	Purpose
Article 3	Governing Body
Article 4	Duties and Responsibilities of the Board
Article 5	Officers
Article 6	Administrator
Article 7	Committees
Article 8	Rules for Conduct of Business
Article 9	Removal from Office
Article 10	Financial
Article 11	Amendments
Article 12	Indemnification
Article 13	Nondiscrimination Policy
Article 14	Dissolution

REGULATIONS GOVERNING THE
ASTM TEST MONITORING SYSTEM

ARTICLE 1 - REGULATIONS, NAME AND DEFINITIONS

- 1.1 These regulations are in accordance with the *Regulations Governing ASTM Technical Committees*, the *Bylaws Governing ASTM Committee D02*, the *ASTM Charter* and the *ASTM Bylaws*.
- 1.2 The name of this program shall be the ASTM Test Monitoring System.
- 1.3 The following definitions are used for the purpose of these regulations:
 - 1.3.1 "ASTM" shall refer to ASTM International, a Pennsylvania not-for-profit corporation.
 - 1.3.2 "The Committee" shall refer to ASTM Committee D02.
 - 1.3.3 "Subcommittee B" shall refer to Subcommittee B of the Committee including all its sections, panels, subpanels, and task forces.
 - 1.3.4 "Review Committee" shall refer to the Performance Review Institute's Engine Oil Review Committee and Gear Lubricant Review Committee.
 - 1.3.5 "The Center" shall refer to the ASTM Test Monitoring Center.
 - 1.3.6 "The Board" and "Test Monitoring Board" shall refer to Section 8 of Subcommittee B.
 - 1.3.7 "Test Developer" shall refer to those individual companies which have developed and are responsible for supplying the basic hardware for the tests referred to in Paragraph 2.1.
 - 1.3.8 "Voting interest" shall have the meaning given it by the *Regulations Governing ASTM Technical Committees*.

ARTICLE 1 - REGULATIONS, NAME AND DEFINITIONS (continued)

- 1.3.9 The terms "producer member," "general interest member," and the "user member" shall have the same meaning as they are given by the Committee.
- 1.3.10 "Independent test laboratory" shall refer to a general interest member whose voting interest performs the test defined in Paragraph 2.1 on a contractual basis.
- 1.3.11 "System" shall refer to the Test Monitoring System.

ARTICLE 2 - PURPOSE

- 2.1 The purpose of the System is to establish, maintain and operate an independent calibration system to ensure that all tests performed using test procedures published by ASTM and which are under the jurisdiction of ASTM Committee D02 are conducted in a valid manner so that they can be interpreted properly. The System shall be restricted to monitoring only tests assigned to it by ASTM Subcommittee D02.B0.

ARTICLE 3 - GOVERNING BODY

- 3.1 The System shall be under the jurisdiction of Subcommittee B and its operations subject to the annual approval of the ASTM Board of Directors.
- 3.2 The management of the System shall be vested in the Test Monitoring Board which shall have nine (9) voting members elected by Subcommittee B and ex-officio not voting members as specified in Paragraph 3.2.2.
 - 3.2.1 The nine voting members shall consist of four (4) user members, four (4) producer members and one (1) general interest member other than the general interest members defined as independent testing laboratories in Paragraph 1.3.10.
 - 3.2.2 The ex-officio, not voting members shall consist of the Chairman of Subcommittee B, the Administrator of the Center, the chairmen of the Surveillance Panels whose tests are monitored by the Center, representatives of the independent testing laboratories conducting monitored tests, the chairmen of the Administrative and Technical Guidance Committees, and the President of ASTM or his designee.

ARTICLE 3 - GOVERNING BODY (continued)

- 3.3 No two elected members of the Board may represent the same voting interest.
- 3.4 Nominations to elective membership on the Board shall be made by an ad hoc nominating committee of five (5) members consisting of the Chairman of Subcommittee B and Sections I and II of Subcommittee B; and two additional Subcommittee B members who are not on the Board and are appointed by the Chairman of the Subcommittee B. The Chairman of Subcommittee B shall act as Chairman of the Nominating Committee.
- 3.5 The nominating committee shall report a slate of candidates, who have agreed to serve if elected, consisting of one nominee for each expiring Board position to the first regular meeting of Subcommittee B each year.
 - 3.5.1 Further nominations may be submitted within six weeks after this meeting. Such nominations must be signed by ten (10) members of Subcommittee B and submitted to the Secretary of Subcommittee B in writing. A nomination so made, if accepted by the nominee, shall be placed on the ballot.
- 3.6 Election of Board members shall be held during the three months prior to the last meeting of Subcommittee B each year.
 - 3.6.1 Election shall be by secret letter ballot. The Secretary of Subcommittee B shall be responsible for issuing the ballots, receiving the marked ballots, and acting as teller.
 - 3.6.2 The voter shall have the right to substitute any name or names of a corresponding number of names on the ballot.
- 3.7 Elected members of the Board shall serve terms of two (2) years.
 - 3.7.1 An elected member of the Board shall be eligible for re-election to three (3) additional consecutive terms. The maximum number of consecutive years a member may serve on the Board is nine (9).
 - 3.7.1.1 Exceptions to Subparagraph 3.7.1 may be approved on an individual basis by Subcommittee B by secret ballot vote of the members present at a regular meeting of Subcommittee B or by mail ballot.

ARTICLE 3 - GOVERNING BODY (continued)

- 3.7.2 The terms of the elected members of the Board shall be staggered such that two producer members and two user members are elected each year. The one general interest member shall be elected every other year.
- 3.7.3 The terms of the elected Board members shall commence on the first day of January of the year following their election and shall end on 31 December of the succeeding year.
- 3.7.4 The terms of Board members elected by special election to fill vacancies shall commence as soon as their election is complete and shall end at the same time the term of the member they replaced would have ended.
 - 3.7.4.1 The year in which a replacement Board member is elected shall constitute his first year in office (Reference Paragraph 3.7.1).
- 3.8 If, for any reason, a member of the Board cannot complete his elected term in office, the Chairman of Subcommittee B may, at his discretion, call for a special election to select a replacement to serve out the unexpired term. At no time shall there be less than seven (7) elected members serving on the Board; in such case, a special election is mandatory.

ARTICLE 4 - DUTIES AND RESPONSIBILITIES OF THE BOARD

- 4.1 The Board shall have the responsibility and the authority for carrying out the purpose of the System and all of its regulations.
- 4.2 The Board shall have the power:
 - 4.2.1 To manage all the affairs of the System and the Center and to negotiate and recommend for approval by ASTM all contracts necessary for the proper transaction of all business.
 - 4.2.2 To annually review the budget and operating plan of the Center and to recommend this budget and plan to the ASTM Board of Directors, whose approval shall be required.
 - 4.2.3 To nominate, accept the employment of, and evaluate the performance of the Administrator.

ARTICLE 4 - DUTIES AND RESPONSIBILITIES OF THE BOARD (continued)

- 4.2.4 To authorize staff positions.
- 4.2.5 To establish policies for the System. All major policies presented to the Board for adoption shall be in writing.
- 4.2.6 To do and carry out all acts, not in contravention with the *ASTM Bylaws*, the *Bylaws Governing ASTM Committee D02*, the *Regulations Governing ASTM Technical Committees*, the applicable laws of the Commonwealth of Pennsylvania or other provision of these regulations, necessary, suitable, convenient or proper for the accomplishment of any purpose or the attainment of any objective enumerated in or incidental to these regulations, including anything which shall at any time appear conducive or expedient for the protection or benefit of the System.
- 4.3 The Board shall as required provide the means and methods to finance the revision of the publications referenced in Paragraph 2.1.
- 4.4 The Board shall attempt to provide a system of reference material testing and test stand and testing laboratory calibration which can also be used by the Review Committee.
- 4.5 The Board shall work with other groups which, although not a direct part of the Test Monitoring System, are part of the overall system of fuel and lubricant testing.
 - 4.5.1 The Test Developers, in addition to the responsibilities referred to in Subparagraphs 6.3.1.1, 6.3.5, 6.3.7, 6.3.8, 6.3.9 and Paragraphs 6.10 and 7.5 shall in the area of repeatability and reproducibility be expected to:
 - 4.5.1.1 Advise the Board, Administrator and appropriate Surveillance Panel(s) of the need to improve, update, or modify test procedures.
 - 4.5.1.2 Provide information on test facility design, operational procedures, special test facility components, blueprints, and test parts.

ARTICLE 4 - DUTIES AND RESPONSIBILITIES OF THE BOARD (continued)

- 4.5.1.3 Maintain an adequate system for supplying test parts and assisting the Administrator in resolving hardware associated problems.
 - 4.5.1.4 Cooperate with the appropriate Surveillance Panel(s) and the Administrator in specifying and approving changes in test procedures, hardware, and special test components.
 - 4.5.1.5 Assist the Test Monitoring Center and the testing laboratories in resolving problems brought to the developers' attention.
 - 4.5.1.6 Assist the Administrator in reviewing reference oil test parts for rating accuracy.
 - 4.5.1.7 Work with the Surveillance Panels and the Administrator to develop a reference oil testing system for establishing the repeatability and reproducibility of the test procedures.
- 4.5.2 The testing laboratories shall be expected to cooperate with the Administrator in every way necessary for him to carry out his responsibilities.
- 4.5.3 The test purchasers shall be expected to assist the Administrator in carrying out a double-blind reference oil system.

ARTICLE 5 - OFFICERS

- 5.1 The Board shall elect from its voting members a Chairman who shall preside at all meetings.
- 5.1.2 The Chairman or Vice Chairman, only, shall be responsible for conveying to the Administrator the wishes of the Board which are not clearly stated in Board policies.
- 5.2 The Board shall elect from its members a Vice-Chairman who shall serve as chairman in the Chairman's absence.
- 5.3 The Administrator shall serve as Secretary for the Board and shall be responsible for maintaining a record of the proceedings of all meetings of the Board of Directors and its committees except as noted in Paragraph 8.6.

ARTICLE 5 - OFFICERS (continued)

- 5.4 The Chairman of the Administrative Guidance Committee shall serve as Treasurer of the Board.

ARTICLE 6 - ADMINISTRATOR

- 6.1 The Administrator shall be responsible for the day-to-day operations of the Center and shall be the Center's chief administrative officer.
- 6.2 The Administrator shall prepare and recommend an annual operating plan including a budget, objectives and manpower requirements to the Board. He shall be responsible for carrying out the approved annual operating plan.
- 6.3 The Administrator shall operate a Test Monitoring Center which shall:
 - 6.3.1 Maintain a series of reference materials of different performance levels.
 - 6.3.1.1 Work with the Test Developers and the Surveillance Panels responsible for the tests referenced in Paragraph 2.1 to select new reference materials and approve new batches of currently used reference materials.
 - 6.3.2 Collect and statistically analyze volunteered or purchased calibration test data to carry out its purpose.
 - 6.3.3 Review calibration test reports and associated operational data sheets, supplemental sheets, and rating sheets in a timely fashion for adherence to prescribed test procedures and accuracy of reported results.
 - 6.3.4 Ensure that test stands and testing laboratories participating in the system are calibrated in accordance with prescribed procedures.
 - 6.3.5 Monitor laboratory calibration test severity and precision and work with individual laboratories and Test Developers to resolve severity and precision shifts.
 - 6.3.6 Report routinely to the Surveillance Panels test severity and precision trends using summarized industrywide calibration test data.
 - 6.3.7 Report to the Test Developers, if any, test stand and laboratory calibration, and summarized industrywide calibration test data on a routine basis and, as requested, specific laboratory calibration test data.

ARTICLE 6 - ADMINISTRATOR (continued)

- 6.3.8 Work with the Surveillance Panels, the Test Developers and the individual testing laboratories to improve and standardize the operating procedures, practices and rating methods to improve the repeatability and reproducibility of the test procedures referenced in Paragraph 2.1.
- 6.3.9 In cooperation with the Test Developers and Surveillance Panels maintain a system for disseminating new information concerning the test procedures referenced in Paragraph 2.1.
- 6.3.10 Maintain the confidentiality of all information which is not public knowledge; reporting individual laboratory data only as specified in Subparagraph 6.3.7 or in Board policy statements.
- 6.3.11 Maintain a supply of reference materials which may be purchased by testing laboratories for the performance of calibration tests using both blind and double-blind distribution systems. Reference materials can also be supplied for other applications depending on availability.
- 6.4 Within the System, the Administrator shall be responsible only to the Board.
- 6.5 The Administrator shall report, in writing, his activities for the preceding quarter and his plans for the following quarter at least quarterly to the Board. He shall report his activities semiannually to Subcommittee B.
- 6.6 The Administrator shall be responsible for all the System's financial accounting and physical inventory. He shall provide within four months after the close of a fiscal year an audit of the Center's financial records using generally accepted accounting practices as directed by the ASTM Board of Directors.
- 6.7 The Administrator shall be responsible for administering all contracts entered into by the System, except where otherwise stipulated.
- 6.8 The Administrator is responsible for the staff of the Center and shall recommend to the Board changes in staff headcount.

ARTICLE 6 - ADMINISTRATOR (continued)

- 6.9 The Administrator shall recommend to the Board policies, practices, and procedures necessary for the operation of the Center which require Board approval. Practices and procedures which are consistent with these Regulations, the test method referred to in Paragraph 2.1, and with policies established by the Board may be established by the Administrator. The Administrator shall maintain a manual of policies, procedures and practices and shall perform his duties in accord with these policies, procedures, and practices. The Administrator shall deliver to the Board and Subcommittee B a copy of all policies, procedures, and practices adopted by the Board and the Administrator.
- 6.10 The Administrator or members of his staff shall visit the Test Developers and the test laboratories as required to insure compliance with the current test procedures and assist the laboratories in solving problems.

ARTICLE 7 - COMMITTEES

- 7.1 There shall be three standing committees of the Board; the Administrative Guidance Committee, the Technical Guidance Committee, and the Data Communications Committee.
- 7.2 The Administrative Guidance Committee members and its chairman shall be appointed by the Chairman of the Board and shall include a member of ASTM staff as designated by the President of ASTM, but shall not include the Administrator.
- 7.3 The duties of the Administrative Guidance Committee are:
- 7.3.1 To advise the Administrator in the area of general business policies.
 - 7.3.2 To advise the Administrator on finalizing the annual budget and manpower requests and contract recommendations.
 - 7.3.3 To prepare an annual evaluation and salary adjustment recommendation of the Administrator for presentation to the Board.
- 7.4 The Technical Guidance Committee shall consist of the chairmen of the Surveillance Panels of monitored tests, a representative of each of the Test Developers which are responsible for the test procedures referenced in Paragraph 2.1, and the Administrator.

ARTICLE 7 - COMMITTEES (continued)

- 7.5 The Technical Guidance Committee members shall:
 - 7.5.1 Generally, acting individually, advise and assist the Administrator in technical matters concerning the test procedures.
 - 7.5.2 Assist the Administrator in carrying out the task defined in Subparagraph 6.3.8 and any other tasks which relate to more than one test procedure.
- 7.6 The Chairman of the Board shall appoint a Chairman of the Technical Guidance Committee from the membership of this committee with the exception of the Administrator.
- 7.7 The Data Communications Committee shall consist of representatives of organizations that participate in monitored test areas and its chairman shall be appointed by the Chairman of the Board from the membership of the committee.
- 7.8 The purpose of the Data Communications Committee is to provide a forum for discussion and development of technical solutions for standardizing industrywide data communications systems and other computer applications relating to these systems.
- 7.9 The Board may from time to time at its discretion establish ad hoc committees.

ARTICLE 8 - RULES FOR THE CONDUCT OF BUSINESS

- 8.1 The Board shall meet at least semiannually. The Chairman shall issue an agenda for each meeting, including the time and location, at least 15 days prior to the meeting.
- 8.2 Additional meetings may be called at the discretion of the Chairman of the Board or upon written request of three voting Board members.
- 8.3 Two-thirds of the voting members of the Board shall constitute a quorum. The actual number of voting Board members and not the authorized number of voting Board members shall be used in determining the quorum. Fractions of a member shall be rounded to the next higher whole number in determining a quorum.
- 8.4 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases where they are not inconsistent with these Regulations or any policies adopted by ASTM or the Board.

ARTICLE 8 - RULES FOR THE CONDUCT OF BUSINESS (continued)

- 8.5 A Board or standing committee member may delegate in writing another qualified individual as proxy; however, no individual shall hold or exercise proxies for more than one member.
- 8.6 The Administrator shall attend Board and standing committee meetings except the portion of such meetings devoted to the discussion of the evaluation of and salary adjustment for the Administrator.
- 8.7 The fiscal year of the System shall be February 1 to January 31.
- 8.8 The Secretary will distribute the minutes of Board meetings to the Board members for review and comment; after which, the Secretary shall send the minutes to the Secretary of Subcommittee B for distribution to all members of Subcommittee B.
- 8.9 The Secretary shall distribute the minutes of all standing committee meetings to the members of the Board.

ARTICLE 9 - REMOVAL FROM OFFICE

- 9.1 Any member of the Board may be removed at any time by a ninety percent vote of the Subcommittee B members in attendance at a regular meeting.
- 9.2 On written request of ten members of Subcommittee B, a proposal for removal from office of a Board member shall be submitted to letter ballot of Subcommittee B. If either a majority of the Subcommittee B members or two-thirds of those returning ballots favor removal, the Board member shall be removed from office.
- 9.3 A Board member may resign from office for whatever reason at any time.

ARTICLE 10 - FINANCIAL

- 10.1 The System shall operate on a not-for-profit basis in accordance with Paragraph 9 of the *ASTM Charter*.
- 10.2 The System shall sell reference materials and charge fees for services on approval by Subcommittee B in order to generate income to support its operation.
- 10.3 The Administrator working with the Treasurer shall establish and maintain an accounting and reporting system.

ARTICLE 11 - AMENDMENTS

- 11.1 Amendments or revisions of these Regulations may be proposed in writing by a member at any regular meeting of Subcommittee B. A letter ballot shall be authorized by approval of two-thirds of members in attendance at the Division meeting.
- 11.2 Amendments or revisions of these Regulations shall be adopted by letter ballot on affirmative vote of at least two-thirds of the Division members voting, provided the proposed change(s) does not conflict with the *ASTM Bylaws*, *Bylaws Governing ASTM Committee D02*, or the *Regulations Governing ASTM Technical Committees*.

ARTICLE 12 - INDEMNIFICATION

- 12.1 Any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding whether civil, criminal, administrative or investigative, by reason of the fact that he is or was a member of the Test Monitoring Board or its standing committees, shall be indemnified by ASTM against expenses (including attorney's fees), judgements, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding if he acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interest of ASTM, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The assets of the System shall be used first to satisfy this indemnity.

ARTICLE 13 - NONDISCRIMINATION POLICY

- 13.1 It is the policy of the System not to discriminate against any person on the basis of race, color, religion, creed, national origin, age or sex.

ARTICLE 14 - DISSOLUTION

- 14.1 In the event a decision is made to dissolve the System, any assets over and above those needed to pay any debts and liabilities of the System shall be assigned to ASTM for use in the support of the activities of Subcommittee B at the direction of the ASTM Board of Directors.
- 14.2 No part of the income or assets of the System shall inure to the benefit of private individuals throughout its existence or at dissolution.