

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION

INDUSTRY

GOVERNMENT



PARTNERSHIP

CHAPTER GUIDEBOOK

National Defense Transportation Association
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SECTION I

CHAPTER ORGANIZATION AND OFFICER DUTIES

- A. **President:** The President is the Chief Executive Officer of the Chapter. Policy is made by the Board of Directors and carried out by the President. He/She is the responsible officer of meeting all the obligations stipulated in the By-Laws.
- B. **1st Vice President:** In the absence of the President, the 1st Vice President will perform the duties and exercise the functions of the President, together with any functions of the President, together with any other duties the President may assign.
- C. **2nd Vice President:** Duties are the same as the 1st Vice President. In the absence of the President and the 1st Vice President, the 2nd Vice President will perform the duties of the President, together with any other duties the President or the 1st Vice President may assign.

Note: The 1st and 2nd vice Presidents should be afforded full opportunity to organize and conduct at least one membership meeting during the year. NDTA Chapters are given latitude to elect additional Vice Presidents if they desire.

- D. **Board of Directors:** The Board of Directors is responsible to the membership for the proper management of all Chapter affairs.

The Board should be properly representative of all major interests within the Chapter. The Board sets broad policy goals and charges the President with implementation. Individual members assist the President to the maximum extent possible to ensure that the Chapter program is successful.

Mandatory rotation of the Board members is important (three-year rotation is suggested). In this way, infusion of new thinking and the sharing of responsibilities equally throughout the membership is ensured.

Membership on the Board should include consideration of factors such as industry types, government agencies young members and those who have shown special dedication to the Chapter's work program.

Regular attendance at Board Meetings and Chapter functions should be a major consideration in renomination to the Board of Directors.

Board members should provide substantial leadership in discharging individual Committee and other responsibilities.

- E. **Honorary Members:** Properly selected Honorary Members can be helpful to the Chapter program. Government officials in high positions involved in transportation should be considered. For example, officials of the Department of Transportation (state or federal), the Mayor's office and the National Guard Commander should be considered. Certificates and membership cards for Honorary Members are available from Headquarters. The Chapter must pay the annual fee to cover the membership cost. Department of Defense

regulations do not permit DoD personnel to accept such appointments.

F. Secretary/Treasurer: This position can be held by one or two persons at the discretion of the Chapter President. The responsibilities are:

1. Record and maintain minutes of all official meetings of the Chapter.
2. Send monthly Chapter reports to Headquarters describing the Chapters activities for the month.
3. Maintain an up-to-date membership file.
4. Receive an account for all monies paid the Chapter; authorize an account for all expenditures.
5. Render a quarterly review to the President of the Chapter showing the income and expenditure figure for the most recent quarter, together with the financial status of the Chapter.
6. Keep a full correspondence file of letters received by and sent to the Officers.
7. Keep Headquarters informed of all changes of address of the Chapter membership, and all elections of officers within the Chapter.

G. Participation by Active Duty Officers: Chapters located near military installations should endeavor to involve ranking officers in the NDTA program. Military officers and other government officials having an interest in transportation matters should be invited to run for elections to the Board of Directors and otherwise become personally involved in the affairs of the Chapter.

For example, officers of the Department of Transportation (state and federal), the Mayor's office and the National Guard Commander should be encouraged to join. Participation through the command and election procedure is consistent with the directive of the Department of Defense and is recommended in lieu of appointing these officials to honorary positions.

SECTION II

CHAPTER COMMITTEES & DUTIES

INTRODUCTION

Active Committees make a major contribution toward a Chapter's successful operation. It is suggested that Committees correspond roughly with those at Headquarters. This will help ensure commonality of goals. The names of the standing committees can be modified to suit the particular needs of the area. In addition, special or ad hoc committees may be appointed for the promotion of events such as National Defense Transportation Day and the National Transportation Award. It is suggested that committee Chairs be appointed by the President, whenever possible.

- A. Career Education Committee:** It is the responsibility of this Committee to further the NDTA's national objective... "to support, conduct, and assist programs of transportation education and scientific research and educational and governmental agencies, which are designed to increase the effectiveness, economy and responsiveness of the transportation industry and allied services..." The Chapter Committee, working closely with the National Career Education Committee, should implement a program to encourage the best qualified people to enter the transportation field and to remain there -- especially thru educational and management-training opportunities. The Committee can accomplish its task thru the following programs.

Employment Opportunities: The Committee can stimulate interest in transportation as a career by distributing information which describes employment opportunities in the various fields of transportation, including the civilian and military sectors of government, carriers of all modes, and industrial traffic departments. The National Committee publishes periodically an information booklet describing the types of positions available, the qualifications generally desired to fill the positions and the financial and managerial opportunities for advancement of the position, which is available.

Career Development: The Committee should distribute information about the many opportunities for career development and mobility for those persons already employed in the transportation field to help retain the interest of qualified people. This should include information about the types of jobs available and the types of in-house training programs available in government and industry, and information about continuing education programs conducted at the local colleges and universities.

- B. Membership Committee:** Each chapter must concern itself with new and renewal memberships. In order to grow and even to maintain existing levels of membership, continual attention must be given to this subject. A prime responsibility of the Membership Committee is to involve all Chapter members in this activity on a personal level. It is the job of the Membership Committee to make them feel involved.

The Committee should manage the Annual Membership Contest announced by Headquarters each year. This contest should be widely publicized within the Chapter. **(Prizes may include money, Forum Registration or NDTA accessory items.)**

There is no single plan that assures an initial successful membership campaign. Nevertheless, here are some basic factors common to good membership drives:

1. TEAMWORK - Involvement of everyone is most important. A membership campaign cannot be conducted on a once-a-year basis, nor can the campaign be a one-person job.
2. PROSPECT FILE - Ask for all members to help build a prospect file.
3. YEAR AROUND EFFORT - Always have an ample supply of membership applications at each function and pass them out to members for distribution.
4. ORGANIZE EFFECTIVELY - Establish a co-chairman for each industry or agency group. Include committees for women and those under 35. The Chapter's efforts should tie in with the Annual Contest sponsored by Headquarters.
5. SELL NDTA - Ask for Headquarters assistance on obtaining material that will reflect the Association's aims, goals and objectives. The Association's programs, coupled with the Chapter's local activities should make NDTA easy to sell.
6. CONTACTING NEW MEMBERS - This can be accomplished by telephone calls, letters and personal contacts. Invite prospects to participate at the Chapter meetings as guests. Make them feel welcome. Secure a list of all subjects to be covered at the monthly meetings for the year. Show the prospect that attendance could enhance his or her career.
7. FOLLOW UP - Don't miss an opportunity to introduce a new member at each Chapter function. Ask for regular reports from the sub-committees. Build competition and enthusiasm. Those members responsible for bringing in two or more members in a single month will be publicized in the *DTJ*. Fill in the special membership section of the Chapter Report Form.
8. MEMBERSHIP RENEWAL - Headquarters helps you to renew memberships. One month before a membership is due to expire, Headquarters sends a notice asking for a renewal payment. If no reply is received in sixty days after the date of expiration, the member is sent a personal letter. In addition, the Secretary is sent a list of the entire Chapter membership. This list includes all delinquent members during the past three months and an asterisk will appear next to these names. It is up to the Chapter Secretary and the Membership Committee to conduct each renewal over this same period to be sure that he/she acts affirmatively.

- C. **Finance Committee:** This Committee is responsible for the management of the financial affairs of the Chapter. Together with the Chapter Treasurer, the Committee should periodically review the books and records indicating the income and expenses and, together with the Treasurer, be responsible for the quarterly report to the President.

The Finance Committee is responsible for counselling with other committees of the Chapter to help ensure that projects undertaken are properly financed or underwritten.

The Committee is also responsible for the development of a projected budget at the beginning of each year.

- D. **National Defense Transportation Day (NDT DAY) Committee:** National Defense Transportation Day has been observed since 1957, when the Congress of the United States requested the President to proclaim the third Friday in May each year as National Defense Transportation Day. In 1962, the President was requested by Congressional Joint Resolution to proclaim the week in which that Friday falls as National Transportation Week. The official slogan of NDTA, "*Transportation Protects the Nation*," is the slogan for NDT Day. The 1957 Joint Resolution by Congress states, "Without effective transportation, all logistic effort collapses, and without effective logistics, all defense collapses.

A local NDT Day and National Transportation Week Committee Chairmen, preferably a leading businessman or woman, well-known in the community, should be appointed by the Chapter. This Chairperson should know how to attract the support of leaders from business, labor and civic groups and should be able to get them to work as a **TEAM**. He/She will also work very closely with other transportation organizations on National Transportation Week activities, climaxed by the NDT Day Celebration on Friday.

No single group in your community should be thought of as the sole sponsor. The goal is to have as many local groups as possible join in the effort. elements to be considered are industry, labor, local government, farm, veterans and community service groups; local traffic and transportation clubs; and educational, fraternal, religious, welfare and youth groups form the nucleus of an energetic and capable committee staff. These are the people who get things done.

At the initial organizational meeting, a steering committee should be appointed to handle the details of the programs embarked upon. Subcommittees can handle specific aspects of the broad program.

Operations should remain largely in the hands of the subcommittee members. The following are suggested projects for the subcommittees; press, broadcast media, exhibits and decorations, finance luncheons and dinners, speakers bureau, schools, theaters, special events, editorial coverage, National Transportation Award and films. Brochures are sent out every year by Headquarters describing the responsibilities involved in NDT Day Programs.

Chapter celebrations, proclamations by the Mayor or Governor and all related activities will be given publicity in the *Defense Transportation Journal*.

- E. Nominating Committee: The selection of the Nominating Committee should be done with great care, as this Committee will be recommending the future officers of the Chapter.

The By-Laws of NDTA urges that the term of office should begin during the 120-day period preceding the Transportation and Logistics Forum, which occurs annually in late September or early October. The months of June and July are preferred for election of Chapter Officers so that the new Officers can begin their term in September.

It is also suggested that an officer progression be followed so that each will graduate to the next higher post.

Each officer should hold the office for a two-year term. In this way, a desired continuity of leadership is assured, and the Chapter will be better able to capitalize on the experience gained by each officer moving through the chairs.

Suggested Procedure:

1. Five members appointed by the President to serve on this committee. They should be appointed 60 days prior to the Chapters Annual Meeting - preferably in April.
2. At least two past Presidents should be included in this group.
3. The list of nominees for Directors and Officers should be presented to the Chapter Secretary at least 60 days prior to the Chapter's Annual Meeting, so that their names can be publicized to the membership at least 30 days prior to election. Provisions should be made and announced for alternative nominations to be made from the floor.

- F. Preparedness Committee: This Committee is responsible for all activities involving the Chapter program in preparedness planning. The Committee works closely with the representatives from the American Red Cross, the Federal Emergency Management Agency, the military, the National Guard and the Mayor's Office.

The Committee should become expert in the local disaster plan and update this plan at least once every two years. Test exercises should be conducted yearly to verify the validity of the plan.

The Committee is called into action immediately upon the notification of an emergency by competent authority. In an emergency situation, the Chairman and his Committee members, should, to the best of their ability, implement the disaster plan in the most effective manner possible under the circumstances.

To do this successfully involves: (a) maintaining a close working relationship with the emergency agencies of government and Red Cross; (b) continual updating of plans and testing of those plans; and (c) involving the community at large and capitalizing on all possible publicity opportunities to tell the story of this program.

- G. Program & Development Committee: It is the responsibility of this Committee to arrange for and manage all regular Chapter meetings. It should be stressed that NDTA is not a social organization. It is essential that the Chapter develop programs which are not only stimulating, but which contribute to the mission and objectives of the Association.

The Committee should lay out the Chapter programs for the entire year in the first month of each year. The Chapter membership should be used in the planning and staging of these programs ... to the maximum extent possible. Allow all members to get involved who want to do so. Hold monthly meetings to ensure the best possible interest level.

Suggestions: Programs should be set up to cover such special subjects as: NDT Day, Educational Programs, Youth Involvement, Preparedness, Cargo Security, Field Trips.

Brochures, which will be of help, are available at Headquarters.

To determine those members, who wish to actively participate in management of chapter activities, a postal card poll at the first of the year is suggested. This can provide names of persons willing to spend time and it will eliminate the possibility of over looking people who want to contribute.

- H. Public Relations Committee: It is the responsibility of this Committee to build a favorable image in the community for the Chapter and its program of work. As the Chapter's program develops, this Committee should utilize logical means to advertise the community of the work accomplished by the membership.

The Committee should effect a broader awareness of the organization generally throughout the community. Material is available at Headquarters accomplish this.

The Committee should seek the assistance of others in accomplishing this goal....public relations office of Sustaining Member Companies and public information offices of military in the area should be enlisted.

One of the primary responsibilities of the Committee is to publicize future programs of the Chapter so that good attendance results. As a follow-up of the programs, a report should be written for publicity in the trade magazines.

- I. NDTA has a program to involve young people in as many activities as possible. The Chapters should place emphasis on this program as the benefits to the Chapter will be many.

To do this, a special Committee consisting of young manager in all modes of transportation in the Chapter area should be formed. It should give the youth full opportunity to discuss their problems and bring fresh ideas into Chapter planning.

The Committee should be allowed to sponsor at least one program each year that will be attractive to young managers. All Chapter committee functions should include one or more promising young people in the membership.

- J. This program offers other Chapter and its members an opportunity to gain national and international recognition. The program is designed to recognize and reward Chapters and individuals who perform unusual and distinguished service for the Chapter and NDTA.

Each year, headquarters publishes a brochure on the Awards Program, which is forwarded to each Chapter and furnished current details.

The Chapter membership should be made aware of the opportunities offered and encouraged to participate. Skills in programming, administration, public relations, membership participation and any programs that enhance the Association should be written up and submitted.

In May of each year, the Committee should forward to the Administrative Committee at Headquarters the names of individuals who have shown exceptional achievement. Awards for Chapters should be submitted by the State or Regional officers.

The nominations should be set up in either a scrapbook form or other facsimile for quick and easy review, outlining the Chapter activities on a yearly basis. Include in this book, news clippings, photographs etc., noting those projects and individuals who have been outstanding. The document can also serve as part of the Chapter's history when it is returned from Headquarters. Such a scrapbook should be kept as a guide for future officers and committee chairs.

- K. Welcoming Committee: This Committee should consist of outgoing individuals who are well known in the community and are capable of making new members and guests feel welcome at all meetings.

- L. Additional Committee: Additional committees may be formed at the discretion of the local chapter.

SECTION III

CHAPTER MANAGEMENT

- A. Announcements: Timely communication is the key to good attendance at the meeting. Assign one person to be responsible...set guidelines.

An announcement should be sent to the membership early in the year setting dates for the full year (this can be done with the monthly meeting notice to save stationery supplies). For each individual meeting, a reminder should be sent approximately two weeks in advance. The notice should outline the program, stress the importance of the program and encourage guests.

The following information should be shown on the announcement: date, time, location, price and to whom checks should be made payable. Enclose a return reply card, or designate where to return the bottom half of the announcement. Assign tables on a first come/first basis. Prepare reservation signs as applicable.

- B. Room Set Up and Physical Requirements: Request in writing the following: cost of room; cost of tax and gratuity on food and liquor; what the minimum guarantee requirements are; and deadline for giving the guarantee.

Now you are ready to plan how much you must assess each member for the meeting. You should include the following costs in your composition: number of free guests; cost of printing; cost of postage; cost of awards; tips and any other special items applying to the meeting.

This amount should be totaled and divided by the attendance you expect at the meeting. This will give you the base price and will enable you to cover all expenses. Some Chapters add a minimum of \$1.00 to each base price.

- C. Invite Dignitaries: Assign responsibilities a month in advance. Possible invitees: Governor, Mayor, Red Cross, Federal Emergency Management Agency, President of the Chamber of Commerce, and other local civic organizations.
- D. Membership Sign-In: Set up a table at the entrance and afford all present an opportunity to join. Have plenty of membership applications on hand.
- E. Welcoming Committee: First impressions are often the most lasting...Make your members and guests feel Welcome...Introduce them to others...Make sure no one is left standing alone!
- F. Publicity: Invite the local television, radio and press as guests. BUILD THE NDTA IMAGE.
- G. Badges: Name badges with large letters should be prepared. First name should stand out. A rack or file system could be developed for neatly storing by alphabetical sequence.

Table should be set up at entrance for members and guests to receive their badges and tickets.

H. Checklist For Meeting:

Entrance - 6 foot table, membership "Join NDTA", Membership applications and promotional material.

6 foot table, badges and tickets

Chairs, ashtrays, wastebaskets, coat racks, 3x5 index cards, pencils, paper clips, rubber bands, cash box and PLENTY OF CHANGE.

Head Table - Podium, mike, gavel, place cards (head table guests), NDT seal on podium, NDTA banner, introduction cards for head table, American flag. Add a floral bouquet, if at all possible.

A. How to Handle a Speaker:

Extend the invitation well in advance of the meeting (three months suggested).

Advise the speaker of why his/her participation is desired and give the speaker details of the program.

Provide the speaker with an advance copy of the meeting agenda.

Inform the speaker of the time allotted for his/her presentation.

Describe the audience he/she will be speaking to and give the speaker details regarding the type of meeting.

Obtain an agreement on the exact title of the speech. If fees or expenses are involved, obtain an agreement on amounts to be paid to the speaker.

B. After the Speaker Accepts: Reconfirm date, place and time of meeting in writing. Obtain biography and photograph. Make travel and room arrangements. Obtain a speech summary. Arrange to have the speaker met on arrival. Inform the speaker in writing of all travel arrangements. Clear publicity arrangements with him/her. Obtain permission to tape or reprint his/her speech. Ask if he/she needs special equipment or props.

C. At the Meeting: Provide the speaker (and spouse) with a name badge. Arrange for him/her to meet your officers and key members. Allow plenty of time for a press conference. Check out the special equipment well in advance. Supply him/her with water and a glass. Avoid distractions while he/she is speaking. Remind him/her of how long the speech is to run.

D. After the Meeting: Write him/her a letter of appreciation. If a fee is to be paid, send it promptly. If no fees are involved, send an appropriate gift. Forward copies of press clippings to him/her.

How to Preside at Meeting

- A. Presiding: The president of the Chapter or duly appointed representative will preside.
- B. Agenda for the Meeting: Call the meeting to order on time -- Run it on schedule. Make or call for announcements. Report briefly the business handled by the Committees. Invite the Chairman to make reports. Get as many people involved as possible. Introduce guests and new members. Give the main speaker a good start by a brief well prepared introduction. Thank the speaker. Invite members to comment or make announcements. Thank everyone for attending. Announce the next meeting date. Close meeting with brief and appropriate remarks.

Important Meetings for the Chapter Members: Each year there are meetings which are important to the Chapter and its members. The President should publicize and promote attendance at every opportunity. They are especially important to officers of the Chapters who are looking for new ideas on how to make their programs more effective.

The Annual Forum: This is the most significant meeting of the year in transportation. The three-day session brings together some of the most important people in transportation and the program will cover subject areas of great importance to everyone in the transportation industry. Attendance at the Forum is rewarding and this is especially true for Chapter Officers. The schedule for future Forums is as follows:

- 1985 - Atlanta, Georgia
- 1986 - Tampa, Florida
- 1987 - Honolulu, Hawaii
- 1989 - Seattle, Washington

SECTION IV

Developing a New Chapter

- A. Activate Interest: Prepare a list of names of all transportation personnel in the community who could be considered "potential members". These would include:
1. Leaders of individual organizations interested in transportation.
 2. Transportation Officers of Military Installations.
 3. Traffic Managers of all modes of transportation.
 4. Local Government Officials such as: Governor, Mayor, Red Cross Director, and FEMA Director.
 5. Other organizations such as: Traffic Clubs, Delta Nu Alpha etc.

Contact the local Chamber of Commerce to obtain assistance in the preparation of a list of leaders in transportation and shipping activities.

Determine the health and vitality of the local area to support a Chapter. Analyze existing transportation assignments, conflicts, etc.

Send a letter to the President at Headquarters (with copy to your Regional President and State/International Vice President) announcing the intention to organize a Chapter. The President will forward a list of existing members in your area, plus material describing the Association for inclusion in your introductory letter.

- B. Set Up Planning Meeting: Call a meeting with your Regional President, State/International Vice President and key members who want to organize a Chapter. Review the compiled list of transportation leaders and prepare a letter announcing the intention to organize a Chapter in your area. Assign a temporary membership committee to follow up on the campaign....Appoint a slate of provisional officers to hold office until formal election.
- C. Petition For Charter: When twenty-five or more members have been signed up, a letter should be sent to the President at Headquarters requesting a "Petition for Charter". This document should be completed with signatures of all Charter members and forwarded to Headquarters for processing. Indicate the official name of the Chapter.

NOTE: Any individual who signs the official Petition for Charter should be a current member of NDTA, or should enroll as a NDTA members at the time he/she signs the Petition and forward his/her application and check to Headquarters.

- D. First Planning Meeting: Invite the Regional President, State/International Vice President, out-going officers and newly elected officers to your first meeting. These officers, who served in the past, have had an opportunity to study and assess the potential of eligible candidates and their recommendations will be a valuable asset.

Request recommendations for candidates to serve as Directors and Committee Chairs.

Prepare Chapter By-Laws (if Chapter is new) or amend existing By-Laws as required for presentation and adoption at your next Chapter meeting.

Assign a member to send letters to those recommend to serve as Directors or Chairmen to determine their willingness to serve. Include a return postal card for prompt response.

Set date for next meeting. After acceptances have been received, call a second meeting immediately. Long inactive periods should be avoided.

- E. Second Meeting: Invite the Regional President, State/International Vice President, elected officers, Directors and Committee Chairs.

Request Committee Chairmen to come prepared with a list of their committeemen (names, addresses, etc.) and a proposed outline on what each Committee would like to accomplish during the year.

Request suggestions on types of programs to be held during the year. Set specific dates if possible.

Review membership roster to ensure that all members have been given the opportunity to serve.

NOTE: Don't get top-heavy with military. Establish a good mix. A military base can close and scuttle a Chapter.

- F. At This Meeting You Should Have Accomplished: Calendar of events for Chapter Meeting, Committees charged with specific duties for the year, Date of next meeting for announcing these actions to the membership.

- G. Chapter Meeting: You are now ready to call your first Chapter meeting. Announcements should be sent out as soon after you second meeting as possible. The announcement should contain: date, location, time, cost, details of what the meeting will cover, etc. Review Details Of Chapter Management.

- H. Invitation should be sent to all members and prospective members to attend the "Organization Meeting". The agenda should include the formal installation of officers. These are: Chapter President, 1st Vice President, 2nd Vice President and Secretary/Treasurer.

Suggested Oath Of Office:

Repeat after me, using your own name...

I, _____, do hereby pledge...that I shall faithfully execute the duties of my office.... to the utmost of my ability ...to obey the laws of God...our country...and our Organization...and to exemplify to all in my conduct...good citizenship...good fellowship...and all the patriotic ideals of the NDTA...

I do so pledge.

Officer, Directors of NDTA, I declare you duly elected and installed as Officers and Directors of the NDTA.

Invite a national officer to give the Welcome Address. His subject should be: "What is NDTA?" This will enable all present to gain at once an understanding of NDTA's purpose and scope. Its stature worldwide should be clearly identified.

Invite local government officials to participate.

Include the Regional President and State/International Vice President.

SECTION V

NATIONAL HEADQUARTERS

- A. History of NDTA: Incorporated on October 11, 1944, in Washington, DC, the organization was known as the Army Transportation Association until 1949, when its name and structure was changed to its present form.

NDTA is a non-profit organization equipped to combine the transportation industry's manpower and skills with the talents of those in government and military throughout the Free World. The people of NDTA represent Free World users, manufacturers, each carrier mode of transportation, and related military and government interests. Through the programs of NDTA, governmental needs and Transportation capabilities are discussed, analyzed and matched.

It is an organization of professional men and women who represent all modes of transportation industry/military government sectors concerned with daily commercial and emergency transportation plans and allocations. The Association's membership also encompasses other sectors of the Free economy, including manufacturing, banking, insurance and education.

- B. Purposes: To provide a common forum to discuss and endorse programs designed to promote transportation preparedness for peacetime needs and the defense of the Free World.

To maintain an awareness among the members of the Association, and to inform the public of the critical importance of safe and effective transportation to the individual, the industry and the national defense.

To provide active assistance, by study and action, in a non-partisan capacity to appropriate government agencies engaged in peacetime and defense preparedness transportation planning, and to promote recognition of the need for cooperation and support among the public, carrier management and government agencies in operationally effective planning.

To encourage implementation of plans and programs to assure transportation capability in time of emergency.

To provide advisory assistance, upon request, to governmental agencies concerning transportation problems.

To encourage Transportation and related industries to make available transportation management and operational personnel for prompt support of appropriate agencies in periods of emergency.

To support, conduct and assist programs of transportation education, science research and development, among private, industrial, educational and government agencies which are designed to foster and increase the safety, effectiveness, economy and the responsiveness of the transportation industry and allied services to the movement of people and goods during times of peace and defense of the national interest.

To foster a spirit of patriotic good will and cooperative endeavor and mutual understanding among its members, industrial entities, the Transportation industry, and all other government departments and agencies concerned with transportation.

To support continued reliance on the private enterprise system of ownership and operation of transportation.

- C. How NDTA is Organized: The Association is governed at the national level by its officers, a Board of Directors and the Annual Membership Assembly.

The Board of Directors shall consist of: the Chairman of the Board; the President; Vice Chairman of the Board; the Regional Presidents; the Functional and At-Large Vice Presidents; and the Secretary/Treasurer.

The Board of Directors shall have supervision, control and direction of the affairs of the association.

Each member of the Board of Directors in attendance at a meeting will have one vote. When an individual member of the Board of Directors is unable to attend a meeting of the Board, the use of a proxy properly filed with the Secretary before the meeting is encouraged.

The International Vice Presidents and State Vice Presidents will be elected by the membership from within their respective region or state. Prior to the Annual Membership Assembly, the Regional President will coordinate with his/her appropriate Chapters and cause a ballot to be taken on the selection of these officers.

- D. Major NDTA Programs in Progress:

1. Emergency Preparedness and Civil Defense

One of the fundamental objectives of NDTA is to ensure the transportation readiness in the event of a natural disaster or emergency. National agreements with the American National Red Cross and the Federal Emergency Management Agency have been signed as a basis for joint planning to make Transportation support available to communities for emergency disaster situations. Most of the 75 U.S. Chapters have supplemented the national agreements with regional and local pacts. Implementation of these agreements include a complete survey of local transportation means, designation of alternate routes and emergency headquarters and coordination of the myriad details involved in setting up operational emergency preparedness.

NDTA's Preparedness Council, working closely with appropriate government agencies, helps to prepare emergency transportation plans.

2. Merit Scholarship Program

- I. Eligibility: Applicant must be a member of NDTA or a dependent of a NDTA member in

good standing.

II. Requirements:

(1) At the time of filing his/her application, the student must have satisfactorily completed 45 semester hours (or quarter hour equivalent) of work at regionally accredited colleges or universities.

(2) The college/university which the applicant plans to attend must offer a minimum of 15 semester hours (or quarter hour equivalent) in transportation, physical distribution, or logistics or some combination of the above.

(3) The applicant must indicate on his/her application the transportation/physical distribution/logistics courses he/she plans to incorporate into his/her degree program. These courses must comprise at least 15 semester hours (or quarter hour equivalent) of the student's required hours for a degree.

(4) Applicant must be a financial dependent, under the IRS code, of a NDTA member or a NDTA member.

III. Application Procedures:

(1) Blank application forms may be obtained by the NDTA member from the Career Education Committee, NDTA Headquarters, or his or her local Chapter.

(2) Completed applications must be submitted to the NDTA Education Committee postmarked no later than February 15. Award(s) will be effective with the Fall term or semester of that year.

(3) The Career Education Committee will select scholarship recipients based upon the merit of each applicant.

IV. Funds:

(1) Funds will be deposited in a special education fund at NDTA Headquarters.

(2) Fund disbursement will not exceed % 50 of the donations received until \$10,000 has been received in the fund. Thereafter, an annual award will not exceed earnings on the \$10,000 plus receipts during the preceding year.

3. Transportation Resources Survey

At the request of several government agencies, NDTA has undertaken a national survey of transportation resources in specific urban areas. Each U.S. Chapter of NDTA was asked to canvass its area and provide an up-to-date list of the transportation facilities that would be available in a natural disaster or wartime emergency. This survey will be used by national and regional government agencies to plan for emergency Transportation capabilities and response.

SECTION VI

SAMPLE LETTERS FOR MEMBERSHIP PROMOTION

Letter No. 1

New Members

Dear _____,

It is a privilege and a pleasure to welcome you as a new member of the _____ Chapter of the National Defense Transportation Association.

We trust you will join heartily into our Chapter's activities so that you will derive maximum benefit from your membership and, at the same time, be able to contribute to the strengthening of our Chapter. Your participation at the local level, as well as the national level, is most welcomed.

If you have an associate, friend or acquaintance who is interested in the Transportation industry, and you believe he/she would make a good member, invite them to join you in attending Chapter meetings. Pass along the enclosed application for membership to them.

Please advise me if you will be at the next Chapter function so that I can introduce you to the membership.

Sincerely,

Letter No. 2

Members Transferring Into Our Chapter

Dear _____,

It is a pleasure to welcome you as a new member of the _____ Chapter of the National Defense Transportation Association.

We feel sure that you were an active member of your former Chapter and trust that you will join heartily into our activities. We want you to regard your membership as a worthwhile investment and, at the same time, contribute to the strengthening of our Chapter. We do hope to see you at an early _____ Chapter function. Please advise me, so that I can introduce you to the membership.

Sincerely,

Letter No. 3

Membership About To Expire

Dear _____:

We are NDTA boosters and therefore we are concerned about your continued NDTA Membership. We are proud of our _____ Chapter and therefore we are anxious for you to continue as a member.

We believe that the _____ Chapter is at the threshold of its most productive period of activity. It is our opinion that in the interest of your own future in the transportation industry, you will want to be an active participant in this activity.

Our records show that your membership in the National Defense Transportation Association will expire at the end of _____.

Perhaps, you have already mailed your dues. If so, great! If not, we hope that you will do so immediately.

Sincerely,

Becoming A Sustaining Member

Dear _____,

The NDTA has been the leading Association of industry and government professionals for nearly 40 years. Sustaining (corporate) and individual memberships number over 8,000 and are represented in 75 city chapters in the United States and 10 overseas nations where there is a significant U.S. Military presence.

The NDTA places great emphasis on transportation as a career by maintaining a scholarship fund available to its membership. University campus chapters provide a reservoir of human resources with professional training in the transportation field.

A corporation or firm interested in transportation may apply for a Sustaining Membership in NDTA. As a member company, you will be working with other national and international companies as well as government agencies to develop better world understanding, a more efficient transportation system and a strong preparedness position.

Sustaining Membership entitles your organization to 12 annual individual memberships and a complementary 1/2 page ad in the *Defense Transportation Journal*. As a Sustaining Member of NDTA, your organization logo, key officers and company identification will be included in the "Almanac Edition" of the *Defense Transportation Journal*. Sustaining Members also receive a substantial discount on repeat Journal ads.

Chief executive officers or their designation representatives will be invited to attend the National Strategic Mobility Conference sponsored by NDTA/NSIA in coordination with the Organization of the Joint Chiefs of Staff. This high level conference affords the opportunity for top level industry and government decision makers to discuss and resolve problems.

Members may participate at all levels in the NDTA organization: local, state, national and international.

Member corporations are given priority consideration for Committee or Council appointments.

Member companies are listed on the Honor Roll of Sustaining Members and this listing is published in each issue of the prestigious bi-monthly publication, *Defense Transportation Journal*, as well as various other publications.

Application for Sustaining Membership is enclosed.

Sincerely,

SECTION VII

Themes For Meetings

The basis for any successful meeting is generally due to the "Theme" or, "What is the subject?" Addressing a lively topic, together with the inclusion of a select group of "Special" Guests and a well-planned meeting, will bring out a good crowd and is a credit to you and NDTA.

Every session should include participation by key committees such as:

Membership: Introduce new members and guests and give progress reports on activity.

Coming Events: Mark the calendar - build enthusiasm

Committee Projects: Keep everyone informed

Report On All Local Issues: Highlight community activities and situations of importance

Report From State Vice Presidents on Happenings at Headquarters.

This section is offered to assist each Chapter to plan meetings well and to get the "Theme" to the important issues of major concern to the membership.

Your comments and suggestions are welcome! If you have held a meeting that was exceptionally well received and would like to share it with other Chapters, drop Headquarters a not on the Chapter Report Form (provided by the Chapter Secretary) and it will be reported in the pages of the *Defense Transportation Journal*. These report forms should be submitted to Headquarters after each meeting. Deadline for copy is December 1; February 1; April 1; June 1' July 15 - special Forum issue; October 1.

INDEX OF THEMES

Community Involvement
The Young Manager in Transportation
Highway Safety
Energy Crisis
Emergency Preparedness and Civil Defense
Pollution
Passenger Safety - Cargo Security
Urban Transportation
NDT Day --- May
Labor/Management
Congestion
Innovations and New Technology
Other Suggested Themes

COMMUNITY INVOLVEMENT

This subject should stimulate questions such as:

"Does our Chapter take an active interest in COMMUNITY affairs?"

"Are NDTA members solicited for their veils by planning boards, town councils and similar groups when considering projects or regulations that directly relate to transportation in the community?"

"Does the Chapter make recommendations to the Legislative Body?"

In Other words, if the COMMUNITY turns to the NDTA Chapter in time other than those of emergency, your Chapter is doing a good job. If not, take steps to correct the situation. The collective experience of the Chapter members is of value to your COMMUNITY LEADERS. Tell them you are available.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING - SPEAKER and/or PANEL OF EXPERTS

Take a good look at the local transportation situation, see how it works and find our why things are done the way they are. Invite key local public officials to discuss plans within the Community.

In larger areas, several city and/or county officials could discuss plans together with industry representatives. Everyone is interested in this subject and such a program will help open the doors in City Hall or in the county offices.

THE YOUNG MANAGER IN TRANSPORTATION

The Action-35 (under 35 years of age) group has taken an active interest in this program dedicated to attracting qualified young people into the transportation industry and accepting it as a career. It endeavors to point out the opportunities offered within transportation for advancement and fulfillment. A prime purpose is to attract quality people into the industry and help them to progress. An active A-35 group can do much to stimulate Chapter interest. A meeting that will feature the your manager in transportation discussing job options can be of value to everyone.

SUGGESTED TYPE MEETING

Turn the meeting over to your A-35 group. They will welcome the opportunity and their enthusiasm can be infectious. Invite an A-35 speaker from the National A-35 Committee.

ENERGY CRISIS

The price and availability of fuel is still an uncertain and perplexing problem. The impact on the industry has been significant and continues to be of major proportions. We apparently will be faced with escalating prices and possible shortages for several years ahead. As transportation people, we need to understand this problem and how to live with it.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING -- PANEL

Invite participation from those directly involved. Such people would include, but not be restricted to, representatives from:

1. Petroleum Industry (refiner, distributor, wholesaler, etc.)
2. Local Electric and/or Gas Supplier
3. Major Transportation Consumer (busline, airline, trucking company)
4. Local Manufacturing Consumer
5. Officials from State or Local Government

EMERGENCY PREPAREDNESS AND CIVIL DEFENSE

Every NDTA Forum in recent years has included this theme as an agenda item. The consensus each year has been that a community disaster plan is most important and should be developed by each Chapter. Each year, new justification can be found for this type planning as new disaster situations occur. An interesting presentation on this subject should stimulate both interest and active participation by industry and government leaders involved in emergency preparedness. The program should make clear to the members the outstanding record of NDTA Chapters in responding to disaster situations. Local Civil Defense and Red Cross speakers should be called on as well as qualified Chapter members.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING -- PANEL DISCUSSION

A representative from the Federal Emergency Management Agency could lead this discussion. A knowledgeable representative from each mode of industry could discuss his/her company's preparedness plan for emergencies. Stress should be placed on local level responsibilities.

HIGHWAY SAFETY

We are all involved in one facet or another of the transportation industry. No matter how divergent our separate roles may be, we are all concerned with highway safety. Highway safety is, and will remain, a major transportation concern.

The problem of highway safety continues to be attacked from many angles, but it still come back to a need for more education. The individual driver has the ultimate responsibility, but each of us as individuals must assume a share of this burden. Look for a new way to present this old problem. There is a vast amount of material available from safety groups in your city and from national organizations.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING - SPEAKER (MODERATOR) AND PANEL

Select a small group representing varied interests in highway safety to discuss the approach that each takes to the problem.

Suggested Panel Members:

1. Traffic Court Judge
2. Highway Patrolman
3. State Highway Safety Inspector
4. A Representative of the Trucking or Bus Industry
5. A Representative of the AAA

POLLUTION

The pollution problem and the resulting restrictions on our established ways of doing business are having a major impact on everyone. As thoughtful transportation people, we need to know as much as possible about clean air programs and noise elimination efforts. The role of transportation in the creation and solution of the pollution problem is significant. What the future demands on the transportation industry will be, as we work to control pollution, is unknown, but there is little doubt that it will require many changes in our way of doing business.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING - SPEAKER (MODERATOR) AND PANEL

Hold with members of an ecology group and representatives of automobile/bus industry.

Potential speakers include:

1. State Highway Commissioners
2. Petroleum Companies
3. Automobile Manufacturers
4. Trucking-Bus-Airline Industry
5. City Officials
6. Taxi Company
7. Ecology Groups such as "Friends of the Earth"
8. Manager of Recycling Center

PASSENGER SAFETY -- CARGO SECURITY

These topics have much in common. However, the need to safeguard passengers is more of a personal matter. The need to safeguard cargo is more economic. The pilferage, theft and highjacking of air, rail, truck and ship cargo creates losses which total billions of dollars. If this drain could be controlled, many individual shipping company's financial reports would now show a significant improvement. Now that the size of this problem is known, the public officials and members of industry need to work together to eliminate that help inform the members. Equal justification exists for educational discussion of the skyjack problem.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING - PANEL

Suggested Participants:

1. Federal Bureau of Investigation
2. FAA Representative
3. Harbor or Local Police
4. Maritime, Rail or Trucking Representative
5. Treasury Agent

URBAN TRANSPORTATION

An efficient urban transportation system is essential to the economic health of all major urban areas. No one community is identical to the rest; thus, no one solution fits all. Each must develop a specific formula based on its own requirements. The Chapter should assume a role in this matter and, at the very least, provide a platform for the presentation of views, plans and programs. A Chapter with a current emergency preparedness plan has already taken a first step in understanding urban transportation needs. With current information of the existing transportation network, members are in a position to discuss mass transit capability and to help develop informative programs on this subject.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING - PANEL DISCUSSION

Representatives From:

1. Community Planning Board
2. Busline
3. Railroad
4. Highway Commission
5. AAA
6. Chamber of Commerce

NDT DAY (MAY)

This theme is centered around NDTA's most important commemorative event: National Defense Transportation Day - the third Friday in May. This event, which is proclaimed by the President each year, provides an excellent opportunity to explain the importance of our industry to the general public and to generate local interest in the Chapter. This challenge should stimulate creative ideas by each Chapter.

SUGGESTED TYPE MEETING

Special material with extensive suggestions is sent to each Chapter prior to NDT Day.

LABOR/MANAGEMENT

The threat of a major transportation crisis due to labor or management failure to resolve differences is ever present. Each of us, as transporters, need to have a better understanding of the forces that influence and motivate the actions of those involved.

Transportation strikes can be devastating to the economy and to national security. Understanding legal and procedural processes involved will help NDTA members to better cope with these situations when they arise.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING -- TWO SPEAKERS AND A MODERATOR

A Representative From:

1. Labor
2. Management
3. Government

CONGESTION

Closely related to the themes of "Energy Crisis" and "Pollution" is the problem of congestion. It is nearly impossible to talk about one without mentioning the other. The cost of congestion to every person is very high and it multiplies the cost of doing business. We need to understand its impact, so it can be dealt with intelligently.

One interesting way to present this topic would be a panel discussion with each panelist presenting congestion and its relationship to:

1. Pollution
2. Urban Commuters
3. Power Shortage
4. Transportation Safety

The moderator for such a panel could be an educator knowledgeable of the social effects of congestion.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING -- PANEL/MODERATOR

INNOVATIONS AND NEW TECHNOLOGY

What has the space program shown us about future transportation systems? This is perhaps the most dramatic new form of transportation, but more down-to-earth innovations are abundant. All-terrain vehicles are now available and one-place helicopters can be found on the market. Shipping techniques are in a state of major change. In every mode, changes in systems and technique are the order of the day. There are new systems, new engineering, new engines and the wide body jet. What's new in transportation? Devote a meeting to finding out.

SUGGESTED TYPE MEETING

LUNCHEON OR DINNER MEETING -- GUEST SPEAKER FROM:

1. Manufacturers of Transport Equipment
2. Government Research Units
3. Modal Representatives
4. Educator

OTHER SUGGESTED THEMES

Transportation Education and Career Development

Chapter Achievement/Recognition

The Regulatory Agency Interface -- How do the agencies that regulate transportation coordinate their views and policies?

Transportation and the Military Single Manger -- The commercial transportation industry is the fourth arm of defense. How does the military deal with them?

NDTA -- its history -- its purposes -- its programs.

Transportation and Oceanography -- A new and exciting area, and its importance to transportation.

Government Promotion and Regulation of Transportation -- The Department of Transportation, Interstate Commerce Commission, Federal Maritime Commission and the State Regulatory Bodies. What is their responsibility -- What are their programs?

SECTION VIII

OVERSEAS CHAPTERS

The following are special situations which have been treated and resolved insofar as overseas Chapters are concerned:

1. NAME CHANGE - The organization's formal name has become a problem overseas in some locations. The "International" character of the membership has been out of character with the term "National". Also many overseas members are not involved in Defense transportation in their home countries. Accordingly, permission has been granted to overseas Chapters to modify their Chapter name as long as it is done consistent with standards set by the Board of Directors of NDTA. In most cases where the option has been exercised, the name "International Transportation Association (I-NTA)" has been selected. In all cases, Chapter material clearly references the fact that the Chapter is affiliated with NDTA.
2. DISTRIBUTION OF THE DEFENSE TRANSPORTATION JOURNAL to overseas locations has been a problem. Postage for airmail is prohibitive and surface transportation requires a minimum of thirty days. Bulk air shipment of the magazine to the President of the Chapter is practiced, but only in limited quantities. A better solution is being sought.
3. MONEY CONVERTIBILITY is a problem. When individual send a membership check directly to National Headquarters from a foreign country, bank charges, in some cases, consume up to fifty percent of the fee. To get around this, members are urged to pay membership dues to their Chapter so that consolidated payments can be made to Headquarters by the Chapter. In this way, only one bank charge is assessed rather than several. Chapter secretaries are also urged to make inquiries about banking procedures which can be followed to avoid such banking charges.

NOTE: Because of local conditions in the overseas NDTA cities, some of the preceding recommendations may not be appropriate. Adjustments to suit local conditions may be required.

SECTION IX

GENERAL INFORMATION

MEMBERSHIP DUES SCHEDULES AND REBATE POLICIES

Listed below is the current schedule of membership dues, together with the rebates that are returned to the Chapters for all members assigned to their Chapter.

	<u>Rebate</u>
\$35.00 Regular (1 year)	\$7.00
\$20.00 Special Rate:	\$4.00
Active Duty Military (Pay grade 03 & below)	
Government Employee (Pay grade GS-10 & below)	
Under 35 Years of Age	
Retired (Not Gainfully Employed)	
\$10 Student	None

NOTE: Rebates are returned to the Chapters on a quarterly basis. All dues paid to Headquarters and assignable to the Chapter are tallied and together with a list showing the memberships involved, sent to the Chapter Secretary/Treasurer with the covering check. These payments are usually made in the months of February, May, August and November.

Some Chapters charge a nominal amount of local dues, while others supplement their income by organizing programs of special events.

CHAPTER POST OFFICE BOX

Establishment of a Post Office Box by the Chapter Secretary for receipt of all mail is strongly urged. In this way, each administration would maintain the same mailing address as its predecessor thus ensuring continuity of mail service.

PUBLICATIONS AVAILABLE

The following publications are available through National Headquarters:

DEFENSE TRANSPORTATION JOURNAL - Published bi-monthly. Price is included in the membership fee of all NDTA members.

NDTA "OFFICERS DIRECTORY" - The Directory is a complete listing of NDTA national, international and regional officers, chapter presidents, government liaison representatives, committee chairmen and committee members. This list is brought up to date annually and is published in the February issue of the DTJ.

BY-LAWS - A detailed description of the organization, its objectives, policies, functions, duties of its officers, committees, chapters etc.

POLICY RESOLUTIONS BROCHURE - A compendium of issues selected by the NDTA Resolutions Committee and approved by the Board of Directors, as being most important to strengthening defense transportation interest throughout the year. Revised annually.

INVITATION TO MEMBERSHIP - This "small coordinator: is an additional membership promotion item -- suitable for stuffing in #10 envelopes. It explains the work of the Association and recounts the success of our programs. Use for promoting individual memberships. A membership application is included.

NDTA "AWARDS PROGRAM" - Published annually and sent to all Chapter Presidents and regional officers.

"NDTA DAY" PROMOTION BROCHURE - This publication explains the purpose of the observation of NDT Day and National Transportation Week. It suggests ways in which Chapters can observe the day with maximum effect.

NDTA MEDICAL INSURANCE PROGRAM - Brochure describes NDTA's Group Hospital Income Plan or Champus Supplement. Application form included.

ACTION-35 MINI PLAN - The purpose is to establish and manage programs in the following youth orientated areas: university contacts and chapters membership drives; awards establishment and presentation; and establishment of and participation in volksmarches.

WHAT IS NDTA?

The National Defense Transportation Association (NDTA) is an educational, non-profit, world-wide organization, equipped to combine the transportation industry's manpower and skills with the expertise of those in government and military to achieve the mutual objective of a strong and responsive transportation capability.

NDTA links all segments of the transportation industry through its 75 Chapters in cities throughout the United States and in 10 countries. The Association membership, totaling more than 8,000 represents the users, manufacturers, mode carriers, and related military and government interests.

NDTA coordinates programs and activities among the commercial industry's traffic managers, marketing executives and logistics specialists and their counterparts in government and military. This is accomplished through special councils which design action programs in emergency transportation preparedness, government advisory assistance and research.

NDTA Councils offer assistance to such U.S. Government agencies as the Department of Defense, Department of Transportation, the Federal Emergency Management Agency, Office of Emergency Transportation and the American National Red Cross.

NDTA's rich record of public service covers a wide range of important transportation programs. Listed here are a few of the areas in which NDTA expertise is enlisted.

Military Airlift Committee - comprised of executives from all segments of the transportation field, together with top level MAC personnel, to study specific Military Airlift Command (MAC) operations and make recommendations based upon industry experience in order that the nation may benefit from a more efficient military airlift service.

Military Traffic Management and Ports Committee - similar in composition to the Military Airlift Committee but with responsibility to study various aspects of surface transportation to include ports.

Transportation Resources Survey - a study of transportation resources has been compiled by NDTA Chapters for use in emergency/disaster situations.

Action-35 Committee - develops programs of particular interest to young transportation managers in order to encourage transportation as a career.

NDTA Awards Programs - designed to recognize outstanding contributions to defense transportation by individuals, Chapters and organizations.

NDTA Conference - recognized as a world leader in conduction international and national conferences, the Association sponsors a minimum of two major forums each year - in Europe and in the United States.

Defense Transportation Journal - the official publication of NDTA, contains editorial coverage of subject matter of major importance to the total transportation industry, and provides an important bridge between transportation's needs and the suppliers.