

PROCEDURES FOR AUTHORIZATION OF REGIONAL CHAPTERS OR SPECIALTY
SECTIONS OF THE SOCIETY OF QUALITY ASSURANCE

PREAMBLE

Regional Chapters of the Society of Quality Assurance

Regional Chapters of the Society of Quality Assurance (SQA) are comprised of both members and nonmembers of SQA as described in these Procedures for Authorization.

Geographical regions will be approved by the SQA Board of Directors and shall be defined by the proximity and professional interests of prospective chapter members.

A Regional Chapter shall be encouraged to include in their activities the following: Meetings for the presentation of information without restrictions concerning subsequent presentation at national or other meetings; educational workshops; public education programs; informal discussion groups; recruitment of members; and provision of regional resources for quality assurance information.

The SQA will assist Regional Chapters, when called upon, to act as a clearinghouse for information on the planning, financing, and presentation of programs. The activities of the Regional Chapters shall be coordinated with SQA as explained in these Procedures.

Specialty Sections of the Society of Quality Assurance

Specialty Sections of SQA are comprised of SQA members expressing an interest in a particular specialty as described in these Procedures.

The purpose of the Specialty Section is to sponsor symposia, workshops, and meetings that stimulate communication among SQA members with common interests. Programs sponsored by Specialty Sections are expected to emphasize the latest advances in the specialty and to relate these advances to quality assurance. Specialty sections are expected to propose specific symposia, workshops, and other activities to the Program Committee of SQA for incorporation into the program for the national meeting. The activities of the Specialty Sections shall be coordinated with SQA as described in these Procedures.

PROCEDURES FOR AUTHORIZATION

I. Minimum Membership

A. **Regional Chapters:** Regional Chapters are comprised of SQA members and nonmembers with professional interest in quality assurance. A minimum of 10 persons in any geographical region is required for authorization. Officers shall be members of SQA.

B. **Specialty Sections:** Specialty sections are comprised of SQA members with common special interests. A minimum of 15 members of SQA is required for authorization.

II. By-laws for Chapters or Sections

By-laws for Chapters and Sections shall be reviewed and approved by the SQA Board of Directors as a pre-requisite for affiliation. A copy of the sample By-laws for Regional Chapters or Specialty Sections may be obtained from the Office of the Executive Secretary of SQA.

III. Request for Authorization

A. Each Chapter or Section shall agree in writing to abide by and organize in accordance with Chapter or Section By-laws submitted with the Request for Authorization.

B. Each Chapter or Section shall provide to the Board

1. A list of officers and directors.
2. A list of the chapter or section members, indicating those who hold SQA membership and defining their membership status (Active or Affiliate)

C. Each Chapter or Section shall submit a proposal of activities consistent with the purpose of the Society and the objectives of the Chapter or Section. This proposal should include:

1. A plan of programs and activities for the first year of operation.
2. A tentative outline of programs and activities for the subsequent year.

D. Each Chapter or Section shall provide evidence of a dues structure and a financial plan that permits the Chapter or Section to be financially independent of SQA.

IV. Review of Request for Authorization

The Request for Authorization shall be reviewed by the appropriate SQA committee. The Committee for Regional Chapters shall be comprised of Presidents of authorized Regional Chapters and of one additional member appointed by the SQA President to serve as Chair. The Committee for Specialty Sections shall be comprised of Presidents of authorized Specialty Sections and of one additional member appointed by the SQA President to serve as Chair. The recommendations of the appropriate SQA committee shall be reviewed by the Board for final authorization of a SQA Regional Chapter or Specialty Section.

V. Annual Review of Programs and Activities

Each Chapter or Section will provide the respective SQA committee (Section IV) with an annual report of its activities, and finances, as well as its programs, activities and financial plan for the following year. The respective SQA committees then will review the annual reports, consult with Chapters and Sections, and report to the Board. Furthermore, the committees will make recommendations to the Board regarding continued authorization of any Chapter or Section. The SQA Board reserves the right to withdraw authorization from Chapters or Sections failing to comply with the annual review.

VI. Annual Report of Committees

The Committee for Regional Chapters and the Committee for Specialty Sections shall meet annually at the SQA Annual Meeting. The committees may meet at other times as required. Their evaluation and recommendations concerning the program and actions of Regional Chapters or Specialty Sections should be submitted to the Board on a quarterly basis to coincide with the SQA Board of Directors meeting.

SOME GUIDELINES FOR USE OF PROCEDURES

I. Guidelines for dues collections by Regional Chapters and Specialty Sections.

- A. Regional Chapters shall collect and hold all dues. Funds so held are legally the property of SQA but are to be used in support of the Chapter. Upon dissolution of a chapter, funds shall return to the SQA treasury.

B. Specialty Sections shall collect and hold all dues. Funds so held are legally the property of SQA. These funds are available for support of section activities.

II. Guidelines for Activities by SQA Regional Chapters and Specialty Sections.

ACTIVITIES	REGIONAL CHAPTER	SPECIALTY SECTIONS
A. Awards	Yes (Only to be presented at Regional meeting)	Yes (Only to be presented at Section meeting during Annual SQA meeting)
B. Meetings		
Local	Yes	No
National(Solo)	No	No
SQA Annual Meeting	Yes	Yes
C. Travel Support from Chapter or Section funds to SQA Annual Meeting		
Students	Yes	No
Officers	No	No
D. Symposia Support from Chapter or Section funds for speaker travel		
Annual SQA	NA*	No
Local	Yes	NA
E. Corporate Solicitation	Yes (Regional only)	No
F. Sponsoring National Meeting Without SQA	No	No
G. Participation with Other Groups at National Level	With Board Approval	With Board Approval
H. Newsletters, Announcements	Yes (Regional Only)	Yes
I. Other Activities	With Board Approval	With Board Approval

* Not Applicable

Approved October 4, 1990

Pacific Regional Chapter
Society of Quality Assurance
BY-LAWS
1992

ARTICLE I -- NAME

The name of this organization shall be the Pacific Regional Chapter of the Society of Quality Assurance and hereinafter shall be designated as the Chapter.

ARTICLE II -- OBJECTIVES

The objectives of the Pacific Regional Chapter of the Society of Quality Assurance shall be to:

1. Serve as the focal point for quality assurance interests in the region (California, Washington, Oregon, Idaho, Nevada, Hawaii, Alaska, and Western Canada [Alberta and British Columbia]).
2. Encourage interactions among quality assurance professionals in government, industry, and academia.
3. Sponsor educational programs in quality assurance.

ARTICLE III -- MEMBERSHIP

Section 1. Members of the Society of Quality Assurance shall become Members of the Chapter upon payment of the Chapter dues.

Section 2. Any person having a professional interest in quality assurance may become a member of the Chapter on payment of the required dues.

Section 3. Membership may be extended to full-time students attending area colleges or universities and having an interest in quality assurance.

ARTICLE IV -- OFFICERS AND DIRECTORS

Section 1. The Chapter officers shall be a President, Vice-President, Secretary and Treasurer. They shall be members in good standing of the

Society of Quality Assurance. The Vice-President shall be elected annually and the Secretary and Treasurer elected every two years by the Chapter members. They shall serve until their successors are installed.

The Vice-President automatically accedes to the Office of President. Officers shall take office at the first Board Meeting of the new year.

There shall be four (4) Directors elected from the Chapter membership.

ARTICLE V -- ELECTION OF OFFICERS

Section 1. The office of the Presidency shall be for a term of one year, after which the President will serve one year as Immediate Past-President.

Section 2. The Vice-President shall be chosen initially by vote of the membership for a term of one year at the conclusion of which the Vice-President shall automatically accede to the office of the President.

Section 3. The Secretary shall be chosen by a vote of the membership for a term of two years.

Section 4. The Treasurer shall be chosen by vote of the membership for a term of two years.

Section 5. There shall be four Directors, all shall be chosen by vote of the membership for a term of two years. At the initiation of the Chapter two Directors will be elected by the membership to a one-year term and two will be elected to a two-year term.

Section 6. At the first election, a Founding President will be elected. During the first year, the Founding President will fill the role of Immediate Past-President.

Section 7. A Nominating Committee shall be appointed by the Board and be composed of not less than three members at least two months before the election of officers. This Committee shall nominate two persons for each elective office to be filled.

Section 8. Elections may be held at an annual meeting designated for that purpose or by mail ballot.

Section 9. In the event of a vacancy in an elective office, other than the Presidency, the Chapter's Officers may make an appointment or may

provide for a special election to fill the vacancy to hold until the unexpired term is completed.

In the event of a vacancy in the Presidency, the Vice-President accedes to that office. A special election must be held to fill the office of Vice-President should this office become vacant.

ARTICLE VI -- ADMINISTRATION

Section 1. The Chapter shall be governed by the Board of Directors except as otherwise herein expressly provided.

Section 2. The Board of Directors shall consist of the five officers and four Directors. The President of the Chapter shall serve as chairperson of the Board. Five members of the Board shall constitute a quorum for the transaction of business.

Section 3. The President shall preside at all meetings of the Chapter and of the Board and shall perform such other duties as may be directed by the Executive Committee. In the President's absence, the succeeding order of officers shall preside. The President should keep in contact with developments in the field of quality assurance and guide the Chapter in the formulation of constructive activities.

Section 4. The Chapter shall comply with provisions for continued authorization by the Society of Quality Assurance.

Section 5. The Treasurer shall be the custodian of all monies and dues of the Chapter and shall pay all authorized bills against the Chapter. The disbursement of all funds equal to or over \$200.01 shall be made upon authorization by the Board of Directors. For those expenditures \$200.00 or less, the President of the Chapter, with the approval of one Board member, may spend such amounts without the approval of the entire Board. The Treasurer shall submit the accounts for audit by members designated by the Board of Directors during the period after the last meeting of the Board in a calendar year and prior to the first meeting of the Board the following calendar year, and shall transmit to the successor in office all funds and property of the Chapter in their possession. An annual report shall be submitted to the Chapter in such form as may be determined by the Board of Directors. No funds shall be expended by or in the name of the Chapter to the extent that the expenditure, if made by the Society of Quality Assurance, would represent use of funds for a purpose or for purposes not within the Society's exempt purposes under section 501(c)6 of the Internal Revenue Code.

Section 6. The Secretary shall keep an accurate record of all transactions of all meetings of the Chapter and of the Board of Directors; shall carry on the correspondence of the Chapter; and shall keep an accurate list of the members and their status.

Section 7. Any Chapter funds or other property remaining at the time of termination or abandonment or dissolution of the Chapter shall be turned over to the Society of Quality Assurance and shall become a part of the Society's general funds; no part of such funds or property shall inure to the benefit of any member or officer of, or person associated with the Chapter.

ARTICLE VII -- MEETING

Section 1. Meetings shall be held at least annually and as dictated by the educational programs of the Chapter. The time and place of each meeting shall be established and communicated to the membership at least one month before each meeting.

Section 2. Special meetings may be called by the President at any time, with the approval of the Board of Directors or the presentation of a petition to the President, signed by 20% of the members of the Chapter in good standing.

Section 3. A quorum shall consist of 20% of the Chapter members in good standing.

Section 4. Board meetings shall be held at the discretion of the President at any time during the year, provided notice of at least seven (7) days is given.

ARTICLE VIII -- DUES

Section 1. The dues will be established by a majority of the Board of Directors, after which they may be changed subject to vote by members of the Chapter.

ARTICLE IX -- COMMITTEES

Section 1. The Vice-President shall be designated as the chairperson of the Program Committee. The Program Committee will develop education programs and will complete arrangements for speakers and for meeting

places and provide the Secretary with the program who will, in turn, notify the membership.

Section 2. The President shall appoint all other committees as required by the By-laws and shall automatically become an ex-officio member of such committees. Members of such committees serve at the pleasure of the incoming President.

ARTICLE X -- AMENDMENTS

Section 1. Amendments to these By-laws may be presented by any member in good standing at any regular meeting of the Chapter or at any special meeting called for that specific purpose. They shall be presented in writing and shall be offered to the membership present at that meeting on motion for consideration and circulation to the membership. A simple majority shall be necessary to pass the motion.

Amendments accepted for future consideration and circulation shall be printed and circulated with a ballot to all members in good standing. A two-thirds affirmative vote of the ballots returned within 30 days shall be necessary for adoption of any amendment.

Section 2. Amendments to these By-laws must be approved by the Board of Directors of the Society of Quality Assurance before they become effective. This is done to ensure the Chapter that future changes in these By-laws will have the same force as the original, which was so approved.

12/13/94