



ASQC
611 EAST WISCONSIN AVENUE
P.O. BOX 3005
MILWAUKEE, WISCONSIN 53201-3005
(414) 272-8575 FAX (414) 272-1734

June 14, 1994

Kenneth E. Ebel
Achieving Excellence
Principal
842 S Germantown Rd
Chattanooga, TN 37412

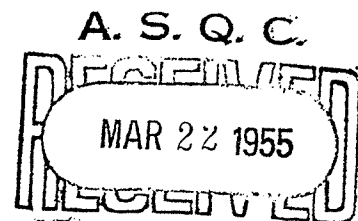
Dear Mr. Ebel:

Enclosed are the Chattanooga Bylaws of 1955. Also enclosed are the hard copies of the Model Bylaws and a copy of the disk. Please feel free to call me for any assistance you may need as you go through the process of updating your Bylaws.

Sincerely,

Sharon T. O'Connell
Section Coordinator

CHATTANOOGA SECTION
AMERICAN SOCIETY FOR QUALITY CONTROL
BASIC CONSTITUTION



PREAMBLE

Whereas the Chattanooga Section is a Section of the American Society for Quality Control as of March 25, 1955, it thereby becomes bound by the Constitution of that Society, retaining autonomous powers only to the extent that none of these are in conflict with said Constitution. This document is intended only to govern specific local conditions and provisions not covered by the Society Constitution.

ARTICLE I NAME, PURPOSE

- Section 1 a. The name of this Society shall be The Chattanooga Section, American Society for Quality Control.
- b. The purpose of this Society shall be as set forth in Article I, Section 1, of the Society Constitution.

ARTICLE II MEMBERSHIP

- Section 2 Classes of corporate membership shall be Members, Senior Members, Fellow and Honorary Members as set forth in Article II, Section 2, of the Society Constitution.
- Section 3 Qualifications, rights, duties and privileges for all grades of members shall be identical with those as set forth in Article II, Sections 3-9 inclusive, of the Society Constitution.
- Section 4 a. Admission, transfer, resignation, delinquency, reinstatement and expulsion of members shall be as provided in Article IV of the Society Constitution.
- b. Corporate membership in this Section includes corporate membership in the Society and requires payment of Section and Society dues.

ARTICLE III FINANCIAL

- Section 5 The fiscal year of this Section shall begin with the first day of July and extend through the thirtieth day of June.
- Section 6 a. Annual dues for corporate members shall be as follows:

	<u>Dues</u>		
<u>Grade</u>	<u>National</u>	<u>Section</u>	<u>Total</u>
Member	\$6.00	\$4.00	\$10.00
Senior Member	8.00	4.00	12.00
Fellow	8.00	4.00	12.00
Member-in training	3.00	None	3.00

b. Persons becoming members after December 31 shall pay one-half of the dues for that fiscal year, or, as is usually recommended, one and one-half of the dues to cover the remainder of the fiscal year and the entire next fiscal year.

c. Persons transferring to a higher grade of membership after December 31 shall pay one-half of the corresponding increase in dues for that fiscal year.

Section 7 a. All dues are due and payable as of July first for the ensuing fiscal year.

b. On or about June first of each year bills for dues shall be mailed at the direction of the secretary to all members of the Section of record as of that date.

Section 8 All checks and other instruments for the disbursement of Section funds shall be drawn in the name of the Section, signed by the Treasurer and countersigned by the Chairman. No such check or instrument shall be signed and countersigned by the same person.

Section 9 Contributions for the general support of the Section, or designated for a specific purpose, may be accepted from individuals, corporations, and others, but shall not be solicited.

ARTICLE IV OFFICERS

Section 10 Officers of the Section shall be Chairman, Vice Chairman, Secretary, and Treasurer. (Secretary-Treasurer)

Section 11 a. The terms of all officers shall be for the fiscal year for which they are elected, and shall continue until their several successors have been duly elected.

b. No Chairman or Vice Chairman may hold the same office for more than two successive full terms.

c. In case of vacancy in the office of Chairman, the Vice Chairman shall complete the unexpired term.

d. In the event of vacancy in the office of Vice Chairman, Secretary, or Treasurer, the office shall be filled for the unexpired term by appointment by the Executive Committee.

Section 12 a. The Chairman shall be the chief executive officer of the Section; shall preside at all meetings of the Section and of the Executive Committee. He shall be ex officio a member of all Boards and Committees, he shall appoint all regular and special committees. He shall serve as representative of this Section in all meetings with other local or national groups, or shall appoint an alternate, except as specially provided in Article V, Section 16, of this Constitution.

b. The Vice Chairman shall, in absence of the Chairman, perform all the duties of and be vested with the powers of the Chairman. The Vice Chairman shall also serve as parliamentarian.

c. The Secretary shall keep a true and full record of all meetings of the Section. He shall direct the mailing of all notices, bills for dues, etc., to the members, including notices of meetings. He shall keep and maintain a complete and accurate roster of the names, addresses and grades of membership of all members. He shall receive membership applications and dues from new members (and dues from new members) and dues from all renewing members, and upon qualification of same, shall transmit the names and all monies collected to the Treasurer. He shall make an annual report at the annual meeting of the Section. He shall serve as official correspondent between the Section and the executive Secretary's office.

d. The Treasurer shall receive all monies for dues from the Secretary as provided in Article IV, Section 12 c, of this Constitution, and any other monies accruing to the Section. He shall have custody of all monies and securities belonging to the Section, and shall deposit same to the credit of the Section in such depositories as are authorized by the Executive Committee, and shall disburse same in the manner authorized by the Executive Committee. / He shall be bonded in an amount fixed by the Executive Committee, at its discretion. He shall keep accurate records of all receipts and disbursements of the Section, including bills and authorizations for disbursements, shall prepare upon request of the Executive Committee a summary thereof together with a balance sheet and shall present an annual report at the annual meeting of the Section. He shall transmit to the National Secretary (or Treasurer, if so directed) the portion of all dues from members accruing to the National Society, together with a list of names to which such dues apply. He shall sign all checks drawn by the Section in accordance with Article III, Section 8 of this Constitution.

ARTICLE V EXECUTIVE COMMITTEE

Section 13 a. The four officers of the Section, the Junior Past Chairman, the Chairmen of all standing Committees and Sub-Sections, and Area Directors, as provided in Article VI, Sections 17, and 18, of this Constitution, shall constitute the Executive Committee.

b. This committee shall have general management and supervision of the affairs of the Section and its relations with the Society, and the members thereof shall serve until their various successors are duly elected or appointed, as herein provided.

Section 14 This Committee may prepare and adopt a series of Bylaws, which shall supplement this Constitution, in governing its own procedure and that of the Officers and Committees of this Section, but no such Bylaw shall be in conflict with this Constitution, nor with that of the American Society for Quality Control.

- Section 15
- a. Meetings of the Executive Committee shall be held upon call of the Chairman or Vice Chairman of the Section.
 - b. A Quorum at such meetings shall be not less than two officers and three other duly authorized members of the Committee.
 - c. Action of the Executive Committee shall be determined by the concurring vote of a majority of the members of the Committee present in person or by signed ballot delivered to the Secretary.
 - d. Any member of this Committee may deliver to the Secretary a ballot signed by himself and definitely in favor of or against a specified action of the Committee, such ballot to be counted as though he were present in person.
 - e. Any alternate for any member of the Committee shall not be entitled to a vote.
 - f. The Society constitution provides for a district representative who will be the liason "both among the sections within his district and between those sections and the headquarters of this society." See Section 14-c of the Society constitution.

ARTICLE VI COMMITTEES

- Section 16
- a. The following standing Committees shall be appointed by the Chairman, with approval of the Executive Committee:

1. Membership	4. Publicity	7. Examining
2. Program and Speeches	5. Education	
3. Arrangements	6. Auditing	
 - b. Members so appointed shall serve during the remainder of the fiscal year during which they are appointed, and for subsequent succeeding fiscal years at the pleasure of the Chairman.
- Section 17
- a. The Chairman may, at his discretion, and upon approval of the Executive Committee, appoint Area Directors, one each representing contiguous areas.
 - b. Area Directors so appointed shall serve only for the fiscal year during which they are individually appointed. There shall be no limitations upon the reappointment of such Directors.
 - c. These Area Directors, automatically upon appointment become members of the Executive Committee, as covered by Article V, Section 13, of this Constitution.

- Section 18. The Chairman may, at his direction, and upon approval by the Executive Committee, appoint such additional Committees of the Section as may from time to time be desirable, such members to serve as in Article VI, Section 16b, of this Constitution.
- Section 19. The Executive Committee may fix rules of procedure to be followed by any and all of these Committees in connection with their several powers and duties.
- Section 20. Copies of notices and minutes of meetings and actions of each of the several Committees shall be forwarded promptly to the Secretary.

ARTICLE VII ELECTION OF OFFICERS

- Section 21. a. The Chairman shall appoint a Nominating Committee consisting of five members, and shall name its Chairman, each year, on or before February first. The Junior Past Chairman should be one of these five.
- b. This committee shall name one or more eligible candidates each for Chairman, Vice Chairman, Secretary and Treasurer for the ensuing fiscal year. It shall determine from each nominee his willingness to serve, if elected.
- c. This Committee shall forward to the Secretary, not later than February 15th of each year, the entire slate so selected.
- Section 22. a. This slate shall be mailed to the membership in the meeting announcement for the March meeting of the Section, advising them of the balloting to occur not later than the April meeting. Opportunity for additional nominations from the floor shall be offered at the March meeting. Nominations by mail will be accepted by the Secretary if received not later than March 15th.
- b. In the event that there is only one nominee for each office, balloting by mail shall be eliminated and voting performed by voice ballot at the April meeting. In the event there are two or more nominees for any one office, voting shall be by written ballot as described in Sections 22 c and 22 d.
- c. Not later than March fifteenth, the Secretary shall direct the mailing to each member of an official ballot bearing the names proposed by the Nominating Committee as under Article VII, Section 21 c, plus others, if any, proposed under Article VII, Section 22 a, of this Constitution.
- d. Accompanying the ballot shall be instructions for its marking and return by mail to the designated party, and also the date by which said ballots must be received to be counted.
- Section 23. a. The Chairman shall appoint a Committee of Tellers, and name its Chairman, consisting of three members, to receive and count the ballots. Only ballots received by the date indicated in the above instructions shall be subject to count.

b. The committee of Tellers shall prepare, sign and transmit to the Secretary a summary of the ballots received for each nominee for each office, the number invalidated for each cause, and the number of qualified votes cast for each nominee.

c. Election of a nominee to any office shall require that he receive the largest number of valid ballots cast for any nominee for that office in that election.

d. Announcement of the winning candidates for each office shall be made to the membership at the meeting next preceding the annual meeting of the Section, by the Chairman.

e. It is the intent of this entire procedure that the officers be elected each year by about April first so that they thus obtain experience and guidance from the existing officers by working with them for the balance of the fiscal year, even though the newly elected officers actually do not assume office officially until July first. It should be the duty of all outgoing officers to pass on to their successors all material, lists, literature from the Executive Secretary, etc., which will be necessary and helpful in successfully carrying on the affairs of the Section.

ARTICLE VIII MEETINGS

Section 24 The Annual meeting of the Section shall be in May of each year, the date, time and place to be designated by the Executive Committee.

Section 25 a. Notice of each regular or special meeting of the Section shall be provided to each member whose name appears upon the roster of names of the Section, at least seven days in advance of this meeting.

b. Such notices may be by mail or through printed media such as "Engineering News" at the Discretion of the Executive Committee, but in any event shall be at the direction of the Secretary.

Section 26 a. A Quorum at any business meeting of the Section shall consist of not less than fifteen qualified members in good standing.

b. The act of a majority of the members in attendance at any meeting where a quorum is present shall constitute the act of the Section.

c. Each member shall be entitled to cast one vote only.

d. Any member may sign and deliver to the Secretary a ballot for or against any specific subject before the meeting and such ballot shall constitute a valid vote as indicated, as if the member were present in person.

ARTICLE IX AMENDMENTS

- Section 27 a. Amendments to this Constitution may be proposed by petition signed by not less than fifteen members in good standing, or by resolution of the Executive Committee.
- b. Copies of all proposed amendments shall reach the Secretary.
- c. Each member shall be informed at the instance of the Secretary the exact wording of each proposed amendment within two successive meeting dates following receipt of said petition.
- Section 28 Voting on amendments shall be carried out by the same method as voting for offices, as covered in Article VII, Sections 22 c and d, and 23 of this Constitution.
- Section 29 Adoption of any amendment shall require a total vote, for and against it, of at least one-fourth of the members of the Section in good standing, and at least two-thirds of that total vote shall have been in favor of adoption.

ARTICLE X SUB-SECTIONS

- Section 30 Sub-Sections of this Section may be organized for the purpose of promoting interest in Quality Control in contiguous geographical areas, provided that the ultimate objective of such Sub-Sections shall be to become separate sections of the American Society for Quality Control. Upon proper qualification of such Sub-Sections, it will be the policy of this Section to assist them in achieving this objective.

American Society for Quality Control
611 E. Wisconsin Avenue
Milwaukee, WI 53202

SECTION BYLAWS (Model No. 2 with Chair-elect)
(Endorsed by Action of the Board of Directors May 18, 1977
Revised September 27, 1993)
[Comments in brackets are explanatory in nature and not a
part of the model]

PREAMBLE [A]

[for new Sections]

WHEREAS this [insert name] Section was recognized as a Section of the American Society for Quality Control on [insert date] and

WHEREAS continuance of such recognition is contingent upon adoption

by this Section of these its Bylaws which have been duly approved by the Board of Directors of said Society,

NOW THEREFORE THIS SECTION DOES HEREBY DECLARE:

1. That it is bound by the Articles of Incorporation and the Constitution of said Society, and by the statutes under which said Society is incorporated;
2. that it accordingly retains only those autonomous powers not in conflict with the limitations so imposed;
3. that these, its Section Bylaws, are intended to govern, and shall govern, only in local matters, and only to the extent that such matters shall not be covered by the Constitution of said Society, and
4. that these Bylaws may be amended only with the concurrence of the Board of Directors of said Society.

FOR THE AMERICAN SOCIETY FOR QUALITY CONTROL, Inc.:

Approval by the Board of Directors on [insert date] is hereby certified by [signature] Executive Secretary on [insert date].

FOR THE [insert name] SECTION:

Adoption by the Section on [insert date] is hereby certified by [signature] Section Secretary on [insert date].

PREAMBLE [B]

[for existing Sections]

WHEREAS this [insert name] Section became a Section of the American Society for Quality Control as of [insert date], and

WHEREAS such association with the American Society for Quality Control has continued since that date and is continuing,
NOW THEREFORE THIS SECTION DOES HEREBY DECLARE:

1. That it became bound, through said association by the Articles of Incorporation and the Constitution of said Society, and by the laws under which said Society is incorporated;
2. that it continues so bound;
3. that it accordingly retains only those autonomous powers not in conflict with the limitations so imposed;
4. that these, its Section Bylaws, are intended to govern, and shall govern, only in local matters, and only to the extent that such matters shall not be covered by the Constitution of said Society, and
5. that these Bylaws may be amended only with the concurrence of the Board of Directors of said Society.

FOR THE [insert name] SECTION:

Adoption by the Section on [insert date] certified by
[signature] Section Secretary on [insert date].

BYLAWS

[insert name] Section AMERICAN SOCIETY FOR QUALITY CONTROL

ARTICLE 1

1.0 NAME, OBJECTIVES AND GOVERNMENT

Section 1.1 Name

- 1.1.1 The name of this organization shall be [insert name] Section, American Society for Quality Control.

Section 1.2 Objectives

- 1.2.1 The objectives of this Section shall be advancement of the theory and practice of quality control and of the allied arts and sciences, and the maintenance of high professional standing among its members. To this end, its purposes shall be those set forth in ARTICLE I Section 1.2 of the Society's Constitution.

Section 1.3 Government

- 1.3.1 This Section shall be governed by the Articles of Incorporation of the Society, by the provisions of the statutes under which the Society is incorporated, by the Constitution of the Society, and by these its Bylaws.
- 1.3.2 The stated location of the headquarters of this Section is [insert name of City], [insert name of State or Province].

ARTICLE II

2.0 MEMBERSHIP

Section 2.1 Membership

- 2.1.1 Any member of the Society, in good standing in any grade, shall be eligible for affiliation with this Section in the same grade.
- 2.1.2 Upon acceptance by this Section of a candidate for affiliation who is not a member of the Society, said candidate may consummate such affiliation by becoming a member of the Society by being enrolled by the Society in a grade of membership for which he/she qualifies. His/her affiliation with the Section shall then continue so long as he/she remains in good standing as a member of the Society, or until he/she may express in writing his/her desire for transfer to another Section thereof.
- 2.1.3 This Section shall accept for affiliation with it all members of the Society in good standing who may be designated for such affiliation by the Executive Secretary of the Society.
- 2.1.4 This Section shall accept for affiliation with it all Sustaining members of the Society in good standing who may be designated for such affiliation. A sustaining member shall not hold office or serve on any committee, board or council of the Society or its units.
- 2.1.5 Termination of membership in the Society shall automatically terminate membership in this Section.

Section 2.2 Enrolled Students

- 2.2.1 Enrolled Students in the Society, who desire affiliation with this Section, shall be enrolled as students in this Section upon written application.
- 2.2.2 This Section shall not enroll as a Student, any person

not so enrolled by the Society, and termination of such enrollment by the Society shall terminate enrollment by this Section.

- 2.2.3 Enrolled Students shall not be deemed to be members of the Section in the sense of being Regular or non-Regular Members thereof. Accordingly, they shall not have the privilege of the floor at Annual or other business meetings of the Section, and they shall not have the right to vote or hold office in the Section. Otherwise, they shall have all privileges of full Section membership.

ARTICLE III

3.0 FINANCIAL

Section 3.1 Fiscal Year

- 3.1.1 The fiscal year of this Section shall coincide with the fiscal year of the Society.

Section 3.2 Dues

- 3.2.1 Invoices for Annual Dues will be mailed on or before July 1 of each year by Society Headquarters staff to each member of the Society affiliated with this section. Said invoices will be payable as of said date to ASQC.

3.2.2 Upon receipt by the Society of:

- (1) Dues remitted under the provisions of Section 3.2.1 of these Bylaws, or
- (2) initial Dues remitted under the provisions of Section 5.3.3 of these Bylaws, the Treasurer of the Society will remit to the Treasurer of this Section, to cover Section operating expenses for the fiscal year

involved, a predetermined amount as stated in the Society Constitution of the annual individual Member dues for each member of the Society affiliated with this Section the dues of whom have been so paid, as specified in the Society's Constitution.

Section 3.3 Use of Funds

- 3.3.1 Funds of this Section may be expended only upon approval of the Section Executive Committee, and only for local Section purposes incident to advancing attainment of the objectives and purposes of the Society. Activities for which such expense is incurred shall be limited to the geographical area immediately contiguous to the headquarters of this Section.
- 3.3.2 Nothing in the ARTICLE shall be so construed as to prevent the voluntary duly authorized transfer to the Society, of funds belonging to this Section, either for unrestricted use in advancing the general objectives and purposes of the Society, or for more restricted purposes specified by this Section and acceptable to the Board of Directors of the Society.
- 3.3.3 Nothing in the ARTICLE shall be so construed as to prevent joint participation by this Section with other Sections of the Society, with Divisions of the Society, or with corresponding units of other societies of an engineering, technical, statistical, management, or similar character, in local regional projects calculated to advance the objectives and purposes of this Society such projects being limited to the approximate geographical area contiguous to the headquarters of the participating Sections of this Society. Neither shall the provisions of this ARTICLE prevent this Section from defraying its proper proportionate share of any expense involved in such projects, provided that all participating organization units shall have reached in advance in each case, the necessary agreement required by the Constitution of

this Society with respect to the financing and reporting of the financial results of such projects.

- 3.3.4 All checks or other drafts on Section funds, for the payment of bills for Section operating expenses or for any other duly authorized purpose, shall be drawn in the name of the Section and signed by the Section Treasurer or the Section Chair.

Section 3.4 Annual Report

3.4.1 At the conclusion of each fiscal year, the Officers shall prepare an Annual Report covering the work of this Section during that fiscal year. In addition to a review of the activities of the Section, this Report shall include:

- (1) a summary of the income and expenses of the Section during the fiscal year in question;
 - (2) a summary and total statement of any payments made in advance, of the accounts receivable, and of all other such current assets of the Section as of the close of the fiscal year in question;
 - (3) a summary and total statement of any income received in advance, of the accounts payable, and of all other current liabilities of the Section as of the close of the fiscal year in question;
 - (4) a Section Balance Sheet as of the close of the fiscal year in question, and
 - (5) a reconciliation of the Net Worth of the Section as of the close of said fiscal year with its Net Worth as of the close of the immediately preceding fiscal year.
- 3.4.2 The portion of each Section Annual Report covered by Sections 3.4.1(1), 3.4.1(2), 3.4.1(3), 3.4.1(4), and 3.4.1(5) of these Bylaws shall be audited and certified

by the Section Auditing Committee.

- 3.4.3 The Annual Report covered by Section 3.4.1 of these Bylaws, and audited and certified as required by Section 3.4.2 of these Bylaws, shall be presented in summary at the first regular meeting of this Section following the close of the fiscal year in question, and copies of the complete Annual Report shall be available at that meeting for examination by the Section membership and/or distributed via Section Newsletter or general mailing.
- 3.4.4 A complete copy of the Annual Report as described in 3.4.1 of these Bylaws, audited and certified as required by Section 3.4.2 of these Bylaws, shall be forwarded by the outgoing treasurer of this Section to the Headquarters Accounting Department by August 1.

Section 3.5 Solicitation

- 3.5.1 Contributions for the general support of this Section, or designated for a specific purpose approved by the Section Executive Committee, may be accepted from individuals, corporations, or other sources, but shall not be solicited.

Section 3.6 Dissolution

- 3.6.1 In the event of dissolution of this Section, any remainder of its net assets after discharge of all its just debt and other legal and moral obligations, shall be paid to the Society.

ARTICLE IV

4.0 SECTION OFFICERS

Section 4.1 Section Officers

- 4.1.1 The Officers of this Section shall be:
Section Chair, Section Chair-elect (Section Vice Chairs
or Section Vice Chair [alternate*], Section Secretary,
Section Treasurer (Section Secretary-Treasurer
[alternate]).

*[Section Vice Chair or multiple Vice Chairs alternate]

Section 4.2 Requirements

- 4.2.1 All officers of this Section shall be Regular Members of the Society affiliated with this Section. An incumbent officer who fails to maintain good standing in the Society shall be deemed to have vacated his/her office.
- 4.2.2 The terms of all officers of this Section shall be for the fiscal year for which they shall have been elected, and shall continue until their respective successors have been elected and qualified.
- 4.2.3 No person shall hold the office of Chair of this Section for more than two successive full terms.
- 4.2.4 No person shall hold the office of Treasurer of this Section for more than two successive full terms.

Section 4.3 Vacancies

- 4.3.1 In case of a vacancy in the office of Section Chair, the Section Chair-elect shall succeed immediately to the Chair of the Section and continue in the office of Section Chair for one full year beyond the fiscal year to which he/she was elected as Chair-elect. The office of Chair-elect is considered vacant until the start of the next fiscal year when normally filled by the election. A vice-chair may be appointed under the provisions of Section 4.3.3 of these Bylaws to serve the balance of the term.
- 4.3.2 Should more than one Vice Chair be in office at the time the Section Chair-elect assumes the office of section Chair due to a vacancy in the latter office, then:
- (1) Immediately upon his/her assumption of office, and in no event later than 30 days thereafter, the Section Chair, with the advice and concurrence of a majority of all of the members of the Executive Committee then so serving, shall designate that Vice Chair who shall succeed to the Chair in the event of a vacancy in the office of Section Chair.

*[Multiple Vice Chairs Alternate]

- (2) Should the Chair become incapacitated prior to his/her having made the designation provided for in Section 4.3.2(1) of these Bylaws, then the Executive Committee shall designate one of the Vice Chairs to succeed to the Section Chair.

[Section 4.3.2 is an alternate to be used when the alternate of more than one Vice Chair is used.]

- 4.3.3 In the event of a vacancy in the office of Chair-Elect, the Section Chair may, with the approval of the Section executive committee, appoint a person to serve as Vice

Chair for the balance of the term. When the vacancy is not a result of premature succession to Chair and therefore there is no Chair-Elect to serve as Chair for the ensuing fiscal year, at the next regular election both a Section Chair and Chair-elect shall be elected by the Section membership.

- 4.3.4 Vacancies in Section offices other than Chair or Chair-elect shall be filled for the unexpired term by appointment by the Section Executive Committee.

ARTICLE V

5.0 POWERS AND DUTIES OF SECTION OFFICERS

Section 5.1 Section Chair

- 5.1.1 The Section Chair shall be the chief executive officer of the Section, and shall preside at all meetings of the Section and of the Section Executive Committee. He/she shall appoint all Standing and Additional Committees, and shall be ex-officio a member of all Committees of the Section. The Chair shall represent the Section in all matters involving meetings or other contacts with other local, regional or national groups, or shall appoint an alternate.
- 5.1.2 In the absence of the Section Treasurer, the Section Chair shall sign any duly authorized checks or other drafts upon the funds of the Section.

Section 5.2 Section Chair-Elect

- 5.2.1 The Section Chair-elect shall develop short-range plans for the year and develop the organization to implement the plan.
- 5.2.2 In the absence of the Section Chair, the Section Vice Chair-elect shall perform all the duties and shall be vested with all of the powers of the Section Chair.

Section 5.3 Section Vice Chair Alternate

- 5.3.1 The (Each [alternate] Section Vice Chair shall assist the Chair in the general administration of the Section, and shall perform such duties and exercise such powers as the Chair, with the approval of the Executive Committee, may properly be delegated.
- 5.3.2 In the event there is no Chair-elect, the section Vice chair (designated Vice-chair [alternate*]) in the

absence of the Section Chair shall perform the duties and shall be vested with all the powers of the Section Chair.

Section 5.4 Section Secretary

- 5.4.1 The Section Secretary shall give notice of all meetings of the Section and of the Section Executive Committee, and keep a true and complete record of the proceedings at all such meetings. The Section Secretary shall issue all other authorized notices of the Section.
- 5.4.2 The Section Secretary shall maintain a complete and accurate roster of the names, addresses, and grades of membership of all members of the Society affiliated with this Section, and of all enrolled Students in this Section.
- 5.4.3 The Section Secretary may receive applications and initial dues from applicants for admission to membership in the Society, and applications for advancement to the grade of Member or Senior Member of the Society. In such an event the Section Secretary or any Executive Committee member shall immediately forward the original signed enrolled student or regular member application blank to Society headquarters together with all dues paid in connection therewith. Any Senior membership upgrade requests will be forwarded to the Examining Chair of the Section.
- 5.4.4 The Section Secretary may be called upon at any time by the Section Executive Committee to report membership totals by member grade. They should therefore maintain a current and accurate membership count. The Section secretary will receive a quarterly full section roster including a list of unpaid members from September to March. Secretaries of sections not participating in the "On Line" program will receive a monthly activity report including resigned, deceased, new, renewed, transferred in and transferred out, and information

changes. "On Line" Section Secretaries should request this information from Section "On Line" contact on a monthly basis.

- 5.4.5 The Section Secretary shall serve as official correspondent between the Section and the Society Headquarters. He/She shall carry out all other duties assigned to him/her by these Bylaws or by the Constitution and Bylaws of the Society, and shall perform all other functions usually assigned to the Secretary of a membership organization unless otherwise assigned in these Bylaws.

Section 5.5 Section Treasurer

- 5.5.1 The Section Treasurer shall maintain records of all remittances for Section operating expenses under the provisions of Section 3.2.2 of these Bylaws. He/She shall have custody of all other monies and securities belonging to the Section. He/She shall deposit all such monies to the credit of the Section in such depositories as may be approved by the Section Executive Committee, and shall disburse the same as authorized by said Committee.
- 5.5.2 The Section Treasurer shall sign all duly authorized checks or other drafts upon Section funds, in accordance with the provisions of Section 3.3.4 of these Bylaws.
- 5.5.3 The Section Treasurer shall be bonded in an amount fixed by the Society Constitution.
- 5.5.4 The Section Treasurer shall keep accurate and complete records of all receipts and disbursements of the Section, including bills, authorizations for disbursements, and receipts for the payment of bills. He/She shall make all his/her books and all supporting papers available, upon request of the Chair of the Section Auditing Committee or the Chair of the Auditing

Committee of the Society, to either of those Committees or to the professional auditors retained by the Society.

- 5.5.5 The Section Treasurer shall prepare and submit those portions of the Annual Report specified in Sections 3.4.1(1), 3.4.1(2), 3.4.1(3), 3.4.1(4), and 3.4.1(5) of these Bylaws, and shall present such similar information as may be requested from time to time during the fiscal year by the Section Executive Committee, the Section Auditing Committee, or the Section membership.

ARTICLE VI

6.0 SECTION EXECUTIVE COMMITTEE

Section 6.1 Composition

- 6.1.1 The Section Executive Committee shall consist of: All of the Officers of this Section as set forth in Section 4.1.1 of these Bylaws; the Junior Past Chair of the Section; the Chairs of all Standing Committees of the Section as set forth in Section 7.2.1 of these Bylaws; all Area Directors duly appointed under the provisions of Section 7.3 of these Bylaws; the Chairs of all Sub-Sections duly organized and reorganized under the provisions of Sections 8.1 and 7.3.4 of these Bylaws, and the Chairs of all Section Task Group duly recognized under the provisions of Section 9.1.2 of these by Bylaws.

Section 6.2 Powers and Duties

- 6.2.1 The Section Executive Committee shall have general management and oversight of the affairs of the Section and of its relations with the Society.
- 6.2.2 The members of the Section Executive Committee shall

serve until their several successors have been duly elected or appointed and qualified as provided in these Bylaws, except, that where a Sub-Section or a Section Task Group ceases to exist as such, or an Area Directorate is abandoned, the service of the corresponding Sub-Section Chair, Section Task Group Chair, or Area Director on the Section Executive Committee shall terminate at the end of the fiscal year then current.

Section 6.3 Meetings

- 6.3.1 Meetings of the Section Executive Committee shall be held upon call of the Section Chair or, in his/her absence, of the Section Vice Chair.
- 6.3.2 Two Section Officers, one of whom is the Chair or Vice Chair, and three other members of the Committee who are not Section Officers, shall constitute a quorum of the Section Executive Committee for the transaction of business.
- 6.3.3 Any member of the Section Executive Committee may deliver to the Section Secretary a ballot signed by himself/herself and definitely favoring or opposing a specified action by said Committee. Such a ballot shall be counted as though the Committee member were present in person in determining the existence of a quorum for action with respect to the specific question involved, but not with respect to any other question. In the presence of a quorum, such a ballot shall likewise be counted in determining the decision of the Committee with respect to action on said question.
- 6.3.4 Except as otherwise provided in these Bylaws with respect to specific types of matters, action of the Section Executive Committee on any matter shall be determined by the concurring vote of a majority of the members of the Committee present in person or by signed ballot delivered to the Section Secretary.

6.3.5 Any member of the Section Executive Committee, finding it impossible to attend a meeting of said Committee, may appoint an alternate to attend in his/her stead. Such alternate must be a member in good standing of the Society, and affiliated with this Section; the alternate shall have the privilege of the floor and may take full part in the deliberations of said meeting, but he/she may not be counted in determining the presence of a quorum and he/she shall not be entitled to a vote on any question.

Section 6.4 Election of Society Regional Directors

6.4.1 Between November 1 and December 31 of each year in which candidates for Regional Director of the Society are to be voted upon by this Section, the Section Executive Committee shall nominate eligible candidates in the number provided by the Constitution of the Society, and shall see that those nominees are duly certified to the Executive Secretary of the Society.

6.4.2 Between January 15 and March 1 of each year in which candidates for Regional Director of the Society are to be voted upon by this Section, the Section Executive Committee shall determine, from among those nominees certified to it as eligible by the Executive Secretary of the Society that candidate for whom the votes of the Section are to be cast as a unit. The Section Executive Committee shall then see that the votes of the Section are duly certified to the Executive Secretary of the Society for that candidate.

ARTICLE VII

7.0 OTHER COMMITTEES

Section 7.1 Qualifications, Appointment and General Duties

7.1.1 The Section Chair, with the concurrence of the Section

Executive Committee, shall appoint all Other Committees of the Section and shall designate the Chair of each.

- 7.1.2 Except as otherwise provided in these Bylaws, all members of all Other Committees of this Section shall be members in good standing of the Society and affiliated with this Section. All Chairs of such Committees shall be Regular Members of the Society.
- 7.1.3 Unless otherwise provided in these Bylaws, members of all Other Committees of this Section shall serve during the remainder of the fiscal year in which they are severally appointed, and for subsequent consecutive succeeding fiscal years at the pleasure of the Section Executive Committee. The Section Executive Committee may remove any or all members of any Other Committee of the Section at any time.
- 7.1.4 Except as otherwise provided in these Bylaws, the Section Executive Committee may fix rules of procedure which shall govern any or all Other Committees of this Section.
- 7.1.5 Each Other Committee of this Section shall forward promptly to the Section Secretary, copies of all notices and minutes of its meetings.

Section 7.2 Standing Committees

7.2.1 There shall be eight Standing Committees of this Section:

- (1) Section Examining Committee
- (2) Section Auditing Committee
- (3) Section Nominating Committee
- (4) Section Membership Committee
- (5) Section Program and Speakers Committee
- (6) Section Arrangements Committee
- (7) Section Publicity Committee
- (8) Section Education Committee
- (9) Certification and Recertification Committee

7.2.2 Section Examining Committee

- (1) The Section Examining Committee shall consist of not less than three nor more than five members, all of whom shall be Senior Members or Fellows of the Society in good standing and affiliated with this Section. Should the Section Chair find it necessary to constitute a Section Examining Committee which fails to conform to the preceding requirements of this Section 7.2.2(1) of these Bylaws, all decisions of such nonconforming Committee shall be subject to such review as may be specified by the Examining Committee of the Society. Under no circumstances, however, may the Section Examining Committee contain less than three members, all of whom shall be Regular Members of the Society.
- (2) The term, in years, of each member of the Section Examining Committee, shall be equal to the number of members of said Committee, and the terms of the several members shall be so arranged that one will expire at the end of each fiscal year.
- (3) The Section Executive Committee shall not apply to the Section Examining Committee any rules of procedure which would interfere in any possible way with the close cooperation necessary between said Section

Examining Committee and the Examining Committee of the Society, or which would prevent adoption by the Examining Committee of this Section, of standards and procedures consistent with those of the Examining Committees of other Sections of the Society.

(4) Action by the Section Examining Committee in any matter shall require the affirmative vote of a majority of its entire membership.

(5) It shall be the duty of the Section Examining Committee:

(i) to make a detailed audit and investigation of the evidence submitted to the Section Secretary by each candidate for advancement to Senior Membership in the Society. To review all other Section records and other available information with respect to said candidate. To certify to the Examining Committee of the Society, where the evidence in its opinion so justifies, that said candidate is constitutionally eligible for advancement to Senior Membership. To recommend, in each case where the Section Examining Committee finds justification, that said candidate be so advanced;

(ii) to make such investigations as may be requested of it by the Examining Committee of the Society in connection with nominees duly proposed for advancement to the grade of Fellow in the Society, and to report the results of such investigations to said Society Examining Committee, together with individual recommendations, where requested, as to the disposition of such proposals, and

(iii) [Sections using item 7.4 may delete this] It is the duty of this committee to provide to the section members information relevant to the understanding of processes pertinent to ASQC

Certification. The Committee members responsible for reviewing Recertification must be certified as a CQE, CQA or CRE.

7.2.3 Section Auditing Committee

- (1) The Section Auditing Committee shall consist of not less than three nor more than five members, all of whom shall be Regular Members of the Society in good standing and affiliated with this Section.
- (2) It shall be the duty of the Section Auditing Committee to make a careful audit of the funds and other properties of the Section at the close of each fiscal year. It shall also make a similar annual audit of the financial records and accounts of the Section, of the receipts, and of all disbursements from the funds of the Section, including the authorizations and vouchers thereof.
- (3) The Section Auditing Committee shall audit similarly that portion of the Annual Report prepared by the Section Treasurer under the provisions of Section 5.4.5 of these Bylaws, and upon finding said portion of said Report correct and acceptable, shall so certify it. Said certification shall be signed by a majority of the entire membership of the Section Auditing Committee.
- (4) The Section Auditing Committee shall make such additional audits as may, from time to time, be requested by the Section Executive Committee.
- (5) The Section Auditing Committee shall make a report of its findings in each of the above audits to the Section Executive Committee.

7.2.4 Section Nominating Committee

- (1) The Section Nominating Committee shall consist of five Regular Members of the Society affiliated with this

Section, of whom the Junior Past Chair of the Section shall be one.

- (2) The Section Nominating Committee shall name one or more eligible candidates each for Section Chair-elect [alternates]), Section Vice Chair (Section Vice Chairs) Section Secretary, and Section Treasurer (alternate Section Secretary-Treasurer), and Section Chair when circumstances warrant (as outlined in section 4.3.3 of these Bylaws) for the ensuing fiscal year; shall determine from each proposed nominee his/her willingness to serve if elected, and shall place the entire slate of names so selected in the hands of the Section Secretary not later than the time set for the regular meeting immediately preceding the Annual Meeting of the Section.

Section 7.3 Area Directors

- 7.3.1 With the concurrence of the Executive Committee, the Section Chair may appoint one or more Area Directors, each such Director having responsibilities within a specified geographical area contiguous to the headquarters of this Section.
- 7.3.2 Area Directors shall be Regular members in good standing in the Society and affiliated with this Section. They shall serve during the fiscal year of their appointment and shall be eligible to reappointment without limitation.
- 7.3.3 Area Directors shall serve as members of the Section Executive Committee under the provisions of Section 6.1.1 of these Bylaws.
- 7.3.4 In addition to any special duties which the Section Executive Committee or the Section Chair may assign to individual Area Directors, each Area Director shall advise and assist any groups in his/her Area which may show potential possibilities of formation into

Sub-Sections under the provisions of Section 8.1 of these Bylaws. He/She shall act as liaison between such groups and the Section Officers and Executive Committee, and he/she shall recommend to the Section Executive Committee recognition as a Sub-Section of any such group which appears to him/her to merit such recognition. Following recognition of a Sub-Section in his/her Area, the Area Director shall assist the Chair of that Sub-Section in matters of liaison between the Sub-Section and the Section Officers and its Executive Committee.

Section 7.4 Certification/Recertification Committee

It is the duty of this committee to provide information to the section members relevant to the understanding of processes pertinent to ASQC Certification exams. The committee members responsible for reviewing Recertification must be certified as a CQE, CQA or CRE. The committee members responsible shall initially evaluate each recertification application and validate those areas of professional activity within its cognizance and forward validated applications to ASQC Headquarters.

Section 7.5 Additional Committees

- 7.5.1 With the approval of the Section Executive Committee, such Additional Committees of the Section may be constituted as may, from time to time, be desirable and shall have voting privileges.

ARTICLE VIII

8.0 SUB-SECTIONS

Section 8.1 Formation

- 8.1.1 Sub-Sections of this Section may be organized for the

purpose of promoting interest in quality control and related subjects in geographical areas contiguous to the headquarters of this Section, provided that it shall be the ultimate objective of each Sub-Section to become a separate Section of the Society in its own right. Upon proper qualification of any Sub-Section, it shall be the policy of this Section to assist said Sub-Section in every possible way to attain this objective.

Section 8.2 Membership

- 8.2.1 Membership in Sub-Sections of this Section shall be limited to Members of the Society.
- 8.2.2 The members of each duly recognized Sub-Section of this Section shall elect one of their number who is affiliated with this Section to serve as Chair of said Sub-Section.
- 8.2.3 Enrolled Students in the Society, so enrolled in this Section, shall be so enrolled upon application in any Sub-Section serving the area in which they are located, but they shall not be entitled to the privileges of the floor at business meetings of the Sub-Section, nor may they vote in Sub-Section elections.

Section 8.3 Officers

- 8.3.1 The Sub-Section Chair shall be the chief executive officer of the Sub-Section and, as such, shall be ex-officio a member of the Section Executive Committee.
- 8.3.2 The members of each Sub-Section may elect from among their number such other Sub-Section Officers as they deem desirable. Such Officers shall be affiliated with this Section.

ARTICLE IX

9.0 SECTION TASK GROUPS

Section 9.1 Formation and Purpose

- 9.1.1 Where the demand exists or can be promoted, a Section Task Group may be formed by members of this Section having a common interest in a specific segment of industry or commerce, for the purpose of:
- (1) Stimulating interest and promoting depth of quality control study within the specific segment of industry or commerce in which the Group members have a common interest, and
 - (2) promoting joint meetings and other joint activities with other groups in the community having a similar common interest.
- 9.1.2 Upon petition signed by at least eight Regular Members of the Society affiliated with this Section and setting forth the segment of industry or commerce in which they have common interest, the Section Executive Committee shall consider and may recognize the petitioners as a Task Group of this Section. Such recognition shall be valid until the end of the fiscal year then current, at which time it shall be reconsidered by the Section Executive Committee and shall be either renewed or withdrawn.
- 9.1.3 Membership in Task Groups of this Section shall be limited to members of the Society affiliated with this Section.
- 9.1.4 Enrolled Students in the Society, enrolled in this Section, shall be enrolled upon application in any Task Group of this Section, but they shall not be entitled to the privileges of the floor at business meetings of the Task Group, nor may they vote in Task Group elections.

Section 9.2 Organizational Structure

- 9.2.1 The members of each duly recognized Task Group of this Section shall elect one of their number, who is a Regular Member of the Society, to serve as Chair of the Task Group.
- 9.2.2 The Task Group Chair shall be the chief executive officer of the Task Group. As such, he/she shall be ex-officio a member of the Section Executive Committee.
- 9.2.3 The Section Treasurer shall act as Treasurer of each duly recognized Task Group of the Section.
- 9.2.4 The finances of all Section Task Groups shall be controlled by the Section Executive Committee.
- 9.2.5 The members of each Section Task Group may elect from among their own number such additional Group officers as they may deem desirable, and the Task Group Chair may appoint a Task Group Program Committee if this is felt to be of advantage.

Section 9.3 Meetings and Activity Requirements

- 9.3.1 Each recognized Section Task Group shall schedule at least two Task Group meetings during each fiscal year. Scheduling of all such meetings shall be coordinated with the schedule of Section meetings and shall be approved by the Section Executive Committee.
- 9.3.2 A recognized Section Task Group shall cease to exist in the event that:
 - (1) Less than two scheduled meetings of the Group are held in any one fiscal year; or
 - (2) the average attendance of Society members affiliated with this Section, at scheduled meetings of the Group, is less than eight in any fiscal year, or

- (3) the Section Executive Committee shall withdraw recognition of the Group.

ARTICLE X

10.0 ELECTION OF OFFICERS

Section 10.1 Nomination

- 10.1.1 The Section Nominating Committee's slate of candidates shall be presented to the Section at a regular meeting not later in the year than the regular meeting immediately preceding the Annual Meeting of the Section. At that time, ample opportunity shall be given for additional nominations from the floor for any office. Only candidates meeting the requirements of Section 4.2 of these Bylaws may be accepted as eligible nominees from the floor; furthermore, the nominator shall have determined prior to the meeting the willingness of the nominee to serve if elected. Notice shall be given of the posting period to take place following said meeting.

Section 10.2 Single Nominees for Each Office

- 10.2.1 In the event that the Section Nominating Committee presented no more than one candidate for each office and provided further that there were no additional nominations for any office from the floor in the meeting stipulated in Section 10.1 of these Bylaws, the nominations may be closed by a proper motion and vote, and the candidates declared duly elected without a mail ballot election conducted in accordance with Sections 10.3 and 10.4 of these Bylaws.

Section 10.3 Procedures for Mail Ballot

- 10.3.1 A mail ballot must be conducted when there is more than one nominee for any office (Section 10.1.1) or when the provisions of Section 10.2 of these Bylaws are not

completely satisfied. Not later than one week after the meeting at which the Section Nominating Committee's slate of candidates is presented to the Section, the Section Secretary shall mail to each member of the Society in good standing in any grade (except Enrolled Students) and affiliated with this Section, an official ballot bearing the names of all candidates proposed by the Section Nominating Committee under the provisions of Section 7.2.4(2) of these Bylaws, together with the names of all eligible candidates nominated from the floor under the provisions of Section 10.1.1 of these Bylaws.

- 10.3.2 Accompanying the official ballot shall be complete instructions for its marking, and information as to the address to which the marked ballot is to be mailed and as to the date prior to which it must be received at that address in order to be counted.

Section 10.4 Tellers and Reporting

- 10.4.1 At the time the official ballots are mailed by the Section Secretary to the members of the Society affiliated with this Section, the Section Chair shall appoint a Chair and two other members to a Section Committee of Tellers to receive and count the marked ballots upon their return. All members of said Committee of Tellers shall be members in good standing of the Society and affiliated with this Section. No Section Officer or nominee for a Section office shall be eligible to serve on the Section Committee of Tellers.
- 10.4.2 Promptly after the deadline date mentioned in Section 10.3.2 of these Bylaws, the Section Committee of Tellers shall count all marked ballots duly received, and shall prepare, sign and transmit to the Section Secretary a summary of said count. This summary shall set forth the total number of ballots received, the number invalidated for each cause, and the number of

qualified ballots cast for each nominee for each office.

10.4.3 Election of a nominee to any office shall require that said nominee receive the largest number of ballots cast for any single nominee for that office in that election. Tie votes shall be resolved by lot.

10.4.4 Announcement of the nominees elected to each office shall be made to the Section by the Section Chair at the Annual Meeting or at the next regular meeting of the Section following completion of the ballot count.

Section 10.5 Intent

10.5.1 It is the intent of the election procedure set forth in these Bylaws, that the officers for each ensuing fiscal year shall be elected by early April of the immediately preceding fiscal year, so that by working with the current officers for the balance of that year they may gain experience and guidance prior to their assumption of office on July 1. It shall be the duty of the outgoing officers to aid this process in every way possible, and to deliver to the incoming officers all information, books and records of the Section, and all material, information, etc., furnished by the Executive Secretary of the Society and from other sources, which material will be necessary or helpful in carrying on the affairs of the Section.

ARTICLE XI

11.0 MEETINGS

Section 11.1 Annual Meeting

11.1.1 The Annual Meeting of the Section shall be held in February, March or April on a day and at a time and place designated by the Section Executive Committee.

11.1.2 Notice of the Annual Meeting and of each regular or special meeting of the Section shall be mailed by the Section Secretary at least seven days in advance, to each person whose name appears on the roster of the Section.

Section 11.2 Vote Eligibility

11.2.1 Each member of the Society in good standing in any grade (except Enrolled Students), who is affiliated with this Section, shall be entitled to one vote at the Annual Meeting and at all other business meetings of this Section.

11.2.2 Any eligible voter in this Section may sign and deliver to the Section Secretary in advance, a ballot for or against a proposed specified action by the Section. Such a signed ballot shall constitute a valid vote as indicated, and shall be counted equally with votes cast on the specified action by voters present in person at any meeting.

Section 11.3 Quorum

11.3.1 Fifteen (15) eligible voters, present in person or represented by valid proxies or by signed ballots for or against a specified action by the Section, shall constitute a quorum at any business meeting of the Section; but, where signed ballots must be counted in order to secure a quorum, only the individual matter covered by the signed ballots required to complete the quorum shall be acted upon by such quorum.

11.3.2 Where any matter may properly be considered and acted upon at any meeting of this Section, concurrence of a majority of the eligible votes cast on said matter at said meeting, where a quorum is present with respect to said matter, shall determine the action of the Section with respect to said matter except when a greater majority is specified in these Bylaws.

ARTICLE XII

12.0 AMENDMENTS

Section 12.1 Procedures

- 12.1.1 Amendments to these Bylaws may be proposed by resolution of the Section Executive Committee or by petition signed by at least fifteen percent (15%) of the eligible voters in the Section, provided that any such petition bearing the signatures of at least twenty-five (25) eligible voters, shall constitute a valid proposal for amendment.
- 12.1.2 Amendments to these Bylaws shall be voted upon by the eligible voters of the Section only in a postal ballot conducted prior to the Annual Meeting of the Section as provided in Sections 10.3 and 10.4 of these Bylaws for the annual election of Section Officers.
- 12.1.3 Copies of proposals for amendments to these Bylaws shall reach the Section Secretary no later than the time set for the regular meeting immediately preceding the Annual Meeting of the Section in the year in which it is proposed that said amendments be voted upon.
- 12.1.4 The Section Secretary shall mail to each eligible voter a complete copy of each duly proposed Bylaw amendment to be voted upon in the postal ballot, and an official ballot for voting upon each such duly proposed amendment.
- 12.1.5 Marked ballots for or against adoption of Bylaw amendments shall be returned by voters in the envelopes provided; the ballots on amendments shall be counted by the Committee of Tellers and the results of the tally reported to the Section Secretary in the same way as the results of balloting for Officers.

Section 12.2 Adoption Requirements

12.2.1 Adoption of any Bylaw amendment shall require a total vote, for and against it, of at least one-fourth of the eligible voters in the Section, and at least two-thirds of that total vote shall have favored adoption.

12.2.2 Adoption of any Bylaw amendment shall require an approval by the Society Constitution and Bylaw Committee prior to requesting the eligible Section Members to vote on them.

Section 12.3 Approval By Board of Directors of the American
Society for Quality Control

- 12.3.1 Any amendment so adopted shall become effective only upon concurrence of the Board of Directors of the Society. Section Leadership will provide a copy of these section bylaws to Section Members upon request.

American Society for Quality Control
611 E. Wisconsin Avenue
Milwaukee, WI 53202

SECTION BYLAWS (Model No. 1 No Chair-elect)
(Endorsed by Action of the Board of Directors May 18, 1977 Revised
September 27, 1993)
[Comments in brackets are explanatory in nature and not a part of
the model]

PREAMBLE [A]

[for new Sections]

WHEREAS this [insert name] Section was recognized as a Section of
the American Society for Quality Control on [insert date] and

WHEREAS continuance of such recognition is contingent upon adoption
by this Section of these its Bylaws which have been duly approved
by the Board of Directors of said Society,

NOW THEREFORE THIS SECTION DOES HEREBY DECLARE:

1. That it is bound by the Articles of Incorporation and the
Constitution of said Society, and by the statutes under
which said Society is incorporated;
2. that it accordingly retains only those autonomous powers
not in conflict with the limitations so imposed;
3. that these, its Section Bylaws, are intended to govern,
and shall govern, only in local matters, and only to the
extent that such matters shall not be covered by the
Constitution of said Society, and
4. that these Bylaws may be amended only with the concurrence
of the Board of Directors of said Society.

FOR THE AMERICAN SOCIETY FOR QUALITY CONTROL, Inc.:
Approval by the Board of Directors on [insert date] is hereby
certified by [signature] Executive Secretary on [insert
date].

FOR THE [insert name] SECTION:

Adoption by the Section on [insert date] is hereby certified
by [signature] Section Secretary on [insert date].

PREAMBLE [B]

[for existing Sections]

WHEREAS this [insert name] Section became a Section of the American Society for Quality Control as of [insert date], and

WHEREAS such association with the American Society for Quality Control has continued since that date and is continuing,
NOW THEREFORE THIS SECTION DOES HEREBY DECLARE:

1. That it became bound, through said association by the Articles of Incorporation and the Constitution of said Society, and by the laws under which said Society is incorporated;
2. that it continues so bound;
3. that it accordingly retains only those autonomous powers not in conflict with the limitations so imposed;
4. that these, its Section Bylaws, are intended to govern, and shall govern, only in local matters, and only to the extent that such matters shall not be covered by the Constitution of said Society, and
5. that these Bylaws may be amended only with the concurrence of the Board of Directors of said Society.

FOR THE [insert name] SECTION:

Adoption by the Section on [insert date] certified by
[signature] Section Secretary on [insert date].

BYLAWS

[insert name] Section
AMERICAN SOCIETY FOR QUALITY CONTROL

ARTICLE 1

1.0 NAME, OBJECTIVES AND GOVERNMENT

Section 1.1 Name

- 1.1.1 The name of this organization shall be [insert name] Section, American Society for Quality Control.

Section 1.2 Objectives

- 1.2.1 The objectives of this Section shall be advancement of the theory and practice of quality control and of the allied arts and sciences, and the maintenance of high professional standing among its members. To this end, its purposes shall be those set forth in ARTICLE I Section 1.2 of the Society's Constitution.

Section 1.3 Government

- 1.3.1 This Section shall be governed by the Articles of Incorporation of the Society, by the provisions of the statutes under which the Society is incorporated, by the Constitution of the Society, and by these its Bylaws.
- 1.3.2 The stated location of the headquarters of this Section is [insert name of City], [insert name of State or Province].

ARTICLE II

2.0 MEMBERSHIP

Section 2.1 Membership

- 2.1.1 Any member of the Society, in good standing in any grade, shall be eligible for affiliation with this Section in the same grade.
- 2.1.2 Upon acceptance by this Section of a candidate for affiliation who is not a member of the Society, said candidate may consummate such affiliation by becoming a member of the Society by being enrolled by the Society in a grade of membership for which he/she qualifies. His/her

affiliation with the Section shall then continue so long as he/she remains in good standing as a member of the Society, or until he/she may express in writing his/her desire for transfer to another Section thereof.

2.1.3 This Section shall accept for affiliation with it all members of the Society in good standing who may be designated for such affiliation by the Executive Secretary of the Society.

2.1.4 This Section shall accept for affiliation with it all Sustaining members of the Society in good standing. A Sustaining member shall not hold office or serve on any committee, board or council of the Society or its units.

2.1.5 Termination of membership in the Society shall automatically terminate membership in this Section.

Section 2.2 Enrolled Students

2.2.1 Enrolled Students in the Society, who desire affiliation with this Section, shall be enrolled as students in this Section upon written application.

2.2.2 This Section shall not enroll as a Student, any person not so enrolled by the Society, and termination of such enrollment by the Society shall terminate enrollment by this Section.

2.2.3 Enrolled Students shall not be deemed to be members of the Section in the sense of being Regular or non-Regular Members thereof. Accordingly, they shall not have the privilege of the floor at Annual or other business meetings of the Section, and they shall not have the right to vote or hold office in the Section. Otherwise, they shall have all privileges of full Section membership.

ARTICLE III

3.0 FINANCIAL

Section 3.1 Fiscal Year

- 3.1.1 The fiscal year of this Section shall coincide with the fiscal year of the Society.

Section 3.2 Dues

- 3.2.1 Invoices for Annual Dues will be mailed on or before July 1 of each year by Society Headquarters staff to each member of the Society affiliated with this section. Said invoices will be payable as of said date to ASQC.

- 3.2.2 Upon receipt by the Society of:

- (1) Dues remitted under the provisions of Section 3.2.1 of these Bylaws, or

- (2) initial Dues remitted under the provisions of Section 5.3.3 of these Bylaws,

the Treasurer of the Society will remit to the Treasurer of this Section, to cover Section operating expenses for the fiscal year involved, a predetermined amount in the Society constitution of the annual individual Member dues for each member of the Society affiliated with this Section the dues of whom have been so paid, as specified in the Society's Constitution.

Section 3.3 Use of Funds

- 3.3.1 Funds of this Section may be expended only upon approval of the Section Executive Committee, and only for local Section purposes incident to advancing attainment of the

objectives and purposes of the Society. Activities for which such expense is incurred shall be limited to the geographical area immediately contiguous to the headquarters of this Section.

- 3.3.2 Nothing in the ARTICLE shall be so construed as to prevent the voluntary duly authorized transfer to the Society, of funds belonging to this Section, either for unrestricted use in advancing the general objectives and purposes of the Society, or for more restricted purposes specified by this Section and acceptable to the Board of Directors of the Society.
- 3.3.3 Nothing in the ARTICLE shall be so construed as to prevent joint participation by this Section with other Sections of the Society, with Divisions of the Society, or with corresponding units of other societies of an engineering, technical, statistical, management, or similar character, in local or regional projects calculated to advance the objectives and purposes of this Society such projects being limited to the approximate geographical area contiguous to the headquarters of the participating Sections of this Society. Neither shall the provisions of this ARTICLE prevent this Section from defraying its proper proportionate share of any expense involved in such projects, provided that all participating organization units shall have reached in advance in each case, the necessary agreement required by the Constitution of this Society with respect to the financing and reporting of the financial results of such projects.
- 3.3.4 All checks or other drafts on Section funds, for the payment of bills for Section operating expenses or for any other duly authorized purpose, shall be drawn in the name of the Section and signed by the Section Treasurer or the Section Chair.

3.4.1 At the conclusion of each fiscal year, the Officers shall prepare an Annual Report covering the work of this Section during that fiscal year. In addition to a review of the activities of the Section, this Report shall include:

- (1) a summary of the income and expenses of the Section during the fiscal year in question;
- (2) a summary and total statement of any payments made in advance, of the accounts receivable, and of all other such current assets of the Section as of the close of the fiscal year in question;
- (3) a summary and total statement of any income received in advance, of the accounts payable, and of all other current liabilities of the Section as of the close of the fiscal year in question;
- (4) a Section Balance Sheet as of the close of the fiscal year in question, and
- (5) a reconciliation of the Net Worth of the Section as of the close of said fiscal year with its Net Worth as of the close of the immediately preceding fiscal year.

3.4.2 The portion of each Section Annual Report covered by Sections 3.4.1(1), 3.4.1(2), 3.4.1(3), 3.4.1(4), and 3.4.1(5) of these Bylaws shall be audited and certified by the Section Auditing Committee.

3.4.3 The Annual Report covered by Section 3.4.1 of these Bylaws, and audited and certified as required by Section 3.4.2 of these Bylaws, shall be presented in summary at the first regular meeting of this Section following the close of the fiscal year in question, and copies of the complete Annual Report shall be available at that meeting or distributed via mail or newsletter for examination by the Section membership.

3.4.4 A complete copy of the Annual Report as described in 3.4.1 of these Bylaws, audited and certified as required by Section 3.4.2 of these Bylaws, shall be forwarded by the outgoing treasurer of this Section to the Headquarters Accounting Department by August 1.

Section 3.5 Solicitation

3.5.1 Contributions for the general support of this Section, or designated for a specific purpose approved by the Section Executive Committee, may be accepted from individuals, corporations, or other sources, but shall not be solicited.

Section 3.6 Dissolution

3.6.1 In the event of dissolution of this Section, any remainder of its net assets after discharge of all its just debt and other legal and moral obligations, shall be paid to the Society.

ARTICLE IV

4.0 SECTION OFFICERS

Section 4.1 Section Officers

4.1.1 The Officers of this Section shall be: Section Chair, Section Vice Chairs (Section Vice Chairs [alternate*]), Section Secretary, Section Treasurer (Section Secretary-Treasurer [alternate]).

Section 4.2 Requirements

4.2.1 All officers of this Section shall be Regular Members of the Society affiliated with this Section. An incumbent officer who fails to maintain good standing in the Society shall be deemed to have vacated his/her office.

4.2.2 The terms of all officers of this Section shall be for the fiscal year for which they shall have been elected, and shall continue until their respective successors have been elected and qualified.

4.2.3 No person shall hold the office of Chair of this Section for more than two successive full terms.

4.2.4 No person shall hold the office of Treasurer of this Section for more than two successive full terms.

Section 4.3 Vacancies

4.3.1 In case of a vacancy in the office of Section Chair, the Section Vice Chair, if there be only one, shall succeed immediately to the Chair of the Section, thereby vacating the office of Vice Chair.

4.3.2 Should more than one Vice Chair assume or be in office at the time a Chair begins a new term or succeeds to the office of Chair, then:

- (1) Immediately upon his/her assumption of office, and in no event later than 30 days thereafter, the Section Chair, with the advice and concurrence of a majority of all of the members of the Executive Committee then so serving, shall designate that Vice Chair who shall succeed to the Chair in the event of a vacancy in the office of Section Chair.

*[Multiple Vice Chairs Alternate]

- (2) Should the Chair become incapacitated prior to his/her having made the designation provided for in

Section 4.3.2(1) of these Bylaws, then the Executive Committee shall designate one of the Vice Chairs to succeed to the Section Chair.

[Section 4.3.2 is an alternate to be used when the alternate of more than one Vice Chair is used.]

4.3.3 Vacancies in Section offices other than Chair shall be filled for the unexpired term by appointment by the Section Executive Committee.

ARTICLE V

5.0 POWERS AND DUTIES OF SECTION OFFICERS

Section 5.1 Section Chair

5.1.1 The Section Chair shall be the chief executive officer of the Section, and shall preside at all meetings of the Section and of the Section Executive Committee. He/she shall appoint all Standing and Additional Committees, and shall be ex-officio a member of all Committees of the Section. The Chair shall represent the Section in all matters involving meetings or other contacts with other local, regional or national groups, or shall appoint an alternate.

5.1.2 In the absence of the Section Treasurer, the Section Chair shall sign any duly authorized checks or other drafts upon the funds of the Section.

Section 5.2 Section Vice Chair (Section Vice Chairs [alternate*])

5.2.1 In the absence of the Section Chair, the Section Vice Chair (designated Section Vice Chair, or in his/her absence, a Vice Chair,[alternate*]) shall perform all of the duties and shall be vested with all of the powers of the Section Chair.

Section 5.3 Section Secretary

- 5.3.1 The Section Secretary shall give notice of all meetings of the Section and of the Section Executive Committee, and keep a true and complete record of the proceedings at all such meetings. The Section Secretary shall issue all other authorized notices of the Section.
- 5.3.2 The Section Secretary shall maintain a complete and accurate roster of the names, addresses, and grades of membership of all members of the Society affiliated with this Section, and of all enrolled Students in this Section.
- 5.3.3 The Section Secretary may receive applications and initial dues from applicants for admission to membership in the Society, and applications for advancement to the grade of Member or Senior Member of the Society. In such an event the Section Secretary or any Executive Committee member shall immediately forward the original signed enrolled student or regular member application blank to Society headquarters together with all dues paid in connection therewith. Any Senior membership upgrade requests will be forwarded to the Examining Chair of the Section.
- 5.3.4 The Section Secretary may be called upon at any time by the Section Executive Committee to report membership totals by member grade. They should therefore maintain a current and accurate membership count. The Section Secretary will receive a quarterly full section roster including a list of unpaid members from September to March. Secretaries of sections not participating in the "On Line" program will receive a monthly activity report including resigned, deceased, new, renewed, transferred in and transferred out, and information changes. "On Line" Section Secretaries should request this information from Section "On Line" contact on a monthly basis.

5.3.5 The Section Secretary shall serve as official correspondent between the Section and the Society Headquarters. He/She shall carry out all other duties assigned to him/her by these Bylaws or by the Constitution and Bylaws of the Society, and shall perform all other functions usually assigned to the Secretary of a membership organization unless otherwise assigned in these Bylaws.

Section 5.4 Section Treasurer

5.4.1 The Section Treasurer shall maintain records of all remittances for Section operating expenses under the provisions of Section 3.2.2 of these Bylaws. He/She shall have custody of all other monies and securities belonging to the Section. He/She shall deposit all such monies to the credit of the Section in such depositories as may be approved by the Section Executive Committee, and shall disburse the same as authorized by said Committee.

5.4.2 The Section Treasurer shall sign all duly authorized checks or other drafts upon Section funds, in accordance with the provisions of Section 3.3.4 of these Bylaws.

5.4.3 The Section Treasurer shall be bonded in an amount fixed by the Society Constitution.

5.4.4 The Section Treasurer shall keep accurate and complete records of all receipts and disbursements of the Section, including bills, authorizations for disbursements, and receipts for the payment of bills. He/She shall make all

his/her books and all supporting papers available, upon request of the Chair of the Section Auditing Committee or the Chair of the Auditing Committee of the Society, to either of those Committees or to the professional auditors retained by the Society.

5.4.5 The Section Treasurer shall prepare and submit those portions of the Annual Report specified in Sections 3.4.1(1), 3.4.1(2), 3.4.1(3), 3.4.1(4), and 3.4.1(5) of these Bylaws, and shall present such similar information as may be requested from time to time during the fiscal year by the Section Executive Committee, the Section Auditing Committee, or the Section membership.

ARTICLE VI

6.0 SECTION EXECUTIVE COMMITTEE

Section 6.1 Composition

6.1.1 The Section Executive Committee shall consist of:
All of the Officers of this Section as set forth in
Section 4.1.1 of these Bylaws;

the Junior Past Chair of the Section;
the Chairs of all Standing Committees of the Section as set forth in Section 7.2.1 of these Bylaws;
all Area Directors duly appointed under the provisions of Section 7.3 of these Bylaws;
the Chairs of all Sub-Sections duly organized and recognized under the provisions of Sections 8.1 and 7.3.4 of these Bylaws, and the Chairs of all Section Task Groups duly recognized under the provisions of Section 9.1.2 of these by Bylaws.

Section 6.2 Powers and Duties

- 6.2.1 The Section Executive Committee shall have general management and oversight of the affairs of the Section and of its relations with the Society.
- 6.2.2 The members of the Section Executive Committee shall serve until their several successors have been duly elected or appointed and qualified as provided in these Bylaws, except, that where a Sub-Section or a Section Task Group ceases to exist as such, or an Area Directorate is abandoned, the service of the corresponding Sub-Section Chair, Section Task Group Chair, or Area Director on the Section Executive Committee shall terminate at the end of the fiscal year then current.

Section 6.3 Meetings

- 6.3.1 Meetings of the Section Executive Committee shall be held upon call of the Section Chair or, in his/her absence, of the Section Vice Chair.
- 6.3.2 Two Section Officers, one of whom is the Chair or Vice Chair, and three other members of the Committee who are not Section Officers, shall constitute a quorum of the Section Executive Committee for the transaction of business.

6.3.3 Any member of the Section Executive Committee may deliver to the Section Secretary a ballot signed by himself/herself and definitely favoring or opposing a specified action by said Committee. Such a ballot shall be counted as though the Committee member were present in person in determining the existence of a quorum for action with respect to the specific question involved, but not with respect to any other question. In the presence of a quorum, such a ballot shall likewise be counted in determining the decision of the Committee with respect to action on said question.

6.3.4 Except as otherwise provided in these Bylaws with respect to specific types of matters, action of the Section Executive Committee on any matter shall be determined by the concurring vote of a majority of the members of the Committee present in person or by signed ballot delivered to the Section Secretary.

6.3.5 Any member of the Section Executive Committee, finding it impossible to attend a meeting of said Committee, may appoint an alternate to attend in his/her stead. Such alternate must be a member in good standing of the Society, and affiliated with this Section; the alternate shall have the privilege of the floor and may take full part in the deliberations of said meeting, but he/she may not be counted in determining the presence of a quorum and he/she shall not be entitled to a vote on any question.

Section 6.4 Election of Society Regional Directors

6.4.1 Between November 1 and December 31 of each year in which candidates for Regional Director of the Society are to be voted upon by this Section, the Section Executive Committee shall nominate eligible candidates in the number

provided by the Constitution of the Society, and shall see that those nominees are duly certified to the Executive Secretary of the Society.

- 6.4.2 Between January 15 and March 1 of each year in which candidates for Regional Director of the Society are to be voted upon by this Section, the Section Executive Committee shall determine, from among those nominees certified to it as eligible by the Executive Secretary of the Society that candidate for whom the votes of the Section are to be cast as a unit. The Section Executive Committee shall then see that the votes of the Section are duly certified to the Executive Secretary of the Society for that candidate.

ARTICLE VII

7.0 OTHER COMMITTEES

Section 7.1 Qualifications, Appointment and General Duties

- 7.1.1 The Section Chair, with the concurrence of the Section Executive Committee, shall appoint all Other Committees of the Section and shall designate the Chair of each.
- 7.1.2 Except as otherwise provided in these Bylaws, all members of all Other Committees of this Section shall be members in good standing of the Society and affiliated with this Section. All Chairs of such Committees shall be Regular Members of the Society.
- 7.1.3 Unless otherwise provided in these Bylaws, members of all Other Committees of this Section shall serve during the remainder of the fiscal year in which they are severally appointed, and for subsequent consecutive succeeding fiscal years at the pleasure of the Section Executive

Committee. The Section Executive Committee may remove any or all members of any Other Committee of the Section at any time.

7.1.4 Except as otherwise provided in these Bylaws, the Section Executive Committee may fix rules of procedure which shall govern any or all Other Committees of this Section.

7.1.5 Each Other Committee of this Section shall forward promptly to the Section Secretary, copies of all notices and minutes of its meetings.

Section 7.2 Standing Committees

7.2.1 There shall be eight Standing Committees of this Section:

- (1) Section Examining Committee
- (2) Section Auditing Committee
- (3) Section Nominating Committee
- (4) Section Membership Committee
- (5) Section Program and Speakers Committee
- (6) Section Arrangements Committee
- (7) Section Publicity Committee
- (8) Section Education Committee
- (9) Certification and Recertification Committee

7.2.2 Section Examining Committee

- (1) The Section Examining Committee shall consist of not less than three nor more than five members, all of whom shall be Senior Members or Fellows of the Society in good standing and affiliated with this Section. Should the Section Chair find it necessary to

constitute a Section Examining Committee which fails to conform to the preceding requirements of this Section 7.2.2(1) of these Bylaws, all decisions of such nonconforming Committee shall be subject to such review as may be specified by the Examining Committee of the Society. Under no circumstances, however, may the Section Examining Committee contain less than three members, all of whom shall be Regular Members of the Society.

- (2) The term, in years, of each member of the Section Examining Committee, shall be equal to the number of members of said Committee, and the terms of the several members shall be so arranged that one will expire at the end of each fiscal year.
- (3) The Section Executive Committee shall not apply to the Section Examining Committee any rules of procedure which would interfere in any possible way with the close cooperation necessary between said Section Examining Committee and the Examining Committee of the Society, or which would prevent adoption by the Examining Committee of this Section, of standards and procedures consistent with those of the Examining Committees of other Sections of the Society.
- (4) Action by the Section Examining Committee in any matter shall require the affirmative vote of a majority of its entire membership.
- (5) It shall be the duty of the Section Examining Committee:
 - (i) to make a detailed audit and investigation of the evidence submitted to the Section Secretary by each candidate for advancement to Senior Membership in the Society, and of all other Section records and other available information with respect to said candidate, to certify to the Examining Committee of the Society, where the

evidence in its opinion so justifies, that said candidate is constitutionally eligible for advancement to Senior Membership, and to recommend, in each case where the Section Examining Committee feels justified, that said candidate be so advanced;

- (ii) to make such investigations as may be requested of it by the Examining Committee of the Society in connection with nominees duly proposed for advancement to the grade of Fellow in the Society, and to report the results of such investigations to said Society Examining Committee, together with individual recommendations, where requested, as to the disposition of such proposals, and
- (iii) For Sections that do not have a Certification/Recertification Committee it will be the responsibility of the Section Examining Committee to implement and sustain the ASQC Recertification program at the Section level as outlined in the "Maintenance of Certification Procedure Manual" supplied by the ASQC Certification Department.

7.2.3 Section Auditing Committee

- (1) The Section Auditing Committee shall consist of not less than three nor more than five members, all of whom shall be Regular Members of the Society in good standing and affiliated with this Section.
- (2) It shall be the duty of the Section Auditing Committee to make a careful audit of the funds and other properties of the Section at the close of each fiscal year. It shall also make a similar annual audit of the financial records and accounts of the Section, of the receipts, and of all disbursements from the funds of the Section, including the authorizations and vouchers thereof.

- (3) The Section Auditing Committee shall audit similarly that portion of the Annual Report prepared by the Section Treasurer under the provisions of Section 5.4.5 of these Bylaws, and upon finding said portion of said Report correct and acceptable, shall so certify it. Said certification shall be signed by a majority of the entire membership of the Section Auditing Committee.
- (4) The Section Auditing Committee shall make such additional audits as may, from time to time, be requested by the Section Executive Committee.
- (5) The Section Auditing Committee shall make a report of its findings in each of the above audits to the Section Executive Committee.

7.2.4 Section Nominating Committee

- (1) The Section Nominating Committee shall consist of five Regular Members of the Society affiliated with this Section, of whom the Junior Past Chair of the Section shall be one.
- (2) The Section Nominating Committee shall name one or more eligible candidates each for Section Chair, Section Vice Chair (Section Vice Chairs [alternate]), Section Secretary, and Section Treasurer (alternate Section Secretary-Treasurer), for the ensuing fiscal year; shall determine from each proposed nominee his/her willingness to serve if elected, and shall place the entire slate of names so selected in the hands of the Section Secretary not later than the time set for the regular meeting immediately preceding the Annual Meeting of the Section.

Section 7.3 Area Directors

- 7.3.1 With the concurrence of the Executive Committee, the Section Chair may appoint one or more Area Directors, each such Director having responsibilities within a specified geographical area contiguous to the headquarters of this Section.
- 7.3.2 Area Directors shall be Regular members in good standing in the Society and affiliated with this Section. They shall serve during the fiscal year of their appointment and shall be eligible to reappointment without limitation.
- 7.3.3 Area Directors shall serve as members of the Section Executive Committee under the provisions of Section 6.1.1 of these Bylaws.
- 7.3.4 In addition to any special duties which the Section Executive Committee or the Section Chair may assign to individual Area Directors, each Area Director shall advise and assist any groups in his/her Area which may show potential possibilities of formation into Sub-Sections under the provisions of Section 8.1 of these Bylaws. He/She shall act as liaison between such groups and the Section Officers and Executive Committee, and he/she shall recommend to the Section Executive Committee recognition as a Sub-Section of any such group which appears to him/her to merit such recognition. Following recognition of a Sub-Section in his/her Area, the Area Director shall assist the Chair of that Sub-Section in matters of liaison between the Sub-Section and the Section Officers and its Executive Committee.

Section 7.4 Certification/Recertification Committee

It is the duty of this committee to provide information to the section members relevant to the understanding of

processes pertinent to ASQC Certification exams. The person(s) or committee responsible for reviewing Recertification must be certified as a CQE, CQA or CRE. The person or committee responsible shall initially evaluate each recertification application and validate those areas of professional activity within its cognizance and forward validated applications to ASQC Headquarters.

Section 7.5 Additional Committees

7.5.1 With the approval of the Section Executive Committee, such Additional Committees of the Section may be constituted as may, from time to time, be desirable, and shall have voting privileges.

ARTICLE VIII

8.0 SUB-SECTIONS

Section 8.1 Formation

8.1.1 Sub-Sections of this Section may be organized for the purpose of promoting interest in quality control and related subjects in geographical areas contiguous to the headquarters of this Section, provided that it shall be the ultimate objective of each Sub-Section to become a separate Section of the Society in its own right. Upon proper qualification of any Sub-Section, it shall be the policy of this Section to assist said Sub-Section in every possible way to attain this objective.

Section 8.2 Membership

8.2.1 Membership in Sub-Sections of this Section shall be limited to Members of the Society.

8.2.2 The members of each duly recognized Sub-Section of this Section shall elect one of their number who is affiliated with this Section to serve as Chair of said Sub-Section.

8.2.3 Enrolled Students in the Society, so enrolled in this Section, shall be so enrolled upon application in any Sub-Section serving the area in which they are located, but they shall not be entitled to the privileges of the floor at business meetings of the Sub-Section, nor may they vote in Sub-Section elections.

Section 8.3 Officers

8.3.1 The Sub-Section Chair shall be the chief executive officer of the Sub-Section and, as such, shall be ex-officio a member of the Section Executive Committee.

8.3.2 The members of each Sub-Section may elect from among their number such other Sub-Section Officers as they deem desirable. Such Officers shall be affiliated with this Section.

ARTICLE IX

9.0 SECTION TASK GROUPS

Section 9.1 Formation and Purpose

9.1.1 Where the demand exists or can be promoted, a Section Task Group may be formed by members of this Section having a common interest in a specific segment of industry or commerce, for the purpose of:

- (1) Stimulating interest and promoting depth of quality control study within the specific segment of industry or commerce in which the Group members have a common interest, and
- (2) promoting joint meetings and other joint activities

with other groups in the community having a similar common interest.

- 9.1.2 Upon petition signed by at least eight Regular Members of the Society affiliated with this Section and setting forth the segment of industry or commerce in which they have common interest, the Section Executive Committee shall consider and may recognize the petitioners as a Task Group of this Section. Such recognition shall be valid until the end of the fiscal year then current, at which time it shall be reconsidered by the Section Executive Committee and shall be either renewed or withdrawn.
- 9.1.3 Membership in Task Groups of this Section shall be limited to members of the Society affiliated with this Section.
- 9.1.4 Enrolled Students in the Society, enrolled in this Section, shall be enrolled upon application in any Task Group of this Section, but they shall not be entitled to the privileges of the floor at business meetings of the Task Group, nor may they vote in Task Group elections.

Section 9.2 Organizational Structure

- 9.2.1 The members of each duly recognized Task Group of this Section shall elect one of their number, who is a Regular Member of the Society, to serve as Chair of the Task Group.
- 9.2.2 The Task Group Chair shall be the chief executive officer of the Task Group. As such, he/she shall be ex-officio a member of the Section Executive Committee.
- 9.2.3 The Section Treasurer shall act as Treasurer of each duly recognized Task Group of the Section.

9.2.4 The finances of all Section Task Groups shall be controlled by the Section Executive Committee.

9.2.5 The members of each Section Task Group may elect from among their own number such additional Group officers as they may deem desirable, and the Task Group Chair may appoint a Task Group Program Committee if this is felt to be of advantage.

Section 9.3 Meetings and Activity Requirements

9.3.1 Each recognized Section Task Group shall schedule at least two Task Group meetings during each fiscal year. Scheduling of all such meetings shall be coordinated with the schedule of Section meetings and shall be approved by the Section Executive Committee.

9.3.2 A recognized Section Task Group shall cease to exist in the event that:

- (1) Less than two scheduled meetings of the Group are held in any one fiscal year; or
- (2) the average attendance of Society members affiliated with this Section, at scheduled meetings of the Group, is less than eight in any fiscal year, or
- (3) the Section Executive Committee shall withdraw recognition of the Group.

ARTICLE X

10.0 ELECTION OF OFFICERS

Section 10.1 Nomination

10.1.1 The Section Nominating Committee's slate of candidates shall be presented to the Section at a regular meeting not

later in the year than the regular meeting immediately preceding the Annual Meeting of the Section. At that time, ample opportunity shall be given for additional nominations from the floor for any office. Only candidates meeting the requirements of Section 4.2 of these Bylaws may be accepted as eligible nominees from the floor; furthermore, the nominator shall have determined prior to the meeting the willingness of the nominee to serve if elected. Notice shall be given of the postal period to take place following said meeting.

Section 10.2 Single Nominees for Each Office

10.2.1 In the event that the Section Nominating Committee presented no more than one candidate for each office and provided further that there were no additional nominations for any office from the floor in the meeting stipulated in Section 10.1 of these Bylaws, the nominations may be closed by a proper motion and vote, and the candidates declared duly elected without a mail ballot election conducted in accordance with Sections 10.3 and 10.4 of these Bylaws.

Section 10.3 Procedures for Mail Ballot

10.3.1 A mail ballot must be conducted when there is more than one nominee for any office (Section 10.1.1) or when the provisions of Section 10.2 of these Bylaws are not completely satisfied. Not later than one week after the meeting at which the Section Nominating Committee's slate of candidates is presented to the Section, the Section Secretary shall mail to each member of the Society in good standing in any grade (except Enrolled Students) and affiliated with this Section, an official ballot bearing the names of all candidates proposed by the Section Nominating Committee under the provisions of Section 7.2.4(2) of these Bylaws, together with the names of all eligible candidates nominated from the floor under the provisions of Section 10.1.1 of these Bylaws.

10.3.2 Accompanying the official ballot shall be complete instructions for its marking, and information as to the address to which the marked ballot is to be mailed and as to the date prior to which it must be received at that address in order to be counted.

Section 10.4 Tellers and Reporting

10.4.1 At the time the official ballots are mailed by the Section Secretary to the members of the Society affiliated with this Section, the Section Chair shall appoint a Chair and two other members to a Section Committee of Tellers to receive and count the marked ballots upon their return. All members of said Committee of Tellers shall be members in good standing of the Society and affiliated with this Section. No Section Officer or nominee for a Section office shall be eligible to serve on the Section Committee of Tellers.

10.4.2 Promptly after the deadline date mentioned in Section 10.3.2 of these Bylaws, the Section Committee of Tellers shall count all marked ballots duly received, and shall prepare, sign and transmit to the Section Secretary a summary of said count. This summary shall set forth the total number of ballots received, the number invalidated for each cause, and the number of qualified ballots cast for each nominee for each office.

10.4.3 Election of a nominee to any office shall require that said nominee receive the largest number of ballots cast for any single nominee for that office in that election. Tie votes shall be resolved by lot.

10.4.4 Announcement of the nominees elected to each office shall be made to the Section by the Section Chair at the Annual Meeting or at the next regular meeting of the Section following completion of the ballot count.

Section 10.5 Intent

10.5.1 It is the intent of the election procedure set forth in these Bylaws, that the officers for each ensuing fiscal year shall be elected by early April of the immediately preceding fiscal year, so that by working with the current officers for the balance of that year they may gain experience and guidance prior to their assumption of office on July 1. It shall be the duty of the outgoing officers to aid this process in every way possible, and to deliver to the incoming officers all information, books and records of the Section, and all material, information, etc., furnished by the Executive Secretary of the Society and from other sources, which material will be necessary or helpful in carrying on the affairs of the Section.

ARTICLE XI

11.0 MEETINGS

Section 11.1 Annual Meeting

11.1.1 The Annual Meeting of the Section shall be held in February, March or April on a day and at a time and place designated by the Section Executive Committee.

11.1.2 Notice of the Annual Meeting and of each regular or special meeting of the Section shall be mailed by the Section Secretary at least seven days in advance, to each person whose name appears on the roster of the Section.

Section 11.2 Vote Eligibility

11.2.1 Each member of the Society in good standing in any grade (except Enrolled Students), who is affiliated with this Section, shall be entitled to one vote at the Annual Meeting and at all other business meetings of this Section.

11.2.2 Any eligible voter in this Section may sign and deliver to the Section Secretary in advance, a ballot for or against a proposed specified action by the Section. Such a signed ballot shall constitute a valid vote as indicated, and shall be counted equally with votes cast on the specified action by voters present in person at any meeting.

Section 11.3 Quorum

11.3.1 Fifteen (15) eligible voters, present in person or represented by valid proxies or by signed ballots for or against a specified action by the Section, shall constitute a quorum at any business meeting of the Section; but, where signed ballots must be counted in order to secure a quorum, only the individual matter covered by the signed ballots required to complete the quorum shall be acted upon by such quorum.

11.3.2 Where any matter may properly be considered and acted upon at any meeting of this Section, concurrence of a majority of the eligible votes cast on said matter at said meeting, where a quorum is present with respect to said matter, shall determine the action of the Section with respect to said matter except when a greater majority is specified in these Bylaws.

ARTICLE XII

12.0 AMENDMENTS

Section 12.1 Procedures

- 12.1.1 Amendments to these Bylaws may be proposed by resolution of the Section Executive Committee or by petition signed by at least fifteen percent (15%) of the eligible voters in the Section, provided that any such petition bearing the signatures of at least twenty-five (25) eligible voters, shall constitute a valid proposal for amendment.
- 12.1.2 Amendments to these Bylaws shall be voted upon by the eligible voters of the Section only in a postal ballot conducted prior to the Annual Meeting of the Section as provided in Sections 10.3 and 10.4 of these Bylaws for the annual election of Section Officers.
- 12.1.3 Copies of proposals for amendments to these Bylaws shall reach the Section Secretary no later than the time set for the regular meeting immediately preceding the Annual Meeting of the Section in the year in which it is proposed that said amendments be voted upon.
- 12.1.4 The Section Secretary shall mail to each eligible voter a complete copy of each duly proposed Bylaw amendment to be voted upon in the postal ballot, and an official ballot for voting upon each such duly proposed amendment.
- 12.1.5 Marked ballots for or against adoption of Bylaw amendments shall be returned by voters in the envelopes provided; the ballots on amendments shall be counted by the Committee of Tellers and the results of the tally reported to the Section Secretary in the same way as the results of balloting for Officers.

Section 12.2 Adoption Requirements

- 12.2.1 Adoption of any Bylaw amendment shall require a total

vote, for and against it, of at least one-fourth of the eligible voters in the Section, and at least two-thirds of that total vote shall have favored adoption.

12.2.2 Adoption of any Bylaw amendment shall require an approval by the Society Constitution and Bylaw Committee prior to requesting the eligible section members vote on them.

Section 12.3 Approval By Board of Directors of the American Society for Quality Control

12.3.1 Any amendment so adopted shall become effective only upon concurrence of the Board of Directors of the Society. Upon request any section member may receive a copy of the Section Bylaws.



POLICIES & PROCEDURES

SUBJECT: EXAMINING COMMITTEE -- OPERATING PROCEDURES		POLICY NO.	S-7
POLICY ORIGINATOR: Executive Secretary	LAST REVIEW DATE: 4-94	POLICY DATE: 5-22-94	ISSUE NO. 9

1.0 Scope

This policy is applicable to Section and Society Examining Committees and the Society Board of Directors for admitting to or advancement in grade of membership.

2.0 Responsibility

With the single exception of Honorary Members, the Society Examining Committee shall have full responsibility, under the provisions of the Society Constitution and Bylaws, for insuring that only persons fully eligible and acceptable shall be admitted to membership or advanced in grade in this Society.

The Society Examining Committee has responsibility for prescribing the definition of terms with regard to the qualifications of each candidate for admission to this Society.

The Society Examining Committee has responsibility for prescribing the character and quantity of information required with regard to the qualifications of each candidate for:

1. Advancement to the grade of Senior Member.
2. Advancement to the grade of Fellow.

3.0 Procedure

ADVANCEMENT – SENIOR MEMBER

3.1 Senior Member Advancement

Nominating individuals, those requesting advancement to Senior Member Grade, and Section Examining Committees are advised to consult the relevant sections of the Constitution and Bylaws of the Society for the requirements for Senior Member, and for Examining Committee activities and actions.

ADVANCEMENT – FELLOW

3.2 Fellow Advancement

The grade of Fellow may be attained only by advancement from the grade of Senior Member, and may not be attained by application. A proposal for the advancement of a Senior Member to the grade of Fellow shall be originated by five (5) or more Honorary Members, Fellows or Senior Members of this Society and shall be endorsed by a current officer of a Section or Division of this Society. The sponsors shall provide data sufficient in their judgment to substantiate the qualifications of their candidate with respect to the requirements of the Constitution. Such proposals, accompanied by the pertinent supporting data and endorsements, may be submitted to the Executive Secretary, c/o ASQC Headquarters, at any time. The ASQC Headquarters shall acknowledge receipt of nominating papers and shall return those nominating papers to the local sponsors that do not comply with the following: meet membership requirements; invalid signatures. Fellow nominations must have correct sponsors and references and all

references must be a Senior Member or above and have paid their membership for the current year. The sponsors shall secure the signatures (as well as typed or printed names) or a letter of approval from all the sponsors for each Fellow nominee. The Executive Secretary shall then transmit all such nominee's papers to the Society Examining Committee for its consideration.

3.3 Basis for Judging Qualifications

The Society Examining Committee shall use the following rating guide and each member of the Society Examining Committee shall rate each candidate on the eight point scale in each of the six proficiency areas.

3.3.1 The proficiency areas and rating system have been established to help in judging a candidate's qualifications. A candidate may be rated from 0 to 8 in each of the six proficiency areas. Fractional and decimal rates imply an accuracy that is not realistic at this time. Unbiased judgment is required whenever any candidate is being examined for advancement to Fellow Grade. The listings in each of the proficiency areas reflect, from top to bottom, increasing degrees of proficiency from "none" to "truly outstanding."

When a candidate has no proficiency in an area, the rating is zero (0). When a candidate is truly outstanding, the rating is (8). In between these extremes no attempt has been made to fix a rating to any of the entries, but merely to suggest rating in the order of increasing proficiency and competence.

3.4 Areas of Proficiency and Rating Guide

3.4.1 Technical Competence

Substantiation of the nominee's technical competence shall be documented and included in the nomination for advancement to the grade of Fellow. The substantiation shall consist of (one or more) several positive statements on the specific accomplishments of the nominee that confirm his technical competence.

- (1) Understands and applies the routines of the total quality control concepts.
- (2) Understands and applies useful or significant results with concepts and methods of total quality control and statistical methods.
- (3) Has been awarded the ASQC Quality Technician Certificate, Certified Mechanical Inspector or equivalent.
- (4) Has accomplished useful or significant results with concepts and methods of total quality control and statistical methods.
- (5) Has developed and made significant applications of these concepts and methods.
- (6) Holds one or more ASQC Certificates which require periodic re-certification; has been awarded professional licensing/registration or similar recognition.
- (7) Has made significant contributions to the development, understanding and application of the theoretical concepts and methods of total quality control and statistics.
- (8) Has been truly outstanding in recognized technical competence.

3.4.2 Responsibility (Managerial Competence)

- (1) Routine Quality Technician, Quality Analyst, Quality Inspector.
- (2) Inspection Supervisor, Foreman, Quality Supervisor.
- (3) Chief Inspector, Quality Section Manager, Quality Engineer.
- (4) Quality Engineering Manager, Statistical Engineering Manager, Inspection Manager, Staff or Internal Consultant, External Consultant, University Professor.
- (5) Has made new and unusual applications of Quality management principles and methods.
- (6) Quality Manager or Director in charge of large Quality function, Staff assignment at the Corporate, Division or major program level.
- (7) Quality Manager at the corporate level, officer in a consulting firm specializing in Quality.
- (8) Has been truly outstanding in Quality management competence.

3.4.3 Publications, Papers, Talks (Quality Subject Matter)

- (1) Limited oral Quality presentations at ASQC Section meetings and meetings of other technical groups not involving a prepared paper.
- (2) Frequent oral Quality presentations at ASQC Section meetings and meetings of other technical groups not involving a prepared paper.
- (3) Self-prepared papers distributed at talks to local groups.
- (4) Papers presented at conventions, conferences, self-prepared.
- (5) Papers prepared and reviewed for presentation and publication in meeting transactions, etc.
- (6) Papers prepared under editorial supervision for publication in technical journals.
- (7) Publication of papers containing original ideas, concepts or applications.
- (8) Publication of recognized books and texts.

3.4.4 ASQC Activities

- (1) Society Member.
- (2) Chairman of Section, Division or Technical Committee(s).
- (3) Held elective office below Vice-Chairman in a Section of a size below the median of all Sections.
- (4) Held office of Chairman or Vice-Chairman in a Section of a size below the median of all Sections; any elected office in a Section of a size above the median of all Sections, Section Conference Chairman.
- (5) Member of Society committee or Regional committees.
- (6) Society Committee Chairman, Regional Director, Division or Technical Committee officer, Chairman of Regional Conference, Regional Conference Board Officer.
- (7) Chairman of Society Conference, ASQC elected officer, ASQC Editorial Review Board member or department editor of the Journal.
- (8) Especially long and outstanding service to ASQC in any of the above.

3.4.5 Professional, Technical, Scientific, Organizations, Government Affiliations other than for ASQC.

- (1) Membership.
- (2) Active member of intra-plant industry or government committee.
- (3) Fellow member or special awardee of other group(s).
- (4) Active in the quality control functions of the other society.
- (5) Functionally active in other society; officer, committee chair or similar leadership position.
- (6) Chairman of the other society's Quality committee.
- (7) Responsible for ASQC influence on other society's Quality committees.
- (8) Outstanding leadership in fostering liaison between ASQC and the other society.

3.4.6 Teaching and Consulting

3.4.6.1 Teaching (for nonprofessional teachers)

- (1) Elementary in-plant Quality training.
- (2) Advanced in-plant Quality or applied statistical subject matter.
- (3) Elementary or advanced courses in Quality, sponsored by an ASQC Section, Division, or Technical Committee; one or two classes only.
- (4) Continued teaching of such ASQC sponsored courses.
- (5) Preparation of Quality training manuals for in-plant or other areas.
- (6) Continued teaching of advanced Quality courses, industrial statistics, reliability, special Quality subjects, management courses, etc., sponsored by ASQC Sections, Divisions or Technical Committees.
- (7) Part-time teaching as an ad hoc employee in university or college of Quality subjects in the regular curriculum or in the business or extension division (paid by the school).
- (8) Outstanding participation in Quality educational activity over a sustained period of time.

3.4.6.2 Consulting (for professional teachers)

- (1) Advising and guiding industrial training in Quality.
- (2) Conducting or assisting in teaching industrial training courses.
- (3) Short-term participation in Quality courses sponsored by a Section, Division, Technical Committee or other component of ASQC.
- (4) Preparation of text material for industrial or ASQC courses.
- (5) Continued participation in guiding and teaching Quality courses sponsored by an ASQC component.
- (6) Technical Quality consultation in industry or government.
- (7) Outstanding activity in any of the above.

3.5 Qualifications

3.5.1 The Grade of Fellow recognizes significant accomplishment across a broad spectrum of professional activity; therefore dual criteria are established with respect to the rating system of Section 3.4: (1) a minimum total score of 28 points for each candidate and (2) the following minimum scores in each category must be attained:

3.4.1	<i>Technical Competence</i>	4
3.4.2	<i>Responsibility</i>	3
3.4.3	<i>Publications</i>	2
3.4.4	<i>ASQC Activities</i>	2
3.4.5	<i>Non-ASQC Affiliations</i>	1
3.4.6	<i>Teaching and Consulting</i>	2

(plus approval by the Society Examining Committee).

Additionally, approval by the Society Examining Committee is necessary for recommending Fellow candidates to the Board of Directors; however, no more than one Fellow candidate for every one thousand (1000) Regular Members shall be submitted annually to the Board of Directors for consideration. Hence, if there are more candidates with a total score of 28 points, or greater, only the candidates with the highest total scores up to the limit of one Fellow candidate for each one thousand (1000) Regular Members (as of the end of the previous fiscal year of the Society) will be submitted to the Board of Directors.

A nominee shall be recommended to the Board of Directors for advancement if he/she is approved by the entire Society Examining Committee, or by all but one Society Examining Committee member if that one will concede to the recommendation.

3.6 Election of Fellow

The Society Examining Committee presents approved candidates for the grade of Fellow to the Board of Directors with the recommendation that such candidates be advanced to that grade. The Chairman of the Society Examining Committee shall submit to the Chairman of the Board of Directors and the Executive Secretary the names of the qualified, recommended Fellow candidates and accompanying citations on or before October 15. The Executive Secretary shall, within seven (7) days thereafter, transmit that information to the Board of Directors. In the event that the Executive Secretary should be unable to act in this matter within the time period specified, the Executive Director shall act on his or her behalf.

3.7 Enrollment

If, upon subsequent consideration of the matter by the Board of Directors, said proposal receives the favorable vote of two-thirds of the members of said Board then so serving, then, upon payment by the candidate of any transfer fee, increase in Dues, or other charges prescribed by this Constitution, the Executive Secretary shall enroll said candidate as a Fellow of this Society. If the two-thirds (2/3) majority of favorable Board of Directors votes are not received on one or more of the recommended candidates, the names of individual candidate(s) shall be withdrawn and the Chairman of the Society Examining Committee shall be so notified.

3.8 Timing

Newly elected Fellows are recognized in the Society journal of record and at the Annual Quality Congress. Because this involves some headquarters preparations, and also because the Society Examining Committee needs time for its evaluation, nominations received after July 1 of each year will not be considered during the fiscal year ending the following June 30. The names of all qualified nominees must be ready for action by the ASQC Board of Directors by October 30 of each year.

Nominations may be submitted at any time during the year, and they will be reviewed by the Society Examining Committee each year, subject to the above scheduling.

3.9 Fellow Candidate Papers

Each year within 30 days after the Society Board of Directors has voted upon the current Fellow nominations, all papers supporting the nomination of unsuccessful candidates to the grade of Fellow, ASQC, who failed to win unanimous approval by the Society Examining Committee or Board of Directors shall be returned to the sponsor who originally submitted them. The nomination may be resubmitted before the following July 1 with appropriate changes or improvements.

3.10 Citations for Fellows

- (a) The citation is a dignified expression of the candidate's worth and ability in the quality control profession and that care should be taken in this composition. Since the citation is also one of the most important criteria used by the Board of Directors in its deliberations upon the recommendations of the Society Examining Committee, the Chairman of the Section or Division Examining Committee shall assure that the citation expressing the candidate's worth and ability in the quality control profession (in not more than 50 words) is a precise, comprehensive, positive statement having within it all that is necessary for evaluation by the Board of Directors of the candidates' qualifications for advancement to the grade of Fellow, ASQC. This citation is published in the Society journal of record and may be subject to quotation. Nomination papers containing citations determined to be inadequate by the Society Examining Committee shall be returned to the sponsor for revision.
- (b) The nomination form provides for the citation (in not more than 50 words) to describe the overall worthiness of the nominee for election as a Fellow. The citation should respond to such questions as:
- What has the candidate done?
 - What contributions has the candidate made?
 - Who, or how many, have benefitted?
 - What puts the candidate in a special class with a select few?
 - Why is the candidate chosen at this time to be recognized by his/her peer group?

The citation must be brief, factual, dynamic, and yet descriptive of the individual. It should cite a particular proficiency that the individual has shown and relate that proficiency to the individual's contribution. If an individual's strong proficiency is in teaching, emphasize that proficiency and describe (briefly) how that teaching has contributed to the Society, the profession, to man's improved knowledge. If proficiency is in Section or Society Management, emphasize the managerial ability and the effect on improved Section/Society growth, or operation or well-being.

- (c) Citations that contain the names of companies, businesses or educational institutions are not acceptable and will be returned to the sponsors for revision, with consequent delay.
- (d) Following are some recent examples of citations that are considered acceptable. These can provide guidance in preparation by the sponsors:
- "For outstanding contributions in experimental design and analysis of multi-component mixtures and continuing activity in related fields of statistics and quality control."
 - "For outstanding leadership in the development of new sampling plan technology, for numerous contributions in the development of new quality control theories, and for his personal interest and devotion in bringing these technologies and theories to the applied state."
 - "For distinguished service to the Society and to many of the professions related to quality control and reliability--both locally and nationally. And for outstanding activities in promoting quality and the Society in other professional societies."
 - "For his outstanding work as a teacher of Statistics for industrial engineers; as a consultant to leading corporations and government agencies in the field of reliability; and as author of numerous papers, articles and lectures on reliability subjects and particularly the use of the Weibull distribution."

- "For significant contributions to the advancement and promotion of the Society, the quality control profession, and related professions. And for exceptional and highly successful contributions to the promulgation of quality control among other professions and outside of the technical community."
- "For his outstanding contributions to the professional quality control movement in Australia and his meritorious achievements in the application of quality control technologies in the Australian electronics industry."
- "In recognition of a most distinguished career in the application of quality control in the food industry, and as a prolific author and teacher of subjects in food quality control."
- "For his dedication to the American Society for Quality Control expressed through a decade of outstanding service and contributions in the Automotive Division, and for his exceptional contributions through publications, papers talks, and teaching, advancing the application of quality control and reliability engineering techniques."
- "For outstanding leadership in quality education activities in ASQC and in the university; for devoted Section leadership and management; and for professional competence in quality management in the graphic arts industry; and for effectively communicating professional quality control in the tri-state area."
- "For his ceaseless instructive contributions to Professional and Technical Development/ASQC, and in recognition of his pioneer efforts in the application of the principles of human factors to quality control, and in recognition of his outstanding early contributions to the field of quality control management and organization."

INTERPRETATION NOTE

One of the factors to be satisfied when considering members for advancement in grade is longevity, in terms of work experience duration and in terms of time in current membership grade. With respect to longevity, the Constitution shall be interpreted as meaning these times are based upon *calendar* years (actual elapsed time). Further, the specified calendar time shall have occurred by the time the nomination for advancement is submitted to the Examining Committee. Thereby, those who make the nomination will have had benefit of the full time prescribed by the Constitution to judge the candidate as worthy of the nomination.

[Board of Directors Approval 5/22/94]

(Original signed by)

Charles A. Aubrey II
Chairman of the Board

(Original signed by)

Walter W. Newgeon
Executive Secretary

Section 2.2 Honorary Members

2.2.1 An Honorary Member shall have rendered acknowledged eminent service to the quality profession or the allied arts and sciences.

Section 2.3 Fellows

2.3.1 A Fellow shall have an established record of contribution to the quality profession or the allied arts and sciences and shall meet the following general requirements:

- (1) Have fifteen (15) years of active experience in the profession.
- (2) Be a Senior Member in good standing for at least the past five (5) consecutive years. Up to three (3) years of the requirement may be satisfied by equivalent time earned as a Senior Member or comparable grade in a recognized professional engineering, technical, or scientific society before advancement to Senior Member in ASQC.
- (3) Have attained distinction in one of the ways described below:
 - (a) Planning or operation of quality-related control or engineering work in an industrial, administrative, or analytical field.
 - (b) Teaching of a major course in the quality or allied arts and sciences at an accredited institution.
 - (c) Developing original theories, principles, or techniques of quality-related control or engineering work in an industrial, administrative, or analytical field.
 - (d) Expounding theories, principles, or techniques of quality-related control or engineering work in an industrial, administrative, or analytical field.
 - (e) Directing work of significant scope in the application of quality or the allied arts and sciences.

Section 2.4 Senior Members

2.4.1 A Senior Member shall have demonstrated growth and accomplishment in the quality profession or the allied arts and sciences and shall meet the following general requirements:

- (1) Have ten (10) years of active experience in the profession. Four (4) years of the requirement may be satisfied by graduation from an accredited institution.
- (2) Be a Member in good standing for at least the past one (1) year.
- (3) Have qualified in one of the ways described below:
 - (a) Administering engineering or inspection work applying the principles of quality control for at least two (2) years.
 - (b) Teaching quality control or the allied arts and sciences at an accredited institution for at least two (2) years.
 - (c) Being a Senior Member or comparable grade in a recognized professional engineering, technical, or scientific society.

Section 2.5 Members

2.5.1 A Member shall be engaged in or interested in the quality profession or the allied arts and sciences.

Section 2.6 Enrolled Students

2.6.1 An Enrolled Student shall be a full-time or cooperative student in an accredited institution.

Section 2.7 Sustaining Members

2.7.1 A Sustaining Member shall be a corporation, company, division, governmental agency, educational institution, or other collective group which shares the objectives of the Society.

2.7.2 Sustaining Members shall not hold office or serve on any committee, board, or council of the Society or its units.

Section 2.8 Privileges, Rights, and Duties

2.8.1 All members shall receive the Society publication of record as specified in the Bylaws.

ARTICLE II

MEMBERSHIP

Section 2.6 Enrolled Students

2.6.1 The grade of Enrolled Student may be maintained for up to six fiscal years as long as the member continues to be a full-time or cooperative student in an accredited institution.

Section 2.8 Privileges, Rights, and Duties

2.8.1 The Society publication of record shall be *ON Q*.

2.8.4 (1) Members may use the following official abbreviations to indicate their grade of membership in the Society:

- (a) Honorary Member Hon. Mem. ASQC.
- (b) Fellow Fel. ASQC.
- (c) Senior Member Sen. Mem. ASQC.
- (d) Member Mem. ASQC.
- (e) Enrolled Student Enr. Std. ASQC.
- (f) Sustaining Member Sus. Mem. ASQC.

(2) Members shall not claim to represent the American Society For Quality Control by using the membership grade or abbreviation. Membership designation shall be used only for personal purposes and shall include the membership grade.

(3) The official symbol, official membership badges or replicas, membership grades, or other Society nomenclature shall not be used for any unauthorized purposes by the following:

- (a) Non-members of the Society.
- (b) Any association, firm, corporation, or other organization that has representatives or staff that are members of the Society.

(4) All members shall notify the Executive Secretary if any unauthorized use of the official symbol, official membership badges or replicas, membership grades, or other Society nomenclature is observed. The Executive Secretary shall promptly investigate each reported incident and shall submit findings to the Board of Directors.

Section 2.9 Admission and Advancement

2.9.3 Honorary Members shall be nominated by at least ten (10) Regular Members. Nominations shall be submitted in writing to the Chairman of the Board and shall include sufficient data to support the qualifications of the candidate.

- (1) Candidates nominated for Honorary Member need not be current members of the Society.
- (2) The Board of Directors may refer nominations for Honorary Member to the Examining Committee for consideration and recommendations. Nominations for Honorary Member are not required to be reviewed by the Examining Committee and do not follow the admission and advancement procedures established by the Examining Committee.

2.9.4 Fellows shall be nominated by at least five (5) Honorary Members, Fellows, or Senior Members. Nominations shall be submitted in writing to the Executive Secretary and shall include sufficient data to substantiate the qualifications of the candidate.

- (1) The Executive Secretary shall submit all nominations for Fellow to the Examining Committee for consideration.
- (2) If the application or confidential forms lack sufficient data to substantiate the qualifications of the candidate, the Examining Committee shall make every effort to obtain the necessary additional information.
- (3) The Examining Committee shall recommend candidates that meet the qualifications for Fellow to the Board of Directors.

2.9.5 Members may apply for advancement to Senior Member. Applications shall be submitted in writing to the Section, Division, or Chapter Examining Committee and shall include sufficient data to support the qualifications to the candidate and the names of five (5) Regular Members to be used as references.

- (1) The Section, Division, or Chapter Examining Committee shall submit a confidential form to each of the references to assist in confirming the qualifications of the applicant. If all five (5) references do not respond, the Section, Division, or Chapter Examining Committee shall request additional references from the applicant.
- (2) If the application or confidential forms lack sufficient data to substantiate the qualifications of the candidate, the Section, Division, or Chapter Examining Committee shall make every effort to obtain the necessary additional information.
- (3) The Section, Division, or Chapter Examining Committee shall consider applications for Senior Member according to requirements established by the Society Examining Committee. Applications of Members that meet the established requirements shall be submitted to the Executive Secretary for final review and approval of the Society Examining Committee.
- (4) The Executive Secretary shall enroll all applicants that meet the prescribed requirements of Senior Members.

2.9.6 Applications for Member, Enrolled Student, and Sustaining Member shall be submitted in writing or electronically.

Section 2.11 Delinquency

- 2.11.1 (1) (a) A Regular Member may apply to the Executive Secretary prior to September 30 for temporary dues relief if all of the following conditions exist:
 - (i) Annual dues has been paid continuously for at least five (5) preceding years.
 - (ii) The Regular Member has been continuously unemployed for at least ninety (90) days.
 - (iii) The Regular Member is not retired, self-employed, or over sixty-two (62) years old.
- (b) Regular Members with temporary dues relief status shall maintain membership grade, privileges, rights, and duties.

(c) Temporary dues relief status terminates sixty (60) days after the Regular Member obtains employment.

(2) Any member who has not paid annual dues by September 30 shall be considered in arrears. A Sustaining Member who has not paid annual dues by three months after their renewal date shall be considered in arrears.

(a) Members in arrears shall not be considered to be members in good standing of the Society.

(b) Members in arrears may be denied benefits of Society membership.

Section 2.12 Reinstatement

2.12.1 (1) Members shall be reinstated and have membership discontinuity eliminated if all of the following requirements are met:

(a) Membership discontinuity does not exceed one year.

(b) The member has had no other membership lapses or reinstatements.

(c) All Society financial obligations are cleared. All outstanding dues shall be collected at the current rate at the time of reinstatement regardless of the rate that was in effect when the membership lapse occurred.

(2) Reinstatement requirements for a member may be waived with approval of the Board of Directors in extenuating circumstances.

Section 2.13 Suspension and Expulsion

2.13.1 Violations of the Society Code of Ethics or any conduct that is prejudicial to the interests or welfare of the Society or its units shall be subject to suspension or expulsion proceedings.

(1) Suspension shall be the temporary interruption of membership privileges, rights, and duties.

(2) Expulsion shall be the permanent removal of membership privileges, rights, and duties.