

# American Society for Quality

## Section 903, Indianapolis

### **Policy – Governance**

This policy is adopted and approved by the Section Leadership Committee pursuant to Section 3.1 of the Section Operating Agreement. Nothing herein shall be interpreted as contravening any provision of that agreement.

#### Officers

In addition to the elected officers identified in section 5.2 of the Section Operating Agreement, Section 903 will have the following elected officers:

- Section Vice Chair
- Section Senior Advisor, of which there shall be three

These additional officers shall be elected in the same manner and serve the same term as the other elected officers.

The duties of the Section Vice Chair shall be as follows:

The Section Vice Chair shall, in the absence of the Section Chair, perform all the duties of and be vested with the powers of the Section Chair. It shall be the duty of the Vice Chair to assist the Executive Chair in any way he may require.

The Vice Chair shall be responsible for strategic and tactical planning for the Section. It shall be the responsibility of the Vice Chair to prepare and submit the annual Business Plan (Quality Management Plan) for the section.

The Vice Chair shall also serve as Chair of the Nominating Committee.

The duties of the Section Senior Advisor shall be as follows:

The Section Senior Advisors shall serve on the Section Leadership Committee in carrying out the general management of the Section.

In addition to these elected officers, the immediate past Section Chair shall serve a one-year term as Junior Past Chair and the immediate past Junior Past Chair shall serve a one-year term as Senior Past Chair.

### Succession

Subject to the decision of the nominating committee, the normal pattern of succession shall be as follows:

- The Section Vice Chair shall be nominated as Section Chair for the following year.
- The Section Treasurer shall be nominated as Section Vice Chair for the following year.
- The Section Secretary shall be nominated as Section Treasurer for the following year.
- The immediate past Section Chair shall serve as the Junior Past Chair.
- The immediate past Junior Past Chair shall serve as the Senior Past Chair.

### Standing Committees

In addition to the standing committees identified in the Section Operating Agreement (Auditing, Membership, and Nominating), the Section Chair shall appoint, with the approval of the Section Leadership Committee, the following standing committees, which shall consist of at least a Chair and optionally as many members as desired:

- Arrangements
- Certification (Proctoring)
- Education and Professional Development
- Historian
- Internet
- Meeting Attendance
- Program
- Publicity
- Recertification
- Voice of the Customer

### Section Leadership Committee

The voting members of the Section Leadership Committee shall be the Section Chair, Section Vice-Chair, Section Treasurer, Section Secretary, three Senior Advisors, the Junior Past Chair and the Chairs of the Auditing, Membership, and Nominating Committees.

The non-voting members of the Section Leadership Committee shall be the Senior Past Chair and the Chairs of the Standing Committees as identified above.

### Quorum

For the purposes of conducting section business, a quorum of the Section Leadership Committee shall be required. A quorum shall consist of at least two of the following: Section Chair, Section Vice-Chair, Section Treasurer and Section Secretary and any three other of the voting members of the Section Leadership Committee.

### Effective Date

This policy shall become effective immediately upon approval by the Section Leadership Committee (as defined in the Section Operating Agreement) and that approval being certified by the signatures of the Section Chair and Section Secretary.

Once effective, this policy shall remain in effect until it is revoked or replaced by decision of the Section Leadership Committee.

Signed

  
Section Chair

06 Dec 2011  
Date

  
Section Secretary

06 Dec 2011  
Date