

# **ASQ Middle Tennessee Section 1118 - Sectional Operating Policy**

**A. Augmentation to the S 02.00 (Section Maintenance, dated 3/1/13) with more specific requirements, roles and responsibilities applicable to ASQ Section 1118. The following referenced sections are contained in S 02.00.**

## 4.5 Section Leadership

### 4.5.1 The Leadership Committee for the section:

- Chair
- Chair-Elect (Chair for next term of office)
- Treasurer
- Secretary
- Audit
- Awards
- Education
- Employment Placement
- Examination proctor (assigned by ASQ HQ)
- Healthcare
- Membership
- Nominations
- Programs
- Publicity and Communications
- Recertification
- Reservations
- Voice of the Customer (VOC)
- Webmaster

Leadership committee members present at Section Board Meetings are voting members at the meeting

### 4.5.2 The annually elected officers for the section:

- Chair (may hold office 2 consecutive years – max)
- Chair-Elect (Chair for next term of office)
- Treasurer (may hold office 2 consecutive years – max)
- Secretary

### 4.5.4 Appointed Chairs are the Committee Chair for a specific function (i.e. Audit Chair is the Chair of the Audit Committee, etc.)

- The Education Committee is comprised of the Education Chair, Secretary and Membership Chair (main function – review of scholarship candidates)
- The Audit Committee is different every-other year: (main function – end-of-year audit)
  - Even calendar year section auditing committee consists of the Audit Chair, Education Chair and Membership Chair (main function – review of scholarship candidates)
  - Odd calendar year section auditing committee consists of the Audit Chair, Reservations Chair and Nominations Chair.
- Other committees consist of the appointed Chair for that function.

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4.5.5 The Job Instructions posted on the section's website are subordinate to the ASQ HQ approved position descriptions and qualification, but augment those descriptions with more specific requirements applicable only to ASQ Section 1118.

## 4.10 Meetings and Activities

4.10.1 The Leadership Committee, at minimum, meets the 4<sup>th</sup> Thursday in March, the 4<sup>th</sup> Thursday in June (Volunteer Appreciation Dinner), the 2<sup>nd</sup> Thursday in August, the 4<sup>th</sup> Thursday in October and the 1<sup>st</sup> Thursday in December (both the current and following year Leadership Committees).

The Chair prepares an agenda prior to each Board Meeting and distributes it to the Leadership Committee. The agenda contains, at minimum:

- Previous Board Meeting minutes review
- Financial status review
- Business Plan status review
- Old business
- New business

4.10.2 The quorum specified in the SOA applies for decision making purposes (2 elected officers + 25% of the remaining Leadership Committee)

4.10.3 The eParadigm (electronic newsletter issued from the website content) is published monthly: January, February, March, April, May, September, October, November and December. The eParadigm is sent to members agreeing to accept email. Other members receive a postcard referencing the upcoming meeting and the website which is mailed on a quarterly basis in February, May, August and November.

4.10.4 The section plans to provide a minimum of 9 total events during the business year:

- 7 regular membership meetings consisting of approximately 2 hours of speaker presentations on topics relating to quality and operational excellence
- 2 tours of facilities or organizations with emphasis on quality and operational excellence

## **B. Augmentation to S 04.00 (Section Internal Controls and Financing Report, dated 11/6/13) with more specific requirements, roles, & responsibilities applicable to ASQ Section 1118. The following referenced sections are contained in S 04.00**

3.1.1 The Treasurer electronically sends the Leadership Committee (committee defined above in S 02.00, section 4.5.1) the monthly financial reports

3.1.2 The Treasurer electronically sends the Leadership Committee (committee defined above in S 02.00, section 4.5.1) and ASQ Financial Management (finmgtteam@asq.org) the quarterly financial reports

3.1.3 The Treasurer electronically sends the Audit Committee (committee defined above in S 02.00, section 4.5.4) the annual financial report

- The auditing committee reviews the annual financial report and the Audit Chair electronically sends the completed certification signatures to the Treasurer

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- The Treasurer electronically sends the certified annual financial report to the Leadership Committee (committee defined above in S 02.00, section 4.5.1)
  - The Treasurer electronically sends the certified annual financial report to ASQ Financial Management (finmgteam@asq.org)
- 3.1.4 The Treasurer electronically sends the Leadership Committee (committee defined above in S 02.00, section 4.5.1) the operating budget for the next calendar year and approval is attained/recorded at the final Board Meeting of the calendar year
- 3.1.7 The Chair reviews Treasurer check requests and initials the line in the checkbook as approval (ref. 3.3.5.6)
- 3.1.8 Electronic financial records are maintained on the section laptop with the backup on a thumb drive held by the section Treasurer. Hard copy financial records are maintained by the section Treasurer
- 3.3.3 The section does not have any petty cash funds
- 3.3.4 The section does not promote/have any cash transactions, but if one occurs, the Chair manages the transaction and maintains a cash receipt log signed-off by the Treasurer when the money is deposited in the bank
- 3.3.5.4 The section does not use debit cards
- 3.3.5.6 The Chair approves section disbursements by initialing the line in the checkbook (check register)
- 3.3.6 The Treasurer reconciles the bank accounts in the checkbook (check register) and reviews with the Chair
- 3.5.1 Audit Committee (committee defined above in S 02.00, section 4.5.4)

## **C. Reference: Management of Documents**

1. Controlled Documents: documents (JIs, Tutorials, Forms) on the website are considered to be the master versions and any other version is for reference only or a working (development) copy. Documents contain only the latest revision date.
2. New/Revised Documents:
  - New sectional level documents are reviewed and approved by the Board prior to uploading to the website.
  - Any new chair specific document is reviewed by the appropriate chair prior to uploading to the website.
3. Electronic records are maintained on the section laptop with backups on thumb drives or in hard copy. Thumb drive and hard copy records are held by the specific Officer/Chair responsible for the activity/event and passed to subsequent elected Officers or Chair appointees.