

I. Purpose:

To define responsibilities for the creation and maintenance of section policies.

II. Scope:

Policies proposed for the section, revision to existing section policies, and policies approved by the section Leadership Committee.

III. Policy:

No policy shall be in conflict with the Constitution, By-Laws, or Policies of the American Society for Quality.

Policies may be initiated by a member of the section Leadership Committee or by any member of the section through a member of the Leadership Committee.

Proposed policies will be forwarded to the section Secretary for formatting as described in section Policy 2 and presentation at a section Leadership Committee meeting.

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All policies will be considered approved after receiving a simple majority approving vote of the section Leadership Committee

Approved or revised policies shall be signed and dated by the Chairman and the Secretary to verify approval by the section Leadership Committee. The minutes of the pertinent Leadership Committee meeting shall show that policies were voted upon, and accepted, rejected, amended, etc. Electronic copies of new and revised policies shall be created by the section Secretary in accordance with policy 2.

The Secretary shall maintain the originals of the signed documents, both current and historical, and shall post an electronic copy of new and revised policies on the section SharePoint site and shall forward notice to all member of the Leadership Committee that the new or revised policies have been posted.

The Web site Chair shall retrieve electronic copies of new and revised policies from the section SharePoint site for posting to the section general Web Site as non-editable files.

IV. Responsibility Assigned

- A. The document author/originator will forward the draft document to the Section Secretary, or to a member of the Leadership Committee for forwarding to the section Secretary.
- B. The section Secretary will prepare the document for presentation to the section Leadership Committee at a section management meeting.
- C. The section Secretary will forward requests for modification to the originator, who will return the modified document to the section Secretary for presentation to the section management.

- D. The section Secretary will maintain the originals of the signed documents and prepare the electronic version for posting on the internet sites. The Secretary will post the copy to the SharePoint site and forward the section web site copy to the Web Site Chair.
- E. The Web Site Chair shall post a portable document format (pdf) copy of all new or revised policies to the section Web Site.

V. Authority

Erica Swain

Chair

December 5, 2011

Date

Chuck Wasserman

Secretary

December 5, 2011

Date