

**I Purpose:**

To define the form and format used for section's Policies.

**II Scope:**

All policies approved by the governing body of the section.

**III Policy:**

- A. The page layout shall be 8-1/2" X 11", with a 1" left margin and 0.7" top, bottom and right hand margins.
- B. The type font used throughout the document shall be 10 point Century Gothic, unless specifically identified otherwise.
- C. The form on which this document is presented shall be the official form for use in presenting policies to the membership of the section.

The header shall consist of:

- A single row, 3 column table with 0.8" row height, and column widths of 0.6", 1.5" and 5.0"
  - the ASQ logo 0.75" high X 0.43" wide, centered in the first column;
  - the section name (14 point type), left justified in the second column;
  - the section number (12 point type) directly below the section name and left justified in the second column;
  - the policy number (14 point type), right justified in the third column;
  - the policy name (12 point type), on the line below the policy number and right justified in the third column;
  - the page number and count (10 point type), on the line below the policy name and right justified in the third column.
  - The header shall be repeated on all subsequent pages, with the page counter incremented accordingly.
- D. The document shall contain the following elements. The element title shall be bold face type, numbered with roman numerals.
- **Purpose.**  
A brief, one or two sentence statement, to identify the information the document is to convey to the reader.
  - **Scope.**  
A brief description of the reach encompassed by the document, such as; section committee chairs, all section members, treasurer, etc.
  - **Policy.**  
The information the author wishes to convey to the reader. Detailed instructions or descriptions the reader needs to understand in order to conform to the purpose.
  - **Responsibility Assigned.**  
Identification of the position or committee expected to conform to the policy.

- Authority  
Printed title (10 point type) and signature line, and date line (10 point type), for the Section Chair and Section Secretary are provided at the end of the document.
- E. For purposes of distribution and posting on internet sites, the names of the designated signatories and the signing date are entered on an electronic copy using 14 point type. The following line is added as the last line of the electronic copy, after the authority section.

"Note: This is a recreation of the original, signed, statement on file with the section Secretary."

Electronic copies are posted to the section Management SharePoint site (document file) and to the general membership web site (portable document format (pdf) file).

#### **IV Responsibility Assigned**

The section Secretary shall format draft policies and new or revised policies in accordance with this Policy.

#### **V Authority**

Erica Swain

Chair

December 5, 2011

Date

Chuck Wasserman

Secretary

December 5, 2011

Date