

*Midwest Regional Chapter
Society of Quality Assurance*



CHAPTER PROCEDURE

Title:	Board of Directors (BoD) Meetings
Date of Approval:	05 May 2011

PURPOSE/SCOPE

The Midwest Regional Chapter of the Society of Quality Assurance holds periodic (generally monthly) Board of Directors (BoD) meetings throughout the year to handle chapter business.

The first BoD meeting of the year is usually scheduled for January, but no later than February. The BoD meetings are held at the discretion of the president and in conjunction with regional chapter meetings. The president generally schedules the meetings with at least seven days notice.

DEFINITIONS

Board of Directors (BoD): The governing body of the MWSQA, which includes the President, Vice-President, Past-President, Secretary, Treasurer and four Directors.

PROCEDURE

RESPONSIBILITY

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| 1. The conference call meetings are scheduled through the Society of Quality Assurance (SQA) conference call line when possible. | President or designee |
| 1.1 Contact SQA headquarters to reserve the conference call line for the meeting day and time, as determined by the BoD. | President or designee |
| 1.2 Teleconference participants call the appropriate conference call number, as presented on the meeting agenda, to join the open conference call. | BoD members |

Board of Directors (BoD) Meetings

PROCEDURE

RESPONSIBILITY

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| 2. The secretary, with input from the BoD members, prepares an agenda prior to each meeting. | Secretary |
| 3. The president calls the meeting to order. | President |
| 4. Previous minutes are reviewed, revised if needed, and approved. | BoD members |
| 5. Agenda items are discussed. | BoD members |
| 6. The Treasurer's Report is reviewed, revised if needed, and approved. | BoD members |
| 7. Any electronic votes since the previous BoD meeting are included in the meeting minutes. | Secretary |
| 8. Record the meeting notes and distribute draft meeting minutes to the BoD members prior to the next meeting. | Secretary |
| 9. A quorum for transaction of chapter business requires five BoD members. | BoD members |
| 10. If the president is not available to preside over the meeting, the succession order is as follows: | |
| 10.1 Vice-President | Vice-President |
| 10.2 Immediate Past-President | Immediate Past-President |
| 10.3 Treasurer | Treasurer |
| 11. Distribute copies of the approved minutes to the Historical Committee chair and maintain a historical file of minutes. | Secretary |

Owner: Secretary