

AMERICAN SOCIETY FOR QUALITY
NORTH CAROLINA STATE UNIVERSITY STUDENT CHAPTER BYLAWS

1.0 OBJECTIVES AND GOVERNMENT

Section 1.1 – Name

- 1.1.1 The Name of this organization shall be American Society for Quality, North Carolina State University Student Chapter.

Section 1.2 – Objectives

- 1.2.1 The American Society for Quality advances individual, organizational, and community excellence worldwide through learning, quality improvement, and knowledge exchange.
- 1.2.2 This Student Chapter shall have as its purposes the following: (1) serve as a resource for achieving professional and organizational excellence; (2) provide information and learning opportunities related to quality; (3) serve as a network between and among students and professionals.

Section 1.3 – Government

- 1.3.1 This Student Chapter shall be governed by the Certificate of Incorporation of the Society, by the provisions of the statutes under which the Society is incorporated, by the Bylaws of the Society, and by these its Bylaws.
- 1.3.2 The stated location for the Headquarters of this Student Chapter is:
North Carolina State University, Raleigh, North Carolina.

This location shall be within the geographical area of the Sponsoring Section. The sponsoring section is ASQ-Raleigh, Chapter 1113.

2.0 FORMATION AND ORGANIZATION

Section 2.1 – Formation and Dissolution

- 2.1.1 This Student Chapter is formed under the guidance of the Bylaws of the American Society for Quality Policy and Procedure S-2 described generally as follows:
- a) In any accredited institution or group/coalition of accredited institutions, from which Enrolled Students are members of the Society, any member of the faculty of the institutions who is a Member of the Society may, organize such Enrolled Students into a Student Chapter.
 - b) Student Chapters shall organize by the appointment of a Chapter Executive Committee which shall include at least one Member of the Society who shall be identified as the Counselor for the Chapter.
 - c) This organization shall be subject to the approval of the Board of Directors of the Society.
 - d) Other students in the institution comprising the membership of the Chapter, even though not Enrolled Students in the Society, may attend Chapter meetings under conditions prescribed by the Chapter.
 - e) By June 1st of each fiscal year, the Student Chapter shall submit to the Regional Director the name of a faculty member who is a Member of the Society for appointment as Chapter Counselor. The Regional director shall then submit this nominee to the President of the Society for approval as Counselor

effective July 1. If the Chapter fails to submit a nominee by June 1st, then the Regional Director shall submit his/her own recommendation for the appointment to the President.

- f) The Board of Directors of the Society may terminate the existence of any Chapter at any time, when, in its judgment, the interest of the Society makes such action necessary.

Section 2.2 – Sponsoring Section

- 2.2.1 The Section in whose geographical area the Student Chapter is located shall assume the sponsorship of the Student Chapter. The Sponsoring Section shall provide benevolent oversight and assistance, though the Counselor of the Chapter, and shall make available resources of the Section, particularly financial. The Student Chapter may elect one person to serve as the liaison between itself and the Sponsoring Section.

3.0 MEMBERSHIP

Section 3.1 – Student Chapter Membership

- 3.1.1 Membership in the Student Chapter is limited to students that are enrolled in the accredited institution. If a Student Chapter exists at an accredited institution, then students of that institution may only be members of the Student Chapter at that same institution.
- 3.1.2 Although denominated Enrolled Students in the Society, persons so enrolled shall not be deemed to be voting members of the Society. They may acquire membership and voting privileges only by meeting the requirements as set forth in the Society Bylaws.
- 3.1.3 An Enrolled Student applying for admission as a Member of the Society shall become a member of a Section and shall be ineligible for membership in the Student Chapter. This in no way precludes attendance and participation in the activities of the Student Chapter.
- 3.1.4 Membership in the Student Chapter is open to any Enrolled Student at the Institution comprising the Student Chapter, and shall be non-discriminatory based upon age, race, religion, creed, national origin, ethnicity, disability, or sexual orientation.

4.0 FINANCIAL

Section 4.1 – Fiscal Year

- 4.1.1 The fiscal year of the Student Chapter shall coincide with the fiscal year of the Society.

Section 4.2 – Dues

- 4.2.1 Dues shall ordinarily be paid directly to the Society. Dues for the current fiscal year shall accompany all applications for membership as Enrolled Students in the Society. The membership of an Enrolled Student shall cease unless dues in full for said subsequent fiscal year are received.

Section 4.3 – Use of Funds

- 4.3.1 Funds of this Student Chapter may be expended only upon approval of the Chapter Executive Committee, and only for local Chapter purposes for advancing the objectives and purposes of the Society. Activities for which such expense is incurred shall be limited to the geographical area encompassed by this Student Chapter.

- 4.3.2 Nothing shall be so construed as to prevent the voluntary duly authorized transfer to the Society of funds belonging to this Chapter.
- 4.3.3 Payment of bills for operating expenses of the Chapter shall be made by the Counselor and/or Section Treasurer of the Sponsoring Section.
- 4.3.4 The Annual Report of the Chapter shall include a report of the financial activities of the Chapter during the fiscal year.

Section 4.4 – Contributions

- 4.4.1 Contributions for the general support of this Chapter, or designated for a specific purpose approved by the Chapter Executive Committee, may be accepted from individuals, corporations, or other sources, but shall not be solicited.

5.0 STUDENT CHAPTER OFFICERS

Section 5.1 – Student Chapter Officers

- 5.1.1 The officers of this Student Chapter shall be: Student Chair, Student Vice Chair, Student Secretary, and Student Treasurer.

Section 5.2 – Selection of Student Chapter Officers

- 5.2.1 The Counselor is responsible for overseeing the election of the officers of this Student Chapter. The Chapter officers may be appointed by the Counselor, or the Counselor may hold an election.

Section 5.3 – Terms of Office

- 5.3.1 Terms of office for each of the Student Chapter Officers will last for one semester. An election will be held toward the end of each semester. There will be no limit as to how many terms a student may hold an office, but he or she must be elected for each term.
- 5.3.2 All candidates for the position of Chair must be an active and participating member of the Executive Committee for the previous term. In the case that no current Executive Committee members wish to run for the office of Chair, the ballot will be open to any member who wishes to run for the office.

Section 5.4 – Date of Election

- 5.4.1 An election will be held each semester during the General Assembly Meetings in November and April.

6.0 POWERS AND DUTIES OF COUNSELOR AND STUDENT CHAPTER OFFICERS

Section 6.1 – Counselor

- 6.1.1 The Counselor of this Student Chapter is the chief operating officer who oversees all aspects of the organization. The Counselor must be a teaching or non-teaching faculty member of the University as well as an active member of ASQ.
- 6.1.2 The Counselor may delegate duties to the Student Officers of the Chapter in order to develop the skills and abilities of the students in the management of the professional organization.

- 6.1.3 The Chapter Counselor shall keep the Sponsoring Section Liaison and the National Organization Liaison advised of the nature and extent of the activities of the Chapter and of any other pertinent matters affecting the Chapter.

Section 6.2 – Student Chapter Officers

- 6.2.1 Student Chair – The Duties of the Student Chair shall include presiding at all Chapter meetings, delegation of general administration of the operations of the Chapter.
- 6.2.2 Student Vice Chair – In the absence of the Student Chair, the Student Vice Chair shall perform all of the duties and shall be vested all the powers of the Student Chair of the Chapter.
- 6.2.3 Student Secretary – The duties of the Student Secretary shall include notifying members of all meetings of the Chapter and the Chapter Executive Committee, and the keeping of a true and complete record of proceedings at all such meetings. The Student Secretary is expected to maintain a complete and accurate roster of the names of all members of the Chapter. The Student Secretary shall prepare a semester report of the activities, attendance, membership, and other pertinent information of the Chapter.
- 6.2.4 Student Treasurer – The duties of the Student Treasurer shall be responsible for the financial records of the organization and for receipt, allocation, and reimbursement of funds pertaining to the organization.

Section 6.3 – Student Chapter Liaisons

- 6.3.1 Student Chapter Liaisons shall be defined as any non-student who oversees communication between the Student Chapter Executive Committee and any other group, department, or organization. Duties include assisting the Counselor and the Executive Committee with the leadership and activities of the Student Chapter.

7.0 CHAPTER EXECUTIVE COMMITTEE

Section 7.1 – Composition

- 7.1.1 The Chapter Executive Committee shall consist of:
- The Counselor of this Student Chapter.
 - All of the officers of this Chapter as set forth in Section 5.1.1 of these Bylaws.
 - Student Chairs of Other Committees as authorized in Section 8 of these Bylaws.
 - Liaisons, if any, between the Sponsoring Section, the National Organization, and the Colleges and Departments within the University, and the NCSU Student Chapter.

Section 7.2 – Powers and Duties

- 7.2.1 The Chapter Executive Committee shall administer the operations and oversee the affairs of the Chapter and its relations with the Society.
- 7.2.2 The members of the Chapter Executive Committee shall serve until their successors have been duly elected or appointed and qualified.

Section 7.3 – Meetings

- 7.3.1 Meetings of the Chapter Executive Committee shall be held upon call by the Student Chair or in his/her absence, the Student Vice Chair. A meeting of the Chapter Executive Committee shall be called upon the instruction of the Counselor of this Student Chapter.
- 7.3.2 The Counselor, two Chapter officers, and one other member of the Committee who is not a Student Officer shall constitute a quorum of the Chapter Executive Committee for the transaction of business. The Counselor may appoint another Liaison of the Student Chapter to serve in the stead of the Counselor for any meeting during the year.
- 7.3.3 Notice of all meetings of the Chapter Executive Committee shall be given to each member of the Committee.
- 7.3.4 Action of the Chapter Executive Committee on any matter shall be determined by the concurring vote of a majority of the members of the Committee present in person. Any action by the Chapter Executive Committee is subject to veto by the Counselor of this Student Chapter.

8.0 OTHER COMMITTEES

Section 8.1 – Qualifications, Appointment, and General Duties

- 8.1.1 The Student Chair of the Chapter, with the concurrence of the Chapter Executive Committee and the Counselor, shall appoint all Other Committees of the Chapter and shall designate the Chair of each.
- 8.1.2 All members of Other Committees of this Chapter shall be Enrolled Students of the University and a member of this Chapter or shall be Members of the Society.
- 8.1.3 The Chapter Executive Committee may establish policies and procedures which shall govern any or all Other Committees of the Chapter.
- 8.1.4 The Chapter Executive Committee or the Counselor may remove any or all members of any other Committee of the Chapter at any time.