

Bylaws & Constitution

ASQ Student Chapter
American Society for Quality

University of North Texas at Dallas

Established: May 2018

*Next Scheduled Revision: May 2020 Prepared, reviewed, amended and recommended for
Approval by the Board of Directors in 2018 to reflect re-branding, re-districting and
Officer updates.*

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Outro

Advisor
Jeffery Wendt

Executive Board

President
Nekira Carter

Vice President
Chaunce

Treasurer

Secretary – Membership

Programming (Events)

Communications

Education/Research [Capstone]

**University of North Texas at Dallas Student Chapter of American Society of Quality
AQS.**

It shall be a nonprofit organization, and no part of the net earning shall inure to the benefit of any individual member.

ii. Background

American Society for Quality (AQS) Student Chapter is an association of business professionals and students interested in improving their performance standards –project management skillset through a comprehensive program of education, research and networking opportunities- Most importantly, students just like yourself, expanding your professional network is so key, combining knowledge, experience, insight and passion mean your interaction with other quality professionals and students will translate into new strengths and capabilities for you and our organization.

Vision

Write the vision and make it plain...

Our vision engages the principles of handwork, dedication consistency and engagement. As an ASQ student chapter- we will set the bar and become the largest and most producing quality project management student organizations in the Texas region.

Mission

The University of North Texas at Dallas ASQ student organization is dedicated to serving and providing the UNTD student body with the opportunities to learn, grow, interact with professionals, jump start college careers and propel into any Industry. Our goal is helping students and affiliates turn academics into careers.

iii. Membership

1) Admission

a. AQS student chapter requires a onetime \$25 membership fee per student, per academic year. The founding members of AQS membership shall be waived for the first year. The membership sign up- is through the national AQS website, provided by Advisor and AQS District Chair.

b. UNTD students will be signed-up through the national AQS website to obtain AQS membership. All students will be notified by either email or mail of their entrance to the organization for the society and will be given a membership ID number Upon Registration through the official AQS Organization website.

c. No individual will be denied membership because of race, sex, religion, color, height, weight, age, handicap, national origin, sexual orientation, or veteran status

2) Termination of Membership

a. Resignation

b. Fails to comply with University, Society or Chapter bylaws.

c. Voted out by majority of the chapters Board of Directors- All titles, position and rolls will be deemed (no longer Active)

d. Membership suspension shall also be deemed by the majority vote of the board.

3) Membership Reinstatement or Transfer

a. Under any suspension or Termination, the member will be notified of the pending action and will be given an opportunity of a hearing and opportunity to respond to all charges- All final decisions will be held by the majority vote of the chapters' Executive committee.

b. A person may transfer membership from one chapter to another by notifying Association. Association has established policies and procedures for chapter notification and dues distribution.

4) Member Voting Privileges

a. Student members of ASQ of UNTD can vote on executive board positions. However, only executive board members can vote on AQS activities

b. Board of Director Officers may vote on Executive Board members- if deemed necessary.

iv. Finance

1) Agreement & Distribution

a. No Chapter officer or director may enter a contract, release, agreement or letter of intent in the name of, or on behalf of, the Chapter without approval of the Executive Board.

b. No funds will be used for personal usage or gain by any UNTD Student Chapter Advisors, Executive Board members, member or any other affiliates.

c. All contract, release, agreement or letter of intent on behalf of the UNTD AQS Student organization must have one of the two official letter heads. Letter heads revision will be approved by Board of Directors and used on the behalf of student chapter and university.

d. No member of the chapter board of directors shall receive compensation for services rendered.

2) Chapter funds may be disbursed under the following conditions:

a. Authorized expenses within the Board approved budget may be paid in accordance with Chapter policies and procedures.

b. Any members' personal funds allocated on behalf of the organization may be reimbursed upon review: including but not limited to the providing of receipts.

c. Chapter funding shall be derived from fundraisers, seminars, sponsorships, workshops, and/or, other endeavors deemed appropriate by AQS Board of Directors and UNT Dallas policy.

d. Funds from the UNTD AQS student chapter account will be dispersed upon executive board approval for UNTD seminars, round-table events, award ceremonies, travel and other expenses beneficial to the UNTD ASQ member student body- up to 50%.

e. The Chapter shall extend itself to seek alternative sponsorship methods before relying on the student Organizations Private/ reserved Funds for travel and boarding expenses.

3) Financial Policy

a. The financial budget and records will be audited at the beginning and the end of the semester.

b. The AQS UNTD student chapter rules and outline of financing must comply with The University of North Texas at Dallas Program and AQS Organization regulations.

c. All Executive Board members must undergo financial policy and budget training before able to distribute funds.

4) On-Campus Accounts

a. The organization will follow and be subject to all university policies, procedures, and practices regarding student organization accounts and finances.

b. If AQS were to dissolve, all non-university funds will be donated to organization deemed by the University Advisor.

c. Authorized expenses within the Board approved budget may be paid in accordance with chapter policies and procedures.

d. Emergency, excess budgetary or non-budgetary items require the written approval of 2 officers of the Board which one must be either the President or the AQS sponsor.

5) Off-Campus Account

v. Executive Board

The University Executive Board Consist of University of North Texas at Dallas Active President, Sr. Vice President, Vice president/Treasure, Education Admin., Programming Admin., secretary, non-voting Members-Past president and two Professional members. The professional Executive Board member will work closely with the Chapter Executive directors and advisor to oversee seminars, roundtable events, and other professional/ UNTD Student body professional engagements. The executive board shall consist of a minimum of (5) members to a maximum of (9) members.

1) Functions

a. All officers are responsible to promote AQS membership and events to students. Officers must act as ambassadors of AQS.

b. The control and management of the affairs, property, and funds of the Chapter shall be vested in the Board of Directors.

- c. The Board shall be responsible for the establishment of policy for the Chapter, and the management of the Chapter's affairs and activities.
- d. The Board shall consist of the elected officers and directors.
- e. Each voting member of the board shall have one vote.
- f. At or before the last board meeting of each year, the business agenda shall include but not be limited to approving a budget for the ensuing year.

2) Terms of Office

- a. Officers and directors shall be elected annually to one-year terms of office, to coincide with the Chapter fiscal year immediately following their election.
- b. Officers are required to attend a minimum of two-thirds of all AQS events.
- c. The office of President is a 4-year term (President-Elect, 2 years as President, and 2 years as Past-President). The year as Past-President is primarily an overseeing and training position for the Executive Board. Past-President term shall reside as necessary.
- d. All offices besides President/ Vice President can serve however many years they are voted in.
- e. All terms and office expectancies shall be passed unto the next office barrier- in which all office barriers shall abide by the rules and bylaws of the university and UNTD AQS student organization.
- f. The president from the previous year, if available, to serve in the non- elected position of Past President. If this person is ineligible or chooses not to serve, the president shall appoint another past president who has been active on the board within the last five years

3) Special Meetings

- a. The president shall have the authority to call special meetings of the board of directors upon reasonable notice to the members.

4) Past President

- a. The immediate past president shall be an ex-officio member of the board.
- b. Upon negligence or careless act to follow out the duties of the position (3 consecutive BOD meeting absents, Regional, or any other events that requires personnel presence) - ex-officio may be removed from position.

5) Removal of Board Members from Office and Filling of Vacancies

a. Any member of the board who fails to attend a total of three meetings of the board during the semester, where reasonable notice has not been given, shall be deemed to have automatically resigned from the board

b. If the president is temporarily unable to perform his or her duties, the board shall appoint another officer to perform these duties during such temporary period- (Immediate Sr. Vice President preferably).

c. All vacancies on the executive board between elections at the annual business meeting shall be filled by the president.

vi. Officers

1) Election and Term

a. The elected officers and board members receiving majority of the votes shall take office immediately upon the conclusion of the annual business meeting.

b. Election shall be at the annual meeting. Nominations from the floor will be recognized if accompanied by a letter of willingness to serve.

c. Officers are required to attend a minimum of two-thirds of all AQS events.

d. All officers will comply and review the guidance and rules of the AQS Student Chapter Leadership Handbook.

2) Description of Executive Officers

a. President- Responsible for coordinating the Awards Book and seeing that it is fully completed on time. Responsible for tracking chapter progress and setting up E-Board meetings. Also, responsible for communicating chapter news with the parent chapter and assuring that there is student participation and representation at student events. Must work with parent chapter to select students for the case competition, as well as the faculty advisor.

b. Senior Vice President- The Sr. Vice-President is responsible for keeping in constant contact with the president to ensure that information and delegation is communicated properly. The Vice-President is responsible for building relationships with other professional organizations within UNT Dallas and working with the programs chair to organize. The Sr. Vice President will stand in for the organizations presidents as representation at meetings, seminars or any other gathers where Executive representation is required.

c. Vice President & Treasurer- The Treasurer is responsible for handling all financial duties of the chapter. This includes preparing a yearly budget, preparing end-of-year income

statements, and managing general fundraising. The Treasurer is responsible for managing relations with the UNT

Dallas Budget Board, the Student Engineers' Council, the Faculty Advisor, and the Parent Chapter as it relates to funding.

d. Secretary & Membership Administrator - : The Secretary is responsible for preparing and maintaining minutes of all chapter and Board of Director meetings, and then promptly distributing those minutes to the entirety of the chapter. The Secretary will also take and distribute pictures of the chapter at events and meetings. Finally, the Secretary will aid with communications to outside organizations, concerning all other members of the Executive Board needs. Also, serving as the VP of membership, the secretary is responsible for implementing events to increase student membership of the chapter. They will present the Board of Directors an actionable, written plan once per semester laying out membership goals and actions. They will work closely with the programs chair and president to communicate with necessary organizations within and outside of UNT Dallas.

e. Programming Administrator- : The Programs Chair is responsible for preparing all social and educational events within the chapter. This includes, but is not limited to: plant tours, guest speakers, and student educational presentations. The Programs Chair will reach out to organizations both within and outside of UNTD to prepare these events

f. Communications Administrator-PR responsible for the monitoring and upkeep of the chapter website. This includes adding upcoming events to the site, and uploading minutes and pictures provided by the secretary. Responsible for social media pages such as LinkedIn, facebook, orgsync and keeping correspondence with employers who work with the student chapter. Also, responsible for assisting with advertising student events.

g. Education Board Administrator- responsible for the general education of the chapter through the members of the chapter. The Education chair will assign and work communicate with student members of the chapter so that they can present an educational topic to the chapter later. Also, responsible for the procurement and distribution of the texts required for the AQS professional certifications. The Certifications Chair will hold regular study hours to prepare students for the certification exams. The Certifications Chair will also be in contact with the Parent Chapter to aid the procurement and distribution of these texts. Also, responsible for coordinating events with the parent chapter for educational purposes.

h. Vice President Assistant 1&2

3) Officer Recall

a. Any E-Board member who misses 3 E-Board meetings without giving 72 hour notification during a one-year term of office may be removed from the E-Board.

b. Any E-Board member may be removed from the Board by a majority vote of the E-Board, as approved by the faculty advisor in accordance with the following conditions:

c. A vote of removal for cause shall not be taken until the officer/director has been given due process.

d. The removed officer/director retains all rights and privileges accorded with membership of the Society and are no longer eligible to be reelected to the E-Board without proper written explanation and formal apology.

vii. Advisory

1) Advisory

a. The UNTD AQS Advisory Committee is designed to help the student organization connect with a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal executive board to more effectively guide the organization.

b. The advisory committee does not have formal authority to govern the student organization, that is, the advisory board cannot issue directives which must be followed nor can they vote on any of the organization affairs.

c. The Advisory committee will consist of one advisor for each committee. When the organization surpasses 5 committees- The advisory board shall not exceed 5 active members.

d. Further roles and function of the Advisory committee will be can be found in the Advisory Committee manual.

viii. Committees

1) Standing Committees- Shall be appointed and voted on by Executive board members- affiliates (past president. Etc.) & Student Chapter Advisor.

a. Executive Committee: The Executive Committee consists of nine voting members vested with controlling and managing the affairs, property, and funds of the Chapter. In addition, they are tasked with: Meeting the needs of the Chapter membership, Reviewing and auditing bylaws, establishing committees as needed,

b. Membership Committee: The membership committee shall be responsible for recruiting qualified new members and helping them prepare their membership application for submission to ASQ.

c. **Finance Committee:** The finance committee shall be responsible for maintaining the financial records of the chapter, including budgets.

d. **Program & Seminar Committee** -- shall be responsible for planning programs for all regular meetings, making the necessary program arrangements, and providing program information to the publicity and communications directors. Shall be responsible for setting up, promoting and running all Chapter seminars; and shall report seminar status and results to the Board. Contacting Executive Board and informing member about upcoming events and participation.

e. **IT Committee:** Responsible for all IT and Website duties and protocol. Functions include updating website, creating or assisting programs for other committees. Resource for IT: creation and assistance with but not limited to - videos, webinars, power points, Posters, Flyers, (IT) Presentations of any sort. University assistance may be sought.

f. **Hospitality Committee** – Responsible for serving as a liaison for all guest speakers, professionals and invited parties whom participate within any UNTD ASQ event; including but not limited to Greeting and follow ups. Send thank you letters to all in and outside participates that contributes to the UNTD ASQ student chapter.

g. **Chapter Development Committee** --: The chapter development committee shall be responsible for promoting the Chapter Awards Program and recognizing outstanding chapter members for their contribution to the chapter and the profession.

h. **Communications & Facilities** --: Responsible for disseminating Chapter information to members and other interested parties, primarily by publishing and distributing the Chapter newsletter. Shall be responsible for promoting attendance at all meetings, evaluation records, and deciding for all necessary facilities, and notifying the communications and publicity directors of said arrangements.

i. **Education and Research** -- shall update the Board of Directors and the members on the educational offerings of the Chapter and the ASQ; shall provide guidance to the student chapter, if applicable; shall be responsible for the administration of the qualified instructor program, and shall report to the Board regarding certification program participation. Responsible for promoting interest in the field of operation management on the academic level, encouraging the development of the degree credit courses, and exploring all avenues for direct participation in educational pursuits.

j. **Sponsorship & Fundraiser Committee**- Committee responsible for contacting, managing, summing and directing sponsors. Also, planning and carrying out of fundraisers. All personnel and committees will be expected to help with fundraisers- members whom do not participate may have to bare their own cost.

k. Audit Committee: The audit committee shall be responsible for conducting or commissioning an annual financial audit, and audits of other processes as directed by the board. The audit committee shall not have the same members as the finance committee

l. Scholarship & Intern Committee: Committee designed to help UNTD student's research and execute scholarship and Intern opportunities within the LSCM and IT fields. Help follows and not limited to-Linking students with like professionals, endorsing students, helping students fill out paper work, providing students with resources that may lead them to such opportunities. Update Link on student chapter website of companies and scholarship opportunities.

ix. Meetings

1) Membership Meetings

a. Member Chapter meetings shall be held each month, at a time and place as determined by the Board. Meetings may be omitted at the discretion of the Board.

b. Membership meetings may be called at the discretion of the chapter's University Advisor.

c. Meetings shall be posted on monthly calendriers and a meeting agenda shall be prepared and submitted (including minutes) at every meeting.

d. Special meetings may be called by the President, a majority of the Board, or by a written petition of one fourth of the ASQ Providence members authorized to vote.

e. A quorum shall consist of a simple majority of the voting members present at all regular and special meetings, excluding Board meetings.

2) Parent Chapter Meetings

a. UNTD ASQ members are required to attend a minimum of 3 professional parent chapter meetings .

3) Agenda Meetings

a. At least two meetings of the student chapter will be education related to resource management.

b. Committee meetings will be held monthly- a minimum of 4 a semester.

c. Each committee will deem emergency meetings as necessary

x. ASQ Chapter Leadership Handbook

4) Handbook Compliance –UNTDALLAS RISK MANAGEMENT POLICY COMPLIANCE

Compliance with Campus Regulations: This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

· **Anti-Hazing Statement:** As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

a. UNTD ASQ President shall work with Parent Organization, University Advisor, Vice Presidents and Committees to make sure all criteria's or the Student Chapter Management Program (Chapter Leadership Handbook) are being met.

b. Progress of the Organization Points shall be recorded and tallied monthly by executive board.

c. All members shall comply-