

Nigerian Regional Chapter
Society of Quality Assurance.
By-laws

ARTICLE I - NAME

The name of this organization shall be the Society for Quality Assurance in Nigeria, also known as the Nigerian Regional Chapter, Society of Quality Assurance, and hereinafter shall be designated the Society and/or Chapter.

ARTICLE II - OBJECTIVES

The objectives of the Society for Quality Assurance in Nigeria shall be:

1. To serve as the focal point for quality assurance interests in Nigeria and African region, including other countries interested in the Society whether or not contiguous to Nigeria;
2. To promote the formation of Quality Management/Improvement Units among Government Departments, Industries and Academia;
3. To encourage interaction among Quality Assurance Professionals in government, industry and academia; and
4. To sponsor educational and training programs in Quality Assurance and related disciplines.

ARTICLE III – MEMBERSHIP

Section 1. Individuals from anywhere shall become members of the Society upon payment of the Society dues.

Section 2. Corporate/legal persons shall also become institutional/organizational members of the Society upon payment of the relevant dues.

Section 3. Any individual or corporate person having a professional interest in quality assurance may become a member of the Society upon payment of the required dues.

Section 4. Membership may be extended to full-time students attending colleges or universities and having an interest in quality assurance.

Section 5. Membership dues shall be payable annually (12-calendar monthly) and shall be required for reactivation of regular membership each year.

ARTICLE IV – OFFICERS AND DIRECTORS.

Section 1. The Chapter Officers shall be a President, Vice-President, Secretary, Treasurer and four (4) Directors. They shall be regular/outreach members in good standing of Society of Quality Assurance and regular members of the Nigerian Regional Chapter, SQA.

Section 2. The Vice-President shall be elected every two years and Secretary and Treasurer shall be elected every three years. They shall serve until their successors are installed. The Vice-President automatically accedes to the office of the President. Officers shall take office on January 1 of each year.

Section 3. There shall be three Directors elected for terms of three years each. A fourth Director will be the immediate Past-President. The Directors shall be members in good standing of the Society.

ARTICLE V - ELECTION OF OFFICERS AND DIRECTORS

Section 1. The office of the Presidency shall be for a term of two (2) years, after which the President shall serve one year as immediate Past-President.

Section 2. The Vice President shall be chosen initially by a vote of the membership for a term of two (2) years, at the conclusion of which the Vice-President shall automatically accede to the office of President.

Section 3. The Secretary and Treasurer shall be chosen by a vote of the membership for terms of three (3) years each. At each election, either a Secretary or a Treasurer shall be elected.

Section 4. There shall be four directors of which three shall be chosen by a vote of the membership for a term of three (3) years each. At the initiation of the Chapter, three Directors shall be elected by the membership to a three -year term and one shall be elected to a two -year term. In succeeding years, the fourth Director shall be the immediate Past-President who shall serve for a term of two (2) years. . Election into the office of the Directors shall also be staggered.

Section 5. Elections shall be held at an annual meeting designated for that purpose or by email during the fourth quarter of the fiscal year.

Section 6. In the event of a vacancy in an elective office other than the Presidency, the Chapter's Officers may make an appointment or may provide for a special election to fill the vacancy until the un-expired term is completed.

Section 7. In the event of a vacancy in the Presidency, the Vice-President shall accede to that office. S/he shall serve as President until the following January first. A special election shall be held to fill the office of Vice-President should this office become vacant.

ARTICLE VI – ADMINISTRATION.

Section 1. The Society shall be governed by the Board of Directors except as otherwise herein provided.

Section 2. The Board of Directors shall consist of four officers and four directors. The President of the Chapter shall serve as the Chairperson of the Board of Directors. Five members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 3. The President shall preside at all meetings of the chapter and of the Board of Directors and shall perform such other duties as may be determined by the Society. In the President's absence, the next ranking officer shall preside as may be available, in the following rank order: Vice-President, Secretary, Treasurer. The President should keep in contacts with developments in the field of quality assurance and guide the Chapter in the formulation of constructive activities.

Section 4. The Chapter shall comply with provisions for the continued authorization by the Society of Quality Assurance.

- a. The Chapter shall provide annual reports of its activities and finances for the current year as well as plans for programs, activities and finances for the following year. Annual reports should be submitted to the SQA Board of Directors in the form and at the times the SQA Board of Directors requires.
- b. Society of Quality Assurance authorization shall be withdrawn if the Chapter fails to comply with the provisions for continuing authorization.
- c. Regional Chapter policy statements must be reviewed and approved by the Society of Quality Assurance Board of Directors.
- d. The chapter shall operate on a calendar fiscal year.

Section 5. The Treasurer shall be the custodian of all monies and dues of the chapter and shall be responsible for the payment of all authorized bills against the Chapter. The disbursement of all funds for the Chapter outside business related costs such as printing, postage, etc shall be made upon authorization by the Board of Directors. The Treasurer shall submit the accounts for by members designated by the Board of Directors at the end of the fiscal year. The Audit Committee shall report its audit findings no later than the end of the first quarter of the succeeding fiscal year. The Treasurer shall submit to the successor in office, all funds and property of the Chapter in their possession. An annual report shall be prepared for submission to the SQA Board of Directors in such form as may be determined by the SQA Board of Directors.

No funds shall be expended by or in the name of the Chapter to the extent that the expenditure would represent use of funds for a purpose or purposes not within not within the Society's exempt purposes under section 501 (c) (6) of the Internal Revenue code.

Section 6. The Secretary shall be responsible to keep an accurate record of all transactions of all meetings of the Chapter and of the Board of Directors; to carry on the correspondence of the Chapter; and to maintain the accurate list of the members and their status.

Section 7. Any Chapter funds or other property remaining at the time of termination or abandonment or dissolution of the Chapter, shall be turned over to the Society of Quality Assurance and shall become part of the Society's general funds; no part of such funds or property shall inure to the benefit of any member or officers of, or of persons associated with, the Chapter.

ARTICLE VII - MEETINGS

Section 1. Chapter meetings open to all the Society members shall be held at least annually and when practical, coincide with educational programs of the Society. Chapter meetings shall be communicated to the membership at least four weeks before each meeting.

Section 2. Special meetings may be called by the President at any time with the approval of the Steering Committee, or upon presentation of a petition to the President, signed by 50% of the Society members in good standing.

Section 3. A quorum shall consist of 20% of the Society members in good standing.

Section 4. Board of Directors' meetings shall be held at the discretion of the President at any time during the year, provided notice of at least seven days is given.

ARTICLE VIII – DUES

Section 1 – The dues and other levies when applicable, shall be initially established by a majority of the Board of Directors; members of the chapter may by means of simple majority vote propose a change in the dues and levies, but the Board reserves the final authority to set or change dues.

ARTICLE IX: COMMITTEES

Section 1. The Chairperson of the Education/Program Committee shall be appointed by the Steering Committee, first choice being given to one of the members of the Board of Directors. The Chairperson shall nominate at least two other persons to serve on the Education/Program committee for appointment/approval by the President. The Education/Program Committee shall develop education programs and shall complete arrangements for speakers and for meeting places and provide the Secretary with the program. The Secretary or a designate shall, in turn, notify the membership.

Section 2. As needed, the Steering Committee shall appoint a Chairperson for the Membership Committee, and the Chairperson shall select at least two additional people who shall be approved by the President. The purpose of the committee is to attract new members for the Chapter.

Section 3. The Steering Committee shall appoint a Chairperson for the Audit Committee, as well as two members for the purposes of auditing the annual financial reports and documentation of the Chapter.

Section 4. A Nominating Committee shall be appointed by the Steering Committee by September 1 of each year and be composed of not less than three members. This Committee shall nominate at least two persons for each elective office to be filled and shall be responsible for distributing ballots to the Membership.

Section 5. A Tellers Committee shall be appointed by the Steering Committee by September 1 of each year and be composed of not less than two members. This Committee shall tally the ballots and report the results of the election in writing to the BOT and Steering Committee.

Section 6. The President shall appoint other committees if need dictates, and shall automatically become an ex-officio member of such committees. Members of such committees serve at the pleasure of the incoming President.

ARTICLE X: AMENDMENTS.

Section 1. Amendments to these By-laws may be presented by any member in good standing and shall be presented in writing during an annual general meeting of the Society. Amendments shall first be approved by the Chapter's Board of Directors. A two-third (2/3) majority shall be required for approval. The Chapter shall then seek approval from the Society of Quality Assurance Board of Directors. Amendments accepted for consideration shall be printed and distributed with a ballot to all members in good standing. A two-thirds affirmation vote of the ballots returned within 30 days shall be necessary for adoption of any amendment.