

Nigerian
Society of Quality Assurance
By-laws

ARTICLE I - NAME

The name of this organization shall be the *Nigerian* Regional Chapter, Society of Quality Assurance and hereinafter shall be designated the Chapter.

ARTICLE II - OBJECTIVES

The objectives of the *Nigerian* Regional Chapter, Society of Quality Assurance (*Nigerian RCSQA*) shall be:

1. To serve as the focal point for Quality Assurance interests in the region, including Abuja FCT and all the thirty six (36) states of Nigeria.
2. To promote the formation of Quality Management/Improvement Units among Nigerian governments departments, industry and academia.
3. To encourage interaction among Quality Assurance professionals in government, industry and academia.
4. To sponsor educational programs in quality assurance.

ARTICLE III - MEMBERSHIP

Section 1. Members of the Society of Quality Assurance shall become members of the *Nigerian RCSQA* upon payment of the Chapter dues of five thousand naira (₦ 5,000.00).

Section 2. Any person having a professional interest in quality assurance may become a member of the Chapter on payment of the required dues.

Section 3. Membership may be extended to full-time students attending area colleges or universities and having an interest in quality assurance. Full-time undergraduate students shall join the *Nigerian RCSQA* upon payment of one thousand naira (₦1, 000.00).

Section 4. Membership dues shall be payable annually (12-calendar monthly) and shall be required to 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 and Treasurer. They shall be regular/outreach members in good standing of the Society of Quality Assurance and regular members of the *Nigerian RCSQA*.

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

Section 2. There shall be three Directors elected for terms of two years each. A fourth Director will be the immediate Past-President. The Directors shall be members in good standing of the *Nigerian RCSQA*.

ARTICLE V - ELECTION OF OFFICERS AND DIRECTORS

Section 1. The office of the Presidency shall be for a term of one year, 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 one year, 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 two years each. At each election, either a Secretary or a Treasurer shall be elected such that the Secretary's term shall begin on the odd year and the Treasurer's term shall begin on the even year.

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

Section 5. Elections shall be held at an annual meeting designated for that purpose or by mail 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 Chapter 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 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 directed by the Board of Directors. 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 contact 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 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 shall 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 of 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 audit 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 transmit 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 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 an 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 a 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 person associated with, the Chapter.

ARTICLE VII - MEETINGS

Section 1. Chapter meetings open to all *Nigerian RCSQA* members shall be held at least annually and when practical, coincide with educational programs of the Chapter. 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 Board of Directors, or upon presentation of a petition to the President, signed by 20% of the Chapter members in good standing.

Section 3. A quorum shall consist of 20% of the Chapter 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 established by a majority of the Board of Directors, after which they may be changed subject to vote by members of the Chapter.

ARTICLE IX - COMMITTEES

Section 1. The Chairperson of the Education/Program Committee shall be appointed by the Board of Directors, first choice being given to one of the Directors of the Board of Directors. The Chairperson shall nominate at least two other persons to serve on the Education/Program committee for appointment 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 President shall appoint a Chairperson for the Membership Committee, and the Chairperson shall select at least two additional people. The purpose of the committee is to attract new members for the Chapter.

Section 3. The President 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 Board of Directors 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 Executive 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 Chapter's Board of Directors.

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. Amendments shall first be approved by the Chapter's Board of Directors. A simple majority shall be required for approval. The President 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.