

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-001</b>	<b>SUBJECT: Section Policy Manual Guidelines</b>
<b>ORINATION DATE: 5/2/95</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/11/95</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 1 OF 5</b>

**1.0 OBJECTIVE**

- 1.1 Section Policies are prepared to insure the “knowledge preservation” and continuity of Section actions over time. Continuing organizations, in order to assure that approved practices are uniformly employed by all activities of the organization and its members and employees, require centrally controlled policies which are reviewed and revised based on actions of the governing body and the unit members.
- 1.2 The Minnesota Section Policy Manual provides a means of establishing practices and procedures, approved by the Section Executive Board and consistent with similar policy topics and procedures approved by the National ASQ Board of Directors.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 The Bylaws of the American Society for Quality.
- 2.2 The Policies and Procedures of the American Society for Quality as approved by the Board of Directors and published in the Society Management Handbook and the Section Supplement, as appropriate.
- 2.3 The Bylaws of the Minnesota Section of the American Society for Quality.

**3.0 SUPERSEDES**

- 3.1 MSP-1-001 approved 7/11/95

**4.0 POLICY AND PROCEDURE ORGANIZATION AND FORMAT**

- 4.1 The Section Policy Manual will, to the extent possible be organized in a fashion similar to the National ASQ Policy Manual.
- 4.2 Section Policies shall be assigned an identification heading which clearly distinguishes the Section, the policy title, the Officer of the Section accountable for periodic review and maintenance and the revision status of the policy.
- 4.3 Section Policies will be numbered in a manner which identifies the Policy Area and permits the identification and adoption of the policy by affiliated organizations of the Section.
- 4.4 The Policy number shall be consecutive, starting with number -001- within each topical area.
- 4.5 A three letter prefix MSP shall identify the policy as originating with the Minnesota Section or one of its operating units or activities.

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-001</b>	<b>SUBJECT: Section Policy Manual Guidelines</b>
<b>ORINATION DATE: 5/2/95</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/11/95</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 2 OF 5</b>

- 4.6 A single letter following the prefix shall identify the Policy area and by extension the organizational area responsible.
- 4.7 Following the sequential three digit Policy number, a three letter suffix will identify policies issued by operating units or activities of the Section when such units issue policies consistent with Section and National Policies and Bylaws.
- 4.8 The complete identifier shall read as follows; {MSP-A-001-(SESD)}. In this example **MSP** indicates Minnesota Section Policy, **A** indicates an administrative policy, **001** the sequential number within the administrative group and, the (optional) **SESD** indicates a policy developed by a Subsection consistent with the Minnesota Section policy of the same topic. In this case the Subsection is South East South Dakota Subsection.
- 4.9 Should units of the Section become independent of the Minnesota Section by Chartering as full Sections or withdrawing from Section sponsorship, the suffix can become the prefix providing the unit with its own policies.
- 4.10 Current Index Codes and assignments are:
- 4.10.1 **MSP-A- Administration.** Contains Officer position descriptions, Executive Committee operating guidelines, Special Rules of Order and organizational matters. Also included are policies governing all units of the Section such as policies governing interactions with other organizations and the use of the ASQ and Section name and logos. The accountable Officer is the Chair.
- 4.10.2 **MSP-C- Conference Policies.** Contains Section Policies for the administration and operations of all Section sponsored conferences. Accountable Officer is the Vice-Chair, Conferences.
- 4.10.3 **MSP-D- Directors.** Policies and procedures related to the function and role of the Section Directors and, by extension, the Long Range Planning Committee. The accountable Officer is the Senior Director.
- 4.10.4 **MSP-E- Education.** Policies related to education including management of Section operated education events, and including cooperation-operation with educational institutions, recognition programs for technical training, certification and Recertification, committee composition and policies, certification exam policies and similar matters. The accountable Officer is the Vice Chair, Education.
- 4.10.5 **MSP-F- Finance.** Contains policies related to the management of all Section financial matters including; fund investments, audits, standard practices for financial reporting and accounts management. The accountable Officer is the Treasurer.

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-001</b>	<b>SUBJECT: Section Policy Manual Guidelines</b>
<b>ORINATION DATE: 5/2/95</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/11/95</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 3 OF 5</b>

- 4.10.6 MSP-G- General policies which do not fit with the assigned categories.
- 4.10.7 MSP-M- Membership Services policies including: personnel policies relating to paid positions, policies related to Section Publications including the newsletter, policies regarding special Section Recognition's of members and special awards and honors not part of the Education category. The accountable Officer is the Vice Chair, Membership Services and Administration.
- 4.10.8 MSP-O- Policies issued respecting outreach activities of the Section.
- 4.10.9 MSP-P- Program policies including, site selection practices, speaker compensation policies and publicity policies. The accountable Officer is the Vice Chair, Programs.

**5.0 ACCOUNTABLE OFFICER DESIGNATION AND RESPONSIBILITY**

- 5.1 The designation of an Accountable Officer does not imply that only that Officer is responsible for adhering to the requirements of a specific policy. The Accountable Officer is responsible for the periodic review of their assigned policy area to assure that policies are current.
- 5.2 At least annually, prior to the change in Section Leadership, the Accountable Officer shall review the policies in their area(s). Changes or modifications may be recommended at this time.
- 5.3 Officers accountable for each policy area may issue, on their authority, addenda to policies for the purpose of clarification or implementation. Such addenda may not alter the intent of the policy nor conflict with National policies, or the National or Section by-laws. Such addenda shall be in the form of instructions or memo and copies filed with the Section Secretary and Administrator.
- 5.4 The Accountable Officer is responsible for reviewing new policies regardless of the originator to insure that the proposed policy is consistent with the Bylaws of the National ASQ, the Bylaws of this Section, and any related policies issued by the National ASQ or by this Section. The Accountable Officer shall further insure that appropriate references are made to these documents in the body of the proposed policy.

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-001</b>	<b>SUBJECT: Section Policy Manual Guidelines</b>
<b>ORINATION DATE: 5/2/95</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/11/95</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 4 OF 5</b>

**6.0 POLICY FORMAT**

- 6.1 All Section Policies shall follow the basic format of this policy.
- 6.2 The construction and layout of the policy will contain the following.

<u>Main Paragraph Number</u>	<u>Title and Content</u>
1.0	Objective: a description of the intent and Purpose of the policy.
2.0	Related Policies and Procedures. Reference to National Policies, and Bylaws as well as Section Bylaws and related policies.
3.0	Supersession information. When a policy is created which is designed to substantially alter existing policies, the title and number of such policies will be listed in this section. Note that policies may not supersede Section or National Bylaws. Units of the Minnesota Section in developing unit policies may not supersede policies of the Minnesota Section.
4.0	This section may be used for a glossary of terms used in the policy or alternatively to begin the main body of the policy/procedure.
5.0 and subsequent	Policy/Procedure
Last section,	Approvals

**7.0 POLICY APPROVAL**

- 7.1 All proposed Section policies will be presented by the originator at a regular meeting of the Section Executive Board after review by the Accountable Officer. The Executive Board shall normally lay on the table the proposed policy for final approval at a subsequent regular or special meeting to allow time for review and comment by members of the Board.
- 7.2 Master copies of the proposed policy will be generated by the Section office to insure uniform layout and format. Approved, signed originals will be kept on file at the Section office.

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-001</b>	<b>SUBJECT: Section Policy Manual Guidelines</b>
<b>ORINATION DATE: 5/2/95</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 7/11/95</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 5 OF 5</b>

7.3 Upon approval by the Executive Board, the original, and, all copies of the policy will contain in the last section of the policy the language, "Approved by the Minnesota Section ASQ Executive Board" followed by the signatures of the Chair and the Secretary of the Section and the date.

7.4 Revised policies shall carry a second statement; Revised (date) and the signatures of the Section Chair and the Section Secretary.

**8.0 DISTRIBUTION AND CONTROL OF SECTION POLICY MANUALS**

8.1 The Section Secretary is responsible for the control of all Section Policies.

8.2 Through the Section Administrator and office, the Secretary will insure that only current revision polices are distributed and will ensure that the distribution of newly adopted or revised policies is conducted in a timely manner.

8.3 Distribution may be electronic or hard copy upon request.

8.4 The Section Administrator will maintain a log of all persons who hold controlled hard copies of the Section Policy Manual.

8.5 Each year, during June and immediately prior to the change in Officers, the Secretary and Section Administrator will review the distribution of all policies, to ensure the latest revisions.

8.6 Policies shall be effective from the date of Executive Board approval or subsequent revision date.

**9.0 APPROVAL**

9.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_   
Section Chair

\_\_\_\_\_   
Section Secretary

\_\_\_\_\_   
Date