

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

POLICY NUMBER: MSP-C-002

SUBJECT: Complimentary Conference Attendance Practices.

ORIGINATION DATE: 7/10/96

ACCOUNTABILITY: Vice Chair, Conferences

APPROVAL DATE: 8/13/96

APPROVAL BY:

REVISION DATE: 2/4/03

PAGE NO: 1 OF 2

1.0 OBJECTIVE

- 1.1 This policy defines the Section Practices for complimentary admission to Conference activities for Section members to events sponsored or co-sponsored by the Minnesota Section American Society for Quality.
- 1.2 This policy does not prohibit Conference Committees from providing complimentary admissions to other individuals as they deem necessary nor does it alter the practice of conference committees admitting the members of the committee and volunteer workers.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 MSP-A-005 Section and Unit Involvement with Other Organizations and Activities

3.0 SUPERSEDES

- 3.1 MSP-C-002 approved 8/13/96.

4.0 ACCOUNTABILITY

- 4.1 The Vice Chair of Conferences and Chairs or Senior Co-Chairs of all Section sponsored or co-sponsored conferences are accountable for the implementation of this policy.

5.0 DEFINITIONS

- 5.1 Conference(s) in this policy means any single or multiple day event with several tracks or presentations occurring simultaneously or, any event designated by the Section as a conference.

6.0 PROCEDURE

- 6.1 Conference Committees are encouraged to develop internal policies regarding the complimentary admission of volunteers, committee members and others to insure consistent practices from year to year.
- 6.2 The following individuals, representing the Minnesota Section ASQ are to be provided complimentary admission for the full program of any sponsored or co-sponsored conference of the Minnesota Section.
 - 6.2.1 The incumbent Chair and Chair-Elect of the Minnesota Section.
The incumbent Vice Chair, Conferences of the Minnesota Section.

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- 6.3 In addition to the Section Officers named above, one Chair or Co-Chair of any currently sponsored or co-sponsored conference of the Minnesota Section shall be given complimentary admission to other Section sponsored conferences on a reciprocal basis subject to the following limitations and practices: This reciprocal arrangement is designed to allow other conferences of the Section to observe and learn best practices and organization of other conferences.
- 6.3.1 Admission to multiple day conferences shall be transferable between Co-Chairs of other conferences permitting attendance by a different Co-Chair each day.
- 6.3.2 No more than one Co-Chair of any individual conference may attend on any one day on a complimentary basis.
- 6.3.3 Conferences affected shall include following conferences and such other conferences as the Section may from time to time organize and designate.
- 6.3.3.1 The Annual Quality Conference.
- 6.3.3.2 The BioMedical Focus Conference.
- 6.4 The Section Executive Board may, at its discretion register and, reimburse a conference for such registration, any other Officer or individual.
- 6.5 Nothing in this policy prohibits Officers of the Section from serving as volunteers at any Section conference. In those cases they are subject to the policies and practices of the conference(s) with respect to complimentary admission.
- 6.6 Section members whose sole function in being present at a conference is to staff the Section exhibit are to be considered as exhibitors by the conference at which they serve and are subject to the individual conference(s) policy regarding exhibitors.
- 6.7 Section practices regarding expense reimbursement shall apply to those members staffing the Section exhibit.

7.0 APPROVAL

- 7.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Date

Section Secretary