

WISCONSIN INFORMATION SYSTEMS  
QUALITY ASSURANCE

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WISQA  
Association Bylaws  
-- 2007

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# Table of Contents

<b><u>TITLE AND PURPOSE</u></b>	<b>1</b>
<i>TITLE</i>	1
<i>PURPOSE</i>	1
<b><u>MEMBERSHIP</u></b>	<b>2</b>
<i>BENEFITS OF MEMBERSHIP</i>	2
<b><u>FINANCIAL</u></b>	<b>3</b>
<i>FISCAL YEAR</i>	3
<i>USE OF FUNDS</i>	3
<i>CONTRACTS, LOANS, CHECKS, AND DEPOSITS</i>	3
<i>ANNUAL REPORT</i>	3
<i>PERIODIC REPORTS</i>	4
<i>CONTRIBUTIONS</i>	4
<i>DISSOLUTION</i>	4
<b><u>OFFICERS</u></b>	<b>5</b>
<i>OFFICERS</i>	5
<i>REQUIREMENTS OF THE OFFICE</i>	5
<i>VACANCIES</i>	5
<i>REMOVAL FOR CAUSE</i>	5
<i>COMPENSATION OF OFFICERS</i>	6
<b><u>POWERS AND DUTIES OF OFFICERS</u></b>	<b>7</b>
<i>GENERAL</i>	7
<i>PRESIDENT</i>	7
<i>IMMEDIATE PAST PRESIDENT</i>	7
<i>COMMUNICATIONS DIRECTOR</i>	ERROR! BOOKMARK NOT DEFINED.
<i>PROGRAM AND SPECIAL EVENTS DIRECTORS</i>	7
<i>MEMBERSHIP DIRECTORS</i>	ERROR! BOOKMARK NOT DEFINED.

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<b><u>WISQA BOARD</u></b>	<b>10</b>
<i>COMPOSITION</i>	10
<i>POWERS AND DUTIES</i>	10
<i>MEETINGS</i>	10
<b><u>ELECTION OF OFFICERS</u></b>	<b>11</b>
<i>OVERVIEW</i>	11
<i>TIMELINE</i>	11
<b><u>MEETINGS</u></b>	<b>13</b>
<i>REGULAR MEETINGS</i>	13
<i>ANNUAL MEETING</i>	13
<i>SPECIAL MEETINGS</i>	14
<i>NOTIFICATION OF MEETINGS</i>	14

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## Title and Purpose

### *Title*

The association shall be known as WISCONSIN INFORMATION SYSTEMS QUALITY ASSURANCE. The appropriate abbreviation is WISQA. Wherever the term “Association” appears in these Bylaws, it means the Wisconsin Information Systems Quality Assurance association.

### *Purpose*

WISQA will provide a forum for IS Quality Assurance professionals to network, share information and to provide educational opportunities. WISQA is a federated chapter of the Quality Assurance Institute (QAI).

## Membership

### *Benefits of Membership*

1. Receive monthly meeting announcements via email
2. Receive additional related announcements via email (e.g., educational opportunities, other local seminars)
3. Receive monthly presentation files and other attachments via the association's website.
4. Ability to vote in officer elections
5. Receive officer election notices via email
6. Eligible to be elected as an Officer or serve on a Committee as Member or Chair
7. Preference for attending seminars and classes

## Financial

### *Fiscal Year*

The fiscal year of this organization shall be January – December.

### *Use of Funds*

Funds of this organization may be expended only upon approval of the WISQA board, and only for purposes to advance the goals and objectives of WISQA as stated in the Articles.

As a non-profit organization, WISQA charges participants for training and events only to cover expenses and to provide operating funds for the organization. No individual or group should profit financially from their association with WISQA.

As a guideline, WISQA funds should be used for the following:

- Speaker Gifts
- Beverages and food for meetings or other events
- Facility costs for meetings or other events
- To bring in special speakers or presentations

### *Contracts, Loans, Checks, and Deposits*

WISQA maintains a service-free checking account with First Federal Bank. All monies received by WISQA are to be deposited within two days of receipt into this account. The checkbook is maintained by the WISQA chapter President. A monthly bank statement is sent to the president. The President is responsible for reconciling the bank statement. The WISQA Programs Chair may also be listed as a signature on the WISQA account.

### *Annual Report*

The President is responsible for providing an end-of year financial report showing WISQA's financial status as of December 31<sup>st</sup> of the year. This is a written report that

reflects the annual beginning balance, ending balance and a summary of income and expenses.

*Periodic Reports*

The President is responsible for providing an update on WISQA' s financial status at Board meetings. A written report should be provided showing all deposits and expenditures.

*Contributions*

WISQA does not anticipate receiving financial contributions. WISQA income can be generated through membership dues or from charges for specific training classes or other events.

*Dissolution*

If WISQA should disband, the Board of Directors will vote on the disposition of any outstanding funds or debts.

## Officers

### *Officers*

The officers of WISQA shall be President, Immediate Past President, Communications Director, Program and Special Events Director, and Membership Director.

The Office of the President shall have the additional designation as Treasurer of the association and shall be so indicated by use of the latter term in all documents.

The Officers of WISQA shall be elected pursuant to Article 7. The terms of all officers of WISQA shall be for the fiscal year for which were elected, and shall continue until their respective successors have been duly elected and take office.

### *Requirements of the Office*

The terms of all officers of WISQA shall be for the fiscal year for which were elected, and shall continue until their respective successors have been duly elected and take office.

There shall be no limits to the amount of time a board member can hold an office; however, it should be the goal of the WISQA board to actively recruit new board members and rotate people into different board positions each year.

### *Vacancies*

An incumbent officer who fails to maintain good standing in WISQA, as determined by the WISQA board, shall be deemed to have vacated his/her office.

In the event of death, resignation, retirement, removal, or disqualification during his/her elected term of office, his/her successor shall serve only until the expiration of the term of his/her predecessor.

In case of a vacancy of an officer, the Board of Directors will appoint a member to fill the vacancy for the duration of the term of his/her predecessor.

### *Removal for Cause*

Officers may be removed from office by a unanimous vote of the remaining Board of Directors.

Filling of the resulting Vacancy in the office must be in accordance with these by-laws.

*Compensation of Officers*

No officer shall receive compensation for services as an officer other than reimbursement for any expenses incurred by the officer in the performance of duties as authorized by the Board of Directors or these by-laws.

## Powers and Duties of Officers

### *General*

The officers of the Association shall consist of the President, Immediate Past President, Communications Director, Program and Special Events Directors (2 member minimum), and Membership Directors (2 member minimum). All board members have voting privileges and encouraged to attend scheduled board meetings and provide committee reports at board meetings. Board meeting minutes will be a joint responsibility of the board members based on a rotation of the board members.

### *President*

- The Chapter President is responsible for all of the activities of the organization.
- Sets the directions for the chapter and ensures that everyone is doing their part to make the chapter successful.
- The President is the deciding vote on issues where decisions cannot be reached by the rest of the group.
- The President or their designee is also responsible for the finances of the organization, providing a financial report at board meetings and a full financial year end report.
- Is able to sign checks off of the organization's checking account.
- The Chapter President will assist any other board member when not present or available.

### *Immediate Past President*

The immediate Past President is not an elected or appointed position. The position is automatically filled by the President of the preceding term. If the President can not continue as the Immediate Past President following their term, the position will remain unfilled for that term. The Immediate Past President position is a full board position and has voting privileges.

- This position will help provide stability and continuity to the organization as a resource to the board.
- The Immediate Past President will be the first choice to preside over board and regular meetings in the absence of the current President.
- If the current President of WISQA resigns or is in some other way incapable to carry on their assigned duties, the Immediate Past President may fill in for the current President until such time that an election may be held and a new President takes office.

#### *Communications Director*

There may be 1 or more members of the Communications committee.

- Responsible for the maintenance of the WISQA website.
- Administrator of the WISQA discussion group on Yahoo.com
- Maintains mailing lists for board members.
- Responsible for approving and sending out announcements, such as monthly meeting notices. Meeting RSVP's are to be sent directly to the Program committee.

#### *Program and Special Events Directors*

The Program and Special Events Directors are a team (at least 2 members) that shares the responsibility of coordinating the events of the WISQA organization, including:

- Writing email announcements of WISQA events (at least two per month)
- Purchasing and presenting speaker gifts
- Purchasing/ordering/setting up/cleaning up refreshments
- Coordinating special requirements for speaker presentations
- Writing and emailing thank you notes to speakers
- Determining the location of meetings
- Planning at least one special event per year (example – educational program or class for WISQA membership)
- Providing and collecting meeting evaluation forms

### *Membership Directors*

The Membership Directors are a team (at least 2 members)

- Responsible for maintaining membership information such as the current list of members, contact information, and meeting attendance.
- Other responsibilities include maintaining an electronic distribution list of for chapter members and sharing membership information with other members.
- The Membership Directors are responsible for recruiting, maintaining the WISQA brochure, and other marketing techniques to aid in maintaining and recruiting membership.
- Provide and collect sign-in sheet(s) of attendees at regularly scheduled meetings.



## WISQA Board

### *Composition*

The Board of Directors shall consist of the elected officers who are: the President, Immediate Past President, Communications Director, Program and Special Events Directors (2+), and Membership Directors (2+).

### *Powers and Duties*

The Board of Directors shall exercise the powers of the Association, including all powers necessary to control the affairs of the Association or incidental thereto, and all powers commonly vested in the Board of Directors, including the power to fill any vacancies in office not otherwise provided for. It shall recommend, to the President any changes to these by-laws deemed advisable. A majority of a quorum may act, and each member shall have one vote.

The President shall assign a recorder. Four members shall constitute a quorum.

### *Meetings*

The Board shall hold six meetings per year. Normally the Board shall meet every other month. The time and place of such meetings shall be decided by the Board.

## Election of Officers

### *Overview*

The Officers shall be elected or re-elected by ballot (email and hardcopy ballots) in accordance with the following procedure:

### *Timeline*

#### August

- Set timeline of election
- Determine how we will rotate the board – so there are not all new board members in any one particular year – No set rotation of the board. Board members may choose to re-run for their current position if they would like to.

#### September

- Announce election process at monthly meeting – hand out written description of each open position
- Allow nominations/volunteers thru mid-October – get acceptance of nominees by October 31<sup>st</sup>.
- Have committee chairs campaign for replacements from their team if they wish to step down from their positions.

#### October

- Announce candidates at monthly meeting
- Send reminder e-mails to group in early October
- Between October 15 and November 1<sup>st</sup>, contact likely candidates to discuss open positions.

## November

- Early November – If there is more than one candidate for any position(s): send out ballots via e-mail. Collect responses and tally members who voted
- One week prior to November meeting: reminder email to submit votes
- Monthly meeting – announce election results at the end of the meeting.
- One week after Monthly meeting, send e-mail with election results

## Meetings

### *Regular Membership Meetings*

There shall be monthly membership meetings except for July and December. The dates of the regularly scheduled meetings shall be announced at the Annual Meeting, and be available to the public on the WISQA website.

Regular meetings dates and times shall be set by the WISQA board.

Regular Membership meetings shall include:

- Opportunity for Committee Updates and Interpersonal Networking
- Any announcements or discussion of business which needs presentation to the membership
- A Program which supports the purpose and objectives of WISQA.

### *Regular Board Meetings*

The WISQA Board will meet at least 4 times per year. Dates and times may be determined by the board. The President sets the agenda of the Board meeting. These meetings will be the primary venue for the conduct of Board business.

### *Annual Board Meeting*

The Annual Board Meeting of WISQA shall be held in December at a time and place designated by the Officers.

The Annual Meeting shall serve as the primary business meeting of the organization.

The Agenda of the Annual Meeting shall include:

- Transition of duties from outgoing Board to the Incoming Board.
- Any discussion or actions with regard to changes in the Articles, by-laws, or other operating documents of the organization.

### *Special Meetings*

Special meetings may be scheduled by the President at his/her discretion to address specific issues important to WISQA operation.

The President shall preside over the Special meeting and shall extend invitations and notifications to those officers, committee chairs and other members whom s/he deems relevant to the issues to be discussed.

Minutes of Special meetings may or may not be made available, at the President's discretion.

### *Notification of Meetings*

Prior notice of the Annual meeting and of each Regular or WISQA Board meeting shall be emailed at least seven days in advance to each person who is eligible according to the by-laws.

Notification of Special meeting must be made to the Board as soon as possible after the meeting is scheduled.