

By-laws of Software Quality Group of New England

ARTICLE I - NAME

- 1.1 The Software Quality Group of New England, Inc., hereinafter referred to as SQGNE, is established as a non-profit organization.

ARTICLE II - PURPOSE

- 2.1 SQGNE is a forum for the free and open exchange of ideas related to software quality and software testing. The stated mission is:
- To promote use of engineering and management techniques that lead to delivery of high quality software
 - To disseminate concepts and techniques related to software quality engineering and software engineering process
 - To provide a forum for discussion of concepts and techniques related to software quality engineering and the software engineering process
 - To provide networking opportunities for software quality professionals

ARTICLE III - MEMBERS

3.1 Membership and member privileges

- 3.1.1 Membership in SQGNE is open, without discrimination, to all individuals, companies, universities, and government organizations who are interested in furthering the mission of SQGNE.
- 3.1.3 An individual becomes a member of SQGNE by enrolling in the organization and paying any required dues.
- 3.1.4 Enrolling is defined to include adding a person's name to the SQGNE membership list.
- 3.1.5 Members are allowed to view information on the SQGNE website and participate in SQGNE sponsored events.

3.2 Dues

All dues-related issues are determined by the Board of Directors. A two-thirds (2/3) majority vote of the Board of Directors is required to establish or modify the amount charged for membership dues.

By-laws of Software Quality Group of New England

3.2 Meetings

Meetings of the SQGNE membership shall take place at a site that is open and accessible to all members and guests. An announcement for each membership meeting shall be disseminated to all members in advance of the meeting.

3.2.1 Annual Meeting - elections and general business matters are discussed at the Annual Meeting.

3.2.2 Date of Annual Meeting - the Annual Meeting is held in June of each year.

3.2.3 Elections - are held at the Annual Meeting. The winner of each elected position is the nominee with the majority of the votes cast.

3.2.4 Notice of Meetings - general meeting notices are e-mailed to the membership at least one week prior to the meeting. Annual meeting notices are e-mailed to the membership at least two weeks prior to the meeting.

3.2.5 Quorum and Voting - All members are eligible to vote at the Annual Meeting. A quorum of at least five members is required.

ARTICLE IV - BOARD OF DIRECTORS

4.1 The property, affairs and business of the Organization shall be managed by the Board of Directors. The Board of Directors shall consist of the four officers:

- **President/Chairperson**
- **Vice President**
- **Clerk**
- **Treasurer**

and up to three Directors-at-large.

4.2 The responsibilities of the Board of Directors include but are not limited to:

- Manage the affairs of SQGNE
- Approve the annual operating budget
- Approve or authorize all expenditures either by individual appropriation or by budget
- Maintain coordination with other similar organizations
- Appoint standing and ad hoc committee chairpersons
- Establish and disband standing and ad hoc committees

4.3 Except where specified differently herein, approvals and decisions by the Board of Directors shall be determined by a simple majority vote (based on the total population of the Board of Directors). Each member of the Board of Directors has one vote.

4.4 In the event of a tie vote, the Chairperson of the Board of Directors must cast an additional deciding vote.

By-laws of Software Quality Group of New England

4.5 Responsibilities of members of the Board of Directors

All members of the Board of Directors shall conduct themselves in accordance with these By-laws. The Board of Directors shall be responsible for developing policies and procedures used by other committees. The Board of Directors reviews and approves Board of Directors meeting minutes and reports from the Treasurer.

4.5.1 Responsibilities of the President/Chairperson

The President shall serve as Chairperson of the Board of Directors and preside at regular meetings of the SQGNE and at meetings of the Board of Directors. In the event of the absence or incapacity of other officers or Standing Committee Chairpersons, the President is responsible for their duties until they are replaced. The President is the point of contact for other organizations. The President is authorized to sign SQGNE checks.

4.5.2 Responsibilities of Vice President

The Vice President assists the President in presiding over the SQGNE and assumes the duties of President upon the President's request, absence, removal, or incapacity.

4.5.3 Responsibilities of Clerk

- a. The Clerk is responsible for recording minutes of the annual meeting and of all Board of Directors meetings.
- b. The Clerk is responsible for establishing a repository for all documents and communications created by the Board of Directors, Standing Committees and ad hoc committees.
- c. The Clerk is responsible for counting votes and reporting the results at any meeting other than for election of officers.

4.5.4 Responsibilities of Treasurer

- a. The Treasurer is the custodian of all funds of SQGNE under direction from the Board of Directors. SQGNE funds shall be maintained in a checking account in the name of SQGNE.
- b. The Treasurer prepares the annual budget and presents this budget for review and approval at the annual meeting.
- c. The Treasurer renders a report of financial condition within thirty (30) days of the end of each quarter of the SQGNE fiscal year, plus any other reports as directed by the Board of Directors.
- d. The Treasurer monitors all expenditures against the budget and has authorization to sign SQGNE checks.
- e. The Treasurer is responsible for ensuring that any required federal and state tax filings related to SQGNE's non-profit status are made at the appropriate times.

By-laws of Software Quality Group of New England

4.6 Term of Office

All elected officers and Directors-at-large serve for terms of one (1) year. The term of office coincides with the SQGNE Fiscal Year.

4.7 Elections

4.7.1 Elections are held as part of the June Annual meeting. Beginning 90 days before the June Meeting, the Nominating Committee accepts nominations from the membership for the following positions:

- President
- Vice President
- Clerk
- Treasurer
- Directors-at-large

4.7.2 Before being offered a nomination, potential nominees shall agree to conduct themselves in accordance with these By-Laws. At the June Meeting, the Nominating Committee presents a list of all nominees for a vote.

4.7.3 Additional nominations shall be solicited and accepted from the membership at the June Meeting.

4.7.4 All members who are present may vote. Uncontested elections may be conducted by assent. Contested elections are conducted by secret ballot. The Nominating Committee counts the ballots.

4.7.5 The winner of each office is the nominee receiving the largest number of the votes. In the event of a tie vote, the Chairperson of the Board of Directors must cast an additional deciding vote.

4.8 Removal and replacement of members of the Board of Directors

4.8.1 Any member of the Board of Directors can be removed from office by a two-thirds (2/3) majority vote of all other members of the Board of Directors.

4.8.2 Board of Directors members nominate and approve replacements to fill the remaining term for any office that becomes vacant.

4.9 Meetings

4.9.1 Meetings of the Board of Directors

The Board of Directors shall meet at least once during each SQGNE Fiscal Year. Unless an alternate meeting date has been agreed upon by a majority of the members of the Board of Directors, a meeting of the Board of Directors shall coincide with a general monthly meeting of the SQGNE. Members of the Board of Directors are notified via e-mail of meetings of the Board of Directors at least two weeks prior to the scheduled meeting.

By-laws of Software Quality Group of New England

Article V - STANDING COMMITTEES

- 5.1** Standing committees support the continuing long-term core activities of SQGNE. Standing committees may include those listed specifically in these By-laws, and any other committees designated by the Board of Directors.
- 5.2** Standing committee chairpersons are nominated by any member of the Board of Directors and approved by vote of the Board of Directors.
- a. The Chairperson of each standing committee is responsible for appointing all members of his/her committee.
 - b. The Chairperson of each standing committee is responsible for reporting the standing committee's status to the Board of Directors.
 - c. Standing committee chairpersons serve for two (2) years.
 - d. A standing committee member's committee membership shall continue so long as the member continues to participate actively in the committee. Failure to participate in a committee for six consecutive months shall be deemed inactivity.
- 5.3** Standing committees may include, though not be limited to, the following:

5.3.1 Programs and Events Committee

The programs and events committee is responsible for the topics and speakers at all monthly SQGNE meetings, the events calendar, as well as organizing special events such as conferences. The Program and Events Committee arranges for posting and reproducing copies of speaker presentation materials.

5.3.2 Communications Committee

The Communications committee is responsible for establishing and maintaining all communications with members of the organization and for general publicity. This includes the SQGNE Web site, the SQGNE Survey, SQGNE newsletters, providing notices of SQGNE events to external websites and publications, and maintaining contacts with other organizations for the purpose of publicizing SQGNE events.

5.3.3 Membership Committee

The Membership committee is responsible for soliciting and enrolling new members into the organization and for maintaining a database of the current members. This committee is also responsible for developing sponsorship materials and programs and soliciting new sponsors and for welcoming members to SQGNE events.

5.3.4 Networking Committee

The Networking Committee is responsible for developing networking programs that can be offered as part of SQGNE events.

By-laws of Software Quality Group of New England

5.3.5 Nominating committee

The Nominating committee is established to draw up a slate of nominees for the elected positions of SQGNE. The members of the Nominating committee are appointed no less than three (3) months before the election meeting. Members of the Nominating committee are ineligible for elected office.

ARTICLE VI - Ad Hoc Committees

- 6.1 Ad Hoc committees are established by the President for the conduct of specific or limited-term activities.
- a. Chairpersons of ad hoc committees are appointed by the President.
 - b. The Chairperson of each ad hoc committee is responsible for appointing all members of his/her committee and for ensuring that meeting minutes are forwarded to the Clerk.
 - c. Ad hoc committees may be dissolved at any time by the President.
 - d. Ad hoc committees serve only until they have fulfilled their mission.

Article VII - FISCAL YEAR

- 7.1 The SQGNE fiscal year is from September 1 to August 31.

Article VIII - PROPERTY

- 8.1 Property of SQGNE includes all information, materials, membership distribution lists, intellectual property, financial assets, equipment, licenses, and other items acquired by, generated by, or donated to SQGNE. Items acquired or created by members of SQGNE in connection with their SQGNE activities, or by members of the Board of Directors in connection with their SQGNE activities, and thereafter donated to SQGNE, are deemed property of SQGNE
- 8.2 Any SQGNE property that contains members' contact information shall be used only for SQGNE business as approved by the Board of Directors. Contact information about any member shall not be released without the written permission of the member.
- 8.3 Members of the Board of Directors shall deliver Property of SQGNE to the Chairperson within fourteen (14) days of completion of their elected terms of office. In the event of resignation or removal of a Board of Directors member, said Board of Directors member shall deliver property of SQGNE to the Board of Directors Chairperson within (14) fourteen days of their resignation or removal.

By-laws of Software Quality Group of New England

Article IX - AMENDMENTS

- 9.1** By-law revisions must be approved by a 2/3 majority of the Board of Directors, and approved at a membership meeting by a two-thirds (2/3) majority of votes cast. The revision must be disseminated to the membership at least thirty (30) days in advance of the vote

Article X - DISSOLUTION OF ORGANIZATION

- 10.1** Dissolution of the SQGNE organization by consent of the members shall consist of unanimous agreement of all its elected officers, together with a two-thirds (2/3) majority vote at a meeting which has been publicized at least thirty (30) days in advance to all members of the organization for the purpose of taking this vote.
- 10.2** Upon the dissolution of this organization, its assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code, or shall be distributed to the federal government or state or local government for public purposes.