

CMS Certification Committee BYLAWS
February 2013 Rev. E

CHARTER

The CMS Certification Committee will work to establish and manage a centralized certification program for Industrial Coordinate Metrologists by engaging the diverse population of users, customers, and manufacturers of large volume, close tolerance, industrial coordinate measurement systems, software & peripherals. We will work with other recognized accreditation bodies, academia, and government institutes to develop the necessary framework for success. The establishment of a centralized certification will result in:

- Legitimizing metrology skill set as an enduring profession
- Establishing a career path for maturing metrology skills
- Fostering the creation of metrology training resources
- Promoting adoption of standardized best practices for measurement
- Meeting our customer's contractual and ISO requirements for qualified personnel

1. MEMBERS

1.1. Membership in the Committee is open to all organizations and individuals subscribing to the purposes of the Committee as set forth in its Charter.

1.2. Individuals shall be designated as one of the following:

1.2.1. Active Member: A person subscribing to the purposes of the Committee who is not defined in 1.2.2, 1.2.3.

1.2.2. Honorary Member: A person of widely recognized eminence in the standards system who may or may not be a member of the Committee as defined in 1.2.1, 1.2.3.

1.2.3. Observer Member: A person who is invited by a committee or subcommittee or both, subject to annual re-approval by the committee's executive subcommittee, to participate on a committee or subcommittee of the Committee because of their special knowledge either as a professionally or technically qualified individual or both, or as an ultimate consumer.

1.3. Applications for membership, except Honorary Member, shall be submitted to the Committee by contacting a Member. Any person or organization who submits such an application, and is approved by the Members, shall become a member of the Committee in the appropriate category. Election to membership shall become effective upon notification.

- 1.4. The chairman of the CMS Executive committee shall be an Active Member of the committee
- 1.5. Only Active Members shall have one vote on matters presented to the Committee as a whole.

2. CERTIFICATION CHAIRMAN

- 2.1. The direction of the affairs of the Committee shall be vested in, and be the responsibility of, the Chairman.
- 2.2. The Chairman shall be appointed by the CMS executive committee and shall serve for the terms to which they have been elected, or until their successors are elected.
- 2.3. The Chairman shall hold office for one year. Terms of office shall begin on the final day of the annual CMSC.
- 2.4. The Chairman is eligible for appointment to the same office at the end of the respective terms.
- 2.5. The Active Members of the certification committee shall make a formal recommendation for chairman to the CMS Executive committee. This recommendation should be delivered to the CMS Executive committee annually prior to each year's CMSC, and, as needed, to fill vacancies of the committee chair.
- 2.6. The Chairman shall preside at all meetings of the Committee, but may appoint any member of the Committee to preside at any designated session of a meeting of the Committee. The Chairman shall be a member ex-officio of all Standing Committees.
- 2.7. In the absence of the Chairman, the duties of Chairman shall be performed by the appointed Member.
- 2.8. The Chairman, or someone designated by the Chairman, shall be responsible for maintaining a record of the proceedings of all meetings.

3. NOMINATION AND MEMBER STATUS

- 3.1. Every member of the Committee has the right to recommend a new member for appointment by the Chairman.

- 3.1.1. Accepted Membership status shall be decided by the Members at a committee meeting by majority vote.
- 3.1.2. All new Members will enter the committee as Observer Member or Honorary Member status.
- 3.1.3. After 6 months as an Observer Member or Honorary Member, the Active Members may vote to grant Active Member status.
- 3.1.4. At any time Active Members may vote to remove Active Member Status from any member by majority vote.
- 3.2. The Chairman shall notify the nominee of their nomination status and of the time and place of the meeting.
- 3.3. The Chairman shall notify each nominee of the nomination.
- 3.4. The method of voting shall be by secret letter ballot (e-mail to Chairman).
- 4. MANAGEMENT OF CERTIFICATION PROGRAM
 - 4.1. The Executive Committee will receive and forward applications for certification to the Certification Committee chair monthly.
 - 4.2. The Certification Committee will establish a monthly meeting to review applications for certification to be attended by active members.
 - 4.2.1. Active members will review applicants qualifications per the Certification Guidelines document.
 - 4.2.2. Active members will vote to accept or deny an application by simple majority.
 - 4.2.3. A quorum of 5 active members must be present per 5.3.
 - 4.2.4. The Certification Committee Chair will notify the applicant by email and forward the Certification Committee recommendation to the Executive Committee and ASPRS.
 - 4.3. The Certification Committee Chair will notify successful candidates of the time and place for the assessment to be administered.
 - 4.4. Approved applications will be considered active for a period of 12 months from the date the applicant is notified of eligibility.

5. MEETINGS OF MEMBERS

- 5.1. The Committee shall meet monthly for the transaction of its business at a time and place fixed by the Chairman.
- 5.2. Special business meetings of the Committee may be called at any time and place at the discretion of the Chairman, or shall be called by the Chairman upon the written request of at least one Active Member.
- 5.3. Five members of the committee shall constitute a quorum.

6. COMMUNICATION RESPONSIBILITIES

- 6.1. The Certification Committee members will submit a quarterly report to the CMS Executive committee describing the committees recent activities and a summary of upcoming activities
- 6.2. The Certification Committee members will provide a biannual update of committee activities to the standing members of the CMS. One update is to be delivered via the CMS World Quarterly newsletter, and the second report is to be provided to members in attendance at the annual CMSC.

7. SPECIAL COMMITTEES

- 7.1. The Active members shall establish special committees to act on specific tasks on an as needed basis
- 7.2. Each special committee will administered by an active certification committee member
- 7.3. Special committees shall stand to accomplish the specified task and shall be disbanded at the completion of the task
- 7.4. Special committees may be made up of active, honorary, or observer members from the certification committee as well as any member of the general public who is willing and able to contribute to the specific task.
- 7.5. Special committees shall meet as frequently as required by the specific task as necessary
- 7.6. It is the responsibility of the active member leader of each special committee to report accomplishments and activities of each respective committee to the

certification committee at each months general meeting as long as the special committee stands.

7. FISCAL YEAR

7.1 The fiscal year of the Committee shall be the calendar year.