

Conformity Assessment Society (CAS)

Rules for the Establishment & Operation of CAS Chapters

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Approved by: Chairman of the Board of Directors

1. Purpose

This Rules document defines the requirements and steps for establishing and operating a Chapter of the Conformity Assessment Society (CAS), in accordance with the CAS Constitution and Bylaws.

2. Eligibility to form a CAS Chapter

- a. Minimum Membership Requirement: At least three (3) Professional or Organizational Members in the relevant geographic area or sector.
- b. Transitional Rule: For the first eighteen (18) months of CAS operation, the Chairman may approve a Chapter even if the minimum membership requirement is not met, provided it aligns with CAS strategic objectives.

3. Chapter Formation Procedure

- a. Submission of Application: Interested members must submit a written request to the CAS Board of Directors including:
 - i. Proposed Chapter name and coverage area/sector.
 - ii. List of founding members (with CAS membership numbers).
 - iii. Draft initial activity plan for the first year.
- b. Board Review: The Board of Directors will review the application for compliance with CAS Constitution, Bylaws, and strategic priorities.
- c. Approval: Chapters are formally recognized through Board approval.
- d. Notification: The Secretariat will issue an official confirmation of Chapter status and add it to the CAS Chapter Registry.

4. Chapter Governance

- a. Leadership: Each Chapter elects a chairman, who also serves as the Chapter's Delegate to the General Assembly. Elections are held every two (2) years among Chapter members.
- b. Rules Compliance: Chapters must operate in line with the CAS Constitution, CAS Bylaws, and any Chapter-specific rules approved by the Board of Directors.
- c. Meetings: Chapters should meet at least twice per year, either physically or virtually.

5. Chapter Responsibilities

- a. Actively promote CAS objectives within the Chapter's area or sector.
- b. Organize professional activities such as workshops, seminars, and networking events.
- c. Maintain regular communication with the CAS Secretariat and other governance bodies.
- d. Facilitate member participation in CAS programs and initiatives.
- e. Report annually to the CAS Board of Directors, including:
 - i. Membership status and growth.
 - ii. Summary of activities and events.
 - iii. Financial report (if applicable).

6. Coordination with CAS Headquarters

Chapters must coordinate with the CAS Secretariat for official communications, event branding and publicity, and use of CAS logos and trademarks.

The CAS Secretariat will provide logistical, technical, and administrative support where possible.

7. Dissolution of a Chapter

A Chapter may be dissolved:

- By decision of the CAS Board of Directors if it becomes inactive or fails to comply with CAS rules.

- Upon written request from the Chapter's members.

In such cases, all Chapter assets and records must be returned to CAS Headquarters.

8. Interpretation and Disputes

The CAS Board of Directors has final authority to interpret these rules. Any disputes regarding Chapter operations will be resolved in accordance with the CAS Constitution, Bylaws, and the Complaints and Appeals Procedure.