



**ASC X12 Administrative
Policy and Procedure**

Approving Constitutions and Charters

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1 Approving Constitutions and Charters

1.1 Introduction

The ASC X12 Steering Committee (Steering) is responsible for this policy and associated procedures. Steering publishes these policies and procedures for the benefit of the members of ASC X12, its subcommittees, task groups, and interested individuals from the general public who actively participate in ASC X12.

Organizations and individuals agree to be bound by these policies and to follow these procedures when they apply for membership and when they renew an existing membership.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

1.2 Background

This document augments the ASC X12 Organization & Procedures Manual (OPM) by defining the process and criteria for approving changes to ASC X12 subcommittee and Steering task group constitutions and charters.

1.3 Approving Constitutions and Charters – Policy

Steering reviews and approves subcommittee and Steering task group constitutions and charters, and revisions thereof, based on compliance with all organizational policies and procedures.

Steering delegates review authority to the Policies & Procedures (P&P) Task Group, which then reviews and evaluates the constitution or charter for adherence to all organization policies and procedures. P&P comments and recommendations must be resolved between P&P and the subcommittee or Steering task group prior to moving to Steering for final approval.

1.4 Approving Constitutions and Charters – Procedures

To obtain a review by Steering, subcommittees and Steering task groups shall use the following procedures:

1. Submit an electronic copy of the document with highlighted changes to Administration. Administration shall post the document in the Policies & Procedures (P&P) Task Group Central Desktop workspace for P&P's review.
2. P&P will review the document to ensure compliance with the By-Laws, OPM, SD2 and all other applicable policies and procedures.
3. P&P will review the document to ensure compliance with ASC X12 standard formatting, template use, grammar, et cetera, i.e. formatting/proofing requirements.
4. After the P&P reviews the document, P&P takes one of the following actions:
 - a. If P&P determines the document is compliant as defined in 2 & 3 above:
 - i. Forwards the document to Steering with a recommendation for approval.
 - ii. Notifies the submitting subcommittee/task group chair.
 - b. If P&P determines the document is not compliant as defined in 2 & 3 above:
 - i. Returns the document to the submitting subcommittee/task group with comments and recommendations to bring the document into compliance.
5. The subcommittee or Steering task group shall make all revisions necessary to comply with all organizational procedures and formatting/proofing requirements. The subcommittee or Steering task group must resolve any disagreement with P&P's comments and recommendations with P&P before the subcommittee/task group approves as final and forwards back to P&P.
6. P&P confirms all comments and recommendations have been processed to P&P's satisfaction. P&P forwards the document to Steering with a recommendation for approval.
7. The ASC X12 Chair will schedule a Steering vote on the final document. Steering takes one of the following actions:
 - a. Approves
 - b. Disapproves
 - i. Documents the issues and revisions that would bring the proposed document in alignment the underlying guiding documents.
 - ii. Returns the document to P&P for further action (revert to 4.b.).

1.5 Document History

- 1993: initial version approved by the ASC X12 Steering Committee
- 2011: revised and approved by the ASC X12 Steering Committee
- 2014: revised and approved by the ASC X12 Steering Committee