

Document Control Operating Procedural Guidelines -----

I. Changes to the USJA By Laws and operating procedures will be made in accordance with majority vote of the USJA Board of Directors.

II. Change authority for USJA By Laws and operating procedures shall reside with Secretary of the USJA Board of Directors.

III. The Secretary of the USJA Board of Directors shall maintain and control electronic 'master' copies of USJA Bylaws and operating procedures. In addition to electronic copies of USJA Bylaws and operating procedures the Secretary of the USJA Board of Directors shall maintain not-less-than one 'hard copy' of USJA By Laws and operating procedures.

IV. On change to any document, for which the USJA Secretary holds change authority, the Secretary shall insure that the USJA Central Office is in possession of electronic, and 'hard', copies of the latest document version.

V. Document control mechanisms to USJA Bylaws and operating procedures shall be displayed in a page 'footer' on each page of the document. Document control mechanisms shall include but not be limited to;

- a. Document revision date
- b. Page numbers indicating CURRENT PAGE of TOTAL PAGES

VI. The Secretary of the USJA Board of Directors shall maintain and control a document revision log to USJA By Laws and each operating procedure.

VII. Distribution of changes to USJA By Laws and operating procedures shall be distributed to;

- a. Members of the USJA Board of Directors
- b. USJA Central Office Manager for purposes of archive and distribution as authorized by the Board of Directors
- c. USJA web site manager for distribution as authorized by the Board of Directors