



BYLAWS LOWER COLUMBIA BASIN CHAPTER

AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted: January 2018

Bylaws Approved by the Area Director and Regional Vice President

 Area Director	4/5/18 date
 Regional I Vice President	4/5/18 date

Chapter Chartered: February 10, 1996

ARTICLE I - NAME

- Section 1. The name of this organization shall be the **Lower Columbia Basin** Chapter of the American Society of Safety Professionals.
- Section 2. Hereinafter, the **Lower Columbia Basin** Chapter will be referred to as Chapter, and the American Society of Safety Professionals will be referred to as the Society.

ARTICLE II – PURPOSE

- Section 1. The purpose of this Chapter will be to promote the advancement of the safety, health and environmental profession and safety, health and environmental Professionals in the geographical area served.
- Section 2. In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:
- a. To develop and/or promote educational programs for obtaining the knowledge required to perform the functions of a safety, health and environmental professionals.
 - b. To develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.

- a. Provide and/or support forums for the interchange and acquisition of Professionals knowledge among its members.
- b. To foster liaison with local organizations of related disciplines.
- c. To inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.
- d. To conduct its affairs in a manner that will reflect the standards, purposes and objectives of the Society

ARTICLE III – MEMBERSHIP

Section 1. Membership in the Chapter is open to those individuals who are members of the Society in good standing order and located within the Chapter's geographical area or request membership in it. All members of the Chapter shall be members of the Society.

Section 2. Membership is personal and not transferable.

Section 3. All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV – ORGANIZATION

Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.

Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 40 active members.

Section 3. This 140th ASSP Chapter is located in Tri-Cities, WA, in Area 1 of Region I, and the Chapter's geographical area is composed of the following eight counties:

Washington Counties:
 Benton
 Franklin
 Yakima
 Walla Walla
 Columbia

Oregon Counties:
 Umatilla
 Morrow
 Union

- Section 4. There shall be an Executive Committee responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such bases that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 5. Five Board members, including at least three elected officers, shall constitute a quorum at any Executive Board Meeting.
- Section 6. The Executive Committee shall consist of the following Elected Officers, President, Vice President, Secretary, Treasurer, Delegate(s) to the Society House of Delegates, one Past President, along with the following appointed positions Chairpersons of the Government Affairs, Activities, Membership, (and other Chairpersons as appointed) and normally one Member-at-Large. Each member of the Executive Committee has the right to vote on matters of business brought to the Executive Committee for consideration.
- Section 7. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson.
- Section 8. The Chapter President is a voting representative of the Regional Operating Committee or Regional Operating Committee meetings. A Professionals Member or Member who is an elected officer of the Chapter may serve instead of the President if so designated in writing to the Area Director or Regional Vice President.
- Section 9. Chapter officers and Delegate(s) to the Society House of Delegates shall be elected by members of the Chapter.
- Section 10. The Chapter activity year shall be from July 1 to June 30.
- Section 11. Committee chairs are appointed by the President subject to approval by the Executive Committee.

ARTICLE V – OFFICERS

Section 1. Elected officers of the Chapter shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Delegate(s) to the Society House of Delegates

Section 2. Each elected Chapter officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professionals Member or Member may hold the offices of President, Vice President, or Delegate to the House of Delegates.

Section 3. The President shall:

- a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a voting representative of the Regional Operating Committee or Regional Operating Committee meetings for the Chapter.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the chapter.
- f) Submit an Annual Report of Chapter activities to the Area Director or Regional Vice President and the Society Secretary by August 15.
- g) Submit the names of Chapter officers and Delegate(s) elected for the ensuing year annually by May 31 to the Area Director or Regional Vice President and the Society Headquarters.

Section 4. The Vice President shall:

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Assume responsibilities for the work of Committees as assigned by the President.

Section 5. The Secretary shall:

- a) Maintain Chapter records and correspondence.
- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- c) Ensure Chapter members are notified of meetings
- d) Assume the duties of the Treasurer as necessary.
- e) Assume the duties of the President if neither the President nor Vice President are available.

Section 6. The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) Submit a completed Chapter Dues Report by March 1 to Society Headquarters with the President's concurrence.
- e) Complete the Chapter's audited income and expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
- f) Assume the duties of the Secretary as necessary.

Section 7. The Delegate(s) to the Society House of Delegates shall:

- a) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
- b) Keep the Chapter informed of House of Delegates actions and proposed actions.
- c) Act on House of Delegates mail ballots on behalf of the Chapter.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent past President available to serve shall be the Chairperson of the Nominations and Elections Committee. The Committee, including the Chairperson, will consist of no less than three (3) or more than (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. The current Chapter President shall not be a member of the Nominating Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations and Elections Committee.

In cases where a chapter does not have an immediate Past President available to serve as the Nominations and Elections Chair, the chapter will notify the Area Director or the Regional Vice President, who will make the selection from qualified members of the chapter.

Members of the Nominations and Elections Committee who are chosen to run for an office shall resign from the Nominations and Elections Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. The slate of officer candidates must be approved by the full final Nominating Committee.

The Chairperson of the Nominating and Elections Committee shall be selected in December. The members of the Nominating and Elections Committee shall be selected and identified to the chapter members no later than the end of February.

Section 2. The Nominating and Elections Committee shall select qualified candidates for all elective offices.

The Nominating and Elections Committee shall select those candidates who, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are selected. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 30 days in advance of the election.

Section 3. In order to add a nomination not selected by the nominating committee, any ten (10) Chapter Voting Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating and Elections Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

Section 4. The term of elected Chapter officers shall be for one year beginning July 1.

Section 5. Election of officers for the ensuing year shall be held during the month of May. If more than one candidate for any office, election shall be by written or email ballot. A return of at least 40 votes or 20% of the Chapter membership is required. If only one candidate for an office, election may be by voice vote.

Section 6. Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee, or ten (10) voting members of the Chapter. Notification of such meeting shall be made to each member at least 30 days in advance of the date of the meeting. Committee Chairpersons appointed by elected officers or by the Chapter Executive Committee may be removed by a majority of the officers.

Section 7. Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

- a) Should a vacancy occur in any elected office, including Secretary, Treasurer, Delegate to the Society House of Delegates or any others, except President or Vice President, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office. Special consideration should be given to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

- b) Should a vacancy occur early in the term, in the office of:
 - 1) President, the Vice President shall succeed to the Presidency.
 - 2) Vice President, the President shall:
 - (a) Appoint a special Nominating and Elections Committee.
 - (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of date on which the election is to be held.
 - (c) Members wishing to submit any additional nominating Petitions, will do so within 10 days of notification and ensure the petitions are signed by the number of Voting Members specified in Article VI, Section 3.
 - (d) Conduct a voice vote at the Chapter meeting if there is only one nominee and a written ballot if there is more than one nominee for office. An e-ballot option may also be provided.
 - (e) The successful candidate shall assume office immediately on election.

- c) Should a vacancy occur at mid-term or later, in the office of:
 - 1) President, the Vice President shall serve the unexpired term of the President.
 - 2) Vice President, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the

Chapter to have a Vice President, then the position should be filled as noted in this Article and Section, paragraph b)(2).

Section 8. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 9. Inability to serve: If after election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

ARTICLE VII – SECTIONS

Section 1. Sections may be formed by this Chapter to serve 10 or more dues-paying Chapter members whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter. A Student Section may be formed from a Student Members attending an educational institution where that institution lies within the boundaries of the chapter.

Section 2. The group shall complete a section formation application. The section shall be approved by the chapter, and Area Operating Committee, or if applicable, Regional Operating Committee. The section shall operate in accordance with Society and Chapter Bylaws.

- a) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter Section Chair/Student Section Chair or Chapter President.
- b) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
- c) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds and assets in the in the Section Treasury shall be remitted to the Chapter for Chapter use.

ARTICLE VIII – DUES

- Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.
- Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- Section 3. Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals. An e-ballot may also be used for this process with a minimum return rate of 20 percent of chapter members.

ARTICLE IX – MEETINGS

- Section 1. Chapters shall hold at least four technical meetings a year. Technical meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.
- Section 2. Special meetings of members may be called by the Chapter Executive Committee. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.
- Section 3. A majority of the Executive Committee present at an executive committee meeting shall constitute a quorum. Five Executive Board members, including at least 3 elected officers, shall constitute a quorum at any regular or special Executive Board meeting.
- Section 4. Seven active members in good standing shall constitute a quorum at any regular or special meeting.
- Section 5. The latest edition of *Robert's Rules of Order Newly Revised* shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.
- Section 6. Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meetings. These meetings are necessary for managing the chapter including finance

reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.

ARTICLE X – MISCELLANEOUS

Section 1. The Chapter may be dissolved by Chapter members in the following manner:

- a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within 30 days following the Chapter Executive Committee action, a mail or email ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed; they shall be counted by the Chapter Executive Committee. A two-thirds (2/3) vote is required for approval of the action.
- c) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

Section 2. If a Chapter Executive Committee no longer exists a Chapter member may make a recommendation for dissolving the Chapter to the Regional Vice President and Area Director for their review. Upon the approval for the Area Operation Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3. The Society Board of Directors may be dissolved by the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the Chapter officers shall carry out the dissolution of the Chapter.

Section 4. The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

Section 5. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.

Section 6. Chapter officers shall ensure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings - permanently (recommended by Society auditors).
- b) Correspondence - two years following completion of the Chapter year.
- c) Financial Records – seven years following completion of the Chapter year.

Section 7. Limit all travel/trip expenses (hotel, airfare, ground transportation to and from airport, etc.) to a maximum of \$1500.

- a) Alcoholic beverages are not a reimbursable expense.
- b) The President's mandatory travel and attendance to Regional Operating Committee and meetings is exempted from this requirement.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by seven Voting members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.

Section 2. The Chapter Executive Committee shall publish any proposed amendments to the membership at least 30 days in advance of the vote to approve amendments.

Section 3. Only Elected Board Members are allowed to enter into contracts and/or negotiate monies for the chapter.

Section 4. Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval. In the event the Chapter does not attain a quorum at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve bylaws amendments.

Section 5. All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.

Approved December 13, 2017 by a majority vote.

Summary of changes:

Entire Bylaws – *added* Area Director or

Article III – Membership

Section 1 – *added* order

Section 1 – *removed* who are

Article IV – Organization

Section 8 – *removed* member

Section 8 - *added* voting representative

Section 8 – *added* who is an

Section 8 – *added* office of

Section 8 – *removed* by

Section 11 – *added*

The Executive Committee shall consist of the Elected Officers. Each member of the Executive Committee has the right to vote on matters of business brought to the executive committee for consideration.

Section 12 – *added*

Committee chairs are appointed by the President subject to approval by the Executive Committee.

Article V – Officers

Section 3 – *added* voting representative

Section 3 – *removed* member

Section 3 – *added* Regional Operating Committee meetings

Article VI – Nomination and Election of Officers

Entire section – *changed* to Nominations and Elections Committee

Section 1 – *added*

Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations and Elections Committee.

In cases where a chapter does not have an immediate Past President available to serve as the Nominations and Elections Chair, the chapter will notify the Area Director or the Regional Vice President, who will make the selection from qualified members of the chapter.

Section 2 – *added*

Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 30 days in advance of the election.

Section 7 – *added*

Conduct a voice vote at the Chapter meeting if there is only one nominee and a written ballot if there is more than one nominee for office. An e-ballot option may also be provided.

Article VII – Sections

Section 1 – *added*

A Student Section may be formed from a Student Members attending an educational institution where that institution lies within the boundaries of the chapter.

Article IX – Meetings

Section 6 – added s to meetings

Article X – Miscellaneous

Section 1 – *added* email

Section 2 – *added*

If a Chapter Executive Committee no longer exists a Chapter member may make a recommendation for dissolving the Chapter to the Regional Vice President and Area Director for their review. Upon the approval for the Area Operation Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 6 – added seven

Section 7 – added

b) The President's mandatory travel and attendance to Regional Operating Committee and meetings is exempted from this requirement.

Article XI – Amendments

Section 3. *changed wording*

Only Elected Board Members are allowed to enter into contracts and/or negotiate monies for the chapter.