

BYLAWS of the STAR VALLEY CHAPTER
Of the
AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Reviewed and approved by members on 12.2022

Bylaws Approved by the Area Director and Regional Vice President

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ARTICLE I NAME

Section 1.

The name of this organization shall be the Star Valley Chapter of the American Society of Safety Professionals.

Section 2.

Hereinafter, the Star Valley Chapter will be referred to as "Chapter", and the American Society of Safety Professionals will be referred to as "Society".

ARTICLE II PURPOSE

Section 1.

The purpose of the Chapter will be to promote the advancement of the safety profession and safety 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 professional.
- 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.
- c) To provide and/or support Forums for the interchange and acquisition of professional knowledge among its members.
- d) To foster liaisons with local organizations of related disciplines.
- e) To inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.
- f) 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 and who are either 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 forty (40) active members (members In good standing).

Section 3.

The Chapter is located In the Northern Area of Region VI and the Chapter's geographical area Is defined as follows:

| | | |
|-----------|------------|--------------|
| Alleghany | Craig | Patrick |
| Amherst | Floyd | Pittsylvania |
| Augusta | Franklin | Pulaski |
| Bath | Giles | Roanoke |
| Bedford | Grayson | Rockbridge |
| Bland | Henry | Rockingham |
| Botetourt | Highland | Smyth |
| Campbell | Montgomery | Tazewell |
| Carroll | Nelson | Wythe |

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 basis that will not impair the ability of the Chapter to pursue its purposes independently.

Section 5.

The Executive Committee shall consist of the Elected Officers as defined In Article V, the immediate Past President, appointed officers and Committee Chairpersons. The President shall publish a list of the Executive Committee annually. All members of the Executive Committee have voting rights.

Section 6.

The actions of a majority of the Executive Committee voting at a meeting at which a quorum exists shall be considered the actions of the entire Executive Committee.

A quorum for Executive Committee meetings shall consist of either one or below:

- a) Three (3) elected officers (as identified In Article V, Section 1) In attendance:
- b) Any eight (8) Committee members which include two (2) elected officers listed In Article IV, Section 6, (a).

Section 7.

If a quorum is not achieved at any regularly scheduled executive committee meeting then electronic voting on Committee actions will be acceptable If all executive committee members are included In the electronic mailing.

Section B.

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 9.

The Chapter President is a member of the Area / Regional Operating Committee. A Professional Member or Member elected by the Chapter may serve in the stead of the President if so designated in writing to the Regional Vice President in accordance with Society requirements.

Section 10.

Members of the Chapter shall elect chapter officers and Advisory Group Member(s) on the ASSP Advisory Group.

Section 11.

The Chapter activity year shall be from July 1 to June 30.

ARTICLE V OFFICERS

Section 1.

Elected officers of the Chapter shall be:

- a) President
- b) Vice-President (President Elect)
- c) Secretary
- d) Treasurer
- e) Advisory Group Member(s) on the ASSP Advisory Group

As such, these members will constitute the Executive Committee and will be charged with the day-to-day operation of the Chapter in accordance with the provisions of the Chapter By-Laws herein.

Section 2.

Each elected Chapter officer shall be a Society member for one year prior to taking office; the Regional Vice President must approve exceptions. However, only a Professional Member or Member may hold the offices of President, Vice President, or Advisory Group Member(s) on the ASSP Advisory Group.

Section 3.

The President shall:

- a) Preside at regular and special meeting of the 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 member of the Area / Regional Operating Committee representing 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 Regional Vice President and the Society Secretary by June 15.
- g) Submit the names of Chapter officers and Advisory Group Member elected for the ensuing year by June 1 to the Regional Vice President and the Society Secretary.

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 anti correspondence.
- b) Record and distribute minutes of Chapter meetings and Executive Committee meetings.
- c) Notify Chapter members of meetings.
- d) Assume the duties of the Treasurer as

necessary. 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) By May 31, transmit to Society Headquarters the audited income & expense statement for the fiscal year ending March 31, and submit to the IRS any required tax documents by August 15.
- e) Assume the duties of the Secretary as

necessary. Section 7.

The Advisory Group Member(s) on the ASSP Advisory Group shall:

- a) Operate In accordance with Advisory Group Operating Procedures and Society Bylaws.
- b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- c) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.

d) Assure representation of the Chapter at meetings of the Advisory Group .

Section B.

The Area / Regional Operating Committee Representative shall:

- a) Be a member of the Area / Regional Operating Committee (ROC) representing the Chapter.
- b) Perform such other chapter or ROC Functions as may be delegated.

ARTICLE VI NOMINATION AND ELECTION OF OFFICERS

Section 1.

A Nominating Committee shall be established no later than November of each year. The most recent Immediate Past President available to serve shall be the Chairperson of the Nominating Committee. The Committee, including the Chairperson, will consist of no less than three (3) but no more than five (5) members, preferably Past Presidents. The current Chapter President shall not be a member of the Nominating Committee.

Members of the Committee who are chosen to run for an office shall resign from the Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. This exclusion does not apply to the Vice President who is unopposed and may be a member of the Committee. The slate of officer candidates must be approved by the full Final sitting Committee.

The names of the Committee Members shall be publicized prior to the December meeting.

Section 2.

The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 60 days in advance of the election.

Section 3.

Any eight (8) Chapter Professional Members or 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 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. All elected Chapter Officers may succeed themselves for a second term in office. There shall be a two-term limit for all elected Chapter Officers.

Section 5.

Election of officers for the ensuing year shall be held at the April meeting or through a special ballot mailing (may be electronic mailing) to all Chapter members prior to the April meeting. If there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for an office, election may be by voice vote.

Section 6.

Removal of elected Chapter officers shall be by majority vote of Chapter members at any regular or special meetings upon presentation of a signed petition from the Chapter.

Executive Committee, or eight (8) voting members of the Chapter. Notification of such

meeting shall be mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

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 or any others, except President or Vice-President, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member to fill the unexpired term of office, giving special consideration 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 Committee.
 - (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
 - (c) Receive at the Chapter meeting any additional nominating petitions as may be rendered, and signed by the number of Professional Members and 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.
 - (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 in addition to the term for which he/she was originally elected.
 - 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.

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 ten (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.

Section 2.

The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Regional Operating Committee.

a) The petition should outline: –

1. Name of the Section.
2. Territory the Section will encompass.
3. Number of members currently in the territory.
4. Plans for meetings to be held and the nature of the program.
5. Justification for the creation of the Section.
6. Any dues arrangements between the Chapter and the Section.

b) The Section shall operate in accordance with Society and Chapter Bylaws.

c) Sections upon approval by the Regional Operating Committee shall elect a Chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. The Chairperson shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two, as a non-voting participant.

d) By April 15 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Regional Vice President.

e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.

f) The Chairperson of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year

beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.

- g) If the Section ceases to Function as a viable organization, the Chapter Executive Committee, after Investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
- h) Student members attending an educational Institution may join together to form a Student Section of the Chapter within whose boundary the institution lies.

ARTICLE VIII DUES

Section 1.

Each member, except Students, Emeritus and Honorary Members, shall be assessed annual dues as determined by Chapter members (currently \$15.00), 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.

ARTICLE IX MEETINGS

Section 1.

The Chapter will hold six meetings a year and four of them will be technical meetings 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, shall be held at least four times during the year for the interchange and acquisition of professional knowledge among members.

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 shall be sent to each member at least two weeks In advance.

Section 3.

Eight (8) of the Chapter members in good standing that include 2 elected officers listed in Article IV, Section 6, (a) shall constitute a quorum for voting purposes at any regular or special meeting.

Section 4.

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.

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 Executive Committee. The resolution shall set Forth the reasons for dissolution.
- b) Within 30 days Following the Chapter Executive Committee action, a mail ballot shall be sent to all Chapter members setting forth the reasons for tile 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 t11e dissolution of tile Chapter In-conformance with applicable laws and Society Bylaws.

Section 2.

Tile Chapter may be dissolved by t11e Society Board of Directors 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.

Section 3.

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

Section 4.

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 5.

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 aut11orized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings - permanently.
- b) Correspondence- two years following completion of the Chapter year.
- c) Financial Records- seven years following completion of ti1e Chapter year.

Section 6.

Financial reimbursement for any official Chapter activity must be authorized by the Executive Committee prior to performance of such activities. Original receipts will be required for all reimbursements. All attendees at Chapter sanctioned events (including members) are responsible for registration payment and other associated costs unless expressly exempted by the Executive Committee.

Section 7.

Dissemination of information to the membership regarding official Chapter activities shall be accomplished through1 one or a combination of the following methods:

Postal Service
Mailing Web Page
Posting

Electronic Mailing
Newsletter Posting

Information requiring dissemination to the entire membership may include but is not limited to Chapter events, meeting announcements, meeting minutes, Executive Committee roster, Nominating Committee and other sub-committee rosters, Officer candidates and qualifications, By-Laws revisions and proposed dues increase. Every effort must be made to assure inclusion of all Chapter members.

ARTICLE XI AMENDMENTS

Section 1.

Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by eight (8) Chapter Professional Members and/or 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 members list at least 30 days in advance of the meeting at which action will be taken.

Section 3.

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.

Section 4.

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