

MODEL CHAPTER BYLAWS (Version: CoRA 2022)

**BYLAWS CHESAPEAKE CHAPTER
AMERICAN SOCIETY OF SAFETY PROFESSIONALS**

Bylaws Adopted August 2022

Bylaws Approved by the Area Director and Regional Vice President

Daniel L. Ashworthy/Area Director, DRVP
Daniel L. Ashworthy/Area Director, DRVP (Jan 24, 2023 14:02 EST)

(Area Director Signature)

Michael A Wolf, CSP/RVP
Michael A Wolf, CSP/RVP (Jan 23, 2023 07:52 EST)

(Regional Vice President Signature)

Chapter Chartered April 8, 1963

ARTICLE I - NAME

Section 1 The name of this organization shall be the _____ Chapter of the American Society of Safety Professionals.

Section 2 Hereinafter, the _____ 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 profession and safety professionals and development of its members 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 promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
- b) To develop and disseminate locally, information and materials that will carry out the goals and objectives of the Chapter and of Society.
- c) To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
- d) To foster liaison with local organizations of related disciplines.
- e) To inaugurate and implement programs and projects that is consistent with the purposes of the Chapter and the Society.
- f) To conduct Chapter affairs in a manner that will reflect the Mission and values 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 located (either at work or domiciled) within the Chapter's geographical area. All members of the Chapter shall be members of the Society.
- Section 2 Membership is personal and nontransferable.
- 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 25 active members.
- Section 3 The Chapter is located in Area A of Region VI of the Society and the Chapter's geographical area is defined as follows:

Baltimore City, the state of Maryland Counties of:

Allegheny	Anne Arundel
Baltimore	Carroll
Cecil	Frederick
Garrett	Harford
Howard	Washington.

Note: Counties not included are Calvert, Caroline, Charles, Dorchester, Kent, Montgomery, Prince Georges, Queen Anne's, Somerset, St. Mary's, Talbot, Wicomico, and Worcester.

- Section 4 An Officer Committee shall consist of the current Elected Officers. It shall be responsible for approval of the Chapter Budget, for the appointment and supervision of the Executive Committee as well as reporting to the Society. It shall be responsible for developing recommendations to the Executive Committee in regard to budget and non-budget items, as well as any proposed removal of Elected Officers or Executive Committee members.
- Section 5 An Executive Committee shall be 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 by-laws, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 6 The Executive Committee shall consist of the Elected Officers, voting Committee Chairs and non-voting Committee Chairs. Each voting member of the Executive Committee has the right to vote on matters of business brought to the Executive Committee for consideration.

Elected Officers:
President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, One Advisory Group Member and One Director.

- Section 7 Any Committee member shall not enter into any contract or that obliges the Chapter financially for more than \$1500 without the prior approval of the Officer Committee. For contracts over \$1500, such contracts must also be reviewed and approved by the Regional Vice President prior to execution of the contract.
- Section 8 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. Committee chairs and all members of the committee are appointed by the President subject to approval by the Executive Committee.
- Section 9 The Chapter President is the voting representative for the Chapter at the Area Operating Committee or Regional Operating Committee meetings. A Professional 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 10 Chapter officers shall be elected by members of the Chapter.
- Section 11 The Chapter activity year shall be from July 1 to June 30.

ARTICLE V-OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE

Section 1. Elected officers of the Chapter shall be:

- a) President
- b) 1st Vice President
- c) 2nd Vice President
- d) Secretary
- e) Treasurer
- f) 1st advisory group member
- g) Director

Duties for each of these positions will be in writing and posted on the Chapter's web site. Changes or Modifications to these duties can be changed by a majority vote of the Executive Committee.

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 Professional Member or Member may hold the offices of President, Vice Presidents, or Advisory Group Member(s) on the ASSP Advisory Group.

Section 3 Committees and Committee Chairs. The President or the Officer Committee may deem necessary either standing or ad-hoc committees to further the purpose and objectives of the Chapter. Standing committee chairs will be voting members of the Executive Committee. Standing Committees may include:

- a) Programs
- b) Newsletter
- c) Website and Media Communications
- d) Membership
- e) Nominations
- f) Government Affairs

4) Awards & Scholarships

All other committee chairs appointed or nominated will be non-voting members of the Executive Committee. Duties and activities for all Committees will be in writing and posted on the Chapter's web site. Duties and activities are subject to a majority vote of the Officer's Committee.

Section 4 The most current Past President of the Chapter will also serve as part of the Executive Committee and be a non-voting member.

Section 5 The Advisory Group Member(s) on the ASSP Advisory Group will be appointed by the President from among previous Chapter Officers and will be a non-voting member of the Executive Committee.

ARTICLE VI- NOMINATION AND ELECTION OF OFFICERS

section 1 The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee. The Committee, including the Chairperson, will consist of neither no less than three (3) nor more than (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in the current year that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer may not serve on the Nominations & Elections Committee.

The current President of the Chapter cannot serve on the Nominations and Election 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 RVP who will make the selection from qualified nominees of the chapter.

Selection of the Nominations and Election Committee Members shall be completed no later than December 1st and duly recorded and reported to Society. The full final Nominations & Elections Committee must approve the slate of officer candidates.

Section 2 The Nominations & Elections Committee shall select qualified candidates for all elective offices and submit the slate to the Executive Committee for their approval. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 15 days in advance of the election meeting or be published on the electronic ballot for 15 days. Notice of an electronic ballot will be published 15 days before the ballot commences.

Section 3 Chapter member may submit a signed petition nominating an individual for elective office. The petition will require 25 signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee 15 days in advance of the election meeting or publishing the electronic ballot. If such a petition is received, then names and qualifications of such nominees shall be published and distributed to the membership at least 7 days prior to the election meeting, or at the time of the electronic ballot.

The term of elected Chapter officers shall be July 1 to June 30.

Section 4

Election of officers for the ensuing year shall be held no later than the May meeting in attendance of a quorum or by electronic ballot during the month of May to all members with results to be announced no later than end of May. If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote if occurring at the meeting, otherwise electronic ballot is still required.

Section 5

Section 6 In the event a quorum is not present at the election meeting a special mail or electronic ballot will be sent to the Chapter Members and a return of at least 40 votes of the Chapter membership is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response. If 40 votes are not received, the electronic ballot will be re-distributed until the 40 votes are received.

Section 7 Removal of elected Chapter officers shall be by a 2/3 vote of the Executive Committee at any regular or special executive committee meeting at which a quorum of the executive committee is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Grounds for removal from office can include, but are not limited to, dereliction of duty, and not adhering to the ASSP Code of Conduct. In addition, upon presentation of a signed petition from 25 voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances.

Section 8 Committee Chairpersons appointed by elected officers (President or Officer Committee) may be removed by the officer who appointed them, or by the Officer Committee.

Section 9 The Advisory Group Member(s) on the ASSP Advisory Group will be nominated by the President from among previous Chapter Officers and will be a non-voting member of the Executive Committee.

Section 10 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 mid-term or later of that office, including Secretary, Treasurer, Secretary/Treasurer or any others, except President, or positions succeeding to 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, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

b) Should a vacancy occur before mid-term, in the office of:

1) President, the 1st Vice President shall succeed to the Presidency. If the 1st Vice President declines the position, a 2nd Vice President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in c) of this section will be considered for filling the seat of President. The 1st Vice President or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.

2) 1st Vice President, the 2nd Vice President shall succeed to the 1st Vice Presidency for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in c) of this section will be considered for filling the seat of President. The 1st Vice President or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.

c) Should a special election be necessary, the President shall.

1) Appoint a special Nominations & Elections Committee

- 2) 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.
- 3) Receive at the Chapter meeting any additional nominating petitions as may be rendered and signed by the number of members specified in Article VI, Section 3.
- 4) 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.
- 5) Ensure that the elected candidate assumes office immediately upon election.

Section 11 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 12 Inability to serve: If after the 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.

Section 13 In the event an officer position has received no nominations, a special vote of Members at the election (May) meeting or following (June) meeting is authorized to fill the vacancy, in attendance of a quorum. If not filled, it shall be considered a vacancy.

ARTICLE VII -SECTIONS

Section 1 Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from 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.

Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/ Treasurer and must abide by Article VII in the 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 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% 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 method, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposure 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 a majority vote of 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. Ten (10) Chapter members and at least two (2) Elected Chapter Officers shall constitute a quorum at any regular or special Chapter 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.
- Section 5 Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meeting. 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 XI- 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 a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating 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 dissolve 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 that are consistent with the purpose of the Society and the Chapter.

Section 6 Chapter Officers shall assure 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 Confidential Records

- a) All records subject to privacy laws and records, including, but limited to social security numbers, credit card numbers, and other information that could lead to identity theft shall be maintained in a secure manner and fully destroyed at the end of their useful life.
- b) Chapter mailing list shall NOT be used for commercial enterprise unrelated to authorized Chapter activities.
- c) Chapter mailing lists may be used by the Chapter and non-profit allied professional societies and/or universities engaged in a joint venture project with the Chapter to announce information beneficial to the safety profession.
 - a. However prior approval is required by the Chapter Executive Committee
 - b. Any member may ask to be excluded from electronic communication specified in Section 7 c) by writing to the Chapter Secretary.
 - c. Members who opt out of electronic communication may, at the discretion of the Executive Committee be charged a nominal fee for postal mailing.

Section 8. Anywhere within these By-Laws that there exists a requirement for a "written, writing, presented, mail(ed), publish(ed), distribute (d), notice/notified" requirement, an appropriate "electronic notice or response" may be substituted. The "electronic notice response" must be traceable back to the specified member, Officer, Committee Chair or Executive Committee member initiating the notice or response.

ARTICLE XII -AMENDMENTS

Section 1 Amendments to these Bylaws may be proposed by the Chapter Executive Committee or a chapter bylaws committee or by 25 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.

BYLAWS Chesapeake CHAPTER
AMERICAN SOCIETY OF SAFETY
PROFESSIONALS

- Section 2 The Chapter Executive Committee shall publish any proposed amendments to the membership at least 15 days in advance of the meeting or electronic ballot 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.

Approved by the Chapter Executive Committee

Date: November 10, 2022_____

Approved by the Chapter Membership

Date: December 2022_____