

CHATTANOOGA AREA CHAPTER BYLAWS AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chapter Chartered September 20, 1957

Bylaws Adopted August 2022

Bylaws Approved by Regional Vice President & Area Director



Christina Merriott (Feb 2, 2023 10:44 EST)

Regional Vice President signature



Area Director signature

Revised May 2005

Revised November 2009

Revised February 1, 2012

Revised January 30, 2014

Revised December 27, 2017

Revised August 2022

Contents

ARTICLE I - NAME	1
ARTICLE II - PURPOSE	1
ARTICLE III - MEMBERSHIP	1
ARTICLE IV - ORGANIZATION	2
ARTICLE V - OFFICERS	3
ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS	4
ARTICLE VII - SECTIONS	6
ARTICLE VIII - DUES	7
ARTICLE IX - MEETINGS	7
ARTICLE X - MISCELLANEOUS	7
ARTICLE XI - AMENDMENTS	8

ARTICLE I - NAME

Section 1.

The name of this organization shall be the Chattanooga Area Chapter of the American Society of Safety Professionals.

Section 2.

Hereinafter, the Chattanooga Area 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 in the area served.

Section 2.

In fulfilling its purpose, the Chapter shall have the following objectives within the geographical area:

- To develop and/or promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
- To develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society and serve the public.
- To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
- To foster liaison with local organizations of related disciplines.
- To inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.
- To conduct its affairs in a manner that reflects 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 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.

-next page-

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 the South Area of Region VII and the Chapter's geographical area is defined as follows: Tennessee – Bledsoe, Bradley, Hamilton, Sequatchie, Marion, McMinn, Meigs, and Polk counties Georgia – Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon,

Murray, Rabun, Towns, Walker, Whitfield, and Union counties North Carolina – Cherokee, Clay, and Graham counties

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 own purposes independently.

Section 5.

A majority of the Executive Committee present at a meeting shall constitute a quorum (5 members).

Section 6.

The Executive Committee shall consist of Elected Officers, one members at-large, the Advisory Group Member(s) on the ASSP Advisory Group and the immediate Past President.

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 member of the 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.

Section 9.

Chapter officers, Members-at-large on the Executive Committee, and Advisory Group Member(s) on the ASSP Advisory Group shall be elected by members of the Chapter.

Section 10.

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

The Chapter fiscal year will begin on April 1 and end on March 31

-next page-

ARTICLE V - OFFICERS

Section 1.

Elected officers of the Chapter shall be:

- President
- Vice President
- Secretary
- Treasurer
- Advisory Group Member(s) on the ASSP Advisory Group

Section 2.

Additional officer positions that may be elected are

Membership Chair

Public Relations

Section 3.

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

Section 4.

The President shall:

- Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- Represent the Chapter at meetings of other organizations where official representations of the Chapter are desirable.
- Be a member of the Regional Operating Committee representing the Chapter.
- Provide leadership for programs and activities for the Chapter during the term of office.
- Appoint such committees as are necessary to implement the objectives of the Chapter.
- Submit an Annual Report of Chapter Activities to the Regional Vice President and the Society Secretary by August 15.
- Submit the names of Chapter Officers and Advisory Group Member(s) on the ASSP Advisory Group elected for the ensuing year by June 1 to the Regional Vice President and the Society Secretary.

Section 5.

The Vice President shall:

- Succeed to the office of the President and carry out its duties if the President is unable to serve.
- Assume responsibilities for the work of committees assigned by the President.
- Serve as monthly program chairman with the responsibility of selecting programs and speakers with the assistance of the Executive Committee and the Chapter membership.

Section 6.

The Secretary shall:

- Maintain Chapter records and correspondence.
- Record and distribute timely and accurate minutes of the Executive Committee and Chapter meetings.
- Notify Chapter members of meetings.
- Assume the duties of Treasurer as necessary.

Section 7.

The Treasurer shall:

- Maintain all financial records of the Chapter.
- Supervise the receipt and disbursement of funds as directed by the Executive Committee.
- Maintain Chapter funds in a depository approved by the Executive Committee.
- Prepare the Annual Financial Report and send to ASSE HQ by May 31
- Prepare IRS Form 990EX and/or 990 EZ, if necessary and send a copy to ASSE HQ by May 31
- Assume the duties of Secretary as necessary.

Section 8.

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

- Operate in accordance with Advisory Group operating procedures and Society Bylaws.
- Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- Actively discuss and provide input on issues/topics to the Board of Directors.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1.

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) and no more than five (5) members. 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. The full final sitting Committee must approve the slate of officer candidates.

Selection of the Committee Members shall be completed no later than the first Executive Committee meeting each calendar year. The names of the Committee Members shall be publicized prior to the February 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 seven (7) Chapter Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by written acceptance by the nominee(s) and shall be submitted by 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 Chapter membership at least 15 days prior to the election.

Section 4.

The term of office for Chapter Officers shall be for two years beginning July 1.

Section 5.

Election of officers for the ensuing term shall be held at the April meeting unless

specifically approved for change by the Executive Committee. If there is more than one candidate for an office, the 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 vote of Chapter members at any regular or special meeting upon representation of a signed petition from either the Executive Committee or ten (10) voting members of the Chapter. Notification of such a meeting shall be mailed to each member at least 30 days in advance of the date of the meeting. The officer on the Executive Committee who appointed them may remove committee Chairpersons appointed by elected officers of the Chapter Executive Committee.

Section 7.

Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions of duties. If no such 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.

Should a vacancy occur in any elected office, including the Secretary, Treasurer or any others except President and President-Elect, 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 shall be given to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

Should a vacancy occur early in the term, in the office of:

- President:

The Vice President shall succeed to the Presidency.

- Vice President

The President shall:

Appoint a special Nominating Committee.

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.

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.

Conduct a voice vote at the Chapter meeting if there is but one candidate or a written ballot if there is more than one candidate.

- The successful candidate shall assume the office immediately on election.
- Should a vacancy occur at mid-term or later in the office of:

- President:

The Vice President shall serve the unexpired term in addition to the term for which he was originally elected.

- 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 required 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 an 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 by 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 all 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 the approval of the Regional Operating Committee.

- The petition should outline:
 - the name of the Section.
 - Territory the Section will encompass.
 - Number of members currently in the territory.
 - Plans for meetings to be held and the nature of the program.
 - Justification for the creation of the Section.
 - Any dues arrangement with the approving Chapter.
- The Section shall operate in accordance with Society and Chapter Bylaws.
- 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 (2), as a non-voting participant.
- By July 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.
- The Section Secretary/Treasurer shall keep records of all 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.
- 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. Election of these officers shall be held at a Section meeting prior to July 1.
- If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, will recommend its dissolution to the Regional Operating Committee and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.

- Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (Student Bylaws are available in the ASSE Manuals).

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 a 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.

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 (4) times during the year for the interchange and acquisition of professional knowledge among members.

Section 2.

The Chapter Executive Committee may call special meetings of members. The notice calling such a meeting shall state the purpose of the meeting; such notice being sent to each member at least two (2) weeks in advance.

Section 3.

Ten (10) active members in good standing shall constitute a quorum 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 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.
- Within 30 days following the Chapter Executive Committee's action, a mail ballot shall be sent to all Chapter members setting forth the reasons for dissolution.

Thirty (30) days after the ballots are mailed, the Chapter Executive Committee shall count them. A two-thirds (2/3) vote is required for approval of the action.

- Upon 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.

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 to or detrimental to the Society and after a reasonable probation period. Upon note, the officers shall carry out the dissolution of the Chapter.

Section 3.

The official Society symbol may be used by the Chapter on all correspondence, publications and other official documents, in accordance with 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 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.

- Minutes of meetings-permanently, as recommended by Society auditors.
- Correspondence-two (2) years following completion of the Chapter year.
- Financial Records-five (5) years following the completion of the Chapter year.

ARTICLE XI - AMENDMENTS

Section 1.

Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by ten (10) Chapter Professional Members 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 membership 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 Regional Vice President and Area Director.