BLACKS IN SAFETY ENGINEERING OPERATING PROCEDURES

I. Name
a. The name of this organization is the Blacks in Safety Engineering, a Common Interest Group of the American Society of Safety Engineers.
b. Hereinafter, Blacks in Safety Engineering will be referred to as BISE, the Council of Practices and Standards referred to as CoPS, and the American Society of Safety Engineers referred to as the Society.

II. Purpose
a. Vision: BISE promotes the advancement of the safety profession and safety professionals and development of its members in the geographical area served and fosters the professional growth and development of its members. BISE’s mission, goals, objectives and strategies reflect the mission, goals, objectives and strategies of CoPS and the Society.
b. Strategic Objectives:
   i. Provide high quality technical articles, profession educational programs, networking opportunities and member recognition.
   ii. Attain and retain BISE members, encourage active member participation and promote BISE leadership.
   iii. Communicate the BISE purpose and value to the Society and the safety profession.
   iv. Integrate BISE activities with CoPS, the Society, Chapters, Regions and Student Chapters, whenever possible.
   v. Develop and provide articles/data to BISE website and electronic newsletter.

III. Membership
a. Qualifications for Membership
   i. BISE is composed of individual members of the Society having similar interests in the advancement of diversity and the diversity interests of the Society.
   ii. Members of BISE must be dues paying members of Society in good standing.
   iii. BISE membership has no geographical boundaries.
   iv. Membership in BISE is personal and non-transferable.
   v. BISE members shall be encouraged to belong to at least one Practice Specialty of their choice.

IV. Organization
BISE is part of the Society and may not take any action in the name of the Society, including, but not limited to, entering into contracts without prior written approval of the Society Board of Directors.

V. BISE Positions
A BISE Chair will be appointed by the Vice President of CoPS and can be removed by the Vice President of CoPS at any time.

a. Minimum additional positions of the CIG are Vice Chair and Executive Secretary; these positions are appointed by the CIG Chair. The outgoing CIG Vice Chair succeeds to the position as CIG Chair for a one-year term.
   i. Each position serves a one-year term and can be re-appointed for two (2) additional terms.
b. Each CIG position will be filled by a member.
c. Duties of the BISE Chair:
   i. Sets agenda and presides at all BISE meetings as well as regular or special business meetings of BISE members.
   ii. Provides leadership and guidance to all BISE activities in accordance with the BISE Strategic Plan.
   iii. Supervises the activities of the BISE Vice Chair and Committee and Task Force Chairs.
   iv. Assures that BISE activities are in-line with key BISE dates established by CoPS
   v. Informs the PS Administrator, staff liaison, and BISE members of BISE activities and future plans.
d. Duties of the BISE Vice Chair:
   i. Be proxy for the Chair in the Chair’s absence or inability to perform.
   ii. Assume responsibility for supervision of BISE committees and specific projects as assigned by the Chair.
e. Duties of the BISE Executive Secretary:
   i. Assume responsibility for supervision of BISE committees and specific projects as assigned by the Chair.
   ii. Keep records of the Executive Committee and Advisory Committee meetings.
f. The BISE Chair, Vice Chair, and Executive Secretary form the BISE Executive Committee.
VI. Committees & Task Groups
a. Only BISE members may serve on committees.

b. Advisory Committee
i. The BISE Advisory Committee should consist of interested BISE members including the current Chair, Vice Chair, Executive Secretary, all Committee Chairs, and the Newsletter Editor.

c. Recommended Task Groups and other Committees
i. Conferences & Seminars Committee, Membership Development Committee, Nominating Committee, Publications Committee, Special Projects Task Group, and Website Task Group.

d. Council Liaison to BISE as appointed by the CoPS Vice-President

VII. Fees & Finances
a. BISE fees are set and approved by the Council on Practices and Standards.

VIII. Miscellaneous
a. The Society symbol may be used by BISE on correspondence, publications and other official CoPS documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

b. The latest edition of Robert’s Rules of Order shall govern the transaction of business at all meetings of BISE unless otherwise prescribed herein.
i. Decisions are made by a majority vote, unless otherwise specified or agreed upon in advance.

IX. Operating Guidelines, Amendments, Dissolution & Probation
a. These BISE operating procedures are in accordance with approval by CoPS.

b. These BISE operating procedures will be updated every three years.

c. Amendments to these operating procedures may be proposed by any BISE member or committee.

d. Proposed amendments must be approved by majority vote of the PS Advisory Committee before being submitted to the CoPS membership for approval.

e. Properly approved amendments shall take effect immediately following final official action or on the date specified in the amendment.

f. Dissolution and Probation of BISE
i. BISE shall be placed on probation for a specified period by the CoPS on the recommendation of the Vice President of CoPS if one or more of the following occurs:
1. CIG membership falls below the minimum requirement of 100 members after the initial formation.
2. BISE activities are contrary to or detrimental to the objectives of the Society as determined by the CoPS.
ii. If BISE is placed on probation, within six months, its Chair must show evidence of steps taken to correct the cause of probation through a modified strategic plan. Such evidence and the revised strategic plan will be reviewed at least one time each year throughout the probationary period.
iii. If, after the conclusion of the probationary period, BISE has not removed the cause of probation, the Vice President of CoPS shall bring the matter before the CoPS’ membership.
iv. The CoPS may then dissolve BISE, as indicated in CoPS operating procedures, whenever in its judgment, the best interests of the CoPS and the Society will be served.