MANUFACTURING PRACTICE SPECIALTY OPERATING PROCEDURES
Revised March 2014

I. Name
a. The name of this organization is the Manufacturing Practice Specialty of the American Society of Safety Engineers.
b. Hereinafter, the Manufacturing Practice Specialty shall be referred to as the PS, the Council on Practices and Standards referred to as CoPS, and the American Society of Safety Engineers referred to as the Society.

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

III. Membership
a. Qualifications for Membership
   i. The Manufacturing Practice Specialty is composed of individual members of the Society having similar interests in manufacturing
   ii. Members of the Specialty must be dues paying members of the PS and the Society in good standing.
   iii. PS membership has no geographic boundaries.
   iv. Membership in the PS is personal and non-transferable.

IV. Organization
a. The PS 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. PS Advisory Board Positions
A PS Administrator will be elected by the members.

a. Minimum additional positions of the PS are Asst. Administrator and Executive Secretary; these positions are appointed by the Specialty
Administrator. The outgoing PS Asst. Administrator succeeds by election to the position as Administrator for a two-year term.
i. Each position serves a two-year term and can be re-elected for one (1) additional term.
b. Each PS position will be filled by a current Practice Specialty member.
c. A PS officer may not concurrently hold other offices within CoPS.
d. Duties of the PS Administrator:
   i. Sets agenda and presides at all PS Advisory Committee meetings as well as regular or special business meetings of PS members.
   ii. Provides leadership and guidance to all PS activities in accordance with the PS Strategic Plan.
   iii. Supervises the activities of the PS Asst. Administrator and Committee/Task Force Chairs.
   iv. Appoints PS members to PS committees as necessary in fulfillment of the objectives and activities and minimal performance standards criteria of the PS.
   v. Submits PS activity reports to the sponsoring CoPS Vice President and staff liaison.
   vi. Assures that PS activities are in-line with key PS dates established by CoPS.
   vii. Informs the CoPS Vice President, staff liaison, and PS members of PS activities and future plans.
e. Duties of the PS Asst. Administrator:
   i. Be proxy for the Adm. in the Administrator’s absence or inability to perform.
   ii. Assume responsibility for supervision of PS committees and specific projects as assigned by the Administrator.
f. Duties of the PS Executive Secretary:
   i. Assume responsibility for supervision of PS committees and specific projects as assigned by the Administrator.
   ii. Keep records of the Executive Committee and Advisory Committee meetings.
g. The PS Administrator, Asst. Administrator, and Executive Secretary form the PS Executive Committee.

VI. Committees and Task Groups
a. Only PS members may serve on committees.
b. Advisory Committee
   i. The PS Advisory Committee should consist of the current Administrator, Asst. Administrator, 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.

VII. Fees and Finances
a. PS fees are in addition to Society Dues.

VIII. Miscellaneous
a. The Society symbol may be used by the PS 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 the PS 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 and Probation
a. These Specialty operating procedures are in accordance with approval by CoPS.
b. These PS operating procedures will be updated every three years.
c. Amendments to these operating procedures may be proposed by any or PS 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 the PS
   i. The PS 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. PS membership falls below the minimum requirement of 500 members three (3) years after the initial formation.
      2. PS activities are contrary to or detrimental to the objectives of the Society as determined by the CoPS.
   ii. If the PS is placed on probation, within six months, its Administrator 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, the PS has not removed the cause of probation, the VP – CoPS shall bring the matter before the CoPS’ membership.
   iv. The CoPS may then dissolve the PS, as indicated in CoPS operating procedures, whenever in its judgment, the best interests of the CoPS and the Society will be served.