

BYLAWS FOR THE _____ SOCIETY SECTION
OF THE
AMERICAN SOCIETY OF SAFETY ENGINEERS

Bylaws Adopted _____ (insert date)

Bylaws Approved by
Senior Vice President _____

Section Chartered _____ (insert date)

ARTICLE I - NAME

- Section 1. The name of this organization shall be the _____ Society Section of the American Society of Safety Engineers.
- Section 2. Hereinafter, the _____ Society Section will be referred to as Section, and the American Society of Safety Engineers will be referred to as the Society.

ARTICLE II - PURPOSE

- Section 1. The purpose of this Section will be to promote the advancement of the safety profession and safety professionals in the geographical area served.
- Section 2. In fulfilling its purpose, the Section shall have the following objectives within the geographical area:
- a) To develop and/or promote educational programs for obtaining the knowledge required performing the functions of a safety professional.
 - b) To develop and/or disseminate locally, information and materials that will carry out the purposes of the Section, 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 liaison with local organizations of related disciplines.
 - e) To inaugurate and implement such other programs and projects that are consistent with the purposes of the Section 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 Section is open to those individuals who are members of the Society in good standing and who are located within the Section's geographical area or request membership in it. All members of the Section shall be members of the Society.
- Section 2. Membership is personal and not transferable.
- Section 3. All Section members are eligible to vote on all matters submitted to the Section membership.

ARTICLE IV - ORGANIZATION

- Section 1. The Section 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 Section shall have a minimum of 10 active members.
- Section 3. The Section is located in _____, and the Section's geographical area is defined as follows:

- Section 4. There shall be an Executive Committee responsible for the operation and management of the Section. It shall be responsible for the supervision and care of all property, have full authority to commit the Section to action in consonance with resolutions adopted at meetings of the Section, and may cooperate with other organizations on such bases that will not impair the ability of the Section to pursue its purposes independently.
- Section 5. A quorum shall be required at all Executive Committee meetings to conduct official Section business. At least five Executive Committee members, including the presence of the President or President-Elect shall constitute a quorum.
- Section 6. The Executive Committee shall consist of the Elected Officers, the Immediate Past President (when available), and all committee chairpersons.
- Section 7. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Section officer or an appointed Committee Chairperson.
- Section 8. The Section President is the only representative before the Society. An officer selected by the Executive Committee may serve in the stead of the President if so designated in writing to the Society.

Section 9. The Section activity year shall be from July 1 to June 30.

Section 10. The Section fiscal year shall be from April 1 to March 31.

ARTICLE V - OFFICERS

Section 1. Elected officers of the Section shall be:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer

Section 2. Non-elected officers shall include the Immediate Past President.

Section 3. Each elected Section officer shall be a Society member for one year prior to taking office; the Society must approve exceptions. However, only a Professional Member, International Member or Member may hold the offices of President or President-Elect.

Section 4. The President shall:

- a) Preside at regular and special meetings of the Section Executive Committee and the membership.
- b) Represent the Section at meetings of other organizations where official representation of the Section is desirable.
- c) Be the only representative before the Society representing the Section.
- d) Provide leadership for programs and activities for the Section during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the Section.
- f) Submit an Annual Report of Section Activities to the Senior Vice President and Society Headquarters by August 15.
- g) Submit an Activity Report to the Senior Vice President and Society Headquarters by January 1, May 1 and September 1.

- h) Submit the names of Section officers elected for the ensuing year annually by May 31 to the Society Headquarters.
- i) Notify Section members of meetings, ensure recording of Section minutes, and distribute Section meeting minutes through supervision of appropriate committee chairpersons.

Section 5. The President-Elect 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.
- c) Assume responsibilities for the President as necessary.

Section 6. The Past President shall:

- a) Assume responsibilities for the work of Committees as assigned by the President.
- b) Assume responsibilities for the President in absence of the President and President-Elect.

Section 7. The Secretary shall:

- a) Maintain Section records and correspondence.
- b) Record and distribute minutes of general Section and Section Executive Committee meetings.
- c) Retain custody of the Section Charter
- d) Assume the duties of the Treasurer as necessary.

Section 8. The Treasurer shall:

- a) Maintain all financial records of the Section.
- b) Supervise the receipt and distribution of funds as directed by the Section Executive Committee.
- c) Maintain Section funds in a depository approved by the Section Executive Committee.
- d) Submit a completed Section Dues Report by March 1 to Society Headquarters.

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

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) nor more than five (5) members. One member shall be selected by the current Section President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next Section officer level may serve on the Nominating Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominating Committee.

Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded. The full final sitting Committee must approve the slate of officer candidates.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Section membership at least 60 days in advance of the election.

Section 3. Any Section Member 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 Section officers shall be for one year beginning July 1. Term exceptions include the office of President-Elect, which immediately succeeds to the Presidency for one term, with the only exception during the creation of the Section, which will include the period before July 1.

Section 5. Election of officers for the ensuing year shall be held at the May 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. In the event a quorum is not present at the meeting a special mail ballot will be sent to the Section Members and a return of a least 40 votes or 20% of the Section 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.

Section 7. Removal of elected Section officers shall be by vote of Section members at any regular or special meeting upon presentation of a signed petition from either the Section Executive Committee or 10 voting members of the Section.

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 Section Executive Committee, may be removed by the officer on the Executive Committee who appointed them.

Section 8. Vacancies in elected Section 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 as follows, according to the position and timing of the vacancy.

- a) Should a vacancy occur in any elected office, including Secretary, Treasurer, Secretary, or any others, except President or Vice President, the President shall appoint, with the approval of the Section Executive Committee, an eligible member (see Article V, Section 2) to fill the remaining term of office, giving special consideration to current committee Chairpersons and experienced Section 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 President-Elect shall succeed to the Presidency. If the President-Elect declines the position, the immediate Past President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in b.2 of this section will be considered for filling the seat of President. The President-Elect will be responsible for completing this function.
 2. President-Elect, the President shall:
 - i. Appoint a special Nominating Committee.
 - ii. Publish notification of the election and the slated nominees for office at least 15 days in advance of the Section meeting at which the election is to be held.
 - iii. Receive at the Section meeting any additional nominating petitions as may be rendered and signed by the number of Members specified in Article VI, Section 3.
 - iv. Conduct a voice vote at the Section meeting if there is only one nominee and a written ballot if there is more than one nominee for office.
 - v. The successful candidate shall assume office immediately on election.
 - vi. Should a vacancy occur at mid-term, or later, in the office of:
 1. President, the President-Elect shall serve the remaining term of the President in addition to the term for which he was originally

elected.

2. President-Elect, if it is not an operational hardship for the Section, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Section to have a President-Elect, then the position should be filled as noted in this Article and Section, paragraph (2).

Section 9. Vacancies in appointed offices shall be filled for their remaining term by appointees of the President then in office, with the approval of the Section Executive Committee.

Section 10. Inability to serve: 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.

*NOTE: This would also apply if the person succeeding to the Presidency did not wish to complete both the remainder of the current term and the term for which he was originally elected.

ARTICLE VIII - DUES

Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Section dues as determined by Section members, in addition to Society dues.

Section 2. All Society and Section dues shall be paid annually in advance by the anniversary of each member's election date.

Section 3. Section dues shall be determined by vote of the Section membership at any regular or special meeting where a quorum is present. All Section members shall be notified at least 30 days in advance regarding dues proposals.

ARTICLE IX - MEETINGS

Section 1. Meetings of the general membership 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 six times during the year for the interchange and acquisition of professional knowledge among members.

Section 2. The Section Executive Committee may call special meetings of members. 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 minimum of five (5) active members in good standing shall constitute a quorum at any regular or special meeting.

Section 4. Executive Committee meetings shall be conducted at least six times per year and the Section President will preside over the meeting. These meetings are necessary for managing the Section including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Section successfully.

ARTICLE X - MISCELLANEOUS

Section 1. Section members may dissolve the Section in the following manner:

- a) A resolution to dissolve the Section shall be acted upon at a meeting of the Section Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within 30 days following the Section Executive Committee action, a mail ballot shall be sent to all Section members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, the Section Executive Committee shall count them. A two-thirds (b) 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 Section in conformance with applicable laws and Society Bylaws.

Section 2. If a Section Executive Committee no longer exists or conditions preempt the implementation of the preceding section, a Section member may make a recommendation for dissolving a Section to the Senior Vice President for his/her review. The recommendation will be forwarded to the Society Board of Directors.

Section 3. The Society Board of Directors may dissolve the Section after failure of the Section 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 officers shall carry out the dissolution of the Section.

Section 4. The official Society symbol may be used by the Section 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, which are consistent with the purpose of the Society and the Section.
- Section 6. Section officers shall assure retention of needed Section 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 Section year.
 - c) Financial Records - seven years following completion of the Section year.

ARTICLE XI - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Section Executive Committee or by ten (10) Section Professional Members and/or International Members or Members. Amendments proposed by the latter shall be presented to the Section Executive Committee.
- Section 2. The Section 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 Section 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 Senior Vice President.