



## Society Section/International Chapter Formation Kit

Since its inception in 1911, ASSE has recognized the important role chapters and sections play in the link between the organization and the SH&E professional. Through its chapters and sections, ASSE strives to build a strong unified local, national and international voice for the SH&E profession. The Society's bylaws charge the chapters and sections with conducting programs that carry out ASSE's purpose and objectives, allowing members to exert their influence in the ever-changing safety, health and environmental industries.

### **Contact phone numbers:**

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### **A. What is an ASSE Society Section?**

A group of at least ten (10) and no more than forty (40) ASSE professional or international members within one country or geographic section of a country. Approval for the formation of a Society Section must be obtained by the Society Senior Vice President.

### **B. What is an International Chapter?**

A group of at least forty (40) ASSE professional or international members within one country or geographic section of a country. Approval for the formation of an International Chapter must be obtained by the Society Senior Vice President.

### **C. What is Required to Form an ASSE Society Section/International Chapter?**

1. Signatures of ten members (forty members for International Chapters) in good standing who are residents of the same country or geographical territory of a country. The list of signatures must include printed names and member identification numbers. Emeritus (non-paying members) and Student Members cannot be included in this list.

2. A petition to the Society Senior Vice President must include:
  - The aforementioned member signatures including printed names and member numbers.
  - The territory (counties, provinces or the equivalent) the Society Section or International Chapter will encompass.
  - The number of members now in the territory.
  - An anticipated Meeting Schedule for the first 12 months.
  - A brief justification for creation of the Society Section or International Chapter.
  - Bylaws agreeing in principle with the ASSE Model Society Section or International Chapter Bylaws, as appropriate.
  - Proposed name for the new Society Section/International Chapter.
3. An elected slate of officers.

Society Sections: Chairperson and Secretary/Treasurer (minimum). Note: The Chairperson must be a Professional Member.

International Chapters: President, President-Elect, Secretary, Treasurer, and Delegate is advised. Note: The President, President-Elect and Delegate must be Professional Members.
4. Society Section/International Chapter membership must be open to all members located in the territory and to those preferring to affiliate with the Section or Chapter.

#### **D. How Do I Form an ASSE Society Section/International Chapter?**

1. Interested members from the proposed territory inform ASSE Headquarters of interest in forming a Society Section/International Chapter and appoint a local Liaison Committee to gather and submit the necessary information for said formation.
2. Liaison Committee reviews Society Section/International Chapter potential, roughly identifies the area and members involved, and develops a plan for contacting potential members.
3. Liaison Committee develops and presents a petition for Society Section/International Chapter approval.
4. Society Senior Vice President presents the petition for Society Section/International Chapter approval to the Council on Member/Region Affairs and the ASSE Board of Directors.
5. Upon approval, ASSE Member/Region Affairs Department formally charters the Society Section/International Chapter upon the approval date with their formal name, territory, officers, Bylaws, number of members in the territory and plans for meetings to be held.

#### **E. How Does an ASSE Society Section/International Chapter Operate?**

1. The Society Section/International Chapter shall operate in accordance with ASSE Society Bylaws and the submitted Society Section/International Chapter Bylaws as approved upon charter.
2. Technical 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 times during the year for the interchange and acquisition of professional knowledge among members.

3. Special meetings of members may be called by an Operating or Executive Committee. The notice calling such a meeting shall state the purpose of the meeting and will be sent to each member at least two weeks in advance.
4. Four members (for Society Sections) in good standing (Fifteen for International Chapters) shall constitute a quorum at any regular or special meeting.
5. The latest edition of *Robert's Rules of Order Newly Revised* shall govern the transaction of business at all meetings of the Section.
6. The Chairperson of the Society Section/President of the International Chapter shall appoint a Nominating Committee annually to select nominees for the offices for the year beginning July 1. All officer terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.
7. If the Society Section/International Chapter ceases to be viable, the Society Senior Vice President, after investigation, may recommend its dissolution to the Council on Member/Region Affairs and ASSE Board of Directors and any funds in the treasury shall be remitted to the Society.



## Society Section/International Chapter Formation Checklist

Society Section/International Chapter's Name:

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The following petition includes:

- The names of ten (10) members in good standing (40 members for International Chapters) supporting the new Society Section/International Chapter, including printed names and member numbers
- Justification for the creation of the Society Section/International Chapter.
- A copy of the anticipated meeting schedule for the first 12 months, including proposed topics.
- A copy of the proposed Society Section/International Chapter's Bylaws.

Contact information for the sponsor of the proposed Society Section/International Chapter (including name, address, telephone number, and e-mail address):

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Following is a list of the territory that the Society Section/International Chapter will encompass:

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The total number of members in the territory: \_\_\_\_\_

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Sponsor's Signature

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Society Senior Vice President's Signature