

Academics Practice Specialty Operating Procedure (Bylaws)

I. NAME

1. The name of this organization shall be the Academics Practice Specialty of the American Society of Safety Engineers.
2. Hereinafter, the Academics Practice Specialty shall be referred to as the APS and the American Society of Safety Engineers shall be referred to as the Society.

II. VISION

The Academics Practice Specialty (APS) strives to be the global, value added, academic resource for teaching, scholarship, and applied research in the Safety, Health, and Environmental (SH&E) profession and related disciplines.

III. MISSION

The Academic Practice Specialty provides a global forum for individuals involved in the education of future Safety, Health and Environmental professionals and related disciplines. The APS provides value to the membership through:

- Fostering collaborative and networking opportunities;
- Promoting and sharing scholarship of teaching and learning;
- Providing a collective influence on educational strategies and research, accreditation, and professional certifications;
- Facilitating and promoting integration of research to practice;
- Promoting the advancement of SH&E education;
- Promoting the development of the SH&E profession;
- Fostering the well-being of its members and their academic programs;
- Mentoring students and faculty within their academic specialties;
- Publishing the *Journal of Safety, Health, and Environmental Research (JSHER)* and encourages members to contribute manuscripts to both JSHER and ASSE's *Professional Safety* journal;
- Sponsoring sessions at the annual ASSE PDC.

IV. CORE VALUES

The Academic Practice Specialty believes strongly in maintaining and cultivating the highest standards and ethical values. Our core values include:

- **Respect:** We respect for others and differences are at the heart of our community;
- **Integrity:** We support professionalism, honesty, and transparency;
- **Accountability:** We be responsible for achieving our mission and for providing a high quality integrated service within the ASSE;
- **Teamwork:** We believe in collaboration within ASSE as well as external organizations to best serve its membership;
- **Commitment to Serve:** We remain committed to serving our members, students, and professional community. We recognize potential, actively pursue opportunity, and seek to achieve positive transformation for our global community.

V. MEMBERSHIP

Qualifications for Membership

- The APS shall be composed of individual members of the Society having similar specialized interests in academics.
- Members of the APS must be dues-paying members of the Society, in good standing.
- APS membership shall have no geographical boundaries.
- Membership in the APS is personal and non-transferable.

Admission

- Entry into the APS shall be on an individual basis as outlined in these operating procedures.
- Any person interested in APS membership may apply by submitting an application to the Society.
- The Society shall notify each applicant and the APS of the applicant's membership.

The APS Membership Termination

- Membership in the APS shall be terminated by resignation of membership in the APS.
- Termination of membership in the Society, or
- Non-payment of the APS fees.
- Any member of the APS whose membership is terminated due to resignation or non-payment of fees shall be restored to membership only by following the procedures outlined for the admission of new members.

Membership Privileges

All members of the APS are eligible to vote on all matters and to participate in all activities of the APS.

VI. ORGANIZATION

1. The APS is a 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.
2. All the APS activities shall conform to the Society Bylaws and the APS Operating Procedures.
3. The Headquarters of the APS shall be Society Headquarters.
4. The APS activity year shall be consistent with the Society's activity year
5. The APS Administrator is a member of the Council on Practices and Standards. The APS Administrator may designate, in writing to the Vice President-Practices and Standards, a proxy from the APS to serve in his/her stead at meetings of the Council on Practices and Standards, if the assistant administrator is also not able to attend.

VII. OFFICERS

1. Elected officers of the APS shall be:

- Administrator
- Assistant Administrator

Each elected APS officer shall be a Professional Member of the Society before taking office. The APS officer shall not concurrently hold other offices of the Society.

2. Duties of Officers

The term of elected the APS officers (Administrator and Assistant Administrator) shall be for two years beginning July 1.

The Administrator shall be the Chair of the APS and:

- Preside at meetings of the APS Advisory Committee, regular or special business meetings of the APS members, and serve as the representative of the APS on the Council on Academics Practices and Standards.
- Appoint members of the Nominating Committee as appropriate in election years.
- Serve as the APS delegate, attend, and participate in all Society House of Delegates meetings.
- Appoint such committees, sub committees, and task forces as are necessary to carry out the APS's Vision, Mission, and Goals.

The Assistant Administrator shall:

- Act for the Administrator in his/her absence or when the administrator is unable to perform and assist at other times as requested.
- Assume the office and duties of the APS Administrator as necessary.
- Assume responsibility for the long-range planning of the APS.
- Otherwise assist the APS and the APS administrator in the pursuit of the APS vision, mission and goals.

VIII. NOMINATION, ELECTION, REMOVAL OF OFFICERS AND FILLING OF VACANT OFFICES

- 1 The APS will have a Nominating Committee, which shall consider all qualified members who indicate interest in running for APS office. The Committee shall nominate, at least one, and not more than two APS Members for each Academics Specialty elective office by January 15 of an election year.
- 2 Notice that nominations are open for Practice Specialty office shall be published in a Practice Specialty newsletter that is mailed not later than October 31 in the year prior to an election year. The notice shall include the office(s) open for election, the qualifications to run for office, the deadline of December 15 for submitting the name of an interested Practice Specialty member and to whom such indication of interest should be sent.
- 3 Members who indicated an interest, but were not nominated, shall be notified of their right to seek nomination by petition by January 20.
- 4 One percent, but not less than twenty-five (25) members of the Practice Specialty may also, by written petition, submit qualified nominees by February 15 for the above offices to the Practice Specialty Nominating Committee. The names of qualified Practice Specialty members so nominated shall be placed on the ballot.
- 5 If the election is uncontested, the nominated slate shall be declared elected by acclamation, which shall be announced in the next Practice Specialty newsletter published after February 15 in the election year. If any office is contested, ballots will be distributed accompanied by biographies of all such candidates to all Practice Specialty members no later than April 30 in an election year with a deadline for return of the ballots of not less than 30 days after the day of distribution. The nominee receiving a plurality of the votes cast for an elective office shall be considered elected.
- 6 The staff liaison shall count votes and verify election results to the Vice President - Practices and Standards, the Vice-Chair of Practices and Standards, and the chair of the practice specialty Nominating Committee. Upon written request by any candidate for Practice Specialty office, the Chairman of the Nominating Committee shall appoint two Practice Specialty members who are not candidates as Tellers to count votes and verify election results to the staff liaison, the Vice President - Practices and Standards, the

Vice-Chair of Practices and Standards, and the chair of the practice specialty Nominating Committee.

- 7 When an elected officer fails to perform his/her respective duties, the Practice Specialty Advisory Committee or any member of the Society can notify the Vice President, Council on Practices and Standards.

The Vice President shall seek to develop a plan in conjunction with the Practice Specialty Advisory Committee to rectify the situation.

If no satisfactory resolution can be reached, the Practice Specialty Advisory Committee shall call for a meeting of the Practice Specialty and present a motion to the assembled members seeking the officer's removal. A simple majority of those in attendance is needed to approve the removal.

8. If the Practice Specialty Administrator or Assistant Administrator is removed from office, or is unable to continue serving in office, the vacancy for the remainder of the established term shall be filled as follows:

A vacancy in the office of Administrator shall be filled by the Assistant Administrator. If the Assistant Administrator is unable or unwilling to fill the office, the vacancy shall be filled by election of a qualified APS member from among one or more candidates nominated by a committee consisting of three APS members appointed by the Vice President of Practices and Standards. Ballots shall be mailed accompanied by biographies of all candidates to all the APS members. The ballot for this election may be included in the APS's newsletter (The Educator). The nominee receiving the plurality of the votes cast within thirty days of the mailing of the ballots shall be considered elected. The Society Nominating and Elections Committee shall oversee the election.

A vacancy in the office of Assistant Administrator shall be filled by appointment of a qualified APS member to the position of Acting Assistant Administrator by the Vice President of Practices and Standards with the approval of the APS Administrator and a majority of the Council.

IX. COMMITTEES

1. The Advisory and the APS Nominating Committees shall be standing committees with the following specific responsibilities:
 - The APS **Advisory Committee** shall serve as advisors to the elected officers in the management and operation of the APS.
 - The APS **Nominating Committee** of 3-5 members shall be appointed no later than August 1 each year by the APS Administrator for the purpose of nominating candidates for the Vice President-Practices and Standards position and APS officers, as appropriate.

Other committees may be established by elected officers or at the suggestion of the Advisory Committee for the purpose of carrying out detailed activities, which meet the APS's objectives. Any committee that needs funding to support its work must make its request to the Administrator of the APS for approval of the Director of Practices and Standards. Additional standing committees require the approval of the APS members in amending these operating procedures.

2. Committees may be formed to carry out designated functions as follows:

NOTE: Committees such as Programs and Conferences, Publicity, Professional Development, Awards & Honors, etc., may be listed here.

- All committees other than standing committees shall have such terms and assignments as those appointing them determine. All such committees are accountable to the Advisory Committee through the specific officers(s) who appoint them.

X. FEES AND FINANCES

1. APS fees shall be in addition to Society dues.
2. All annual membership dues and the APS fees are payable to the Society by each member's annual renewal date.

XI. MISCELLANEOUS

1. The Society symbol may be used by the APS on correspondence, publications and other official Council on Practices and Standards documents, in accordance with the provisions for use and reproduction in the Society Bylaws.
2. The latest edition of Robert's Rules of Order shall govern the transaction of business at all meetings of the APS unless otherwise provided in these Operating Procedures.

XII. AMENDMENTS

1. Amendments to these APS Operating Procedures may be proposed by majority vote of the APS Advisory Committee or by any APS member or committee. Amendments proposed by members or committees shall be presented to the APS Advisory Committee for approval before being submitted to the Council on Practices and Standards Practice Specialty membership for approval.
2. Properly approved amendments shall take effect immediately following final official action or on the date specified in the amendment.