

MODEL CHAPTER BYLAWS (Version: CoRA 2022)

BYLAWS NORTHERN OHIO CHAPTER AMERICAN
SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted August 2022

Bylaws Approved by the Area Director and Regional Vice President

(Area Director)

(Regional Vice President) Christina Merriott
Christina Merriott (Apr 7, 2023 13:28 EDT)

Chapter Chartered October 5, 1947

ARTICLE I-NAME

- Section 1 The name of this organization shall be the Northern Ohio Chapter of the American Society of Safety Professionals.
- Section 2 Hereinafter, the Northern Ohio Chapter will be referred to as Chapter, and the American Society of Safety Professionals will be referred to as the Society.

ARTICLE II- PURPOSE

- Section 1 The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals and development of its members in the geographical area served.
- Section 2 In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:
- a) To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - b) To develop and disseminate locally information and materials that will carry out the goals and objectives of the Chapter and of Society.
 - 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 programs and projects that are consistent with the purposes of the Chapter and the Society.
 - f) To conduct Chapter affairs in a manner that will reflect the Mission and values of the Society.

ARTICLE III-MEMBERSHIP

- Section 1 Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or request membership in it. All members of the Chapter shall be members of the Society.
- Section 2 Membership is personal and not transferable.
- Section 3 All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV - ORGANIZATION

- Section 1 The Chapter 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 Chapter shall have a minimum of 40 active members.
- Section 3 The Chapter is located in the North Area of Region VII, and the Chapter's geographical area is defined as follows:

Ashtabula, Belmont, Carroll, Columbiana, Cuyahoga, Erie, Geauga, Harrison, Huron, Jefferson, Lake, Lorain, Mahoning, Monroe, Ottawa, Sandusky, Seneca and Trumbull counties.

- Section 4 An Executive Committee shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 5 The Executive Committee shall consist of the Elected Officers and designated appointed officers {members at large}. Each member of the Executive Committee has the right to vote on matters of business brought to the executive committee for consideration.

Elected Officers: President, President Elect, Secretary, Treasurer and Advisory Group Member(s). Members-at-Large: Immediate Past President, Membership Chair, Programs Chair, and Social Media Chair

- Section 6 Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson. Committee chairs and all members of the committee are appointed by the President subject to approval by the Executive Committee.
- Section 7 The Chapter President is the voting representative for the Chapter at the Area Operating Committee or Regional Operating Committee meetings. A Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so designated in writing to the Area Director or Regional Vice President.
- Section 8 Chapter officers shall be elected by members of the Chapter.

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

ARTICLE V - OFFICERS

Section 1 Elected officers of the Chapter shall be:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer
- e) Advisory Group Member(s) on the ASSP Advisory Group

Section 2 Each elected Chapter officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, President-Elect/Vice President, or Advisory Group Member(s) on the ASSP Advisory Group.

Section 3 The President shall:

- a) Preside over regular and special meetings of the Chapter Executive Committee and the membership.
- b) Ensure appropriate representation of the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a representative for the Chapter at the Area Operating Committee or Regional Operating Committee meetings.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- f) Submit a completed annual planning template to the Area Director or Regional Vice President and Society Headquarters by August 15th.
- g) Submit a completed Annual Performance Report to the Area Director or Regional Vice President and Society Headquarters by August 15 after your term ends.
- h) Submit the names of Chapter officers and advisory group member(s) elected for the ensuing year annually by May 31 to the Area Director, the Regional Vice President and Society Headquarters.

Section 4 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) Substitute for the President for normal Chapter activities when the President is unavailable

Section 5 The Secretary shall:

- a) Maintain Chapter records and correspondence in any technological format as chosen by the EC.
- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.

Section 6 The Treasurer shall:

- a) Maintain all financial records of the Chapter in any technological format as chosen by the EC.
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) Submit a completed Chapter Dues Report by March 1 to Society Headquarters.
- e) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.

Section 7 The Advisory Group Member(s) on the ASSP Advisory Group shall:

- a) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
- b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- c) Actively discuss and provide input on issues/topics to the Board of Directors.

Section 8 The President, President Elect, Secretary and Treasurer may assist each other in any duties as appropriate to ensure that Chapter requirements are met.

ARTICLE VI- NOMINATION AND ELECTION OF OFFICERS

Section 1 The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee. He or she will select a committee of between 3- 5 members (including the Chairperson). Officers serving in positions that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

The current President of the Chapter cannot serve on the Nominations and Elections Committee. In cases where a chapter does not have a Past President available to serve as the Nominations and Elections Chair, the chapter will notify the RVP who will make the selection from qualified members of the chapter.

Selection of the Nominations and Elections Committee Members should be completed no later than December 1st. The full final Nominations & Elections Committee must approve the slate of officer candidates.

- Section 2 The Chapter will solicit candidates for elected offices between December and February, through e-mails, social media, chapter meetings, and any other means deemed appropriate by the Committee. Any Chapter member who meets the criteria for office may self-nominate.
- Section 3 The Nominations & Elections Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 30 days in advance of the election.
- Section 4 Chapter members may submit a signed petition nominating an individual who was not selected by the Committee for elective office. The petition will require 5 signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee 15 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 7 days prior to the election.
- Section 5 The term of elected Chapter officers shall be July 1 to June 30.
- Section 6 Election of officers for the ensuing year shall be held no later than May 15^h via electronic ballot. Members who do not have an e-mail address will be notified by alternate means of their ability to vote online using public means (e.g. at a library), or by paper ballot. If there is more than one candidate for any office, the results will be tallied by the Past President or other officer who is not a candidate. If there is only one candidate for an office, the election shall be by acclamation, with no vote held.
- Section 7 Removal of elected Chapter officers shall be by a 2/3 vote of the Executive Committee at any regular or special executive committee meeting at which a quorum of the executive committee is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Grounds for removal from office can include, but is not limited to, dereliction of duty, and not adhering to the ASSP Code of Conduct. Upon presentation of a signed petition from 5 voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.
- Section 8 Vacancies in elected Chapter 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 below, according to the position and timing of the vacancy.
- a) Should a vacancy occur in any elected office, except President, President-Elect, or positions succeeding to President, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.
 - b) Should a vacancy occur, in the office of President, the President-Elect shall succeed to the Presidency. If the President-Elect declines the position, a past

President may serve as President for this term upon the approval of the Executive Committee.

- Section 9 Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.
- Section 10 Inability to serve: If after the election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled by other elected officers. If there are no other officers willing to fill the vacant role, the previous Nominations and Elections Committee will arrange for a special election, following the guidelines for the annual elections.

ARTICLE VII -SECTIONS

- Section 1 Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from Student Members attending an educational institution where that institution lies within the boundaries of the chapter.
- Section 2 The group shall complete a section formation application. The section shall be approved by the chapter, and Area Operating Committee, or if applicable, Regional Operating Committee. The Section shall operate in accordance with Society and Chapter Bylaws.
- Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/ Treasurer and must abide by Article VII in the Chapter Bylaws.
- a) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter Section Chair/Student Section Chair or Chapter President.
 - b) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
 - c) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds and assets in the Section Treasury shall be remitted to the Chapter for Chapter use.

ARTICLE VIII - DUES

- Section 1 Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.
- Section 2 All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- Section 3 Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals. An e-ballot may also be used for this process with a minimum return rate of 20% of chapter members.

ARTICLE IX- MEETINGS

- Section 1 The Chapter shall hold at least four technical meetings a year. Technical meetings are those 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. Meetings may be held using any technology deemed appropriate by the Executive Committee.

- Section 2 Special meetings of members may be called by the Chapter Executive Committee. The notice calling for 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 majority of the Executive Committee present at an executive committee meeting shall constitute a quorum. Five active Chapter members and at least one elected member of the Chapter Executive Committee shall constitute a quorum at any regular or special Chapter meeting where business is conducted. Any chapter business may be conducted via electronic ballot.
- Section 4 The applicable portions of Roberts Rules of Orders pertaining to clear statement of the motion, allowing for debate, allowing for amendments, and voting will be used for all business conducted by the Executive Committee and at Chapter meetings. The following items require a formal vote by the Executive Committee:
- Expenses >\$150, excluding those for regular Executive Committee meetings, and planned programs (i.e. Chapter Meetings, PDCs, Training Classes, and the Golf Outing).
 - Bylaws changes
 - Elimination of a method of communication with members

Notwithstanding the requirements of Roberts Rules, all electronic voting (including via e-mail) is considered valid at the time it takes place.

- Section 5 Executive Committee meetings shall be conducted at least 4 times per year and the Chapter President or President Elect will preside over the meeting. Meetings may be held virtually, by any available technology deemed acceptable by the Executive Committee. Special votes on single issues that must be addressed between formal meetings may be conducted via e-mail, with the results recorded in the minutes of the next meeting.

ARTICLE X- MISCELLANEOUS

- Section 1 The Chapter may be dissolved by Chapter members in the following manner:
- a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
 - b) Within 30 days following the Chapter Executive Committee action, a mail or email ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, they shall be counted by the Chapter Executive Committee. A two-thirds (2/3) 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 Chapter in conformance with applicable laws and Society Bylaws.
- Section 2 If a Chapter Executive Committee no longer exists a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

- Section 3 The Society Board of Directors may dissolve the Chapter after failure of the Chapter 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 Chapter officers shall carry out the dissolution of the Chapter.
- Section 4 The official Society symbol may be used by the Chapter 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 that are consistent with the purpose of the Society and the Chapter.
- Section 6 Chapter officers shall ensure retention of needed Chapter 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. Records may be stored via any technology deemed appropriate by the EC/
- a) Minutes of meetings - seven years. E-mails used for voting between meetings will be treated as part of the minutes.
 - b) Correspondence- two years following completion of the Chapter year.
 - c) Financial Records - seven years following completion of the Chapter year.

ARTICLE XI - AMENDMENTS

- Section 1 Amendments to these Bylaws may be proposed by the Chapter Executive Committee or the Chapter Bylaws Committee or by 5 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.
- Section 2 The Chapter 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 Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval. In the event the Chapter does not attain a quorum at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve by-law amendments.
- Section 4 All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.