



**AMERICAN SOCIETY OF
SAFETY PROFESSIONALS**

**By Laws of the Olympia Section
of the Puget Sound Chapter**

AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Approved Section Committee: October 17, 1989

Approved Section Membership:

Approved Chapter Executive Committee:

Approved Area Director

Approved Region I Vice President:

Section Chartered: (when was section chartered – 1989?)

ARTICLE I - NAME

Section 1. The name of this organization shall be the Olympia Section of the Puget Sound Chapter of the American Society of Safety Professionals.

Section 2. Hereinafter, the Olympia section will be referred to as Section; the Puget Sound 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 Section will be to promote the advancement of the safety profession and safety professionals and development of its members in the geographical area served or as an alternative to the Puget Sound Chapter.

Section 2. In fulfilling its purposes, the Section shall have the following objectives:

- 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 purposes of the Section, the Chapter, the Society, and serve the public.
- c. To provide and 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, the Chapter 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 Chapter and in good standing with Society. All members of the Section shall be members of the Society and the Puget Sound Chapter.

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 approved for affiliation by the Chapter Executive Committee and the Regional Operating Committee. It shall operate in accordance with Chapter and Society Bylaws.

Section 2. In order to maintain its Certificate of Affiliation, the Section shall have a minimum of ten (10) active members.

Section 3. The Section is located within the Chapter's geographical area, in Region 1, Area 1, and the Section's geographical area is defined as follows:

Pierce, Thurston, Kitsap, Lewis, Grays Harbor, Pacific, and Mason Counties in the state of Washington.

Section 4. A Section Operating Committee shall be 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 basis that will not impair the ability of the Section to pursue its purposes independently.

Section 5. A majority of the Section Operating Committee present at a meeting shall constitute a quorum.

Section 6. The Section Operating Committee shall consist of the Elected Officers, and a minimum of one (1) member at large to be selected by the officers.

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. Section Officers shall be elected by members of the Section.

ARTICLE V - OFFICERS

Section 1. Elected Officers of the Section shall be:

- a. Chairperson
- b. Secretary
- c. Treasurer
- d. One Member at large

Section 2. Each elected Section Officer shall be a Society Member for one year prior to taking office; exceptions must be approved by the Chapter Executive Committee and the Regional Vice President. However, only a Professional Member or Member may hold the offices of Chairperson.

Section 3. The Chairperson shall:

- a. Preside at regular and special meetings of the Section Operating Committee and the membership.
- b. Represent the Section at meetings of other organizations where official representation of the Section is desirable.
- c. Provide leadership for programs and activities for the Section during the term of office.
- d. Appoint such committees as necessary to implement the objectives of the Section.
- e. Submit an Annual Report of Section activities to the Chapter Executive Committee by July 15.
- f. Submit the names of Section officers elected for the ensuing year promptly to the Chapter President, for inclusion in the report to Society Headquarters.

Section 4. The Secretary

- a. Maintain Section records and correspondence.
- b. Record and distribute minutes of Section Meetings and Section Operating Committee meetings.
- c. Notify Section members of meetings.
- d. Retain custody of the Section Charter.

Section 5. The Treasurer shall:

- a. Maintain all financial records of the Section.
- b. Supervise the receipt and disbursement of funds as directed by the Section Operating Committee.
- c. Maintain Section funds in a depository approved by the Section Operating Committee.
- d. By April 15, transmit to the Chapter the audited income and expense statement for the fiscal year ending March 31, for inclusion in the Chapter annual financial report.
- e. Failure of the Section to submit required reports by due dates, including financial reports, shall cause the Section to **not receive** their applicable Section members adjusted percentage of annual Chapter Society dues.

Section 6. One Member at Large shall:

- a. Serve as the Section's official representative to the Chapter Executive Committee.
- b. Attend a minimum of two Chapter Executive Committee meetings per year.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent Past Chairperson available to serve shall be the Chairperson of the Nominating Committee. The Committee, including the Chairperson, will consist of no

less than two (2) nor more than (5) members. One member shall be selected by the current Section Chairperson and the balance by the Committee Chairperson. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominating Committee.

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

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

Section 3. Section members. Any active Olympia Section Professional Member of Member may submit a signed petition nominating an individual for elective office. The petition will require three (3) 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 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.

Section 5. Election of Officers for the ensuing year shall be held at the April meeting. If there is more than one candidate for any office, election shall be by written or email ballot. If there is only one candidate for office, election may be by voice vote.

Section 6. In the event a quorum is not present at the meeting, a special email ballot will be sent to the Section Members and a return of at least 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 Operating Committee, or three (3) voting members of the Section. Notification of such meeting shall be communicated to each member at least 30 days in advance of the date of the meeting.

Committee Chairpersons appointed by elected officers or the Section Operating Committee may be removed by the officer on the Section Operating 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 below, according to the position and timing of the vacancy:

- a. Should a vacancy occur in any elected office with the exception of the Chairperson, the Chairperson shall appoint, with the approval of the Section Operating 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 Section leaders who have recently completed their terms of office.
- b. Should a vacancy occur early in the term, in the office of Chairperson the Secretary 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, signed by three (3) Professional Members and Members specified: in Article VI,
 - iv.) Conduct a voice vote at the Section meeting if there is only one nominee per position and a written or email ballot if there is more than one nominee for office.
 - v.) The successful candidate shall assume office immediately on election.

Section 9. Vacancies in the appointed offices shall be filled for their unexpired term by appointees of the Chairperson then in office, with the approval of the Section Operating 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.

ARTICLE VII - DUES

Section 1. Each member, except Student, Emeritus, and Honorary Members shall be assessed annual dues as stated in the Chapter Bylaws.

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

ARTICLE VIII - MEETINGS

Section 1. Section shall conduct a minimum of four (4) 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 enhance the technical, scientific, and managerial knowledge and skills of attendees.

- Section 2. Special meetings of members may be called by the Section Operating Committee. 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. Six active members in good standing shall constitute a quorum at any regular or special meeting including having joined by conference call.
- Section 4. The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Section unless otherwise provided in these Bylaws.
- Section 5. Section Operating Committee meetings shall be conducted at least six times per year and the Chairperson 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 IX - 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 Operating Committee. The resolution shall set forth the reasons for dissolution.
 - b. Within 30 days following the Section Operating 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 Executive Committee shall count them. 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 Section in conformance with applicable Chapter and Society Bylaws.
- Section 2. If a Section Operating 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 Chapter Executive Committee, Area Director or Regional Vice President for their review. The final dissolution must be approved by the Regional Operating Committee
- Section 3. The Section may be dissolved by the Chapter Executive Board, with the concurrence of the Regional Operating Committee, after failure of the Section to conform to minimum Society requirements for Section 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. Any funds remaining in the Section treasury shall be transferred to the Chapter.
- 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 retention period. Offices having charge of these records are authorized to dispose of the records at the end of the required retention period.

a. Minutes of Meetings and section charter – permanent.

b. Correspondence - two years following completion of the Section year.

c. Financial Records.

i.) Permanent Records - Internal Revenue Service Exemption letter, Annual Financial Report and/or Audit Report, All Types of Tax Returns, Bank Statements.

ii.) Kept of File for 7 Years, Canceled checks, supporting data for income and Expenses.

iii.) Contracts, leases, etc. (for life of agreement.)

d. Records are to be retained in the Chapter / Society Electronic Archive account.

ARTICLE X - AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Section Operating Committee or by three (3) Section Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Section Operating Committee.

Section 2. The Section Operating Committee shall publish any proposed amendments to the membership at 30 days in advance of the meeting at which 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 Chapter Executive Committee and the Area Director/Regional Vice President.