

# **AMERICAN SOCIETY OF SAFETY PROFESSIONALS**

## **San Diego Chapter Bylaws**

San Diego, California

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## AMERICAN SOCIETY OF SAFETY PROFESSIONALS

### BYLAWS SAN DIEGO CHAPTER

San Diego, California

Bylaws Adopted:

Bylaws Approved by:

—

(Regional Vice President Signature)

(date)

(Area Director Signature)

(date)

**Chapter Chartered: May 21, 1964**

#### ARTICLE 1 – NAME

1.1 The name of this organization shall be the San Diego Chapter of the American Society of Safety Professionals.

1.2 Hereinafter, the San Diego Chapter will be referred to as the Chapter, and the American Society of Safety Professionals will be referred to as the Society.

#### ARTICLE 2 – PURPOSE/OBJECTIVES

2.1 The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals in the geographical area served.

2.2 In fulfilling its purpose, the Chapter shall have the following objectives within the geographical area:

2.2.1 Develop and/or promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.

2.2.2 Develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.

2.2.3 Provide and/or support forums for the interchange and acquisition of professional knowledge among its members.

2.2.4 Foster liaisons with local organizations of related disciplines.

2.2.5 Inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.

2.2.6 Conduct its affairs in a manner that will reflect the standards, purposes and objectives of the Society.

### **ARTICLE 3 – MEMBERSHIP**

3.1 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.

3.1.1 All membership categories and determinations are in accordance and in compliance with ASSP guidelines and standards.

3.2 Membership is personal and not transferable.

3.3 All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

3.4 Student membership shall be in accordance with current ASSP guidelines and standards.

3.4.1 Student members may not hold elected or appointed office.

3.4.2 Student members will comply with all ASSP guidelines regarding conversion to regular membership upon the completion or cessation of their student activities or schoolwork.

### **ARTICLE 4 – ORGANIZATION**

4.1 The Chapter is a 501(c) a not-for-profit organization chartered by the Society for carrying out the objectives of the Society within its geographical area. It shall operate in accordance with Society Bylaws.

4.2 In order to maintain its Charter, the Chapter shall have a minimum of 25 active members in good standing.

4.3 The Chapter is located in Region I, Area III, and the Chapter's geographical area is defined as follows: San Diego and Imperial Counties of California.

4.4 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.

4.4.1 The outgoing Executive Committee members are recommended to provide mentoring to their successors for an amount of time as decided upon between incoming and outgoing office holders, based on the incoming officer's experience and familiarity with the position.

**4.4.2 Past-President's (Advisory) Panel – Members who have served as Chapter President are invited to serve as advisors to the current President and President-Elect. This voluntary panel includes any previous Chapter President, with the intent of providing advice and guidance to help ensure the success of the Chapter leadership in meeting the needs of the membership.**

**4.5 A majority of the Executive Committee present at a board meeting shall constitute a quorum. Twenty (20) Chapter members and at least one elected member of the board present at a chapter meeting shall constitute a quorum.**

**4.6 The Executive Committee shall consist of the Elected Officers, Advisory Group Member to the ASSP Advisory Group, Chairpersons of the Standing Committees, and two immediate Past Presidents of the Chapter.**

**4.7 Each major objective as listed in Article 2.2 of these Bylaws shall be under the supervision of either a Chapter Officer or a Committee Chairperson.**

**4.8 The Chapter President is a member of the Regional Operating Committee. A Professional Member or Member elected by the Chapter may serve in the stead of the President if so, designated in writing to the Regional Vice President.**

**4.9 Chapter officers and Advisory Group Member to the ASSP Advisory Group shall be elected by Members of the Chapter.**

**4.10 The Chapter activity year shall be from July 1 to June 30.**

**4.11 Standing Committees, with Chairs Include:**

**4.11.1 Membership Committee**

**4.11.2 Student Group Chair**

**4.11.3 Public Affairs Committee**

**4.11.4 Government Affairs Committee**

**4.11.5 Social Media Committee**

**4.11.6 newsletter Committee**

**4.11.7 Job Line Committee**

**4.11.8 Professional Development Committee**

**4.11.8 Subcommittees**

**4.11.8.1.1 Professional Development Symposium**

**4.11.8.1.2 Monthly Meeting Programs**

**4.11.10 Succession Planning Committee**

## **ARTICLE 5 –OFFICERS**

**5.1 Elected officers of the Chapter shall be:**

**5.1.1 President**

**5.1.2 President-Elect**

**5.1.3 Secretary**

**5.1.4 Treasurer**

**5.1.5 Advisory Group Member to the ASSP Advisory Group (one Advisory Group Member for each 250 members or portion thereof as defined in Society Bylaws and based on the official December 31 count by Society Headquarters)**

**5.1.6 All other Executive Committee positions shall be appointed positions by the President and majority vote of the Elected Officers.**

**5.2 Each elected Chapter officer shall be a Society Member in good standing and shall have been a member of the Society 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 or Advisory Group Member to the ASSP Advisory Group. Job Descriptions shall be prepared for each elected officer to assist them in successfully completing their duties.**

**5.3 The President shall:**

**5.3.1 Preside at regular and special meetings of the Chapter Executive Committee and the membership, developing agendas as are beneficial; assistance in distributing agendas may be requested of the Board Secretary.**

**5.3.2 Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.**

**5.3.3 Be a member of the Regional Operating Committee representing the Chapter.**

**5.3.4 Provide leadership for programs and activities for the Chapter during the term of office.**

**5.3.5 Appoint such committees as are necessary to implement the objectives of the Chapter.**

**5.3.6 Electronically submit a completed Chapter Operation Management Tool (COMT) to the Regional Vice President and Society Headquarters by June 30.**

**5.3.7 Submit the names of Chapter Officers and Advisory Group Member(s) elected for the ensuing year annually by May 31st into the COMT.**

**5.3.8 Participate in the annual Budget and Financial Review meeting(s).**

**5.3.9 Submit an annual operation plan each year by August 15 into the COMT.**

**5.4 The President-Elect shall:**

**5.4.1 Succeed to the office of President and carry out its duties if the President is unable to serve.**

**5.4.2 Ensure that Chapter Bylaws are reviewed annually and not contradictory to the current Model Chapter Bylaws and submitted to the RVP for approval bi-annually.**

**5.4.3 Perform such other duties as may be assigned by the President.**

**5.4.4 Oversee an annual Budget and Financial Review Committee, with an initial meeting and feedback to the Executive Committee no later than September 1 of each year. The review committee will minimally include the President, President – Elect and the Treasurer and such other Board members as might be invited.**

**5.4.5 The President-Elect shall be responsible for assuring that all activities, as stipulated in these by-laws and with specific date requirements are accomplished and that appropriate documentation is submitted. All past due or activities not accomplished shall be reported to the Executive Committee upon recognition.**

**5.4.6 The President-Elect is responsible for overseeing the Chapter Section, conducting a minimum of 2 review meetings with the Section Chair and others as needed, submitting a report to the Executive Committee thereafter. The President-Elect based upon availability and meeting schedules, shall endeavor to attend at least one Section meeting for observation and to create continuity with overall chapter operations.**

**5.5 The Secretary shall:**

**5.5.1 Maintain Chapter records and correspondence.**

**5.5.2 Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.**

**5.5.3 Notify Chapter members of meetings.**

**5.5.4 Retain custody of the Chapter Charter.**

**5.5.5 Assume the duties of the Treasurer, as necessary.**

**5.5.6 Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for Charter retention.**

**5.6 The Treasurer shall:**

**5.6.1 Maintain all financial records of the Chapter.**

**5.6.2 Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.**

**5.6.3 Maintain Chapter funds in a depository approved by the Chapter Executive Committee.**

**5.6.4 Submit a completed Chapter Dues Report to Regional Vice President and Society Headquarters by March 1st.**

**5.6.5 Complete the Chapter's fiscal report and any IRS tax documents for the fiscal year ending March 31. Submit fiscal report to Chapter Operation Management Tool on or before May 31. Transmit any tax documents to the IRS with a copy to Society Headquarters on or before August 15.**

**5.6.7 Complete and electronically transmit monthly a copy of the spreadsheet suggested by the Society to the President and Secretary for their review and inclusion in the Chapter records.**

**5.6.8 Participate in and provide records for the annual Budget and Financial Review meeting.**

**5.6.9 Assure that an annual internal review of financial recordkeeping is conducted, with a report of status or recommendations submitted to the Executive Committee no later than September 1 of each year.**

**5.6.10 Coordinate any audit from an outside provider as might be directed by the Executive Committee.**

**5.7 The Advisory Group Member to the ASSP Advisory Group shall:**

**5.7.1 Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.**

**5.7.2 Serve as representative of their local ASSP chapter on the ASSP Advisory Group.**

**5.7.3 Actively discuss and provide input on issues/topics to the Board of Directors.**

## **ARTICLE 6 – NOMINATION AND ELECTION OF OFFICERS**

**6.1 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) or more than five (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in position that succeed to the next chapter officer level may serve on the Nominating Committee. Newly nominated candidates and candidates for non-succeeding officer position may not serve on the Nominating Committee. Selection of the Committee Members shall be completed no later than the January Executive Committee meeting each year and duly recorded.**

**6.2 The Nominating 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.**

**6.3 Any 15 Chapter Members 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 20 days in advance of the election. The names and qualifications of such nominees shall be published and distributed electronically to the membership at least 10 days prior to the election.**

**6.4 The term of the President and President-Elect shall be for one year beginning July 1. The President-Elect shall automatically succeed to the President the following year. The term of the Secretary and Treasurer shall be for one year and may be automatically extended to in the event no successors have been identified; in that case their term is for two years beginning July 1 and there is no automatic succession.**

**6.5 Election of officers for the ensuing year or years shall be held no later than the June meeting in attendance of a quorum. 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.**

**6.6 In the event a quorum is not present at the meeting a special mail or electronic ballot will be sent to the Chapter Members and a return of at least 40 votes or 20 % of the Chapter membership is required. The ballot process should take less than 20 days with at least 7 days as a minimal period for response from the members and shall provide for an anonymous voter response, provided that:**

- (A) Members are given seven (7) days to respond to their ballot.**
- (B) At least 40 or one-fifth (1/5) of the members cast a vote.**
- (C) Unless specified otherwise, approval requires a simple majority of votes cast.**
- (D) No member shall be allowed more than one vote.**

**6.7 Removal of elected Chapter officers shall be by a 2/3 vote of Elected Chapter officers at any regular or special board meeting at which a quorum of the board is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Upon presentation of a signed petition from 15 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.**

**6.8 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.**

**6.8.1 Should a vacancy occur in any elected office, including, Secretary, Treasurer, or any others, except President or President-Elect, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article 5.2) 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.**

**6.8.2 Should a vacancy occur early in the term, in the office of:**

**6.8.2.1 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. Otherwise, a special election as specified in 6.8.2.2 will be considered for filling the seat of President. The President-Elect or a special Nominating Committee appointed by the Chapter Executive Committee will be responsible for completing the special election.**

**6.8.2.2 President-Elect, the President shall:**

**6.8.2.2.1 appoint a special Nominating Committee.**

**6.8.2.2.2 Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.**



**6.8.2.2.3** Receive at the Chapter meeting any additional nominating petitions as may be rendered and signed by the number of Professional Members and Members specified in Article 6.3.

**6.8.2.2.4** Conduct a voice vote at the Chapter meeting if there is only one nominee and a written ballot if there is more than one nominee for office.

**6.8.2.2.5** The successful candidate shall assume office immediately upon election.

**6.8.3** Should a vacancy occur at mid-term or later, in the office of:

**6.8.3.1** President, the President-Elect shall serve the unexpired term of the President in addition to the term for which he was originally elected.

**6.8.3.2** President-Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, then the position should be filled as noted in 6.8.2.2.

**6.9** 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.

**6.10** 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 7 – SECTIONS**

**7.1** Sections may be formed by this Chapter to serve 10 or more dues-paying (or emeritus) Chapter members, in good standing, whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter. The Section shall operate in accordance with Society and Chapter Bylaws. (Note: The 10 or more dues paying (or emeritus) members actively involved in the Section shall be confirmed in July of each year; at such time that membership requirements are or cannot be maintained, the Section shall be placed in a non-operational status, as detailed in section 7.3.5. To re-establish the Section, all applicable petition elements noted in 7.2.1 will apply.)

**7.2** The group must petition the Chapter Executive Committee to form a Section of the Chapter.

**7.2.1** The petition should outline:

**7.2.1.1** name of the Section.

**7.2.1.2** Territory the Section will encompass.

**7.2.1.3** number of members currently in the territory.

**7.2.1.4** Plans for meetings to be held and the nature of the program.

**7.2.1.5** justification for the creation of the Section.

**7.2.1.6** any dues arrangements between the Chapter and the Section.

**7.2.1.7 copy of Section Bylaws (See Model Section Bylaws on ASSP Website)**

**7.2.2 Sections must meet the approval of the Chapter's Executive Committee and the Regional Operating Committee.**

**7.3 Section Members shall elect a Chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter.**

**7.3.1 The Chairperson shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two, as a non-voting participant.**

**7.3.2 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 President, President-Elect and the Regional Vice President.**

**7.3.3 The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary and President-Elect; notify members of meetings; retain the Section Charter; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status.**

**7.3.4 The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.**

**7.3.5 The Chairperson of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.**

**7.3.6 If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to Regional Operating Committee and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.**

**7.3.7 Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See Model Student Section Bylaws on ASSP Website)**

**ARTICLE 8 – DUES**

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

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

**8.3 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.**

## **ARTICLE 9 – MEETINGS**

**9.1 Regular Meetings** - Meetings that define or discuss methods, procedures, systems, devices and/or standards for the reduction, control, or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, or 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. The San Diego Chapter holds meetings monthly.

**9.2 Special Meetings** -Special meetings of members may be called by the Executive 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.

**9.3** Twenty (20) active members in good standing and present shall constitute a quorum at any regular or special meeting.

**9.4** The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter unless otherwise provided by these Bylaws.

**9.5 Executive Committee Meetings** - Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meeting. These meetings are necessary for managing the chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully. A majority of the Executive Committee present at a board meeting shall constitute a quorum.

## **ARTICLE 10 – MISCELLANEOUS**

**10.1** The Chapter may be dissolved by Chapter members in the following manner:

**10.1.1** 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.

**10.1.2** Within 30 days following the Executive Committee action, a mail ballot shall be sent to all voting members of the Chapter setting forth the reasons for the dissolution. Thirty days after the ballots are mailed the ballots shall be counted by the Chapter Executive Committee. A two-thirds (2/3) vote of the returned ballots is required for approval of the action.

**10.1.3** upon the adoption of the resolution to dissolve, the Chapter Officers shall proceed to carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

**10.2** If a Chapter Executive Committee no longer exists or conditions preempt implementation of the preceding section, a Chapter Member may make a recommendation for dissolving a Chapter to the Regional Vice President for their review. Upon approval of the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

**10.3** The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform with the 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 proceed to carry out the dissolution of the Chapter.

**10.4** 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.

**10.5** Any fundraising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.

**10.6 Record Keeping** - 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.

**10.6.1** Minutes of meetings - permanently (recommended by Society auditors).

**10.6.2** Correspondence - two years following completion of the Chapter year.

**10.6.3** Financial Records - seven years following completion of the Chapter year.

## **ARTICLE 11 – REVISIONS/AMENDMENTS**

**11.1** Revisions/amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 20 Chapter Professional Members and/or Members. Revisions/amendments proposed by the latter shall be presented to the Chapter Executive Committee.

**11.2** The Chapter Executive Committee shall publish (email is acceptable) any proposed revisions or amendments to the membership at least thirty (30) days in advance of the meeting at which action will be taken.

**11.3** Amendments shall be voted on at a regular or special Chapter meeting at which time action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote will be required for approval.

**11.4 Approval** - All revisions and/or amendments to these Bylaws will become effective after approval by the Regional Vice President.

**11.5** The bylaws shall be reviewed and revised as necessary and at least bi-annually.

**San Diego Chapter ASSP Bylaws revised in August 2022.**

**Revisions History December 2017**

- 1. Name change from American Society of Safety Engineers (ASSE) to American Society of Safety Professionals (ASSP) per Society worldwide vote in summer of 2017. Changes made throughout the document.**
- 2. Changed Board to Committee throughout document to reflect there is an Executive Committee not a Board.**
- 3. Changes made to Section 4.11 Standing Committees and Chairs (renumbered to reflect changes and deletions)**
  - a. Removed 4.11.1 Program Committee and rolled it into 4.11.8 Professional Development Committee**
  - b. Removed 4.11.3.1 Reserved for Student Section**
  - c. 4.11.6 changed Website Committee to Social Media Committee**
  - d. 4.11.9 now 4.11.8 changed committee name to Professional Development Committee and added subcommittees.**
  - e. 4.11.10 Deleted non-chair positions and replaced with Succession Planning Committee**
- 4. Section 11.5 changed date to reflect review and revisions completed in December 2017 with membership vote to be held by March 15, 2018 and changed officer names to reflect current position holders.**

**Revisions History February 2019**

- 1. Changes to Sections 6.2, 6.3, 6.5, and 6.6 as follows:**
  - a. 6.2 – Changed publishing and distribution period from 60 to 30 days In advance of the election.**
  - b. 6.3 – Changed petition period from 30 to 20 days in advance of the election.**
  - c. 6.3 - Added electronic publishing and distribution to nominating petitions.**
  - d. 6.3 - Changed publishing and distribution period from at least 10 to at least 7 days prior to the election.**
  - e. 6.5 – Changed election period from the April meeting to no later than the June meeting.**
  - f. 6.6 - Changed the periods of the ballot process for mail or electronic ballots from 30 to 20 days, and the minimum period from at least 15 to at least 7 days.**
  - g. 6.6 – Added provisions A, B, C, and D to the ballot process.**

**Revisions History June 2021**

- 1. Changes to Article 1 & Article 9 to reflect dissolution of the North County Section:**
  - a. Removed 1.2.1, 9.1.1.**

**2. Changes to Article 4 to formally recognize the value to the chapter of mentoring the incoming Executive Committee, and to create a “Past-President’s Panel” to provide advisors to the President and President-Elect.**

**a. 4.4.1 Executive Committee mentorship.**

**b. 4.4.2 Past-President’s (Advisory) Panel.**

**3. Changes to Article 5.3.6, 5.3.7, 5.3.9 & 5.6.5 to update the name of the annual chapter operations report, the method of transmission to Society and the deadline for submission.**

**4. August 2022 - Governance change update – changing reference of Delegate to Advisory Group Member.**