

BYLAWS WEST TENNESSEE CHAPTER
AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted: August 2022

Bylaws Approved by the Area Director and Regional Vice President

Area Director: *Selena Schmidt*
Selena Schmidt (Feb 7, 2023 15:37 CST)

Regional Vice President: *Christina Merriott*
Christina Merriott (Feb 2, 2023 10:39 EST)

Chapter Chartered- February 11, 1949

ARTICLE I: NAME

- Section 1. The name of this organization shall be the West Tennessee Chapter of the American Society of Safety Professionals.
- Section 2. Hereinafter, the West Tennessee 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 I. The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals 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/or promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - b) To develop and/or disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.
 - 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 such other programs and projects that are consistent with the purposes of 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 111 -MEMBERSHIP

- Section I. 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 members may vote on Chapter affairs.

ARTICLE IV -ORGANIZATION

Section 1. The Chapter is a no-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 25 active members.

Section 3. The Chapter is located in the South Area of Region VII, and the Chapter's geographical area is defined as follows: Shelby, Fayette, Tipton, and Lauderdale Counties in Tennessee. The chapter will also host members in Desoto County Mississippi as well as West Memphis Arkansas

Section 4. There shall be an Executive Committee 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. A majority of the Executive Committee present at meeting shall constitute a quorum.

Section 6. The Executive Committee shall consist of Elected Officers and the Advisory Group Member.

Section 7. 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.

Section 8. The Chapter President and one other elected Chapter representative are members of the Area / Regional Operating Committee. A Professional Member or Member elected by the Chapter may serve in the stead of the President or AOC / ROC Representative if so designated in writing to the Area Director or Regional Vice President.

Section 9. Chapter officers and Advisory Group Member(s) on the ASSP Advisory Group shall be from July I to June 30.

Section 10. The Chapter activity year shall be from July I to June 30.

ARTICLE V -OFFICERS

Section I. Elected officers of the Chapter shall be:

- a) President
- b) Vice President
- 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, Vice President, or Advisory Group Member(s) on the ASSP Advisory Group.

Section3 The President shall:

- a) Preside at regular and special meetings of the Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a member of the Area / Regional Operating Committee representing the Chapter.
- 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 an Annual Report of Chapter activities to the Area Director, Regional Vice President and the Society Secretary by August 1.
- g) Submit the names of Chapter officers elected for the ensuing year promptly to the Area Director, Regional Vice President and the Society Secretary.
- h) Represent the Chapter at the Area/Regional Operating Committee meetings.

Section 4 The Vice President 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.

Section 5 The Secretary shall:

- a) Maintain Chapter records and correspondence.
- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- c) Notify Chapter members of meetings.
- d) Assume the duties of the Treasurer as necessary.

Section 6 The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a deposit account approved by the Chapter Executive Committee.
- d) By August 1, transmit to Society Headquarters the audited income and expense statement for the fiscal year ending June 30, and submit to the IRS any required tax documents.
- e) Assume the duties of the Secretary as necessary.

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

- a) Operate in accordance with Advisory Group Procedural Guidelines 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

ARTICLE VI-NOMINATION AND ELECTION OF OFFECERS

- Section 1. The Chapter President shall appoint a Nominating Committee no later than January of each year, Committee members' names shall be published in the January meeting minutes or the Chapter Newsletter, which shall be distributed to all Chapter members.
- Section 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 60 days in advance of the election.
- Section 3. Any 7 Chapter Professional Members of Members submit a signed petition nominating one or more individuals for elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 60 days in advance of the election.
- Section 4. The term of elected Chapter officers shall be for two years beginning July 1. The term of two years allows for a proper handoff of duties and success of the operating plan.
- 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 ballot. If there is only one candidate for an office, election may be by voice vote.
- Section 6. Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee, or 7 voting members of the Chapter. Notification of such meeting shall be mailed to each member at least 30 days in advance of date of the meeting. 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 7. Vacancies in elected Chapter offices shall be filled by the succession designated in the various offices. If no succession is designated, the Chapter President shall:
- a) Appoint a special nominating Committee.
 - b) Publish nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
 - c) Receive at the Chapter meeting nominating petition signed by the number of Professional Members and Members specified in Article VI, Section 3.
 - d) 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 an office

ARTICLE VII-SECTIONS

- Section 1. Sections may be formed by this Chapter to serve 10 or more dues-paying Chapter members 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.
- Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Regional Operating Committee.
- a) The petition should outline the (1) territory the Section will encompass, and the number of members currently in that area; (2) plans for meetings to be held and the nature of the program contemplated; (3) justification for the creation of the Section; and (4) any dues arrangements between the Chapter and the Section.
 - b) The Section shall operate in accordance with Society and Chapter Bylaws.
 - c) Sections upon approval by the Regional Operating Committee shall elect a chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. The Chairperson shall be a Professional Member of 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.
 - d) By July 15 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Regional Vice President.
 - e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notifying members of meetings; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
 - f) 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.
 - g) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
 - h) Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies.

ARTICLE VIII-DUES

- Section I. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual dues as determined by Chapter members, in addition to Society dues.
- Section 2. All Society and Chapter dues shall be paid annually in advance for the year beginning July 1.
- 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.

ARTICLE IX-MEETINGS

- Section I. Technical meeting shall be held at least four times during the year for interchange and acquisition of professional knowledge among members.
- Section 2. 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.
- Section 3. Ten (10) active members in good standing shall constitute a quorum at any regular or special meeting.
- Section 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 in these Bylaws.

ARTICLE X- MISCELLANEOUS

- Section I. 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 Executive Committee. The resolution shall set forth the reasons for dissolution.
 - b) Within 30 days following the Executive Committee action, a mail 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 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. The Chapter may be dissolved by the Society Board of Directors 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 officers shall carry out the dissolution of the Chapter.

Section 3. 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 4. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.

Section 5. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings-five years following completion of the Chapter year.
- b) Correspondence -two years following completion of the Chapter year.
- c) Financial Records -five years following completion of the Chapter year.

ARTICLE XI-AMENDMENTS

Section I. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by ten (10) 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 proposal 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.

Section 4. All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.