

**American Society of Safety Professionals  
Low Country Chapter — Charleston, SC**



## **CHAPTER BYLAWS**

*Chapter Chartered: January 27, 1983  
Original Bylaws Approved by Regional Vice President: March 28, 1984  
Revised Bylaws Adopted by Chapter Executive Committee: July 17, 2003  
Revised Bylaws Adopted by Chapter Executive Committee 2<sup>nd</sup> Time: October 21, 2003  
Notified Chapter Members August & October  
Executive Committee voted October 21, 2003  
Revised Bylaws Approved by Regional Vice President: Fred Miller on December 03, 2003  
Revised Bylaws Adopted by Chapter Executive Committee: January 19, 2010  
Notified Chapter Members in January, 2010  
Executive Committee voted January 19, 2010  
Revised Bylaws Approved by Regional Vice President: Jim Morris on 2/19/10*

*Revised name to reflect ASSP - American Society of Safety Professionals, approved as per Society vote: June 1, 2018*

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### ARTICLE I — NAME

**Section 1.** The name of this organization shall be the Low Country Chapter of the American Society of Safety Professionals.

**Section 2.** Hereinafter, the Low Country Chapter shall be referred to as the "Chapter", and the American Society of Safety Professionals will be referred to as the "Society."

## **ARTICLE II — PURPOSE**

- Section 1.** The purpose of the Chapter is to promote the advancement of the safety profession and the work of safety, health and environmental professionals in the geographic area served.
- Section 2.** In fulfilling its purpose, the Chapter shall have the following objectives within the geographic area served:
- a. Develop and/or promote educational programs for obtaining the knowledge required to perform the functions of a safety and health & environmental professional.
  - b. Develop and/or disseminate locally information and materials that will carry out the purpose of the Chapter, the Society, and will serve the public.
  - c. Provide and/or support forums for the interchange and acquisition of professional knowledge among Chapter members.
  - d. Foster liaison with organizations of related disciplines.
  - e. Inaugurate and implement such other programs and projects that are consistent with the purposes of the Chapter and the Society.
  - f. Conduct Chapter affairs in a manner that will reflect the high moral, ethical and professional standards, purposes and objectives 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 geographic area or request membership in it. All members of the Chapter shall be members of the Society.
- Section 2.** Membership is personal (e.g., granted to individuals and not organizations) and is not transferable.
- Section 3.** All members are entitled to vote on Chapter affairs.

## 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 Region VI. The Chapter's geographical area is defined as follows: The following counties within the state of South Carolina: Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Williamsburg.
- 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.** A majority of Executive Committee members present at a meeting of the Executive Committee shall constitute a quorum.
- Section 6.** The Executive Committee shall consist of the elected officers (President, President-Elect, Second Vice President/Programs Chairperson, Membership Chairperson, Secretary, Treasurer, and Delegate), Newsletter Editor, Section Chairperson (if applicable), and two Past Presidents selected by the current elected officers.
- 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 is the voting representative for 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.
- Section 9.** Chapter Officers shall be elected by members of the Chapter.
- Section 10.** 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. Second Vice President/Programs Chairperson
- d. Membership Chairperson
- e. Secretary
- f. Treasurer
- g. Delegate to the Society House of Delegates
- h. Newsletter Editor

**Section 2.** Each elected Chapter officer shall be a Society Member for one year prior to taking office. Only a Professional Member or Member may hold an elected Chapter officer position.

**Section 3.** 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 representative of the Regional Operating Committee representing the Chapter.
- d. Provide leadership for programs and activities for the Chapter during his/her term of office.
- e. Appoint such committees, and members to staff those committees, necessary to implement the objectives of the Chapter.

Submit the names of Chapter officers elected for the coming year to the Regional Vice President (RVP) and Society Headquarters by June 1<sup>st</sup>.

- g. Submit an annual report of the Chapter's activities to the Regional Vice President (RVP) and Society Headquarters by August 15<sup>th</sup>.

**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.

**Section 5.** The Second Vice President/Programs Chairperson shall:

- a. Succeed to the office of the President-Elect and carry out its duties if the President-Elect is unable to serve.
- b. Assume responsibilities for the scheduling and coordination of Chapter programs, including monthly meetings and other activities, and the work of other Committees or functions as assigned by the President.

**Section 6.** The Membership Chairperson shall:

- a. Succeed to the office of the President-Elect and carry out its duties if the President-Elect is unable to serve and the Programs Chairperson is unable to assume the duties of President-Elect.
- b. Assume responsibilities for coordinating all Chapter membership activities, including managing the Alpha Roster, directing membership drives, ensuring membership applications are available at monthly meetings, and carrying out other duties as assigned by the President.

**Section 7.** 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. Retain custody of the Chapter Charter.
- e. Assume the duties of Treasurer as necessary.

**Section 8.** 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 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.
- f. Assume the duties of Secretary as necessary.

**Section 9.** The Delegate to the Society House of Delegates shall:

- a. Represent the Chapter membership at meetings of the Society House of Delegates.
- b. Keep the Chapter informed of House of Delegates actions and proposed actions.
- c. Communicate to Society the Chapter's opinions and views on Society activities.
- d. Act on mail ballots on behalf of the Chapter on all matters submitted to the Society House of Delegates for action.
- e. Assure representation of the Chapter at meetings of the Society House of Delegates. Appoint a Proxy if unable to attend. The Proxy must be a Professional Member or a Member in good standing of the Chapter and shall not be a member of the Society Board of Directors. Appointment of a Proxy shall be made by letter, which shall be delivered to the Society Secretary at least one hour prior to the House of Delegates meeting.

**Section 10.** Newsletter Editor:

- a. Publish monthly newsletters to all members.
- b. Distribute Newsletter at least seven (7) days prior to meeting.
- c. Solicit members and Executive Committee for monthly articles.

## ARTICLE VI — NOMINATION AND ELECTION OF OFFICERS

- Section 1.** The Chapter President shall appoint a Nominating Committee no later than January of each year. The Committee, including Chairperson, shall consist of at least two members, preferably Past Presidents. Committee members' names shall be published in the January meeting minutes or the Chapter newsletter, which shall be distributed to all Chapter members. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominating Committee.
- Section 2.** The Nominating Committee shall solicit for, and select, qualified candidates for all elective offices. The Committee shall select those candidates who, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are nominated.
- Section 3.** Candidates' names and qualifications shall be published and distributed to the Chapter membership at least 60 days in advance of the election.
- Section 4.** Any ten (10) Chapter Professional Members or 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 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 elections.
- Section 5.** The term of elected Chapter officers shall be for one year beginning July 1st.
- Section 6.** 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 7.** In the event a quorum is not present at the meeting, a special mail 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 30 days with at least 15 days as a minimal period for response from the members.
- Section 8.** Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition of the Chapter Executive Committee, or by ten (10) voting members of the Chapter. Notification of such meeting shall be published and distributed to each member at least 30 days in advance of the 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 9.** Vacancies in elected Chapter officers which occur during the year shall be filled first by the succession designated in various offices as listed in Article V. If an elected Chapter officer declines for any reason to "move up" by the succession designated in the various officers, the Chapter President shall:
- a. Appoint a special nominating Committee.
  - b. Publish and distribute nominees for office at least 15 days in advance of the Chapter meeting at which the election will be held.
  - c. Receive at the Chapter meeting nominating petitions signed by the number of Professional Members and Members specified in Article VI, Section 4.
  - 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 the 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 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 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.
  - d. By June 15th of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and Regional Vice President.



- e. The Section Secretary/Treasurer shall: keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status.
- f. To assist in ensuring financial solvency of the Section, the Chapter Treasurer shall remit an amount equal to 40 percent of Chapter dues of Section members to the Section Secretary/Treasurer for Section use.
- 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. Any funds in the Section Treasury shall be remitted to the Chapter Treasurer for Chapter use.

**Section 3.** Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundaries the institution lies. A minimum of 10 Student Members so organized may, under the direction of a faculty advisor of the institution and through the coordination of a separate Chapter member advocate, petition the Chapter Executive Committee for Student Section status following the procedures, where applicable, outlined in ARTICLE VII, Section 2.

## **ARTICLE VIII - DUES**

**Section 1.** Each Chapter member, except Student Members and those who have been awarded the honor of Emeritus, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society membership dues and any applicable Practice Specialty fees.

**Section 2.** All annual Society membership dues and any applicable Practice Specialty fees are payable to the Society Secretary according to each members' annual renewal 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.

**Section 4.** A Chapter member in good standing is defined as a member whose Chapter dues and Society membership fees are paid and current.

## **ARTICLE IX — MEETINGS**

- Section 1.** Technical meetings, including tours of local facilities as appropriate, shall be held at least 10 times during the year for the interchange and acquisition of professional knowledge among members.
- Section 2.** Special meetings of Chapter members, including periodic meetings of the Chapter Executive Committee, may be called by any member of the Chapter Executive Committee. As appropriate, the notice calling such a meeting shall state the purpose and who is calling the meeting, and shall be sent to Chapter members or Executive Committee members at least one week in advance of the meeting date.
- Section 3.** Ten (10) active members in good standing shall constitute a quorum at any regular or special Chapter 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 and Executive Committee unless otherwise provided in these Bylaws.

## **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 Executive Committee. The resolution shall set forth the reasons for dissolution.
  - b. Within 30 days following the Executive Committee action, a mail (or e-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 vote is required for approval of the action.
  - c. Upon the adoption of the resolution to dissolve, the Chapter 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 or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President or 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 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 from Society, the 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 which are consistent with the purpose of the Society and the Chapter.
- Section 6.** 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 are authorized to dispose of the records at the end of the required retention period.
- a. Minutes of meetings — permanently (recommended by Society auditors).
  - b. Correspondence — two (2) years following completion of the Chapter year.
  - c. Financial records — seven (7) years following completion of the Chapter year.

## **ARTICLE XI — AMENDMENTS AND REVISIONS**

- Section 1.** Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by ten (10) Chapter Professional Members 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 affirmative vote is required for approved.
- Section 4.** All amendments or revisions to these Bylaws will become effective after approval by the Regional Vice President.