

BYLAWS GREAT PLAINS CHAPTER  
AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted – November 2017

Bylaws Approved by the Area Director and Regional Vice President

  
(Area Director Signature)

4.15.18  
(Date)

  
(Regional Vice President Signature)

4.15.18  
(Date)

Chapter Chartered 1958

**ARTICLE I - NAME**

Section 1 The name of this organization shall be the Great Plains Chapter of the American Society of Safety Professionals.

Section 2 Hereinafter, the Great Plains 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/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 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 Area Two (2) of Region V, and the Chapter's geographical area is defined as follows:
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|--|
| All counties in Nebraska and the following counties in Iowa: Adair, Adams, Audubon, Buena Vista, Carroll, Cass, Cherokee, Clay, Crawford, Dickinson, Fremont, Harrison, Ida, Lyon, Mills, Monona, Montgomery, O'Brien, Osceola, Page, Plymouth, Pottawattamie, Sac, Shelby, Sioux, Taylor, and Woodbury. |
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- Section 4 An Executive Board 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 bases that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 5 The Executive Board shall consist of the Elected Officers, Program Chairperson, Membership Chairperson and Section Chairperson(s). Each member of the Executive Board has the right to vote on matters of business brought to the Executive Board for consideration.
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- Elected Officers: President, Vice President, Treasurer, Secretary, and Delegate.
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- 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 Board.
- Section 7 The Chapter President is the voting representative for the Chapter at the Area Operating Committee and/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 Fiscal Year shall be April 1 to March 31. 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) Vice President
  - c) Secretary
  - d) Treasurer
  - e) Delegate(s) to the Society House of Delegates
- 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 Delegate to the House of Delegates.
- Section 3 The President shall:
- a) Preside at regular and special meetings of the Chapter Executive Board and the membership.
  - b) Represent 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 the Chapter's programs and activities 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 June 30th.
  - 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 delegate(s) elected for the ensuing year annually by May 31 to the Area Director, the Regional Vice President and Society Headquarters.
- 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 Board meetings.
  - c) Notify Chapter members about meetings.
  - d) Retain Custody of the Chapter Charter.
  - e) 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 Board.
  - c) Maintain Chapter funds in a depository approved by the Chapter Executive Board.
  - 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 the Secretary as necessary.
- Section 7 The Delegate to the Society House of Delegates shall:
- a) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
  - b) Keep the Chapter informed of House of Delegates actions and proposed actions and transmit the Chapter's opinions and views on Society activities to the House of Delegates.
  - c) Act on House of Delegates mail ballots on behalf of the Chapter.
- Section 8 The Alternate Delegate to the Society House of Delegates shall assume the duties of Delegate as necessary.

#### ARTICLE VI- NOMINATION AND ELECTION OF OFFICERS

- Section 1 The Chapter President shall appoint a nominating Committee no later than December 1<sup>st</sup> of each year and duly recorded and reported to Society. The Committee, including the Chairperson, will consist of neither no less than three (3) nor more than (5) members. The full final Nominations & Elections Committee must approve the slate of officer candidates.
- Section 2 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 3 Chapter members may submit a signed petition nominating an individual for elective office. The petition will require 10 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 15 days prior to the election.
- Section 4 The term of elected Chapter officers shall be July 1 to June 30.
- Section 5 Election of officers for the ensuing year shall be held no earlier than April but no later than May 31. There must be a quorum of members in attendance during the assembly in which the election will take place. If there is not a quorum present or there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.

- Section 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 (whichever is less) 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 and shall provide for an anonymous voter response. Procedures for electronic voting are detailed in Appendix B.
- Section 7 Removal of elected Chapter officers shall be by a 2/3 vote of the Executive Board at any regular or special Executive Board meeting at which a quorum of the Executive Board 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 are not limited to, dereliction of duty, and not adhering to the ASSE Code of Conduct. Upon presentation of a signed petition from 10 voting members of the Chapter, the Chapter Executive Board shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the Chapter Executive Board may be removed by the officer on the Executive Board 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 the elected offices of Secretary and Treasurer, mid-term or later of those offices, the President shall appoint, with the approval of the Chapter Executive Board, 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 elected office of Delegate, the elected Alternate Delegate will fill the unexpired term of office. If the Alternate Delegate declines the position, the President shall direct that a special election as specified in c) (2) of this section be conducted to fill the seat of Delegate.
  - c) Should a vacancy occur before mid-term, in the office of:
    - (1) President, the Vice President shall succeed to the Presidency. If the Vice President declines the position, a past President may serve as President for this term upon the approval of the Executive Board. Otherwise, a special election as specified in c.2 of this section will be considered for filling the seat of President. The Vice President or a special Nominations & Elections committee appointed by the Chapter Executive Board will be responsible for completing the special election.
    - (2) Vice President, the President shall:
      - i. Appoint a special Nominations & Elections Committee.
      - ii. 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.
      - iii. Receive at the Chapter meeting any additional nominating petitions as may be rendered and signed by the number of members specified in Article VI, Section 3.
      - iv. 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. An e-ballot option may also be utilized as described in Appendix B.

v. Ensure that the elected candidate assumes office immediately upon election.

- d) Should a vacancy occur at mid-term or later, in the office of:
- (1) President: The Vice President shall serve the unexpired term of the President in addition to the term for which he was originally elected.
  - (2) Vice President: 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 Vice President, then the position should be filled as noted in this Article and Section, paragraph c) (2).

Section 9 Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President, with the approval of the Chapter Executive Board.

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 in the manner set forth in this Article.

#### ARTICLE VII - SECTIONS

Section 1 Geographical Section. Sections may be formed within the Chapter to serve 10 or more dues-paying (or emeritus) Chapter members whose geographical location constitutes a unique opportunity to participate separately in Chapter affairs.

- a) The group must petition the Chapter Executive Board to form a Section of the Chapter, subject to approval of the Area Operating Committee and/or the Regional Operating Committee.
- b) The petition should outline:
  - {1) Name of the Section
  - {2) Territory the Section will encompass
  - {3) Number of members currently in the territory
  - {4) Plans for meetings to be held and the nature of the program
  - {5) Justification for the creation of the Section
  - {6) Any dues arrangements between the Chapter and the Section
  - {7) Submit a copy of Section Bylaws
- c) Section must meet the approval of the Chapter Executive Board and the Area and/or Regional Operating Committees.
- d) 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 Board and shall attend at least two. The Chairperson of an authorized Section is a voting member of the Chapter Executive Board.
- e) By April 30 of each Activity Year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President
- f) 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. The

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

- g) 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 being 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.
- h) If the Section ceases to function on as a viable organization, the Chapter Board of Directors, 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.

Section 2 Student Section. Student Members attending an educational institution may join to form a Student Section of the Chapter within whose boundary the institution lies. The group shall complete a "section formation application" located online on the Society website. The section shall be approved by the Chapter and Area or Regional Operating Committee(s). The Section shall operate in accordance with Society and Chapter Bylaws.

#### 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.

Section 4 If no proposal for changes to chapter dues is made in any chapter year, the preceding year's annual chapter dues will remain in effect.

#### ARTICLE IX - MEETINGS

Section 1 Chapters 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, controller elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.

Section 2 Special meetings of members may be called by the Chapter Executive Board. 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 A majority of the Executive Board present at an Executive Board meeting shall constitute a quorum. A meeting shall be defined as meeting in person, via teleconference or other electronic means. This quorum can be attained by proxy votes. Executive Board members, who are unable to attend a Committee meeting for valid reasons, are allowed to proxy their vote to another Executive Board member. A verifiable proxy must be presented to the

Committee at the meeting. The official minutes of the meeting must indicate which votes were cast by proxy. Voting may also be performed via e-ballot (see Appendix Afore-ballot procedures).

Ten (10) Chapter members and at least one elected member of the Chapter Executive Board shall constitute a quorum at any regular or special Chapter meeting. 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 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.

Section 5 Executive Board 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.

## **ARTICLE X- MISCELLANEOUS**

Section 1 The Chapter may be dissolved by Chapter members in the following manner:

- b) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Board. The resolution shall set forth the reasons for dissolution.
- c) Within 30 days following the Chapter Executive Board 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 Board. A two-thirds (2/3) vote is required for approval of the action.
- d) 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 Board 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 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 years following completion of the Chapter Activity year.



c) Financial Records- seven years following completion of the Chapter Fiscal year.

Section 7 Upon notification of the death of a member, the Chapter's Executive Board shall order the Treasurer to send to the family a flower arrangement or donation of \$25 to a charity of the family's selection.

#### ARTICLE XI -AMENDMENTS

Section 1 Amendments to these Bylaws may be proposed by the Chapter Executive Board or the chapter bylaws committee or by 10 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Board.

Section 2 The Chapter Executive Board 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-Jaw amendments.

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

## Appendix A

### Guidelines for Executive Board E-ballot Votes

1. Call to Order
  - a) The President emails a Call to Order to all Committee members.
  - b) The subject line should be consistently formatted: "Great Plains Chapter Call to Order on xyz Issue".
  - c) The body of the email should contain a description of the issue and a call for a motion.
  - d) The President will determine if the email should be sent with "High Importance".
2. Questions and Motion
  - a) The Executive Board members should use "Reply All" to send emails containing motions.
  - b) If no motion is made, or the President determines that significant questions have been raised, then the issue will be tabled until the Committee members can meet at the same time, either in person, or by teleconference. The President will communicate this decision to the Committee using email.
  - c) If a motion is made, the President should forward the email to all Committee members, and ask for the motion to be seconded.
  - d) The subject line of the forwarded email should be consistently formatted: "Great Plains Chapter Motion on xyz".
3. Motion Seconded
  - a) Committee members should use "Reply All" to send emails that second a motion.
  - b) If the motion is not seconded, the issue will be tabled until the Committee members can meet at the same time. The President will communicate this by email.
  - c) If the motion is seconded, the President should forward the email to all Committee members, and ask for discussion.
  - d) The subject line of the email should be consistently formatted: "Great Plains Chapter Discussion on xyz".
  - e) The email should request a "Read Receipt".
4. Discussion of Motion
  - a) Committee members should use "Reply All" to send emails that contain discussion.
  - b) The President may call for a vote after most of the Committee members have discussed the motion or returned a read receipt.
  - c) If the President determines that significant concerns have been raised during the discussion, the issue will be tabled until the Committee members can meet at the same time. The President will communicate this decision by email.
5. Vote
  - a) The President may assign a "Voting Commissioner" to email the ballot and tally the votes.
  - b) The subject line of the email should be consistently formatted: "Great Plains Chapter Ballot on xyz".
  - c) Once a majority has voted, the President should send an email to all Committee members announcing the results and adjourning the email meeting.
  - d) If a majority vote is not obtained, the issue will be placed on the agenda for the next meeting.
6. Minutes
  - a) Emails do not have to be read or approved as minutes.

## Appendix B

### Guidelines for Chapter Members E-ballot Votes

1. Vote of Chapter Membership
  - a) The President may assign a "Voting Commissioner" to email the ballot and tally the votes.
  - b) The subject line of the email should be consistently formatted: "Great Plains Chapter Ballot on xyz".
  - c) The body of the email shall clearly define:
    - d) a date for opening of voting (day the email is sent to members) and a date for closure of voting
    - e) a clear definition of the issue at hand.
  - f) Once the date for closure has been reached, the President should send an email to all members announcing the results and adjourning the email meeting.
  - g) The date for closure of voting for email shall be at least one week (7 days) following the date of distribution of the email. Additional time may be granted on a case by case basis at the discretion of the Committee.
  - h) Each member shall be allowed only one vote submitted via email and only the first vote from the member will be accepted. Any subsequent vote from the same member shall be deleted.
  - i) If a majority vote is not obtained, the resolution at hand shall be considered failed.
2. Minutes
  - a) If the content of an email requires it be saved as part of Meeting Minutes, it will be required to be sent to all members.
  - b) Emails do not have to be read or approved as minutes.
  - c) Emails sent for caucusing or other off-line discussion are not officially part of a meeting.
  - d) Email votes should be reviewed the next time Committee members meet at the same time, either in person, or by teleconference.