

**AMENDED BYLAWS of the MT. ST. HELEN'S SECTION
COLUMBIA/WILLAMETTE CHAPTER**

AMERICAN SOCIETY OF SAFETY ENGINEERS

Bylaws Revised and Approved by: Section Board 6/1/16 draft

Region 1 Vice President Approved:

Chapter Approved:

Section Chartered 1982

ARTICLE I - NAME

Section 1.

The name of this organization shall be the MT. ST. Helens Section of the COLUMBIA/WILLAMETTE Chapter of the American Society of Safety Engineers.

Section 2.

Hereinafter, the MT. ST HELENS Section will be referred to as Section, the COLUMBIA/WILLAMETTE Chapter will be referred to as the Chapter, and the American Society of Safety Engineers will be referred to as the Society.

ARTICLE II - PURPOSE

Section I.

The purpose of this Section will be to promote the advancement of the safety profession and safety professionals in the geographical area served. The Section is located in the Columbia/Willamette Chapter in Region 1. The Section geographical area is defined as within the Counties of Clark, Wahkiakum, Cowlitz, Skamania, and Klickitat in the State of Washington. In Oregon, that N.W. portion of the State from St. Helens, West to Seaside and Astoria.

Section 2.

In fulfilling its purposes, the Section 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 Section, 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 Section and the Society.
- F. To conduct its affairs in a manner that will reflect the standards, purposes and objectives of the Chapter and Society.

ARTICLE III - MEMBERSHIP

Section 1.

Membership in the Section is open to those individuals who are members of the Chapter and Society in good standing and whose primary address, as listed in the Chapter Membership Directory, is located within the Section's geographical area or request membership in it. All members of the Section shall be members of the Society.

Section 2.

Membership is personal and not transferable.

Section 3.

All Section members may vote on Section affairs.

ARTICLE IV - ORGANIZATION

Section 1.

The Section is a not-for-profit organization approved for affiliation by the Chapter and the Regional Operating Committee for the purpose of carrying out the objectives of the Society within its geographical area. It shall operate in accordance with Chapter and Society Bylaws. The not-for profit tax number assigned by the IRS is 93-0698153. **

Section 2.

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

Section 3.

The Section is located within the Chapter's geographical area, in Region 1, and the Section's geographical area as defined in Section 1 above.

Section 4.

There shall be a Section Executive Committee responsible for the operation and management of the Section. It shall be responsible for the supervision and care of all property, have full authority to commit the Section to action in consonance with resolutions adopted at meetings of the Section, and may cooperate with other organizations on such basis that will not impair the ability of the Section to pursue its

purposes independently. It will approve each fiscal year's Professional Development Conference (PDC) financial viability estimate submitted by the Vice Chairman and the PDC organizing committee.

Section 5.

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

Section 6.

The Section Executive Committee shall consist of the Elected Officers, Delegate at Large, Immediate Past Chairman. Each Executive Committee Member shall have only one vote.

Section 7.

Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Section officer or an appointed Committee Chairperson.

Section 8.

Section officers shall be elected by members of the Section.

Section 9.

The Section activity year shall be from July 1 to June 30.

ARTICLE V - OFFICERS

Section I.

Elected officers of the Section shall be:

- A. Chairman
- B. Chairman-Elect
- C. Vice-Chairman
- D. Secretary
- E. Treasurer
- F. Delegate at Large
- G. By-Laws Chair

Section 2.

Each elected Section officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Chapter and the Regional Vice President. However, only a Professional Member or Member (defined by Society) may hold the office of Chairman, Chairman-Elect, Vice Chairman and /or Treasurer.

Section 3.

The Chairman shall:

The Section Chairman's primary responsibility is to provide leadership and represent the Section. The Chairman will:

- A. Preside at regular and special meetings of the Executive Committee and the membership.
- B. Serve as the Section's official representative to the Chapter Executive Committee. Can attend and vote at all Chapter Executive Committee meetings, and shall attend at least two in person and as many as he or she can electronically..
- C. Represent the Section at meetings of other organizations where official representation of the Section is desirable. Attend the annual National Professional Development Conference. See Amendment Section 5 for reimbursement details.
- D. Provide leadership for programs and activities for the Section during the term of office.
- E. Appoint such committees as are necessary to implement the objectives of the Section and as required or directed by the Executive Committee.
- F. Assure the development of any Executive Committee or Chair appointed Special Committee's charter for that and potential future governing years. Once developed assure that the Committee charter is voted on for approval by the Section's Executive Committee..
- G. Submit an Annual Report of Section activities to the Chapter and the Regional Vice President by August 1st.
- H. Submit the names of Section officers elected for the ensuing year promptly to the Chapter, for inclusion in the report to Society Headquarters.
- I. Mail or e-mail a general meeting reminder to all Section members monthly.

Section 4.

The Chairman-Elect shall:

The Section Chairman-Elect's primary responsibility is to succeed to the office of Chairman when the Chairman can no longer serve. The Chairman-Elect will:

- A. Assume the responsibilities for coordinating the work of Special Committees appointed by the Chairman and the Executive Board.

B. Select the speaker for the monthly meetings.

C. Perform other duties as assigned by the Chairman for the Executive Committee.

D. Transfer all records to the incoming Chairman-Elect.

E. Attend the ASSE Leadership Conference. See amendments – Section 9.

Section 5.

The Vice-Chairman shall:

A. Succeed to the Chairman-Elect office if the Chairman-Elect can no longer serve.

B. Supervise the activities of any assigned committees and coordinate the Section's Annual Professional Development Seminar.

C. Organize and Chair Section PDC Committee. With assistance of the Section Treasurer supervise the Committee's development of a financial viability estimate for the proposed Section PDC and obtain the PDC viability estimate approval from the Section Executive Committee.

D. Organize and assure the marketing of the Section PDC.

E. Take minutes in Secretary's absence.

F. Transfer all records to the incoming Vice-Chairman.

G. Maintain a binder of seminar activities.

Section 6.

The Section Secretary shall:

A. Maintain Section records, correspondence, and minutes.

B. Record and distribute minutes of Section meetings and Section Executive Committee meetings.

C. Other clerical duties of the Section.

Section 7.

The Section Treasurer shall:

The primary responsibility of the Section Treasurer is to establish the Section's annual budget. The Treasurer may organize and chair a Section budget committee or create the fiscal year's budget themselves. The budget year will run from April 1st to March 31st. The Treasurer will:

- A. Review funding activities referred to the Treasurer by the Section Executive Committee
- B. Develop guidelines for Section projects and activities outside the established budget that may qualify for financial support.
- C. Maintain all financial records of the Section.
- D. Supervise the receipt and disbursement of funds as directed by the Section Executive Committee.
- E. Maintain Section funds in a depository approved by the Section Executive Committee; reporting balances, income, and expenditures at least quarterly to the Executive Committee, Members and Chapter Treasurer
- F. Submit monthly (at a date mutually agreed upon by the Section and the Chapter), the previous month's Section bank statement to the Chapter's designated book keeper.
- G. By April 30, transmit to the Section Chairman and Chapter Treasurer the income and expense statement for the fiscal year ending March 31, for inclusion in the Chapter and Section annual financial report. *
- H. Submit an annual request to the Chapter President for transfer of funds for Section Dues Reimbursement by May 31, and GOSH Transfer during conference years. (~~See Amendment IX. Sec.6~~)
- I. Provide financial technical guidance and assist with financial transactions at the general meetings, and the Section's Professional Development Conference financial viability estimate.
- J. Attend any Section Professional Development Conference Committee meetings.
- K. Serve at least two consecutive terms as treasurer.
- L. Have a detailed financial audit reported to the September Executive board meeting.
- M. At the conclusion of the term, transfer authorization signatures for bank accounts to the incoming Chairman, Chairman-Elect and Treasurer.

Section 8.

The Delegate at Large shall:

- A. Represent the Membership at the Monthly Executive Committee meeting.
- B. Supervise other assignments selected by the Executive Committee.

Section 9.

The By-Laws Chair shall:

- A.** Lead annual review of these Section By-Laws.
- B.** Maintain official copy of updated By-Laws.
- C.** Submit annual review of By-Laws to the Chapter.
- D.** Respond to By-Laws questions as voting member of the Section Executive Committee.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1.

The most recent Past Chairman available to serve shall be the Chairman of the Nominating Committee. The Committee, including the Chairman, will consist of no less than two (2) or more than (4) members. One member shall be selected by the current Section Chairman and the balance by the Committee Chairman. The current Section Chairman shall not be a member of the Nominating Committee.

Members of the Committee who are chosen to run for an office shall resign from the Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. The slate of officer candidates must be approved by the full final Nominating Committee.

Selection of the Committee Members shall be completed not later than the first Section Executive Committee meeting each (calendar) year. The names of the Nominating Committee Members shall be publicized prior to the February meeting.

Section 2.

The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Section membership at least 30 days in advance of the election.

Section 3.

Any Mt. St. Helens Section Member may submit a signed or e-mailed petition nominating one or more individuals for elected office **with a minimum of five active Section members signatures**. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairman of the Nominating Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

Section 4.

The term of elected Section officers shall be for one year beginning July 1st.

Exception: The Treasurer shall be for a minimum of two consecutive years.

Section 5.

Election of officers for the ensuing year shall be held at the monthly membership meeting, or by mail or electronic ballot. If there is more than one candidate for any office, election shall be by written or electronic ballot. If there is only one candidate for an office, election may be by voice vote. Results will be documented in the Section minutes.

Section 6.

Removal of elected Section officers shall be by vote of Section members at any regular or special meeting upon presentation of a signed petition from either the Section Executive Committee, or majority voting members of the Section. Notification of such meeting shall be mailed or e-mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairmen appointed by elected officers or the Section Executive Committee may be removed by the officer on the Section Executive Committee who appointed them.

Section 7.

Vacancies in elected Section offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

- A. Should a vacancy occur in any elected office except Chairman, the Chairman shall appoint, with the approval of the Section Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office, giving special consideration to current committee chairs and experienced Section leaders who have recently completed their terms of office.
- B. Should a vacancy occur early in the term, in the office of Chairman;

The Secretary shall:

- 1. Appoint a special Nominating Committee
- 2. Publish notification of the election and the slated nominees for office at least 15 days in advance of the Section meeting at which the election is to be held.
- 3. Receive at the Section meeting any additional nominating petitions as may be rendered and signed by the number of Professional Members and Members specified in Article VI, Section 3.
- 4. Conduct a voice vote at the Section meeting if there is only one nominee, and a written ballot or electronic ballot if there is more than one nominee for office. The results will be documented in the Section minutes.
- 5. The successful candidate shall assume office immediately on election.

Section 8.

Vacancies in appointed offices shall be filled for their unexpired term by appointees of the Chairman then in office, with the approval of the Executive Committee.

Section 9.

(Inability to serve.) If after election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

ARTICLE VII – DUES

Section 1.

Any motion, seconded and carried by the Section Executive Committee, involving the expenditure of Section funds greater than \$2,000.00 must have the approval of the membership by voice vote at the next scheduled or special membership meeting before such expenditure can be disbursed.

Section 1- 2 .

Each member, except Students and Honorary Members, shall be assessed annual dues as stated in the Chapter Bylaws.

Section 2 3.

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

Section 3 4.

The Chapter shall remit 50% of Chapter dues of Section members to the Section for its use. Section member names must be submitted annually by the Section before **May 31st** to get Chapter dues reimbursement.

Section 5.

Any additional fiscal year Executive Committee Section fees will be determined by votes of the Section membership at any regular or special meeting where a quorum is present. All Section members must be notified at least thirty (30) days in advance of the proposed matter.

ARTICLE VIII - MEETINGS

Section 1.

Technical meetings, as defined in the Chapter Administrative Guide, shall be held at least four times during the year for the interchange and acquisition of professional knowledge among members. The Section goal is to conduct technical meetings at least 10 times per year.

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;

Section 3.

Eight active members in good standing shall constitute a quorum at any regular or special meeting. (exception: Section Executive Board meetings at which a quorum of the Executive Board is needed for any official voting to take place)

Section 4.

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

Section 5. Electronic Voting:

- A.** The Executive Committee may vote via e-mail when situations arise that requires an action by the committee prior to the next scheduled Executive Committee meeting.
- B.** Requirements for use of e-mail vote by the Executive Committee include:
 - 1.** Electronic voting must only be used in lieu of a special Executive Committee meeting for motions that are so time sensitive that waiting for the next scheduled meeting would not be reasonable.
 - (i). Any questions regarding online voting will be addressed by the Section Chairman.
 - 2.** Only voting members of the Executive Committee can make or second a motion for electronic voting
 - 3.** A quorum of Executive Committee members must vote on a motion for it to pass.
 - 4.** A motion will pass or fail based on a simple majority, with the Section Chairman voting only to break ties.
 - 5.** A comment period of, at minimum, three (3) business days is required. Any amendments to the motion must be made within the comment period. Other motions may be made during the comment period and their comment period is governed within the same provisions of regular and electronic voting as defined by these Bylaws. (ii) Any comments on the motion or amendments must be sent to all Executive Committee members.(iii) Section Chairman will call for vote on the motion at the end of the comment period.
 - 7.** The Section Secretary will maintain official copies of motions, comments, and voting results. Motion, amendments and voting results will be entered into the minutes for the next scheduled Executive Committee meeting.

ARTICLE IX - MISCELLANEOUS

Section I.

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

- A.** A resolution to dissolve the Section 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 electronic ballot shall be sent to all Section members setting forth the reasons for the dissolution. Thirty (30) days after the mailed or electronic ballots are sent out, the returned ballots 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 Section in conformance with applicable laws and Chapter and Society Bylaws.

Section 2.

The Section may be dissolved by the Chapter Executive Committee, with the concurrence of the Regional Operating Committee, after failure of the Section to conform to minimum Society requirements for Section activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period.

Upon notice, the officers shall carry out the dissolution of the Section. Any funds remaining in the Section treasury shall be transferred to the Chapter.

Section 3.

The official Society symbol may be used by the Section on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

Section 4.

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

Section 5.

Section officers shall assure retention of needed Section 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 Section year.
- C. Financial Records - five years following completion of the Section year.

Section 6.

GOSH Conference Formula as approved by Chapter Executive Board in 1985: The Conference Profit is divided by Two and divided by the Number of Chapter Members and then times the Number of Section Members, equals the Amount to be Transferred to the Mt. St. Helens Section following the GOSH Conference.

Section 7.

Remembrance Donation Guidelines (approved 10/1/90)

The following guidelines are set forth for donations in the event of a serious illness or the death of a Section member or their immediate family.

- A. Member-** We will send flowers to the memorial service and/or make a donation to a charitable organization when designated. The total amount is not to exceed \$175 unless approved by the Section Executive Committee.
- B. Immediate Family Member-** We will send flowers to the member and/or make a donation to a charitable organization when designated. The total amount is not to exceed \$75 unless approved by the Section Executive Committee.
- C. Non-Member-**The Section Executive Committee shall consider the circumstances involved and will determine an appropriate response and spending limit within the current guidelines for remembrance.

Members should notify a section officer of serious illnesses and deaths.

ARTICLE X - AMENDMENTS

Section 1.

Amendments to these Bylaws may be proposed by the Section Executive Committee or by Five Section Members. Amendments proposed by the latter shall be presented to the Section Executive Committee.

Section 2.

The Section 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 Section Executive Committee meeting at which action will be taken if a quorum is present. The Chairman or an appointee may elect to have an amendment voted on by phone, conference call or e-mail (electronic voting procedures are specified in Article VIII section 5 of these Bylaws) to expedite or secure resolution and will record and convey the results to the committee. A two-thirds (2/3) affirmative vote is required for approval. ~~Any major expenditure exceeding \$ 2,000 will be taken to the membership for approval.~~

Section 4.

All amendments to these Bylaws will become effective after approval by the Chapter and the Regional Vice President.

Section 5.

Professional Development for In-Coming Chairman-Elect (approved 4/15/91)

Objectives:

To provide professional development, to give Section leader exposure to ASSE National leaders, and to increase leadership of the group.

- A.** Based on the financial health of the Section, the incoming Chairman-Elect will be offered the opportunity to attend the ASSE National Professional Development

Conference (~~Leadership Conference~~). The current Executive Board will make the recommendation to the membership.

- B. If the incoming Chairman-Elect cannot attend for whatever reason, then they will be offered to attend a regional ASSE Conference. Either one of these must be completed within six months of taking office.
- C. In the event the incoming Chairman-Elect is not able to attend any of these, the professional development opportunity will be rescinded.
- D. The Executive Committee will decide financial support and details.

Section 6. Travel Policy

Purpose:

To aid in the proper reimbursement of travel and living expenses incurred on ASSE business authorized by the Executive Committee.

- A. **Travel Authorization:** All travel for which reimbursement is to be considered shall be approved by the Executive Committee in advance.
- B. **Reimbursement for expenses:** ASSE representatives requesting reimbursement for eligible travel expenses incurred and paid by themselves must:
 - 1. Receive pre-travel authorization from the Executive Committee.
 - 2. Upon return, submit a Travel Expense Request Form to the Executive Committee itemizing expenses to be reimbursed. (See Appendix A) Attach supporting documentation and receipts to form.
 - 3. The Treasurer will disburse funds upon approval of the Executive Board.
- C. **Advance travel expenses:** In some cases, advance travel expenses may be provided. To receive advance funds:
 - 1. Submit a Travel Expense Request Form to the Executive Committee with estimated expenses requested for advance.
 - 2. The Treasurer will disburse funds upon approval by the Executive Board.
 - 3. Upon return, provide documentation and receipts for expenses to the Treasurer.
 - 4. If expenses exceed advanced funds, additional expenses may be requested for reimbursement on the Travel Expense Request Form and submitted to the Executive Committee for approval upon return. Attach supporting documentation and receipts to form.

Section 7.

Ground Rules for using Section Owned Equipment (approved 8/8/92)

The Section Secretary or Section Treasurer will maintain an inventory of section assets. The Section Executive Committee will ensure that needed equipment is available for use

at Section events. Section assets will be maintained at a location that prevents loss and deterioration of the assets. An asset audit shall be conducted annually under the auspices of the Section Executive Committee.

Section 8.

Policy for Seminar Cancellations, No-Shows, Exchanges, Refunds and Substitutions:(approved 9/1/94)

When the Section is conducting a Seminar that is open to more than the Membership, the usual notice will require Pre-Payment with Pre-Registration. Where Pre-Registration is NOT accompanied by a check, money order, cash or credit card number, the Section will invoice the full amount to that person or company, whether they have attended or not. Pre-Registration can be by phone, electronically, or in writing. If a person calls to cancel at least 5 business days in advance of the Seminar, they will be refunded, minus a \$10 handling fee. Seminar substitution is allowed on any day of the seminar.

Section 9.

Policy for Vice Chairman-Elect to attend ASSE Leadership Development Conference.

The Section will sponsor Vice Chairman-Elect to attend annually at Section expense when approved by the Section Executive Committee.

Section 10.

The Section Executive Committee will nominate a member to represent the Chapter on the Washington Governor's Safety and Health Advisory Board in accordance with the Advisory Board Bylaws.

Section 11. The Section Executive Committee may select a Section Safety Professional of the Year and submit same to Chapter Executive Committee for consideration as Chapter and Region SPY.

~~*Updated fiscal year end at Executive Committee Meeting 08/07/02.~~

** Added IRS tax number 8/25/03