

Bylaws for the Bakersfield Chapter of the American Society of Safety Professionals

Bylaws Adopted August 1998

Bylaws Revised: August 2022

Bylaws Approved by the Area Director & Regional Vice President


Royal Willard (Dec 12, 2022 13:41 PST)

(Regional Vice President Signature & Date)



(Area Director Signature & Date)

Chapter Chartered October 4, 1998

Table of Contents

ARTICLE 1 - Name	2
ARTICLE II - Purpose	2
ARTICLE III- Membership.....	2
ARTICLE IV- Organization	3
ARTICLE V-Chapter Officers	4
ARTICLE VI- Nominations and Election of Officers.....	6
ARTICLE VII- Sections.....	8
ARTICLE VIII- Dues	9
ARTICLE IX- Meetings	9
ARTICLE X- Miscellaneous	10
ARTICLE XI- Amendments	11

Bylaws for the Bakersfield Chapter of American Society of Safety Professionals

Article I—Name

- Section 1** The name of this organization shall be the Bakersfield Chapter of the American Society of Safety Professionals.
- Section 2** Hereinafter, the Bakersfield Chapter will be referred to as the Chapter, and the American Society of Safety Professionals will be referred to as Society.

Article II—Purpose

- Section 1** The purpose of the Chapter will be to promote the advancement of the safety profession and safety professionals in the geographical area served.
- Section 2** In fulfilling its purpose, 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, 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 consistent with the purpose of the Chapter and Society.
 - f) To conduct its affairs in a manner that will reflect the standards, purposes and objectives of Society.

Article III - Membership

- Section 1** Membership in the Chapter is open to those individuals who are members of 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 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 Society for the purpose of carrying out the objectives of 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 I, Area III, of Society and the Chapter's geographical area is defined as all of Kern, Inyo and Mono Counties.

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 quorum shall be required at all Executive Committee meetings to conduct official chapter business. At least five (5) Executive Committee members, including the President or President-Elect shall constitute a quorum.

Section 6 The Executive Committee shall consist of Elected Officers, Past President, and Committee Chairpersons

Section 7 Each major objective as listed in Article II; Section 2 of these Bylaws shall be sustained by the Chapter Executive Committee.

Section 8 The Chapter President is the voting representative for the Chapter at the 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 Regional Vice President.

Section 9 Chapter Officers and Advisory Group Member(s) on the ASSP Advisory Group shall be elected by Members of the Chapter.

Section 10 The Chapter activity year shall be from July 1 to June 30

Section 11 The Chapter fiscal year shall be from April 1 to March 31.

Article V-Chapter Officers

Section 1 Elected Officers of the Chapter shall be:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer
- e) Advisory Group Member on the ASSP Advisory Group

Section 2 Non-elected Officers shall include the Immediate Past President.

Section 3 Each elected Chapter Officer shall

- a) 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, President-Elect or Advisory Group Member on the ASSP Advisory Group.

Section 4 The President shall:

- a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meeting of other organizations where official representation of the Chapter is desirable.
- c) Be a member of the 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 a completed Chapter Operations Management Tool (COMT) report to the Regional Vice President by August 15.
- g) Submit the names of Chapter Officers and Advisory Group Member(s) elected for the ensuing year annually by May 31 to the Regional Vice President and Society Headquarters.

Section 5 The President Elect shall:

- a) Succeed to the office of the President at the end of the current term and serve as President for the upcoming term.
- b) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- c) Assume responsibilities for the work of Committees as assigned by the President.
- d) Assume responsibilities for the President as necessary.

Section 6 The Past President shall:

- a) Assume responsibilities for the work of Committees as assigned by the President
- b) Assume responsibilities for the President in the absence of the President and the President Elect.

Section 7 The Secretary shall:

- a) Maintain records and correspondence of the Chapter.
- b) Record and distribute minutes of Chapter Executive Committee meetings.
- c) Retain custody of the Chapter Charter
- d) Assume the duties of Treasurer as needed.

Section 8 The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Supervise the receipt and distribution of funds as directed by the Chapter Executive Committee.
- c) Maintain the 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) By May 31, transmit to Society Headquarters the audited income and expense statement for the fiscal year ending March 31 and submit to the IRS any required tax documents.
- f) Assume the duties of Secretary as necessary.

Section 9 The Advisory Group Member(s) on the ASSP Advisory Group shall:
Operate in accordance with the a) Advisory Group Operating Procedures 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-Nominations and Election of Officers

- Section 1** The most recent Immediate Past President available to serve shall be the Chairperson of the Nominations and Elections Committee. The Committee, including the Chairperson, will consist of no less than three (3), nor more than five (5), members. One member shall be elected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next Chapter officer level may serve on the Nominating Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominating and Elections Committee.
- Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded. The full final sitting Committee must approve the slate of officer candidates.
- Section 2** The Nominations and Elections Committee shall select qualified candidates for an elective office. 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 fifteen (15) Chapter Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations and Elections Committee 30 days in advance of the election. The name 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 for one year beginning July 1. Term exceptions include the office of President-Elect, which immediately succeeds to the Presidency for one term.
- Section 5** Election of officers for the ensuing year shall be held at the May meeting. 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.
- Section 6** In the event a quorum is not present at the May meeting, Society sponsored electronic voting will be used. The ballot process shall be open 15 days. Results will be announced no later than the June membership meeting.
- Section 7** 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 fifteen (15) voting members of the Chapter.
- Notification of such meeting shall be communicated to each member at least 30 days in advance of the date of the meeting.
- Section 8** Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by a vote of the Chapter Executive Committee.
- Section 9** 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 as follows, according to the position and timing of the vacancy:

- a) Should a vacancy occur in any elected office, including Secretary, Treasurer, or any others except President or President-Elect, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the remaining term of office giving special consideration to current Committee Chairpersons and experienced Chapter leaders who have recently completed their term of office.
- b) Should a vacancy occur early in the term, in the office of:
 1. **President**, the President-Elect shall succeed to the Presidency. If the President-Elect declines the position, the Immediate Past President may serve as President for this term upon approval of the Executive Committee. Otherwise, a special election as specified in b) 2 of this section will be considered for filling the seat of President. The President-Elect will be responsible for completing this function.
 2. **President-Elect**, the President shall:
 - I. Appoint a special Nominating 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 as specified in Article VI, Section 3.
 - IV. Conduct a voice vote at the Chapter meeting if there is only one nominee and a written or electronic ballot if there is more than one nominee for office.
 - V. The successful candidate shall assume office immediately on election.
- c) **Should a vacancy occur at mid-term, or later in the office of:**
 1. **President**, the President-Elect shall serve the remaining term of the President in addition to the term for which he/she was originally elected.
 2. **President-Elect**, if it is not an operational hardship for the Chapter, this position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, then the position should be filled as noted in this Article and Section, paragraph (2).

Section 10 Vacancies in appointed offices shall be filled for their remaining term by appointees of the President then in office, with the approval of the Chapter Executive Committee

Section 11 Inability to serve:
If after an 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 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 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.

a) 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 meeting to be held and the nature of the program
5. Justification for the creation of the Section
6. Any dues arrangement between the Chapter and the Section
7. Submit a copy of Section Bylaws

b) The Section shall operate in accordance with Society and Chapter Bylaws.

c) Sections must meet the approval of the Chapters Executive Committee and the Regional Operating Committee.

d) 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 as least two (2) as a non-voting participant.

e) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and Regional Vice President.

f) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; retain the Charter; 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 beginning July 1st. Both Officers' terms shall be for one year beginning July 1st. Election of these officers shall be held at a Section meeting prior to July 1st.

h) 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.

- i) Student members attending an educational institute may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See Student Section 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

Article IX – Meetings

- Section 1** Meetings of the general membership that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific and managerial knowledge and skills of attendees, shall be held at least ten (10) times during the year for the interchange and acquisition of professional knowledge among members.
- Section 2** Special meetings of members may be called by the Chapter 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 (2) weeks in advance.
- Section 3** Twenty-Five (25) active members in good standing and at least one member of the Chapter Executive Committee 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 by the Bylaws.
- Section 5** Executive Committee meetings shall be conducted at least six (6) times per year and the Chapter President will preside over the meetings. 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:

- a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within 30 days following the Chapter 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 or e-mailed, they shall be counted by the Chapter Executive Committee. A two-thirds vote is required for approval of the action.
- c) Upon 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 Committee no longer exists of conditions preempt the implementation of the preceding section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President for their review. Upon approval of the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

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 probationary period. Upon notice, 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 meeting-permanently (recommended by Society auditors).
- b) Correspondence — two years following completion of the Chapter year.
- c) Financial Records – seven years following the completion of the Chapter year.

Article XI-Amendments

- Section 1** Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by Twenty-Five (25) 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 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 is a quorum is present. Two-thirds affirmative vote is required for approval.
- Section 4** All amendments to these Bylaws will become effective after approval by the Regional Vice President.