

**AMERICAN SOCIETY OF SAFETY ENGINEERS**  
**Santiam Section of the Columbia-Willamette Chapter Bylaws**  
**2015-2017 (August 20, 2015)**

**Bylaws Approved by:**

Chapter \_\_\_\_\_

Regional Vice President \_\_\_\_\_

Bylaws Amended and Reaffirmed by Section \_\_\_\_\_

Section Chartered: August 28, 1997

**ARTICLE I – NAME**

- Section 1. The name of this organization is the **Santiam Section of the Columbia-Willamette Chapter of the American Society of Safety Engineers**.
- Section 2. Hereinafter, the Santiam Section will be referred to as the Section, the Columbia-Willamette Chapter will be referred to as the Chapter, and the American Society of Safety Engineers (ASSE) will be referred to as the Society. The official acronym shall be ASSE.

**ARTICLE II – PURPOSE**

- Section 1. The purpose of this Section will be to promote the advancement of the safety profession and safety professionals in the geographical area served.
- Section 2. In fulfilling its purposes, the Section has 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 initiate and implement other programs and projects that are consistent with the purposes of the Section, the Chapter and the Society.
  - f) To conduct its affairs in a manner that reflects the standards, purpose 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 Society in good standing and who are located within the Section’s geographical area or request membership in it.
- Section 2. All members of the Section must be members of the Society.
- Section 3. Membership is personal and not transferable.
- Section 4. Membership classifications will be assigned by the Society Admissions Committee in accordance with the membership standards in the Society’s Bylaws.
- Section 5. All Section members are eligible to vote on all matters submitted to the Chapter and the Section membership.

### **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 will operate in accordance with Chapter and Society Bylaws.
- Section 2. In order to maintain its Certificate of Affiliation, the Section must have a minimum of ten (10) active members.
- Section 3. The Section is located within the Chapter’s geographical area in Salem, Oregon.
- Section 4. The Section is located in Region I and the Section’s geographical area is defined as follows:
- a) Marion County, Polk County and the southern portion of Yamhill County, which includes, but is not limited to, the cities of McMinnville and Newberg.
- Section 5. There will be a Section Executive Committee responsible for the operation and management of the Section. It is responsible for the supervision and care of all property, has 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 purpose independently.
- Section 6. A majority of the Executive Committee must be present at a meeting to constitute a quorum.
- (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 time sensitive that waiting for the next scheduled meeting would not be feasible. Questions of feasibility will be resolved by the Section Chair.
2. Only voting members of the Executive Committee can make or second a motion for Electronic voting
3. A motion can pass electronically only with a majority of those eligible to vote.
4. A motion can pass or fail based on a simple majority, with the Section Chair voting only to break ties.
5. Members of the Executive Committee that do not have access to e-mail will receive correspondence on the motion via fax or express mail.
6. A minimum of three business day comment period is required. Any amendments to the motion must be made within the comment period.
  - (i.) Any comments on the motion or amendments must be sent to all Executive Committee members.
  - (ii.) The Section Chair 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.
8. Motion, amendments and voting results will be entered into the minutes for the next scheduled Executive Committee.

Section 7. The Executive Committee will consist of the elected officers, the immediate past chair, and appointed committee chairs (with the Executive Committee approval.) Each Executive Committee member, regardless of the number of positions held, will have only one (1) vote and must be a current member in good standing

Section 8. Section officers must be elected by members of the Section.

Section 9. The Section activity year will be from July 1 to June 30.

## **ARTICLE V – OFFICERS**

Section 1. Elected officers of the Section are:

- a) Chair

- b) Chair Elect
- c) Vice Chair
- d) Secretary
- e) Treasurer

Section 2. Each elected Section officer must have been a Society member for one (1) year prior to taking office; exceptions must be approved by the Executive Committee. However, only a Professional Member or Member may hold the office of Chair.

Section 3. The Chair 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, unless another official representative is appointed by the Section Executive Committee.
- c) Represent the Section at meetings of other organizations where official representation of the Section is desirable.
- 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.
- f) Submit an Annual Report of Section Activities to the Chapter and the Regional Vice President by July 21.
- g) Submit the names of Section officers elected for the ensuing year promptly to the Chapter, for inclusion in the report to Society Headquarters.
- h) Assure distribution of a general meeting reminder to all section members monthly.
- i) Transfer all records to the succeeding Chair.

Section 4. The Chair Elect will:

- a) Act for the Chair at regular and special meetings in the absence of the Chair.
- b) Supervise the activities of committees as assigned by the Chair.
- c) Perform other activities as assigned by the Chair or Executive Committee.
- d) Attend the ASSE Leadership Conference, if the Society allows and if practical.
- e) Transfer all records to the succeeding Chair Elect.

Section 5. The Vice Chair will:

- a) Act for the Chair or Chair Elect at regular and special meetings in the absence of the Chair or Chair Elect.
- b) Assume the responsibility for coordinating and planning for monthly membership meeting and assist in planning for seminars and other training programs.
- c) Supervise the activities of committees as assigned by the Chair.

- d) Transfer all records to the succeeding Vice Chair.

Section 6. The Secretary will:

- a) Maintain the Section meeting minutes, files and correspondence as designated in ARTICLE IX Section 5.
- b) Record and distribute the minutes of Section meetings and Section Executive Committee meetings to Executive Committee.
- c) Notify Section members of meetings.
- d) Transfer all records to the succeeding Secretary.

Section 7. The Treasurer will:

- a) Maintain all financial records of the Section.
- b) Supervise the receipt and disbursement of funds as directed by the Section Executive Committee.
- c) Maintain Section funds in a depository approved by the Section Executive Committee; reporting balances, income and expenditures at least quarterly to the Executive Committee, membership, and Chapter Treasurer.
- d) Forward information on individual member dues to the Section Executive Committee.
- e) By July 21, transmit to the Chapter the audited income and expense statement for the fiscal year ending June 30, for inclusion in the Chapter annual financial report.
- f) Transfer all records to the succeeding Treasurer.

Section 8. The Past Chair serves as the Chair of the Nominating Committee.

Section 9. The Program Coordinator will:

- a) When applicable, be appointed by the Section Executive Committee from the section membership.
- b) Act with the Vice Chair and Professional Development Conference (PDC) committee to solicit speakers for monthly meetings, seminars, PDCs and other planned section training.
- c) Be a voting member of the Section Executive Committee.

Section 10. Multiple Roles:

All elected and non-elected section officers may hold multiple roles as necessary to perform the work necessary to meet section goals. For example, when necessary and approved by a majority of section members the positions of Secretary and Treasurer may be combined into one Secretary/Treasurer position. Or, when necessary and approved by a majority of the executive committee members may belong to or chair any number of committees.

## ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent Past Chair available to serve will be the Chair of the Nominating Committee. The Nominating Committee, including the Chair, will consist of no less than two (2) nor more than four (4) members. One member will be selected by the current Section Chair and the balance by the committee chair. The current Section Chair must not be a member of the Nominating Committee.

Members of the Nominating Committee who are chosen to run for an office must 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 final sitting Committee.

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

Section 2. The Nominating Committee will select qualified candidates for all elective offices. Candidates' names and biography will be published and distributed to the Section membership at least forty-five (45) days in advance of the election.

Section 3. Any two Section Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition must be accompanied by a written acceptance by the nominee(s) and be submitted to the Chair of the Nominating Committee forty-five (45) days in advance of the election. The names and qualifications of such nominees will be published and distributed to the membership at least 15 days prior to the election.

Section 4. The term of elected Section officers will be for one (1) year beginning July 1, with the exception of Section Treasurer, which is for two (2) years and a succession of officers if elected.

Section 5. Election of officers for the ensuing year will be held by the May meeting. If there is more than one candidate for any office, election will be by written ballot. If there is only one candidate for an office, election may be by voice vote. Voting may be conducted by US Mail and electronic mail.

Section 6. Removal of elected Section officers will 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 five voting members of the Section. Notification of such meeting will be mailed to each member at least 30 days in advance of the meeting. Committee Chairs appointed by elected officers or the Section Executive Committee may be removed by the officer on the Executive Committee who appointed them.

Section 7. Vacancies in elected Section offices that occur before a term expires will be filled by the following succession - If a vacancy occurs with the Chair position and the Chair Elect declines the position, a Past Chair may serve as the Chair for this term upon the approval of the Executive Committee.

**Vacant Office**  
Chair

**Successor**  
Chair Elect [Chair]

Chair Elect  
Vice Chair  
Secretary  
Treasurer

Vice-Chair [Chair Elect]  
Approved by Executive Committee  
Approved by Executive Committee  
Approved by Executive Committee

- Section 8. Vacancies in appointed offices may be filled for the unexpired term by appointees of the Chair 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 will be filled in the manner set forth in this Article.

## **ARTICLE VII – DUES**

- Section 1. Each member, except Students, Emeritus and Honorary Members, will be assessed annual dues as stated in the Chapter Bylaws.
- Section 2. All Society and Chapter dues must be paid annually in advance by the anniversary of each member's election date.
- Section 3. The Chapter will 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 31 to get Chapter dues reimbursement.

## **ARTICLE VIII – MEETINGS**

- Section 1. Technical meetings, as defined in the Chapter Administrative Guide, will be held at least four 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 Executive committee. The notice calling such a meeting must state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.
- Section 3. Ten active members in good standing will constitute a quorum at regular or special meetings.
- Section 4. The latest edition of Robert's Rules of Order newly Revised will govern the transaction of business at all meetings of the Section unless otherwise provided in these Bylaws.

## **ARTICLE IX – MISCELLANEOUS**

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

- a) A resolution to dissolve the Section must be acted upon at a meeting of the Executive Committee. The resolution will set forth the reasons for dissolution.
- b) Within 30 days following the Executive Committee action, a mail ballot must be sent to all Section members setting forth the reasons for dissolution. Thirty (30) days after the ballots are mailed, they will be counted by the Executive Committee. A two-thirds (2/3) vote is required for approval of the action.
- c) Upon adoption of the resolution to dissolve, the officers will 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 Executive 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 will carry out the dissolution of the Section. Any funds remaining in the Section treasury must 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 will be limited to those activities, which are consistent with the purpose of the Society and the Section.

Section 5. Section officers must 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 Committee in 1985: The conference profit is divided by two (2) and divided by the number of chapter members and then multiplied times the number of members in a Section. This equals the amount to be transferred to each non-student Section following reconciliation of the GOSH Conference books, if the Section has provided the volunteers and service as agreed.

## **ARTICLE X – AMENDMENTS**

Section 1. Amendments to these Bylaws may be proposed by the Section Executive Committee or by five Section professional members and/or members. Amendments proposed by the latter must be presented to the Section Executive Committee.

Section 2. The Section Executive Committee will 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 must be voted on at a regular or special Section meeting at which action will be taken if a quorum is present. A quorum of the membership is defined as those present at any regular Section meeting or any special Section meeting called in accordance with these by laws. A two-thirds (2/3) affirmative vote is required for approval.
- Section 4. All amendments to these Bylaws will become effective after approval by the Chapter and the Regional Vice President.