

Chapter Bylaws

2018-2020

Bylaws Approved By:

Executive Committee	<i>January 4, 2018</i>
Chapter	<i>January 11, 2018</i>
Area Director	<i>Signature and Date</i>
Regional Vice President	<i>Signature and Date</i>
Next Review Date	October 2019

Article I: NAME

- Section 1. The name of this organization is the **Columbia-Willamette Chapter of the American Society of Safety Professionals**.
- Section 2. Hereinafter, the Columbia-Willamette Chapter will be referred to as “Chapter”, and the American Society of Safety Professionals (ASSP) will be referred to as “Society”.

Article II: PURPOSE

- Section 1. The purpose of this Chapter is to promote the advancement of the safety profession and safety professionals in the geographical area served.
- Section 2. In fulfilling its purpose, the Chapter has the following objectives within the geographical area:
- (a.) To develop and promote educational programs that provide the knowledge required to perform the functions of a safety professional.
 - (b.) To develop and/or disseminate information and materials locally that will carry out the purposes of the Chapter, 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 organizations of related disciplines.
 - (e.) To initiate and implement programs or projects that support the purpose of the Chapter and the Society.
 - (f.) To conduct its affairs in a manner that will reflect the standards, purpose, and objectives of the Society.
- Section 3. The Chapter’s vision statement is, “We will make the Columbia-Willamette Chapter’s Community a safer place to live and work by connecting members to share best practices and drive professional development.”

Article III: MEMBERSHIP

- Section 1. Membership in the Chapter is open to all 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. Membership eligibility is not determined by zip code. All members of the Chapter shall be members of the Society.

- Section 2. The Chapter supports and encourages the equitable opportunity for all people to participate within the safety profession without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status.
- Section 3. Membership is personal and not transferable.
- Section 4. All chapter members in good standing 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 operates in accordance with Society Bylaws.
- Section 2. In order to maintain its Charter, the Chapter must have a minimum of twenty-five (25) active members.
- Section 3. The Chapter is located in Region I, and the Chapter's geographical area is defined as follows:
 - (a.) Oregon counties to include: Clackamas, Clatsop, Columbia, Hood River, Marion, Multnomah, Polk, Tillamook, Wasco, Washington, and Yamhill Counties.
 - (b.) Southwest Washington counties to include: Cowlitz, Skamania, Klickitat, Wahkiakum, and Clark.
 - (c.) Student Sections at Oregon State University, located in Corvallis, and Mt. Hood Community College located in Gresham.
- Section 4. An Executive Committee is responsible for managing the functional operations of the Chapter.
- Section 5. A majority (1/2 + 1) of the Executive Committee must be present at a meeting to constitute a quorum.
- Section 6. The Executive Committee consists of the following elected officers and positions:
 - President
 - President – Elect
 - Vice President
 - Secretary
 - Treasurer
 - Treasurer – Elect
 - Two (2) Delegates to the Society House of Delegates
 - Two (2) Delegates at Large
 - Two (2) immediate past Presidents
 - The Santiam, Mt. St. Helens, and Student Section Chairs

Notes:

- 1) If a Section Chair is unable to attend, an elected officer from that Section may attend. Each member on the Executive Committee, regardless of the number of positions held, has only one (1) vote and must be a current member in good standing.
- 2) Chapter members, including Chapter Committee Chairs, may attend monthly Executive Committee meetings but will not be allowed to vote on items discussed during the meeting.

- Section 7. Each major objective listed in Article II, Section 2(a) through (f) in these Bylaws will be under the supervision of either a Chapter officer or a Committee Chair appointed by the Chapter President.
- Section 8. The President is the voting representative for the Chapter at the Regional Operating Committee (ROC). A Professional Member or Member who is an elected officer of the Chapter may serve in the place of the President for a ROC meeting if so designated in writing to the Regional Vice President.
- Section 9. Chapter officers including Delegates at Large, and Delegates to the House of Delegates are elected by members of the Chapter.
- Section 10. The Chapter activity year is from July 1 to June 30.

Article V: OFFICERS

Section 1. Elected officers of the Chapter are:

- (a.) President
- (b.) President – Elect
- (c.) Vice President
- (d.) Secretary
- (e.) Treasurer
- (f.) Treasurer – Elect
- (g.) Two (2) Delegates to the Society House of Delegates

The Chapter is recognized with one Delegate for each 250 members or portion thereof as defined in Society Bylaws and based on the official December 31st member count by Society Headquarters.

- (h.) Two (2) Delegates at Large.

Section 2. Each Elected Chapter officer must have been a member of the Society for one (1) year prior to taking office; exceptions must be approved by the Regional Vice President. However, only members in good standing may hold the offices of President, President – Elect, Vice President, or Delegate to the House of Delegates.

Section 3. The Chapter President's primary responsibility is to provide leadership and represent the Chapter. The President will:

- (a.) Provide direction to the Chapter that is consistent with these Bylaws as well as Society's Bylaws, Mission and Vision Statements, Goals, and Code of Professional Conduct.
- (b.) Represent the Chapter on the Regional Operating Committee.
- (c.) Preside at regular and special meetings of the Executive Committee and of the Membership.
- (d.) Appoint the Membership Chair, Safety Emphasis Editor, and other Special Committees as required or directed by the Executive Committee.
- (e.) Represent the Chapter at meetings of other organizations when official representation is of benefit to the Society or Chapter and/or public relations.
- (f.) Submit the names of newly elected Chapter officers to the Regional Vice President and the Society by May 31st of each year.
- (g.) Transfer all records and facilitate office transition to the succeeding President.
- (h.) Appoint a proxy to represent the Chapter at the House of Delegates (HOD) annual meeting when a Delegate to the Society House of Delegates is unable to attend. The chosen proxy must be a

Professional Member and/or Member in good standing in the Chapter and cannot be a member of the Society Board of Directors. Appointment of a proxy must be made in writing and delivered to the Society Secretary at least one (1) hour prior to the House of Delegates meeting.

- (i.) Appoint a Development Committee Chair to manage the Development Committee which will:
 - 1. Promote and manage the Walter G. Thorsell Memorial Scholarship Fund.
 - 2. Promote and manage the ASSP Columbia-Willamette Chapter Leadership Fund.
 - 3. Additional fundraising opportunities to be approved by the Executive Committee as outlined in Article X, Section 4.
 - 4. All fund distributions will be reviewed by the Executive Committee prior to being released by the Committee.
 - (j.) Serve as a member of the Finance Committee.
 - (k.) Review and authorize any article, letter, picture, or other information prior to it being posted on the Chapter website. If conflict arises as a result of the President's decision, the Executive Committee will entertain a vote.
 - (l.) For Chapter President terms starting in odd numbered years, appoint a Chapter Bylaws Committee Chair for the biannual Bylaws review.
 - (m.) For Chapter President terms starting in even numbered years, preside as Chair of the Oregon Governor's Occupational Safety & Health (GOSH) Conference.
- Section 4. The Chapter President – Elect's primary responsibility is to succeed to the office of President when the President can no longer serve. The President – Elect will:
- (a.) Act for the President at meetings and functions in the absence of the President.
 - (b.) Coordinate Chapter Professional Development activities.
 - (c.) Supervise the activities of those committees assigned by the President.
 - (d.) Perform other duties as assigned by the President or the Executive Committee.
 - (e.) Attend Regional Operating Committee meetings.
 - (f.) Transfer all records and facilitate office transition to the succeeding President – Elect.
 - (g.) Serve as a member of the Finance Committee.
- Section 5. The Chapter Vice President's primary responsibility is to perform the duties of the President – Elect or President in their absence. The Vice President will also:
- (a.) Coordinate speakers for monthly general meetings and other training opportunities.
 - (b.) Assume the responsibilities for coordinating the work of Special Committees appointed by the President.
 - (c.) Transfer all records and facilitate office transition to the succeeding Vice President.
- Section 6. The Chapter Secretary's primary responsibility is to manage all correspondence and records relating to Chapter administration. The Chapter Secretary will:
- (a.) Issue notices of all Chapter meetings and functions.
 - (b.) Record and distribute the minutes of all Chapter meetings.
 - (c.) Assist and coordinate with Membership Chair to maintain the Chapter membership directory.
 - (d.) Maintain correspondence for two (2) years.
 - (e.) Retain custody of the Chapter Charter.

- (f.) Transfer all records and facilitate office transition to the succeeding Secretary.

Section 7. The Chapter Treasurer’s primary responsibility is to manage Chapter finances. The Treasurer will:

- (a.) Serve as Finance Committee Chair.
- (b.) Forward information on individual member dues.
- (c.) Maintain all Chapter income in a depository specified by the Executive Committee and issue payments from that account for all expenditures approved by the Executive Committee.
- (d.) Coordinate with the Chapter bookkeeper to ensure a ledger of all payments and receipts and maintain individual files for bank statements (canceled checks), paid invoices and vouchers and ensure the bookkeeper retains financial records for ten (10) years. Documents that exceed ten (10) years must be destroyed by shredding.
- (e.) Maintain dues records for five (5) years. Issue a monthly financial report to the Executive Committee and membership.
- (f.) Develop and maintain accounting procedures subject to approval by the Executive Committee.
- (g.) Prepare an annual financial report for Society and forward to the Regional Vice President and Society Headquarters for period ending June 30th. The report should be submitted by August 15th.
- (h.) Prepare an annual report at the close of the fiscal year for review by the Executive Committee by July 15th.
- (i.) Arrange for the preparation of necessary IRS forms each year and file them by August 15th.
- (j.) Notify Society of the amount of Chapter dues for each member, prior to March 1st each year.
- (k.) Transfer all records and facilitate office transition to the succeeding Treasurer.
- (l.) Schedule an outside accountant to review books annually.
- (m.) Provide for distribution of Chapter dues to the Sections each June. Assist with financial transactions at the general meetings, Professional Development Conferences, and the GOSH Conference.
- (n.) Attend GOSH Conference Executive Committee meetings.
- (o.) Provide for distribution of proceeds from the GOSH Conference, if any, to the Sections.
- (p.) Work closely with the Chapter Treasurer – Elect and mentor them in the key functions and responsibilities of the treasurer position.
- (q.) Ensure that all payment information including credit card transactions and registration documents which include credit card information is destroyed within 180 days by shredding.

Section 8. The Treasurer – Elect will:

- (a.) Work closely with the Chapter Treasurer and serve as an assistant or alternate treasurer while being mentored in the key functions and responsibilities of the treasurer position.
- (b.) Serve as a member of the Chapter Finance Committee.
- (c.) Attend Executive Committee meetings.
- (d.) Assist with financial transactions at the general meetings, Professional Development Conferences and the GOSH Conference.
- (e.) Attend GOSH Conference Executive Committee meetings.

Section 9. The Delegates to the Society House of Delegates:

- (a.) Represent the Chapter membership at the meeting of the Society House of Delegates.
- (b.) Keep the Chapter informed of Society actions and proposed actions at such meetings.

- (c.) Act on House of Delegates mail, email or in-person ballots on behalf of the Chapter.

Section 10. Delegates at Large to the Chapter Executive Committee:

- (a.) Serve as liaison between the Chapter, Sections, and the general membership.
- (b.) Coordinates Officer visits to the Section meetings at the request of the Sections.

Section 11. Immediate Past President's primary responsibility is to:

- (a.) Serve as the Nominating Committee Chair to accomplish the responsibilities as outlined in *Article VI – Nomination and Election of Officers*.

Section 12. Technical Meetings of members must be held at least four (4) times during the year. Technical meetings are those 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.

- (a.) Special meetings of members may be called by the Executive Committee. The notice calling such a meeting must state the business to be transacted; the notice must be sent to each member at least two (2) weeks prior to the meeting.

Section 13. Twenty-five (25) active members in good standing constitute a quorum at any regular or special meeting.

Section 14. The latest edition of *Robert's Rules of Order* governs the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.

Section 15. 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 Chapter President.
 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 Chapter President 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 comment period of, at minimum, three (3) business days is required. Any amendments to the motion must be made within the comment period.
 - (i) 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) Chapter President will call for vote on the motion at the end of the comment period.

7. The Chapter 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 VI: NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve will be the Chair of the Nominating Committee. The Committee, including the Chair, will consist of not less than three (3) or more than five (5) members. The committee will consist of Past Presidents and at least one (1) member of the Chapter who is not a member of the Executive Committee. The selection of that member will be made by the current President. The current President cannot be a member of the Nominating Committee.

Members of the Nominating Committee who are chosen to run for an office position must resign from the Nominating Committee and be replaced with non-candidate members. The slate of officer candidates must be approved by the entire Nominating Committee.

Selection of the Committee Members must be completed no later than the October Executive Committee meeting each year. The names of the Committee Members must be publicized prior to the December general membership meeting.

Section 2. The Nominating Committee will:

- (a.) Select candidates for all elective offices.
- (b.) Select candidates who have been active members of the Chapter and have been members for at least one year and, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are selected.

Section 3. The President – Elect will automatically succeed to the office of President, unless unable to do so. If the President – Elect is unable to assume the office of the President, see Section 11 under this same article. The Vice President will automatically succeed to the office of President – Elect. The Treasurer – Elect will automatically succeed to the office of Treasurer.

Section 4. The Nominating Committee should secure two (2) candidates for all elected positions, excluding President.

Section 5. The names and qualifications of each candidate for office must be published and distributed to the Chapter membership at least sixty (60) days in advance of the election.

Section 6. Any twenty-five (25) Chapter Professional Members and/or Members may submit a signed petition nominating one or more individuals for elective offices. 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. Petitions will be validated by the Nominating Committee. The names and qualifications of such nominees must be published and distributed to the membership at least thirty (30) days prior to the election.

Section 7. The term of elected Chapter officers is one (1) year beginning on July 1.

Section 8. The election ballot for officers for the ensuing year must be finalized thirty (30) days in advance of the April General Membership Meeting. Ballots will be electronically mailed to current members thirty (30) days in advance of the April General Membership Meeting. Only the electronic ballots received on or before the Friday prior to the April General Membership Meeting will be counted.

Ballots will be counted the Friday prior to the April General Membership Meeting. Election results will be announced at the April General Membership Meeting.

Section 9. Removal of elected Chapter officers must be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition of the Chapter Executive Committee or by twenty-five (25) members of the Chapter or by a 2/3 vote of the elected Chapter officers at any regular or special board meeting at which a quorum of the board is present. Notification of such meeting will be electronically mailed to each member at least thirty (30) days in advance of the date of the meeting. Committee Chairs, appointed by elected officers or the Executive Committee, may be removed by a simple 2/3 vote of the executive committee.

Section 10. Delegates to the House of Delegates cannot serve for more than three (3) consecutive terms as provided in the Society Bylaws.

Section 11. Vacancies in Office

- (a.) Should a vacancy occur in any elected office, except President or President – Elect, the President will appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office.
- (b.) Should a vacancy occur in the office of President:
 1. The President – Elect will succeed to the Presidency. If the President – Elect declines the position, a past President may serve as the President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in (d) of this section will be considered for filling the seat of President. The President – Elect or a special nominations and elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election. If the President – Elect assumes the position of President, he/she may serve another consecutive term as President.
- (c.) Should a vacancy occur in the office of President – Elect the President must:
 1. Appoint a special Nominations and Elections Committee.
 2. 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.
 3. 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 6.
 4. 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.
 5. Ensure that the elected candidate assumes office immediately upon election.
- (d.) Should a vacancy occur in the office of President and the President – Elect declines the position and the executive committee declines to approve a Past President the executive committee shall:
 1. Appoint a special Nominations and Elections Committee.
 2. 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.
 3. 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 6.
 4. 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.
 5. Ensure that the elected candidate assumes office immediately upon election.

Section 12. Vacancies in the appointed positions of Safety Emphasis Editor, Membership Chair, or Development Committee Chair will be filled for their unexpired term by the voting members of the Chapter Executive Committee.

Inability to serve: If after the 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: SECTIONS

Section 1. Sections may be formed by this Chapter to serve ten (10) or more dues-paying Chapter members whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter.

Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter subject to approval of the Regional Operating Committee.

(a.) The Petition must include:

1. The name of the Section
2. The territory the Section will encompass
3. The number of members currently in that area
4. The operating plan
5. Justification for the creation of the Section;
6. Any financial arrangements between the Chapter and the Section.
7. A copy of the Section Bylaws

(b.) The Chapter Executive Committee, in considering the petition will

1. Consider the interests of the members involved
2. The plan presented for the formation of the section
3. The Benefits its creation serves to the Chapter and Society

(c.) Sections must elect a minimum of a Chair and a Secretary/Treasurer. Sections must also abide by the Chapter Bylaws. The Chair must be a Professional Member or Member. The Chair of an authorized Section, or an elected officer in their place, must be a member of the Chapter Executive Committee and attend monthly meetings.

(d.) The Section must operate in accordance with Society and Chapter Bylaws.

(e.) Because the Chapter has fiscal responsibility for the Sections, the Section Chairs must submit a summary of Section activities and financial report to the Chapter President by July 21st of each Chapter year.

(f.) The Section Secretary/Treasurer must, within 30 days submit monthly bank statements to the Chapter Treasurer.

- (g.) The Section Secretary/Treasurer must keep records of meetings and send copies to the Chapter Secretary; notify members of meetings, retain the Section Charter, and maintain such financial records as required by the Chapter Treasurer.
- (h.) Section member names must be submitted annually before May 31st to get Chapter dues reimbursement. Section dues reimbursement is 50% of Section member’s dues after deducting ROC fees.
- (i.) 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 must be remitted to the Chapter.
- (j.) Student Members attending an educational institution may join together to form a Student Section of the Chapter. Student Sections must be organized and operated in accordance with the guidelines established by the Society.

Article VIII: FINANCE COMMITTEE, FEES AND DUES

- Section 1. The Executive Committee must establish the Finance Committee. The Finance Committee consists of the Treasurer, President, President – Elect, Treasurer – Elect and two (2) Chapter members who are not members of the Executive Committee.
- Section 2. The Finance Committee’s primary responsibility is to establish the Chapter’s annual budget. Budget year will run from July 1 to June 30. The Finance Committee will:
 - (a.) Review funding activities referred to the Finance Committee by the Chapter Executive Committee
 - (b.) Develop guidelines for Chapter projects and activities outside the established budget that may qualify for financial support
 - (c.) Maintain and review requests for Funding Applications
 - (d.) Send a letter of acceptance or denial to the applicant(s).
- Section 3. Any motion, seconded and carried by the Chapter Executive Committee, involving the expenditure of Chapter 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 4. Each member, except students and those who have been awarded the honor of Emeritus or elected as Honorary, will be assessed dues in the amount of \$20.00 per year in addition to the Society dues.
- Section 5. All annual Society and Chapter dues must be paid in advance by the member’s anniversary date.
- Section 6. Chapter dues and fees will be determined by votes of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members must be notified at least thirty (30) days in advance of the proposed matter.

Article IX: AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Bylaws Committee or by twenty-five (25) Chapter Professional Members and/or Members. Proposed amendments will be presented to the Chapter Executive Committee.
- Section 2. The Chapter Executive Committee must publish and distribute any proposed amendments to the Chapter Bylaws to the membership at least thirty (30) days in advance of the meeting at which action will be taken.

- Section 3. Chapter Bylaws amendments must be voted on at the regular or special Chapter meeting at which at least 25 members are present. A two-thirds (2/3) affirmative vote will be required.
- Section 4. All amendments to these Bylaws will become effective after approval of the Regional Vice President. Amendments to Article VIII, Section 4 will become effective July 1 and do not require the Regional Vice President's approval.
- Section 5. Society Bylaws will apply where Chapter Bylaws do not cover an issue.

Article X: MISCELLANEOUS

- Section 1. The Chapter may be dissolved by the Chapter Executive Committee in the following manner:
- (a.) A resolution to dissolve the Chapter must be acted upon at a meeting of the Executive Committee. The resolution will set forth the reason for dissolution.
 - (b.) Within thirty (30) days following the Executive Committee action, a mail ballot will be sent to all voting members of the Chapter setting forth the reason for the dissolution. The Executive Committee will count the ballots thirty (30) days later. A two-thirds (2/3) vote of the returned ballots is required for approval of the action.
 - (c.) Upon the Adoption of the resolution to dissolve, the officers will proceed to carry out the dissolution of the Chapter in conformance with applicable laws.
- Section 2. The Chapter will be dissolved when the Charter has been rescinded 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 after a reasonable probation period. Upon notice of rescinding the Charter, the officers must proceed to carry out the dissolution of the Chapter.
- Section 3. The Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provision for use and reproduction in the Society Bylaws.
- Section 4. Any fundraising projects or activities must be limited to those activities which are consistent with the purpose of the Society and the Chapter. All fundraising projects must be approved by the Executive Committee.
- Section 5. Chapter officers will assure retention of needed Chapter and Membership records by adhering to the following records 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 meetings - Permanently
 - (b.) Correspondence - Two (2) years following completion of the Chapter year.
 - (c.) Financial - Ten (10) years following completion of the Chapter year.
- Section 6. Refer to *Appendix 1 – Officer Transition Procedure* for guidance on tasks to complete during the annual officer transition period.

Appendix 1 – Officer Transition Procedure

Incoming officers must:

- Understand the term of office is from July 1 thru June 30 the following year.
- Complete the *Basic* module and the module specific to their office of the *Leadership On-Demand Training* on Society's website by the end of September.
- Understand that, as a voting member of the Executive Committee (EC), they are expected to attend the monthly EC meetings.

Outgoing officers will communicate the following responsibilities and review the officer-specific responsibilities with the incoming officers for the appropriate position as follows:

- (a.) President
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of President located in Article V, Section 3 and those of all officers
- (b.) President – Elect
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of President – Elect located in Article V, Section 4 and those of President located in Article V, Section 3
- (c.) Vice President
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of Vice President located in Article V, Section 5 and those of President – Elect located in Article V, Section 4
- (d.) Secretary
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of Secretary located in Article V, Section 6
- (e.) Treasurer
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of Treasurer located in Article V, Section 7
- (f.) Treasurer – Elect
 1. Review Chapter Bylaws
 2. Understand the specific responsibilities of Treasurer – Elect located in Article V, Section 8 and those of Treasurer located in Article V, Section 7
- (g.) Two (2) Delegates to the Society House of Delegates
 1. Review Chapter Bylaws
 2. Understand specific responsibilities of Delegates to the Society House of Delegates located in Article V, Section 9
- (h.) Two (2) Delegates at Large
 1. Review Chapter Bylaws
 2. Understand specific responsibilities of Delegate at Large located in Article V, Section 10