

**MT. ST. HELEN'S SECTION
COLUMBIA/WILLAMETTE CHAPTER
AMERICAN SOCIETY OF SAFETY PROFESSIONALS
OPERATING GUIDELINES**

Approved by: Section E-Board January 13, 2021

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Section Chartered 1982

ARTICLE I - NAME

Section 1.

The name of this organization is the Mt. St. Helen's Section (MSHS) of the Columbia Willamette Chapter of the American Society of Safety Professionals (ASSP) Region 1.

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 Professionals (ASSP) will be referred to as the Society.

ARTICLE II - PURPOSE

Section 1.

The purpose of this Section is to promote the advancement of the safety profession and safety professionals in the geographical area defined as the counties of Clark, Wahkiakum, Cowlitz, Skamania, and Klickitat in the State of Washington. In the State of Oregon, the section includes the northwest portion of the State (the cities of St. Helens, Rainier and westward to Astoria, Warrenton & Seaside).

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 liaisons 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.

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 operates in accordance with Chapter and Society By-Laws. The not-for profit tax number assigned by the IRS is on file with the section secretary.

Section 2.

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

Section 3.

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

Section 4.

The Section Executive Committee is responsible for the operation and management of the Section. It is 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) and/or Professional Development Seminar (PDS) financial viability estimate submitted by the Section Vice-Chair and the PDC/PDS organizing committee(s).

Section 5.

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

Section 6.

The Section Executive Committee consists of the Elected Officers and Immediate Past Chair (8 committee members). Each Executive Committee Member with the exception of the Chair has only one vote. The Chair votes only when there is a tie.

Section 7.

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

Section 8.

Section officers are elected by members of the Section.

Section 9.

The Section activity year is from July 1st to June 30th.

ARTICLE V - OFFICERS

Section I.

All elected officers of the Section are identified by the following position title and will serve on the section Executive Committee. Each position has voting rights on the Executive Committee. The positions are identified as follows:

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

Section 2.

Each elected Section officer must 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 (as defined by the Society) may hold the office of Chair, Chair-Elect, Vice-Chair, and/or Treasurer.

Section 3.

The Section Chair's primary responsibility is to provide leadership and represent the Section. This is a successive position on the Executive Committee and is elected unopposed in order to keep Executive Committee continuity.

The Section 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. Responsibilities include the following:
 - a. Attend and vote at Chapter Executive Committee meetings either in person, virtually, or electronically. At least twice a year, attend the meeting in person. When unable to attend and vote at meetings, assign responsibility to another member of the executive committee.
 - b. Ensure that the Chapter is kept informed of section activities and relays chapter requirements and activities to section members as appropriate.
- C.** Represent the Section at meetings of other organizations where official representation of the Section is desirable. May delegate to the Section Chair-Elect.
- 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 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 by the date determined by Chapter after the conclusion of the section and chapter activity year, generally due no later than August 1st.

- H. Submit the names of Section officers elected for the ensuing year promptly to the Chapter, for inclusion in its report to Society Headquarters.
- I. Mail or e-mail a general meeting reminder to all Section members monthly.
- J. Assume the role of Immediate Past Chair after completion of term.

Section 4.

The Section Chair-Elect's primary responsibility is to prepare for succession to the office of Chair when the Chair's term is completed or when the Chair is unable to continue service in the position. This is a successive position on the Executive Committee and is elected unopposed in order to keep Executive Committee continuity. This position has voting rights on the Executive Committee.

The Section Chair-Elect will:

- A. Assume the responsibilities for coordinating the work of Committees appointed by the Chair and the Executive Board.
- B. Select and confirm speakers for the monthly general membership meetings.
- C. Perform other duties as assigned by the Chair for the Executive Committee.
- D. Transfer all records to the incoming Chair-Elect.
- E. May represent the Section at meetings of other organizations where official representation of the Section is desirable.
- F. May attend the annual National Professional Development Conference (NPDC) if budgeted by the Section (see Article X).

Section 5.

The Section Vice-Chair's primary responsibility is to prepare for succession to the office of Chair-Elect. This is a successive position on the Executive Committee and Section members are encouraged to run for the position through the election process.

The Section Vice-Chair will:

- A. Succeed to the Chair-Elect office if the Chair-Elect can no longer serve.
- B. Organize and chair the activities of any assigned committees and coordinate the Section's Annual Professional Development Seminar. With assistance of the Section Treasurer, supervise the Committee's development of a financial viability estimate for the proposed Section PDS and obtain the PDS's viability estimate approval from the Section Executive Committee.

- C. Organize and Chair the Section's 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's viability estimate approval from the Section Executive Committee.
- D. Organize and assure the marketing of the Section PDS and/or PDC.
- E. Take minutes in the Secretary's absence.
- F. Transfer all records to the incoming Vice-Chair.
- G. Maintain a hardcopy binder and/or electronic folder of seminar activities. Electronic records must be placed in the Section's box.com account (see Section 6.C.).
- H. May attend the National ASSP Leadership Conference (see Article X).

Section 6.

The Section Secretary's primary responsibility is to keep the Section recordkeeping in order. This is an Executive Committee position and Section members can run for the position through the election process.

The Section Secretary will:

- A. Maintain Section records, correspondence, and minutes.
- B. Record and distribute minutes of Section meetings and Section Executive Committee meetings.
- C. Place applicable records generated by the Section in its Cloud-based records depository (currently a box.com account).
- D. Other clerical duties of the Section.

Section 7.

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 by him/herself. The Section budget year runs from July 1st to June 30th. This is an Executive Committee position and membership can run for the position through the election process. This position is a two-year term with elections held in even-number years.

The Section Treasurer will:

- A. Review funding activities referred to the Treasurer by the Section Executive Committee.

- B.** Chair the Section Budget Committee when the Executive Committee determines that additional resources are needed to develop the annual budget.
- C.** Develop guidelines for Section projects and activities outside the established budget that may qualify for financial support.
- D.** Maintain all financial records of the Section.
- E.** Supervise the receipt and disbursement of funds as directed by the Section Executive Committee.
- F.** 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 the Chapter Treasurer.
- G.** 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.
- H.** By July 1st, transmit to the Section Chair and Chapter Treasurer the income and expense statement for the fiscal year ending June 30th for inclusion in the Chapter and Section annual financial report.
- I.** Submit an annual request to the Chapter President for transfer of funds for Section Dues Reimbursement by May 31st and GOSH Transfer during conference years.
- J.** Provide financial technical guidance and assist with financial transactions at the general meetings, and the Section's Professional Development Conference and Professional Development Seminar financial viability estimate.
- K.** Attend Section Professional Development Seminar and/or Conference Committee meetings as appropriate.
- L.** Serve at least two consecutive terms as treasurer.
- M.** Conduct an annual audit of the Section's audit with at least one other member of the Executive Committee. Maintain a documented inventory of Section assets.
- N.** Collect mail from Section post office box.
- O.** Ensure a detailed financial audit is conducted and reported to the Section's Executive Committee at the September meeting.
- P.** At the conclusion of the term, transfer authorization signatures for bank accounts to the incoming Chair, Chair-Elect and Treasurer and give transfer post office box key to Treasurer.

Section 8.

The Delegate at Large is an Executive Committee position elected by the Section and its membership. Section members can run for the position through the election process. .

The Section Delegate at Large will:

- A. Represent the membership at the monthly Executive Committee meeting.
- B. Fully participate in all Executive Committee activities and functions.
- B. Supervise other assignments selected by the Executive Committee.

Section 9.

The By-Laws Chair is an Executive Committee position elected by the Section and its membership. Section membership can run for the position through the election process.

The Section By-Laws Chair will:

- A. Lead an annual review of Section By-Laws.
- B. Maintain an official copy of updated and approved section By-Laws. Ensure that a copy of the section's current By-Laws is maintained in the Section's Cloud-based records depository (currently a box.com account).
- C. Submit the annual review of the Section By-Laws to the Chapter for approval. Follow-up on approval issues or delays.
- D. Respond to By-Laws questions as a voting member of 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 By-Laws.

Section 11.

The Section Executive will appoint a member to represent the Section on the Oregon GOSH conference planning committee.

Section 12.

The Executive Committee may authorize the establishment of Section committees to support Section work and initiatives. Each committee will have a documented charter and scope of work. Members of the Section may volunteer to participate on established committees as appropriate. Committee activities will be reviewed at Executive Committee meetings as appropriate.

Section committee members will:

- A. Attend committee meetings.
- B. Complete assigned action items.
- C. Report out to the Section Executive Committee and general membership as appropriate.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1.

The Immediate Past Chair is the Chair of the Nominating Committee. The Committee, including the Chair, will consist of no less than two (2) or more than (4) Section members. One member is selected by the current Section Chair and the balance by the Committee Chair. The current Section Chair cannot be a member of the Nominating Committee.

Members of the 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 full Nominating Committee.

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

Section 2.

The Nominating Committee selects qualified candidates for all elective offices. Candidates' names and qualifications are 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 or electronic confirmation. The petition must be accompanied by a written acceptance by the nominee(s) and must be submitted to the Chair of the Nominating Committee 30 days in advance of the election. The names and qualifications of the nominees must be published and distributed to the membership at least 15 days prior to the election.

Section 4.

The term of elected Section officers is for one year beginning July 1st and concluding June 30th of the following year. Exception: The Treasurer 's term is for a minimum of two consecutive years with the elections held on even numbered years.

Section 5.

Election of officers for the ensuing year may be held at the monthly membership meeting, by mail, or by electronic ballot. If there is more than one candidate nominated for any office, the election must 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. The section Chair votes as a tie-breaker.

Section 6.

Removal of elected Section officers must be by vote of Section members at any regular or special meetings upon presentation of a signed petition from either the Section Executive Committee, or by a majority of the voting members of the Section. Notification of such meeting must 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 by the Section Executive Committee may be removed by the Section Executive Committee member who appointed them.

Section 7.

Vacancies in elected Section offices are 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 is 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 Chair, the Chair will 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, less than 6 months into the term (before December 31st, each year), the Section will conduct a special election for those positions not in the succession ladder (Chair-Elect, Chair). Note: if the Chair-Elect or Chair position becomes vacant, the succession plan will be activated.

The Secretary will:

- a. Appoint a special Nominating Committee led by the Immediate Past Chair in order to fill open position(s).
- b. Publish notification of the election and the slated nominees for the office at least 15 days in advance of the Section meeting at which the election is to be held.
- c. 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.
- d. Conduct a voice vote at the Section meeting if there is only one nominee and a written or electronic ballot if there is more than one nominee for the office. The results will be documented in the Section minutes.

- e. The successful candidate will assume office immediately on election.

Section 8.

Vacancies in appointed offices are filled for their unexpired term by appointees of the current Chair, 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 must be filled in the manner set forth in this Article.

ARTICLE VII – DUES AND INCOME

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 2.

Each member, except Students and Honorary Members, will be assessed annual dues as stated in the Chapter By-Laws.

Section 3.

All Society and Chapter dues must be paid annually no later than the due date.

Section 4.

The Chapter remits 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 obtain Chapter dues reimbursement.

Section 5.

GOSH Conference Formula as approved by Chapter Executive Board: The Conference revenue dispersal formula has three parts: 1) the revenue is divided by two, 2) that number is divided by the number of Chapter Members and 3) the resulting number is multiplied by the number of Section Members. The number generated by the formula equals the amount to be transferred to the Mt. St. Helens Section following the GOSH Conference.

Section 6.

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

Section 7.

Policy for Seminar Cancellations, No-Shows, Exchanges, Refunds and Substitutions:

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. This policy must be documented on the registration form.

ARTICLE VIII - MEETINGS

Section 1.

The Section must meet at least six times per year with at least four of the meetings being technical meetings for the interchange and acquisition of professional knowledge among members. The Section can conduct additional technical meetings (a maximum of ten per year).

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.

Section 3.

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

Section 4.

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

Section 5. Electronic Voting:

- A.** The Executive Committee may vote via e-mail or virtual meetings 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:
 - a.** Electronic voting must only be used in lieu of a special Executive Committee meeting for motions that are time sensitive, such that waiting for the next scheduled meeting would not be reasonable.
 - i.** Any questions regarding online voting will be addressed by the Section Chair.
 - b.** Only voting members of the Executive Committee can make or second a motion for electronic voting.
 - c.** A quorum of Executive Committee members must vote on a motion for it to pass.

- d. A motion will pass or fail based on a simple majority, with the Section Chair voting only to break ties.
- e. A comment period of, at minimum, three (3) business days is required. Any amendments to a 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 By-Laws.
 - I. Any comments on the motion or amendments must be sent to all Executive Committee members.
 - II. The Section Chair will call for a vote on the motion at the end of the comment period.
- f. The Section Secretary will maintain official copies of motions, comments, and voting results. Motions, amendments and voting results will be entered into the minutes for the next scheduled Executive Committee meeting.

ARTICLE IX - MISCELLANEOUS

Section 1.

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 By-Laws.

Section 2.

Ground Rules for using Section Owned Equipment

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 must be conducted annually under the auspices of the Section Executive Committee. The Section Treasurer maintains a documented inventory of section assets. A copy of this inventory is maintained in the Section's box.com repository.

Section 3.

Record Retention

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 4.

Remembrance Donation Guidelines

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** - The section 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** - The section 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 must 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.

Section 5. SPY Award

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

ARTICLE X – LEADERSHIP TRAINING AND TRAVEL POLICY

Section 1. Professional Development for Chair-Elect

Objectives: To provide professional development, to give Section leader exposure to ASSP National leadership and to increase leadership skills of the group.

- A.** Based on the financial health of the Section, the Chair-Elect will be offered the opportunity to attend the ASSP National Professional Development Conference. The current Executive Board will make the recommendation to the membership.
- B.** If the Chair-Elect cannot attend the national conference for whatever reason, then he/she will be given the opportunity to attend a regional ASSP Conference within nine months of taking office.
- C.** In the event the Chair-Elect is not able to attend any of these conferences, the professional development opportunity will be rescinded.
- D.** The Executive Committee will decide financial support and details.

**Section 2.
Professional Development for Vice-Chair**

- A. Based on the financial health of the Section, the Vice-Chair will be offered the opportunity to attend the National ASSP Leadership Development Conference.
- B. The current executive board will make the recommendation to the membership.

**Section 3.
Travel Policy**

Purpose: To aid in the proper reimbursement of travel and living expenses incurred on ASSP business authorized by the Executive Committee. ASSP financial guidelines must be followed.

- A. **Travel Authorization:** All travel for which reimbursement is to be considered must be approved by the Executive Committee in advance per ASSP financial guidelines.
- B. **Reimbursement for expenses:** ASSP 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. 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.

ARTICLE XII – BY-LAW AMENDMENTS

Section I.

Amendments to Section By-Laws may be proposed by the Section Executive Committee or by five Section Members. Amendments proposed by the latter must be presented to the Section Executive Committee.

Section 2.

The Section Executive Committee must 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 Executive Committee meeting at which action will be taken if a quorum is present. The Chair 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 By-Laws) 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.

Section 4.

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

ARTICLE XII – SECTION DISSOLUTION PROCESS

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 must set forth the reasons for dissolution.
- B.** Within 30 days following the Executive Committee action, a mail or electronic ballot must 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 must 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 must carry out the dissolution of the Section in conformance with applicable laws and Chapter and Society By-Laws.

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 must carry out the dissolution of the Section. Any funds remaining in the Section treasury must be transferred to the Chapter.

