

**American Society of Safety Professionals  
Columbia-Willamette Chapter  
Bylaws Committee  
Summary of Proposed Bylaws Changes 2020-2022**

**General:**

- Changes to dates of approvals, the bylaws (from 2018-20 to 2020-2022)
- Article IV, Section 6 (this same change applies to Article V, section 1, part g)
  - Changes: Two (2) Delegates to the Society House of Delegates
    - To: Delegates to the Society House of Delegates as determined by Society Bylaws Article XIV, Section 5, Part 2
      - Incorporated by reference from society bylaws mentioned above but not added in text to CWC Bylaws: "Each Chapter shall be entitled to delegates as determined by their membership count as of December 31 of the previous calendar year as follows:
        1. 249 members or less = 1 Delegate;
        2. One Delegate for each additional 250 members or portion thereof, in excess of its initial 249 members."
- Article IV, Section 9
  - Chapter officers including Delegates at Large, and Delegates to the House of Delegates are elected by members of the Chapter.
    - Removes, "including Delegates at Large, and Delegates to the House of Delegates"
- Article IV, Section 10 (addition of sections and moves current Section 10 to Section 11)
  - Proposed addition: Each Section elects their officers as per that Section's bylaws.
- Article V, Section 1, part i (addition of part i to mirror Article IV, Section 6)
  - Proposed addition: The Santiam, Mt. St. Helens, and Student Section Chairs
- Article V, Section 3, part d (also adds subpart 1)
  - Changes: Appoint the Membership Chair, Safety Emphasis Editor, and other Special Committees as required or directed by the Executive Committee.
    - To: Appoint all committee chairs annually or as vacancies occur as required or directed by the Executive Committee except those specified otherwise in these bylaws.
      1. All such appointments must be approved by vote from the Executive Committee.
- Article V, Section 3 move of part i to Article IX

- Changes: Removes information from this section on the Development Committee.
    - To: Moves this information to newly established Article IX (see below)
- 
- Article V, Section 4 (also adds part h)
  - Changes: 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:
    - To: The Chapter President – Elect’s primary responsibility is to serve as the President when the President is unavailable and coordinates development opportunities for membership. The President – Elect will:
  - Addition of part h: Serve as a member of the Safety Professional of the Year (SPY) Award Committee
- Article V, Section 5
  - Changes: 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
    - To: The Chapter Vice President’s primary responsibility is to perform the duties of the President – Elect or President in their absence and to ensure high quality membership meetings. The Vice President will:
- Article V, Section 6, part a
  - Changes: Issue notices of all Chapter meetings and functions
    - To: Provide notices of all Chapter meetings and functions to the Public Relations/Marketing Committee Chair.
- Article V, Section 6, part e
  - Changes: Retain custody of the Chapter Charter.
    - To: Confirms Society retains custody of an electronical copy of the Chapter Charter.
- Article V, Section 7, part g-j (date changes to allow for unique financial reporting of chapter due to GOSH Conference)
  - Changes g-j to g with subpart 1-4 adds new part g also changes all subsequent parts from k-q (to h-n) in corresponding move without changing content
    - Addition part g: Exceptions have been granted from Society to allow different timelines for reporting due to the unique financial reporting from the GOSH Conference. The Chapter with therefor the use the following timelines that are different than society’s:
      - 1) Prepare an annual financial report for Society and forward to the Regional Vice President and Society Headquarters for period ending June 30<sup>th</sup>. The report should be submitted by August 15<sup>th</sup>.
        - Change to August 15<sup>th</sup> to November 15<sup>th</sup>
      - 2) Prepare an annual report at the close of the fiscal year for review by the Executive Committee by July 15<sup>th</sup>.

- Change July 15<sup>th</sup> to September 15<sup>th</sup>
  - 3) Arrange for the preparation of necessary IRS forms each year and file them by August 15<sup>th</sup>
    - Change from August 15<sup>th</sup> to November 15<sup>th</sup>
  - 4) Notify Society of the amount of Chapter dues for each member, prior to March 1<sup>st</sup> each year.
- Article V, Section 8 (consistent language with other officer positions)
  - Changes: Treasurer-Elect will:
    - To: The Chapter Treasurer-Elect's primary responsibility is to assist the Treasurer in managing Chapter finances and serve as the Treasurer when the Treasurer is unavailable. The Treasurer-Elect will:
- Article V, Section 9 (consistent language with other officer positions)
  - Changes: The Delegates to the Society House of Delegates
    - To: The Delegates to the Society House of Delegates primary responsibility is to serve as a liaison between membership and society. House delegates will:
- Article V, Section 9 (addition of part d)
  - Adds: d) House delegates must serve on one of the following committees
    - 1) Bylaws in a year when revisions are made to the bylaws.
      - i) In years when no bylaws committee is formed join a different committee.
    - 2) The Public Relations/Marketing Committee
    - 3) The Development Committee
- Article V, Section 10 (consistent language with other officer positions)
  - Changes: Delegates at Large to the Chapter Executive Committee:
    - TO: Delegates at Large to the Chapter Executive Committee primary responsibility is to serve as a liaison between the sections and the chapter. Delegates at Large will:
- Article V, Section 10 (addition of part b)
  - Adds: b) Serve as the Chapter's Senior Delegate to the Society House of Delegates.
    - 1) Serve as mentor to other House Delegates
    - 2) Fulfill responsibilities of the office as prescribed in Section 9 of this Article.
- Article VI, section 3
  - Adds: The immediate Past President assumes the office of Senior House Delegate.
- Article VI, Section 4 (added offices with automatic succession)
  - Added President-Elect, Treasurer, and Senior House Delegate.

- Article VI, Section 6
  - Changed: Any twenty-five (25) Chapter Professional Members and/or Members
    - To Any twenty-five (25) chapter members
- Article VI, Section 11 Vacancies if Office
  - Changed:

#### 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 twenty-five (25) chapter members.
  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.
- To:

#### Section 11. Vacancies in Office

- (a.) Should a vacancy occur in any elected office, except President, President – Elect, or Vice-President, 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 assumes the position of President, he/she may serve another consecutive term as President. 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 (e) of this section will be held for filling the seat of President.
- (c.) Should a vacancy occur in the office of President – Elect:
1. The Vice President will succeed to President-Elect. If the Vice President declines the position, a special election as specified in (e) will be held for President-Elect.
- (d.) Should a vacancy occur in the office of Vice President:
1. A special election as specified in (e) will be held for Vice President.
- (e.) Should a special election be required to fill a vacancy in the office of President, President-Elect, or Vice 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 twenty-five (25) chapter members.
  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.
- Article VI, Section 12
    - Changed: Safety Emphasis (Editor)
      - To: Newsletter (Editor)
  - Add Article IX on committees changes current Article IX to X and X to XI.

### **Article IX: COMMITTEES**

Section 1. All committees will have a chair to lead committee activities and these positions will be filled by either:

- (a.) Specific procedures in these bylaws
1. Nominating Committee
  2. Special Nominations and Elections Committee
  3. Finance Committee

#### 4. Bylaws Committee

- (b.) Appointment as described in Article V, Section 3, Part d.
- (c.) All committee chairs can serve up to five (5) consecutive terms.
- (d.) Any committee chair who has served more than three (3) consecutive terms must wait at least two (2) terms before serving as a chair on the same committee once they have vacated the chair position.

#### Section 2. Development Committee

- (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. Execute additional fundraising opportunities that are approved by the Executive Committee as outlined in Article X, Section 4.
  - 4. Submit fund distribution recommendations to the Executive Committee for approval.
- Article XI, Section 1, part b
  - Change: a mail ballot
    - To: an electronic ballot