

NORTH CAROLINA CHAPTER BYLAWS
AMERICAN SOCIETY OF SAFETY ENGINEERS

Bylaws Adopted February 3, 2011

Bylaws Approved by the Area Director and/or Regional Vice President

(Regional Vice President Signature)

Vince Miller

(date)

2-2-11

Chapter Chartered December 13, 1955

ARTICLE I - NAME

- Section 1. The name of this organization shall be the North Carolina Chapter of the American Society of Safety Engineers.
- Section 2. Hereinafter, the North Carolina (NC) Chapter will be referred to as Chapter, and the American Society of Safety Engineers will be referred to as the Society.

ARTICLE II - PURPOSE

- Section 1. The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals and development of its members in the geographical area served.
- Section 2. In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:
- a) To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - b) To develop and disseminate locally, information and materials 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 local organizations of related disciplines.
 - e) To inaugurate and implement programs and projects which are consistent with the purposes of the Chapter and the Society.
 - f) To conduct Chapter affairs in a manner that will reflect the standards, purposes and objectives of the Society.

ARTICLE III - MEMBERSHIP

- Section 1. Membership in the Chapter is open to those 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. All members of the Chapter shall be members of the Society.
- Section 2. Membership is personal and not transferable.
- Section 3. All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV - ORGANIZATION

- Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.
- Section 2. In order to maintain its Charter, the Chapter shall have a minimum of twenty-five (25) active members.
- Section 3. The Chapter is located in Region VI, and the Chapter's geographical area is defined as follows:

<u>County</u>	<u>Zip Codes</u>
Bladen	28320, 28332, 28337, 28392, 28399, 28433, 28434, 28448
Chatham	27312, 27256, 27559, 27344, 27252, 27208, 27207, 27228, 27213
Columbus	28423, 28424, 28430-2, 28436, 28438, 28439, 28442, 28450, 28455, 28456, 28463, 28472
Cumberland	28301-28312, 28314, 28331, 28342, 28348, 28356, 28390, 28391, 28395
Durham	27722, 27717, 27704, 27703, 27706, 27705, 27572, 27503, 27702, 27701, 27712, 27711, 27715, 27713, 27708, 27707, 27710, 27709
Franklin	27596, 27525, 27508, 27549
Granville	27582, 27507, 27522, 27509, 27565, 27564, 27581
Harnett	27552, 28368, 27546, 27521, 27543, 28326, 28323, 28334, 28339, 28335, 27506, 27501
Hoke	28376
Johnston	27577, 27593, 27569, 27568, 27524, 27520, 27576, 27527, 27504, 27555, 27542, 27528
Lee	27505, 27331, 27332, 27237, 28355, 27330
Moore	28315, 27281, 27376, 28327, 27325, 28374, 27259, 28370, 28373, 28388, 28350, 27242, 28387, 28394
Orange	27517, 27243, 27516, 27278, 27515, 27510, 27599, 27514, 27231
Person	27541, 27583, 27573, 27574, 27343

Robeson	28319, 28340, 28357, 28358, 28359, 28360, 28362, 28364, 28369, 28371, 28372, 28375, 28377, 28378, 28383, 28386,
Sampson	28318, 28328, 28329, 28344, 28366, 28382, 28385, 28393, 28441, 28444, 28447
Vance	27584, 27536, 27544, 27537, 27553, 27556
Wake	27658, 27587, 27668, 27661, 27571, 27601, 27602, 27603, 27597, 27588, 27591, 27592, 27562, 27512, 27690, 27518, 27513, 27675, 27676, 27699, 27698, 27540, 27539, 27560, 27545, 27523, 27519, 27529, 27526, 27624, 27623, 27626, 27625, 27620, 27622, 27621, 27635, 27634, 27640, 27636, 27628, 27627, 27629, 27502, 27650, 27619, 27608, 27607, 27610, 27609, 27605, 27604, 27656, 27606, 27615, 27614, 27617, 27616, 27511, 27611, 27613, 27612, 27695, 27697
Warren	27563, 27594, 27586, 27589, 27551, 27570

Section 4. An Executive Committee shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in agreement with resolutions adopted at meetings of the Chapter or Executive Committee, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.

Section 5. The Executive Committee shall consist of the Elected Officers specified in Article V, and other voluntary committee members to meet specific chapter goals and objectives. The Elected Officers shall annually determine, by simple majority vote, which non-elected Chapter members shall be members of the Executive Committee.

All members of the Executive Committee shall have voting rights. Voting shall only be valid at meetings where a quorum is established according to Article IX, Section 5

Section 6. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson.

Section 7. Committees - The Chapter President may appoint officials or committees or committee members to oversee specified requirements. Committee chairs may appoint committee members as necessary. Committees shall meet as often as necessary to conduct business. Business conducted on behalf of the Chapter (e.g.: signing agreements, expending more than petty monies, making statements, etc.) shall be documented with formal minutes which will be submitted to the Chapter Executive Committee at its next meeting. Business conducted on behalf of the Chapter may only be done when a quorum, as specified in Article IX, Section 5, is present.

Section 8. The Chapter President is the voting representative for the Chapter at Regional Operating Committee meetings. An elected officer of the Chapter may serve instead of the President if so designated in writing to the Regional Vice President.

Section 9. Chapter officers shall be elected by members of the Chapter.

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

ARTICLE V - OFFICERS

Section 1. Elected officers of the Chapter shall be:

- a) President
- b) President-Elect
- c) Secretary
- d) Treasurer
- e) Delegate(s) to the Society House of Delegates

Section 2. Each elected Chapter officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, President-Elect, or Delegate to the House of Delegates.

Section 3. The President shall:

- a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a representative for the Chapter at the Regional Operating Committee meetings.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- f) Submit a completed Chapter Stars application to the Regional Vice President and Society Headquarters by August 15.
- g) Submit the names of Chapter officers and delegate(s) elected for the ensuing year annually by May 31 to the Area Director, the Regional Vice President and Society Headquarters.
- h) Succeed to the office of Delegate for the Chapter year following the one served as President.

Section 4. The President-Elect shall:

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Succeed to the office of the President for the Chapter year following the one served as President-Elect.
- c) Assume responsibilities for the work of Committees as assigned by the President.

Section 5. The Secretary shall:

- a) Maintain Chapter records and correspondence.

- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- c) Notify Chapter members about meetings.
- d) Retain Custody of the Chapter Charter.
- e) Assume the duties of the Treasurer as necessary.

Section 6. The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) Submit a completed Chapter Dues Report by March 1 and to Society Headquarters, if dues have changed.
- e) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
- f) Assume the duties of the Secretary as necessary.
- g) File IRS report(s), and provide proof of filing to Society Headquarters, by August 15.

Section 7. The Delegate(s) to the Society House of Delegates shall:

- a) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
- b) Keep the Chapter informed of House of Delegates actions and proposed actions.
- c) Act on House of Delegates mail ballots on behalf of the Chapter.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee. The Committee, including the Chairperson, will consist of no less than three (3) nor more than (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded. The full final Nominations & Elections Committee must approve the slate of officer candidates.

Section 2. The Nominations & Elections Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least sixty (60) days in advance of the election.

Section 3. Chapter members may submit a signed petition nominating (a) qualified individual(s) for elective office. The petition will require ten signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee thirty (30) days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least fifteen (15) days prior to the election.

Section 4. The term of elected Chapter officers shall be July 1 to June 30.

Section 5. Election of officers for the ensuing year shall be held at the April Chapter meeting in attendance of a quorum. If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.

Section 6. In the event a quorum is not present at the meeting a special mail or electronic ballot will be sent to the Chapter Members and a return of at least forty (40) votes or 20% of the Chapter membership is required. The ballot process should take less than thirty (30) days with at least fifteen (15) days as a minimal period for response from the members and shall provide for an anonymous voter response.

Section 7. Removal of elected Chapter officers shall be 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 or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Upon presentation of a signed petition from ten (10) voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. The Executive Committee will document the results of the investigation in the meeting minutes. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

Section 8. Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

- a) Should a vacancy occur in the elected office of Secretary, Treasurer, or Delegate, the President shall 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 before mid-term or earlier in the term, in the office of
 - 1) President, the President-Elect shall succeed to the Presidency. If the President-Elect declines the position, a past President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in paragraph d) of this section will be considered for filling the seat of President. The President-elect or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.
 - 2) President-Elect, the President shall
 - (a) Appoint a special Nominations & Elections Committee and conduct a special election as described in paragraph d) of this section.

NOTE: This would also apply if the person succeeding to the Presidency did not wish to complete both the remainder of the current term and the term for which he was originally elected.

- c) Should a vacancy occur at mid-term or later, in the office of
 - 1) President, the President-Elect shall serve the unexpired term of the President in addition to the term for which he was originally elected.
 - 2) President-Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, or if a qualified member deemed as having exceptional merit by the Executive Committee volunteers, then the position should be filled as noted in this Article and Section, paragraph d).
- d) Special elections - appoint a special Nominations & Elections Committee and publish a notification of the election and the slated nominees for office at least fifteen (15) days in advance of the election. The Nominations & Elections Committee shall accept nominations and petitions as specified in Article VI, Section 3. The presiding officer or Executive Committee shall conduct a vote and ensure the elected candidate assumes office as soon as is practicable after the election.

Section 9. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President, with the approval of the Chapter Executive Committee.

Section 10. Inability to serve prior to taking office - If after the election, but prior to taking office, an officer-elect is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

ARTICLE VII - SECTIONS

- Section 1. Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) 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. The Section shall operate in accordance with Society and Chapter Bylaws.
- Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter.
- a) The petition should outline:
 - 1. Name of the Section.
 - 2. Territory the Section will encompass.
 - 3. Number of members currently in the territory.
 - 4. Plans for meetings to be held and the nature of the program.
 - 5. Justification for the creation of the Section.
 - 6. Any dues arrangements between the Chapter and the Section.
 - 7. Submit a copy of Section Bylaws (See Model Section Bylaws)
 - b) Sections must meet the approval of the Chapter's Executive Committee, the Area Operating Committee and the Regional Operating Committee.
- Section 3. Section members shall elect a Chairperson, a Secretary and a Treasurer. As an alternate to separate positions; a lone individual may be elected to serve as Secretary and Treasurer. All must abide by the Bylaws of the Chapter.
- a) The Chairperson shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two each Chapter year, as a non-voting participant.
 - b) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Area Director or Regional Vice President.
 - c) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; retain the Section Charter; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
 - d) The Chairperson of the Section shall appoint a Nominations & Elections Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.
 - e) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
 - f) Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See Model Student Section Bylaws)

ARTICLE VIII - DUES

- Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.
- Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- Section 3. Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least thirty (30) days in advance regarding dues proposals.

ARTICLE IX - MEETINGS

- Section 1. The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.
- Section 2. Executive Committee meetings shall be conducted at least six (6) times per year and the Chapter president will preside over the meeting. These meetings are necessary for managing the chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to successfully manage the Chapter.
- Section 3. The Chapter shall meet at least six times per year and at least four (4) of the meetings shall be technical meetings. 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.
- Section 4. Special meetings of members may be called by the Chapter Executive Committee. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.
- Section 5. Quorums: A majority of the Elected Officers or a majority of the Executive Committee, which includes at least two elected officers, present at an Executive Committee meeting shall constitute a quorum.
- Ten (10) Chapter members plus at least two (2) members of the Chapter Executive Committee - twelve (12) members minimum - shall constitute a quorum at any regular or special Chapter meeting.
- Section 6. Proxies: Executive Committee members may assign their vote, and their participation for the purpose of establishing a quorum, by proxy, to any other member of the Executive Committee present at a meeting specified on the proxy.
- Chapter members may assign their vote, and their participation for the purpose of establishing a quorum, by proxy, to any other Chapter member present at a meeting specified on the proxy.
- The proxy shall be in writing and may be an electronic (e-mail or text message) assignment. The proxy shall be verified by the Secretary, or an EC member not holding the proxy, prior to the vote; and verification shall be duly recorded. The member assigning the proxy may apply any limitations to the proxy. No proxy may be extended beyond the scope or final date indicated on the proxy and may not include meetings after June 30 of that Chapter activity year. No proxy may be re-assigned. The member holding the proxy

must exercise the proxy and enter it into the voting as if the assigning member were present. There is no limit to the number of valid proxies a member may hold. All proxy votes shall be duly recorded.

Section 7. Unless otherwise specified in these bylaws, for removal of an elected officer or amendments to these bylaws, Executive Committee and Chapter actions shall be determined by a simple majority vote. Should the voting be even, the motion or action will not carry. Any Executive Committee member may make a motion or may call for a vote on any action. Any Chapter member may make a motion or call for a vote on any action at a Chapter meeting. Actions or other functions of the meeting body, including the expenditure of funds, may be conducted by consensus except in the case of motions, officer nominations, or actions upon which a vote has been called. The person presiding shall request seconds and votes, as appropriate, when called to do so. All votes shall be duly recorded.

ARTICLE X - MISCELLANEOUS

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

- a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within thirty (30) days following the Chapter Executive Committee action, a mail or electronic ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. After a minimum of forty (40) ballots are returned and at least thirty (30) days after the ballots are sent, returned ballots shall be counted by the Chapter 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 shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.

Section 2. If a Chapter Executive Committee no longer functions or conditions prevent the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3. The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the Chapter officers shall carry out the dissolution of the Chapter.

Section 4. The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.

Section 5. Any fund-raising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter.

Section 6. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings - permanently, (recommended by Society auditors).
- b) Correspondence - two years following completion of the Chapter year.

- c) Financial Records - seven years following completion of the Chapter year.

ARTICLE XI - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by Members. The Executive Committee shall consider all proposals. Proposals submitted by petition of ten (10) Chapter members shall be voted on at a meeting of the Executive Committee meeting where a quorum is present as soon as is practicable. A two thirds (2/3) affirmative vote is required for approval

- Section 2. The Chapter Executive Committee shall publish revised by-laws and will announce amendments at the next Chapter meeting after the Executive Committee has approved the revision.

- Section 3. All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.

Approved by the Board of Directors, October 1983,
Amended in February 2011, January 2010, January 2009, February 2007, February 2006, June 2003,
June 2001, May 1997, June 1991, October 1990