

**BYLAWS**  
**SOUTHERN OREGON CHAPTER**  
**AMERICAN SOCIETY OF SAFETY ENGINEERS**

Bylaws Adopted September 14, 1993

Amended Bylaws Approved by Regional Vice-President Martin Jeppeson (Date)

Chapter Chartered: September 8, 1993

**ARTICLE I – Name**

- Section 1. The name of this organization shall be the Southern Oregon Chapter of the American Society of Safety Engineers.
- Section 2. Hereinafter, the Southern Oregon Chapter shall be referred to as Chapter, and the American Society of Safety Engineers shall be referred to as the Society.

**ARTICLE II – Purpose**

- Section 1. The purpose of this Chapter shall be to promote the advancement of the safety profession and safety professionals 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 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 such other programs and projects that 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 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 Chapter and Society Bylaws.
- Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 40 active members.
- Section 3. The Chapter is located in Region I, and the Chapter's geographical area is defined as the zip codes contained in Addendum #1.
- 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 consonance with resolutions adopted at meetings of the Chapter, 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 following members: President, Vice-President, Secretary, Treasurer, Membership Committee Chair, Program Committee Chair, Conference Committee Chair, Communications and Public Relations Committee Chair, Grants and Awards Committee Chair, Governmental Affairs Committee Chair, Stars Coordinator, CoPS Coordinator and Past President.
- 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. The Chapter President is the voting representative for the Chapter at the Regional Operating Committee meetings. A Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so designated in writing to the Regional Vice President.
- Section 8. Chapter officers shall be elected by members of the Chapter.
- Section 9. 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) Vice-President
  - c) Secretary
  - d) Treasurer
  - e) Membership Committee Chair
  - f) Program Committee Chair
  - g) Conference Committee Chair
  - h) Grants and Awards Committee Chair
  - i) Governmental Affairs Committee Chair
  - j) Communications and Public Relations Committee Chair
  - k) Delegate to the House of Delegates
  - l) Stars Coordinator
  - m) CoPS Coordinator
- Section 2. The President, Vice President, Secretary, Treasurer, and Delegate to the House of Delegates 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, Vice President, or Delegate to the House of Delegates.

Section 3. The President shall:

- a) Preside at regular and special meetings of the Executive Committee and the membership, and facilitate at least one strategic planning meeting of the Executive Committee annually.
- b) Represent the Chapter at meetings of other organizations where official representation of Chapter is desirable.
- c) Be a voting 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 individuals and committees as are necessary to implement the objectives of the Chapter.
- f) Submit a completed Chapter Stars report to the Regional Vice President and Society Headquarters by August 15.
- g) Submit the names of Chapter officers and delegates elected for the ensuing year to the Regional Vice President and Society Headquarters by May 31.

Section 4. The Vice President shall:

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Receive automatic nomination to the office of President the following year.
- 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 meeting.
- c) Track meeting attendance and report attendance data for the Chapter and Society.
- d) Assume the duties of the Treasurer, as necessary.
- e) Retain custody of the Chapter Charter.

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) Prepare and provide financial reports for the Executive Committee, Chapter members, Society, or auditors.
- d) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- e) Submit a completed Chapter Dues Report by March 1 to Society Headquarters.

- f) Complete the Chapter's audited income and 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.
- g) Assume the duties of the Secretary, as necessary.

Section 7. The Membership Committee Chair shall:

- a) Chair the Membership Committee.
- b) Carry out membership functions, as described in the Society's Membership Chair manual.

Section 8. The Past President position shall automatically be assumed by the outgoing President at his/her end of office term.

Section 9. The Program Committee Chair shall:

- a) Chair the Program Committee, which plans and develops the monthly speaker presentation programs.
- b) In conjunction with the Executive Committee, plan safety-training workshops that would be of interest and of need to Southern Oregon employers and safety professionals.

Section 10. The Conference Committee Chair shall:

- a) Chair the annual Conference Planning Committee, which plans and puts on the annual Health and Safety Conference.
- b) In conjunction with the Executive Committee, plan safety-training workshops that would be of interest and of need to Southern Oregon employers and safety professionals.

Section 11. The Communications and Public Relations Committee Chair shall:

- a) In conjunction with the Executive Committee, oversee a Chapter public relations program.
- b) Be responsible for overseeing the publication and distribution of a monthly newsletter from the Chapter. This includes a meeting notice at least 14 days prior to the next chapter meeting.
- c) Oversee the Chapter website to ensure its professional appearance and the content is current, complete, and accurate.
- d) Oversee timely press releases on newsworthy ASSE-related events to appropriate media.
- e) Assist with publicity for the annual Health and Safety Conference and any other ASSE-sponsored workshops, events, or seminars.

Section 12. The Governmental Affairs Committee Chair shall chair the Governmental Affairs Committee, which studies, tracks, and keeps members apprised as to both state and federal upcoming legislation and regulations.

Section 13. The Grants and Awards Committee Chair shall:

- a) Chair the Scholarship Grants Committee, which solicits and evaluates applications for Southern Oregon Chapter scholarship awards, as available. Scholarship Grants may include scholarships for graduating high school students, college students enrolled in an appropriate safety and health related field, or local safety and health professionals wishing to take related college or professional designation (such as: CSP, ASP, CIH, ARM) courses.

- b) Identify opportunities in the community and provide information on the availability of Southern Oregon Chapter and Society scholarships, grants, and awards.
- c) Coordinate Southern Oregon Chapter participation in events that promote the safety and health profession.
- d) Oversee a Grant Program that evaluates requests from non-profit community groups or local schools for safety equipment or training courses.
- e) Chair the Safety, Health and Environmental Professional (SHEP) of the Year Evaluation Committee.
- f) Develop and implement recognition and awards for members and volunteers.

Section 14. Delegate to the 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.

Section 15. Stars Coordinator shall:

- a) Update the Executive Committee regarding monthly STARS performance items coming due.
- b) Advise the Executive Committee regarding Stars recognition opportunities as they arise or may be considered during activity planning.
- c) Maintain the master compilation of Chapter Stars achievements for the year.
- d) Prepare the annual Chapter Stars Report for Executive Committee review by August 1 each year.

Section 16. CoPS Coordinator shall:

- a) Advise the Executive Committee on activities of the Council on Practices and Standards.
- b) Maintain a list of the Chapter membership who are members of Society Practice Specialties.
- c) Coordinate at least one technical meeting each year sponsored by a Practice Specialty.
- d) Promote Practice Specialty membership to 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 not 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 nominees for all elective offices. Candidates' names and qualifications shall be published and the publication distributed to the Chapter membership at least 60 days in advance of the election.

- Section 3. The Vice-President elected the previous year shall automatically be nominated for the office of the President for the following year. The President from the previous year shall hold the Past-President position the following year.
- Section 4. Chapter Members may submit a signed petition nominating an individual for elective office. The petition will require five (5) 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 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.
- Section 5. The term of elected Chapter officers shall be July 1 to June 30 except the Conference Committee Chair whose term shall be July 1 to October 31 of the following year, and the Stars Coordinator whose term shall be from July 1 to August 18 of the following year.
- Section 6. Election of officers for the ensuing year shall be held at the May 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 7. 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 20% of the chapter membership is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response.
- Section 8. Removal of elected Chapter officers shall be by 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 10 voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. 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 9. 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 any elected office except President or Vice-President, 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, giving special consideration to current committee chairs and experienced Chapter leaders who have recently completed their terms of office.
  - b) Should a vacancy occur early in the term, in the office of:
    - 1) President, the Vice-President shall succeed to the Presidency. If the Vice-President 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 b.2 of this section will be considered for filling the seat of President. The Vice-President or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.
    - 2) Vice-President, the President shall:
      - (a) Appoint a special Nominations & Elections Committee.

- (b) Publish notification of the election and the slated nominees for the office at least 15 days in advance of the Chapter meeting at which the election is to be held.
  - (c) 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 4.
  - (d) 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.
  - (e) Ensure that the elected candidate assumes office immediately upon election.
- c) Should a vacancy occur at mid-term or later in the office of:
- 1) President, the Vice-President shall serve the unexpired term of the President in addition to the term for which he was originally elected.
  - 2) Vice-President, 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 Vice-President, then the position should be filled as noted in this Article and Section, paragraph b) 2).

Section 10. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 11. Inability to serve: If after the election, but prior to taking office, an officer 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 this Chapter 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.
- b) Sections must meet the approval of the Chapter's Executive Committee and the Regional Operating Committee.

Section 3. Section members shall elect a Chairperson and a Secretary/Treasurer and 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, 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 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 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.

### **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 a vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

### **ARTICLE IX – Meetings**

- Section 1. The Chapter shall meet at least six times per year and four 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 2. The Chapter Executive Committee may call special meetings of members. The notice calling such a meeting shall state the purpose of the meeting; such notice is to be sent to each member at least two weeks in advance.
- Section 3. A majority of the Executive Committee present at a board meeting shall constitute a quorum. Five Chapter members and at least one elected member of the Chapter Executive Committee shall constitute a quorum at any regular or special Chapter meeting.
- Section 4. 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 5. Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meetings. These meetings are necessary for managing the



chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.

Section 6. Matters needing immediate attention or disbursement of funds prior to the next regular Executive Committee meeting may be submitted for approval of the Executive Committee by electronic vote. Such vote shall remain open until a majority of the Executive Committee has cast a vote either in favor or against the proposal, but in no case shall a vote be held open beyond the shorter of 15 days or the next regular Executive Committee meeting in which a quorum is present. Emergency expenditures of up to \$250 must be approved by at least two of the following officers: President, Vice President, Treasurer, or Secretary.

## **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 30 days following the Executive Committee action, a mail ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, they 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 exists or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President for review. Upon the approval of 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 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.
- 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 five Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.
- Section 2. The Chapter Executive Committee shall 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 shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.
- Section 4. All amendments to these Bylaws will become effective after approval by the Regional Vice President.

Addendum #1

## Southern Oregon Chapter Zip Codes by Counties

CURRY COUNTY ZIP CODES	
Post Office	Zip Code
Agness	97406
Brookings	97415
Gold Beach	97444
Langlois	97450
Ophir	97464
Port Orford	97465
Sixes	97476
Wedderburn	97491

JOSEPHINE COUNTY ZIP CODES	
Post Office	Zip Code
Cave Junction	97523
Grants Pass	97526
Grants Pass	97527
Grants Pass	97528
Kerby	97531
Merlin	97532
Murphy	97533
O'Brien	97534
Selma	97538
Wilderville	97543
Williams	97544
Wolf Creek	97497

LAKE COUNTY ZIP CODES	
Post Office	Zip Code
Adel	97620
Christmas Valley	97641
Fort Rock	97735
Lakeview	97630
New Pine Creek	97635
Paisley	97636
Plush	97637
Silver Lake	97638
Summer Lake	97640

JACKSON COUNTY ZIP CODES	
Post Office	Zip Code
Ashland	97520
Butte Falls	97522
Central Point	97502
Eagle Point	97524
Gold Hill	97525
Jacksonville	97530
Medford	97501
Medford	97504
Phoenix	97535
Prospect	97536
Rogue River	97537
Shady Cove	97539
Talent	97540
Trail	97541
White City	97503

KLAMATH COUNTY ZIP CODES	
Post Office	Zip Code
Beatty	97621
Bly	97622
Bonanza	97623
Chemult	97731
Chiloquin	97624
Crater Lake	97604
Crescent	97733
Crescent Lake	97425
Dairy	97625
Fort Klamath	97626
Gilchrist	97737
Keno	97627
Klamath Falls	97601
Klamath Falls	97602
Klamath Falls	97603
Malin	97632
Merrill	97633
Midland	97634
Sprague River	97639