



BYLAWS

CONNECTICUT VALLEY CHAPTER #069 AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Serving Connecticut and Western Massachusetts

Safety Leadership in the 21st Century

CHARTERED - JUNE 5, 1945

Bylaws adopted - October 21, 1992

Bylaws approved by Regional Vice-President - June 3, 1993

Revised Bylaws approved by Regional Vice President - January 05, 1998

Revised Bylaws of April 23, 2003 approved by Area Director - October 29, 2003

Revised Bylaws of March, 2006, Approved by Area Director – May, 2006

Revised Bylaws of January, 2010, Approved by Area Director – January, 2010

Revised Bylaws of July, 2012, Approved by Area Director – December 10, 2012

Revised Bylaws of October 4, 2013, Approved by Area Director – May 27, 2014

Revised Bylaws of December 16, 2016, Approved by Area Director -

Approved by the Connecticut Valley Chapter Membership. Date:

Submitted by: *Maryanne Steele* Date: March 27, 2018
Maryanne Steele, President 2017-2018

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Donald Olesen, New England Area Director

Approved by: *Aaron Cameron* Date: 4.27.18
Aaron Cameron, Region VIII Vice President

**BYLAWS
CONNECTICUT VALLEY CHAPTER
AMERICAN SOCIETY OF SAFETY PROFESSIONALS**

Chapter Chartered June 5, 1945

ARTICLE I - NAME

- Section 1. The name of this organization shall be the Connecticut Valley Chapter of the American Society of Safety Professionals. The Connecticut Valley Chapter is incorporated in the State of Connecticut.
- Section 2. Hereinafter, the Connecticut Valley Chapter will be referred to as the Chapter, and the American Society of Safety Professionals will be referred to by the acronym ASSP or as the Society.

ARTICLE II – PURPOSE AND OBJECTIVES

- Section 1. The purpose of this Chapter of the Society is to promote the advancement of the safety profession and the professional well-being and development of its members.
- Section 2. In fulfilling its purposes, the Chapter shall have the following objectives:
- a) To develop and promote educational programs for obtaining knowledge associated with performing the functions of a safety professional.
 - b) To develop and disseminate 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 exchange and acquisition of professional knowledge among its members.
 - d) To foster liaison with government entities and local organizations of related disciplines in matters of concern to the profession.
 - 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 its affairs in a manner that will reflect the standards, purpose, professionalism and objectives of the Society.

ARTICLE III - MEMBERSHIP

- Section 1. Membership in the Chapter is open to all individuals who are members in good standing of the Society.

- Section 2. Membership is personal and not transferable.
- Section 3. All Chapter members in good standing are eligible to vote on all matters submitted to the Chapter membership.

ARTICLE IV - ORGANIZATION

- Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its designated geographical area. It shall operate in accordance with these and the Society Bylaws.
- Section 2. In order to maintain its charter, the Chapter shall have a minimum of 25 active members.
- Section 3. The Chapter is located in the New England area of Region VIII. The following counties define the Chapter's geographical area:

Connecticut		Massachusetts
Hartford	Fairfield	Berkshire
Litchfield	Middlesex	Franklin
Tolland	New Haven	Hampden
Windham	New London	Hampshire

- Section 4. There shall be an Executive Committee responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all Chapter funds and 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. A quorum for a meeting of the Executive Committee shall be defined as a majority of the Committee members, at least one of whom shall be the President, President-Elect or the Treasurer. A duly called meeting shall be one in which the Executive Committee has been provided notification a minimum of five (5) days prior to the meeting, unless there is unanimous agreement to meet earlier.
- Section 6. The Executive Committee shall consist of the Elected Officers as defined in Article V, Section 1 plus the immediate past president and the Section Chairperson from any affiliated Sections. If the immediate past president is, or becomes unable or unwilling to serve, the most recent past president willing and able to serve shall be a member of the executive committee. If no past president is willing and able to serve, the position shall remain vacant.
- Section 7. Each major objective as listed in Article II, Section 2 of the Bylaws, shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson.
- Section 8. The Chapter President is a Member of the Region VIII Regional Operating Committee (ROC) and the New England Area Operating Committee (NEAOC or Area Operating Committee). The Chapter President-Elect is the Alternate Member of the ROC and the NEAOC. If both are unable to attend a ROC or a NEAOC meeting, the President may appoint a proxy to represent the Chapter.
- Section 9. Members of the Chapter shall elect Chapter Officers.
- Section 10. The Chapter activity year shall be from July 1 to June 30. The Chapter fiscal year shall be as directed by the Society.

ARTICLE V - OFFICERS

- Section 1. Elected officers of the Chapter shall be:
- a) President
 - b) President-Elect
 - c) Vice President
 - d) Secretary
 - e) Treasurer
 - f) Delegate(s) to the Society House of Delegates. A Delegate may also hold another position on the Executive Committee, but if so will have only one vote on the Executive Committee.
- Section 2. Each elected Chapter officer shall be a Society member for at least one year prior to taking office; the Area Director must approve exceptions. Only a Professional Member or Member who is in good standing 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 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 member of the Area Operating Committee and Region VIII Regional Operating Committee representing the Chapter.
 - d) Provide leadership for programs and activities for the Chapter during the term of office.
 - e) Appoint such committees and chairpersons as are necessary to implement the objectives of the Chapter. These committees and chairpersons may be removed by the President.
 - f) Submit an Annual Report of the Chapter activities to the Area Director and the Society headquarters by the dates established by the Society.
 - g) Submit the names of Chapter Officers elected for the ensuing year by the specified date to the New England Area Director, Regional Vice President and the Society headquarters.
 - h) Serve as the/a Delegate for the Chapter to the Society House of Delegates.
- 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) Assume responsibilities for the work of Committees as assigned by the President
- Section 5. The Vice President shall:
- a) Assemble and prepare the Annual Report of the Chapter activities (aka: 'STARS' report) for the President.

- b) Assume responsibilities as assigned by the President.

Section 6. The Secretary shall:

- a) Maintain Chapter records and correspondence, and retain custody of the Chapter Charter.
- b) Record and distribute minutes of Chapter meetings and Executive Committee meetings.
- c) Notify Chapter members of meetings.
- d) Assume the duties of the Treasurer as necessary.

Section 7. The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Supervise the receipt and disbursement of funds as directed by the Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Executive Committee.
- d) By dates established by the Society, transmit to Society Headquarters the audited income and expense statement for the fiscal year ending March 31, and submit to the Internal Revenue Service any required tax documents.
- e) Submit a completed Chapter Dues report by March 1st to ASSP Headquarters Secretary.
- f) Assume the duties of the Secretary as necessary.

Section 8. The Delegate(s) to the Society House of Delegates shall:

- a) Operate in accordance with House of Delegates Procedural Guidelines 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 Chair of the Succession Planning Committee. The Committee, including the Chair, will consist of no less than three (3) nor more than five (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chair. Officers serving in positions that succeed to the next chapter officer level may serve on the Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Committee. Committee members' names shall be distributed to all Chapter members. There should be at least one member of the Succession Planning Committee at each Chapter Board meeting.

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 Nominations & Elections Committee must approve the slate of officer candidates.

- Section 2. The Succession Planning Committee shall work to build our bench and tools for position succession and will identify and select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least thirty (30) days in advance of the election.
- Section 3. Any 10 Chapter Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating 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 15 days prior to the elections. Candidate write-in nominations are not permitted unless the aforementioned petition and written acceptance guidance is followed.
- Section 4. The term of elected Chapter officers shall be July 1 to June 30 for one year beginning July 1.
- Section 5. Election of officers for the ensuing year shall be held no later than April 30 of each year. If there is more than one candidate for any office, election shall be by written or electronic distribution ('email') ballot. If there is only one candidate for an office, election may be by voice vote during meetings. The winner is determined by simple majority.
- Section 5A. In the event a quorum is not present at the meeting, a special ballot will be sent to Chapter members via electronic distribution ('email') or by mailing. A minimum return of twenty-five (25) ballots or ten percent (10%) of the membership, whichever is less, is required. The winner is determined by simple majority.
- Section 6. Removal of elected Chapter officers may be proposed upon presentation of a signed petition to the New England Area Director from either a majority of the Executive Committee or 25 Chapter Professional Members or Members. A membership vote on removal shall be conducted by electronic distribution ('email') or by signed mail ballot with at least 15 days allowed for the return of the ballots. Removal of an elected Chapter officer shall require a 2/3 majority vote, provided at least 50% of the members cast a signed ballot.
- Section 7. Vacancies in elected Chapter offices shall be filled by the succession designated in the various offices. When no succession is designated, the position shall be filled as follows:
- a) Should a vacancy occur in the office of 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 subject to the approval of the Executive Committee.
 - b) Should a vacancy occur in the office of President-Elect or Vice President, the President shall appoint a special Nominating Committee who will follow the guidelines in Section 1 of this Article.
 - c) Should a vacancy occur in the office of Secretary or Treasurer, the President shall appoint, with the approval of the Executive Committee, an eligible member to fill the unexpired term of office.
 - d) Delegates will be elected by a simple majority vote of the Executive Committee.
 - e) Receive at the Chapter meeting nominating petitions signed by the number of Professional Members and Members specified in Article VI, Section 3.

- f) Conduct a voice vote at the Chapter meeting if there is only one candidate and a written or electronic distribution ("email") ballot if there is more than one candidate for an office. In the event a quorum is not present at the meeting, a special ballot will be sent to Chapter members via electronic distribution ("email") or by mailing. A minimum return of twenty-five (25) ballots or ten percent (10%) of the membership, whichever is less, is required. In either case the winner is determined by simple majority.

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,
- Section 2. The group must petition in writing the Executive Committee to form a Section of the Chapter. Formation of a section is subject to approval of the Area Operating Committee.
 - a) The petition should outline the: (1) name of the section; (2) territory the Section will encompass, the number of members currently in this area and the number in that area who support formation of a section; (3) plans for meetings to be held and the nature of the program contemplated; (4) justification for the creation of the Section; (5) any dues arrangements between the Chapter and the Section, and (6) bylaws agreeing in principal with the ASSP Model Section Bylaws.
 - b) The Section shall operate in accordance with Society and Chapter Bylaws.
 - c) Sections, upon approval by the Area Operating Committee, shall elect a Chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. 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 be considered a voting member of that Committee.
 - d) By April 15 of each Chapter year, the Section Chairperson shall submit a financial report to the Chapter President and Area Director if section finances are handled separately from Chapter Treasury. By April 15 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities to the Chapter President and Area Director.
 - e) The Section Chairperson or Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary, and notify members of meetings, and maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall provide financial support for Section activities approved by the Executive Committee. The Secretary will serve as acting Chairperson at Section meetings and Chapter Executive Board meetings as necessary. If neither the Chairperson nor the Secretary are available, the Chairperson may appoint a designee from among the Section members.
 - f) The Chairperson of the Section shall appoint a Succession Planning Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1 or may consolidate the function under the Chapter's Succession planning Committee Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a meeting prior to July 1.

- g) 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 any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
- h) Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. Formation of a student section shall follow Section 2, a) through g) of this Article, listed above.

ARTICLE VIII - DUES

- Section 1. Each member, except Student, Emeritus or Honorary Members shall be assessed annual dues as determined by Chapter members, in addition to the 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. A quorum is defined in Article IX, Section 2. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

ARTICLE IX - MEETINGS

- Section 1. Meetings that define or discuss methods, procedures, systems, devices or standards applicable to the reduction, control or elimination of hazards or exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees, shall be held at least four times during the year for the exchange and acquisition of professional knowledge among members.
- Section 2. The Executive Committee may call special meetings of members. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least 15 days in advance. Twenty-five (25) members or ten percent (10%) of the membership in good standing, whichever is less, and including at least one member of the Chapter Executive Committee, shall constitute a quorum at any special meeting.
- Section 3. 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 4. Executive Committee meetings shall be conducted at least four times per year and the Chapter President or designee will preside over the meeting. These meetings are necessary for managing the chapter including succession planning, finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.

ARTICLE X - MISCELLANEOUS

- Section 1. 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 contained in the Society Bylaws.
- Section 2. 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 3. 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 their 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.

Section 4. Chapter correspondence will be by electronic communications unless Chapter members request printed copy.

Section 5. 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 Executive Committee. The resolution shall set forth the reasons for dissolution.
- b) Within thirty (30) days following the Executive Committee action, a mail ballot shall be sent to each Chapter member setting forth the reason for the dissolution. Thirty (30) days after the ballots are mailed the Executive Committee shall count the ballots returned. A two-thirds (2/3) vote in favor of dissolution 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 6. 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 probationary period. Upon notice, the officers shall carry out the dissolution of the Chapter.

Section 7. If a Chapter Executive Committee no longer exists or conditions preempt the implementation of the preceding Section 5, a Chapter member may make a recommendation for dissolving a Chapter to the Area Director for their review. Upon the approval of the Area Director, the recommendation will be forwarded to the Society Board of Directors.

ARTICLE XI – BYLAWS REVIEW AND AMENDMENTS

Section 1. These Bylaws shall be reviewed by the Executive Committee at intervals stipulated by the Society for the purpose of considering amendments, including updating information and excising outdated or incorrect information.

Section 2. Amendments to these Bylaws may be proposed by the Executive Committee or by 25 Chapter Professional Members or Members. Amendments proposed by the latter shall be presented to the Executive Committee.

Section 3. The Executive Committee shall send any proposed amendments to the membership at least thirty (30) days in advance of the meeting at which action will be taken.

Section 4. 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.

- a) In the event a quorum is not present at the meeting, a special ballot will be sent to Chapter members via electronic distribution ('email') or by mailing. A minimum return of twenty-five (25) ballots or ten percent (10%) of the membership, whichever is less, is required.

Section 5. All amendments to these Bylaws will become effective after approval by the Area Director and RVP.