

BYLAWS FOR THE
WISCONSIN CHAPTER
OF THE
AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted – November 2017



(Area Director Signature)

4.15.18

(Date)



(Regional Vice President)

4.15.18

(Date)

Chapter Chartered: 4/10/1950

ARTICLE I - NAME

- Section 1 The name of this organization shall be the Wisconsin Chapter of the American Society of Safety Professionals.
- Section 2 Hereinafter, the Wisconsin Chapter will be referred to as Chapter, and the American Society of Safety Professionals 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:
- To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - To develop and disseminate locally, information and materials that will carry out the goals and objectives of the Chapter and of Society.
 - To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
 - To foster liaison with local organizations of related disciplines.
 - To inaugurate and implement programs and projects that is consistent with the purposes of the Chapter and the Society.
 - To conduct Chapter affairs in a manner that will reflect the Mission and values 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 40 active members.
- Section 3 The Chapter is located in Area A of Region V, and the Chapter's geographical area is defined as follows:

Fond du Lac, Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha Counties in the State of Wisconsin. Also known as the following Zip Codes:

53001, 53002, 53004, 53005, 53007, 53008, 53010, 53011, 53012, 53013, 53017, 53018, 53019, 53020, 53021, 53022, 53023, 53024, 53026, 53027, 53029, 53031, 53033, 53037, 53040, 53044, 53045, 53046, 53049, 53051, 53052, 53056, 53057, 53058, 53060, 53064, 53065, 53066, 53069, 53070, 53072, 53073, 53074, 53075, 53076, 53079, 53080, 53081, 53082, 53083, 53085, 53086, 53089, 53090, 53092, 53093, 53095, 53097, 53101, 53102, 53103, 53104, 53105, 53108, 53109, 53110, 53114, 53115, 53118, 53119, 53120, 53121, 53122, 53125, 53126, 53128, 53129, 53130, 53132, 53138, 53139, 53140, 53141, 53142, 53143, 53144, 53146, 53147, 53148, 53149, 53150, 53151, 53152, 53153, 53154, 53157, 53158, 53159, 53167, 53168, 53170, 53171, 53172, 53176, 53177, 53179, 53181, 53182, 53183, 53184, 53185, 53186, 53187, 53188, 53189, 53190, 53191, 53192, 53194, 53195, 53199, 53201, 53202, 53203, 53204, 53205, 53206, 53207, 53208, 53209, 53210, 53211, 53212, 53213, 53214, 53215, 53216, 53217, 53218, 53219, 53220, 53221, 53222, 53223, 53224, 53225, 53226, 53227, 53228, 53233, 53234, 53235, 53237, 53244, 53259, 53263, 53267, 53268, 53274, 53278, 53288, 53290, 53293, 53295, 53401, 53402, 53403, 53404, 53405, 53406, 53407, 53408, 53490, 53585, 53919, 53931, 54932, 54935, 54936, 54937, 54971, 54974, 54979

- 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 Elected Officers and the 2 most recent Past-Presidents. A majority of the Executive Committee present at a meeting shall constitute a quorum. Each member of the Executive Committee has the right to vote on matters of business brought to the executive committee for consideration. Individuals holding more than one office on the Executive Committee shall have only one vote in Executive Committee decisions. The Chapter Board shall consist of the Executive Committee and Committee Chairpersons.

Elected Officers:
 President/ Society House Delegate, President-Elect/ Society House Delegate, Vice President, Treasurer, Secretary

- 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. Committee chairs and all members of the committee are appointed by the President subject to approval by the Executive Committee.
- Section 7 The Chapter President is the voting representative for the Chapter at the Area Operating Committee or 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 Area Director or 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) Past President/ Delegate to the Society House of Delegates
- b) President/ Delegate to the Society House of Delegates
- c) President-Elect
- d) Vice President
- e) Treasurer
- f) Secretary

NOTE: Each Chapter shall be entitled to delegates as determined by their membership count as of December 31 of the previous calendar year as follows: a. 249 members or less = 1 delegate; b. One delegate for each additional 250 members or portion thereof, in excess of its initial 249 members.

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/Vice President, Treasurer, Secretary, 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 Area Operating Committee or 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 annual planning template to the Area Director or Regional Vice President and Society Headquarters by August 15.
- g) Submit a completed Annual Performance Report to the Area Director or Regional Vice President and Society Headquarters by June 30 when your term ends.

- h) 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.

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.
- c) Serve in place of the President when absent at all Chapter and Society functions.
- d) Prepare a completed annual planning template to the Chapter President for review by August 1.
- e) Oversee the Chapter's public relations and newsletter editing, printing and distribution.

Section 5 The Vice President shall:

- a) Succeed to the office of President-Elect and carry out its duties if the President-Elect is unable to serve.
- b) Assume responsibilities for the work of Committees as assigned by the President.
- c) Serve in place of the President and President-Elect when absent at all Chapter and Society functions.

Section 6 The Treasurer shall:

- a) Succeed to the office of Vice-President and carry out its duties if the Vice-President is unable to serve.
- b) Maintain all financial records of the Chapter.
- c) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- 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 & expense statement and any IRS tax documents for the fiscal year ending March 31. The Chapter Executive Committee shall review and accept the income and expense statements before they are transmitted to Society Headquarters. 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 Secretary shall:

- a) Succeed to the office of Treasurer and carry out its duties if the Treasurer is unable to serve.
- b) Maintain Chapter records, correspondence and history.

- 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 8 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 and transmit the Chapter's opinions and views on Society activities to the House of Delegates.
- 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 Nominations & Elections Committee, including the Chairperson, will consist of neither 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.

The current President of the Chapter cannot serve on the Nominations and Elections Committee. In cases where a chapter does not have an immediate Past President available to serve as the Nominations and Elections Chair, the chapter will notify the RVP who will make the selection from qualified members of the chapter.

Selection of the Nominations and Elections Committee Members shall be completed no later than December 1st and duly recorded and reported to Society. 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 30 days in advance of the election.

Section 3 Chapter members may submit a signed petition nominating an individual for elective office. The petition will require 25 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 15 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 7 days prior to the election.

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

Section 5 Election of officers for the ensuing year shall be held no later than the May meeting in attendance of a quorum or by electronic ballot to all members with results to be announced at a meeting no later than May. 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 40 votes or 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 7 Removal of elected Chapter officers shall be by a 2/3 vote of the Executive Committee at any regular or special executive committee meeting at which a quorum of the Executive Committee is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Grounds for removal from office can include, but are not limited to, dereliction of duty, and not adhering to the ASSE Code of Conduct. Upon presentation of a signed petition from 25 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 8 Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions.

a) Should a vacancy occur in the Chapter office of:

1) President, the President-Elect shall serve the un-expired term of the President in addition to the term for which he/she was originally elected. Should the President-Elect decline the President position, a past President may serve as President for the remainder of the term, upon the approval of the Chapter Executive Committee. Otherwise, a special election shall be held for filling the seat of President. The special election shall be handled in the same manner as regular elections.

2) President-Elect, the Vice-President shall serve the un-expired term of the President-Elect in addition to the term for which he/she was originally elected.

3) Vice President, Secretary, Treasurer, or Delegate(s) to the Society House of Delegates, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member to fill the un-expired term of office. Special consideration shall be given to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

b) If the designated successor declines to accept the position, the successor shall temporarily handle the responsibilities of the empty position until a special election can be held. Special elections are to be handled in the same manner as regular elections outlined in this Article.

Section 9 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 10 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 Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from Student Members attending an educational institution where that institution lies within the boundaries of the chapter.
- Section 2 The group shall complete a section formation application. The section shall be approved by the chapter, and Area Operating Committee, or if applicable, Regional Operating Committee. The Section shall operate in accordance with Society and Chapter Bylaws.
- Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/ Treasurer and must abide by Article VII in the Chapter Bylaws.
- a) 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 Section Chair/Student Section Chair or Chapter President.
 - b) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
 - c) 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 and assets in the Section Treasury shall be remitted to the Chapter for Chapter use.

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 30 days in advance regarding dues proposals. An e-ballot may also be used for this process with a minimum return rate of 20% of chapter members.

ARTICLE IX - MEETINGS

- Section 1 The Chapter shall hold at least four technical meetings a year. 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 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 3 A majority of the Executive Committee present at an executive committee meeting shall constitute a quorum. Twenty-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. In the event the Chapter does not attain a quorum at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve by-law amendments.

- 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 meeting. 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 Electronic voting may be used for general Chapter votes and/or Executive Committee votes.
- a) Using the electronic voting process for Chapter votes may be used when quorum is not present or urgency of the vote will not allow a vote at regular meetings.
 - 1) A return of at least 25 Chapter member votes is required. The ballot process shall be open for at least 15 days as a minimal period for response from the members and shall not be open for more than 30 days.
 - 2) Vote responses shall be returned to a designated elections chair who will tally the vote. Copies of this electronic vote shall be maintained for at least one year, should further review or validity questions arise.
 - 3) At the time of an electronic vote, ballots shall be sent to all members.
 - b) Using the electronic voting process for executive committee votes may be used when urgency of the vote will not allow a vote at a regular scheduled Executive Committee meeting. Prior discussion with the Executive Committee is needed before the electronic vote is sent out.
 - 1) The Chapter President or designee shall set, send out, receive back and tally all electronic votes. All elected Executive Committee members shall be sent a vote. Voting shall be open for at least 48 hours during a regular work week and no more than 5 regular work days. This time frame shall be prominently presented on the vote notification.
 - 2) For a vote to be considered valid, a majority of the Executive Committee must return a vote in the allotted open vote time. A majority of votes returned dictates the vote results.
 - 3) Copies of all electronic votes shall be reviewed at the next regularly scheduled Executive Committee meeting. Copies of electronic vote documentation shall be maintained until the review at the next Executive Committee meeting is completed.

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 Chapter Executive Committee action, a mail or email 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, 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 the chapter bylaws committee or by 25 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. In the event the Chapter does not attain a quorum at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve by-law amendments.
- Section 4 All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.