

# BYLAWS GREATER CALUMET CHAPTER AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Bylaws Adopted August 2022

Bylaws Approved by the Area Director and Regional Vice President

Region Vice President signature: Christina Merriott  
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Chartered: October 21, 1967

## Article NAME

Section 1. The name of this organization shall be the Greater Calumet Chapter of the American Society of Safety Professionals, hereafter referred to as ASSP or as the Society.

Section 2. Hereinafter, the Greater Calumet Chapter will be referred to as Chapter. The name or abbreviation shall not be changed or altered when used by members or units of the organization.

## Article II. PURPOSE

Section 1. The purpose of this Chapter shall 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/or promote educational programs for obtaining the knowledge required when performing the functions of a safety professional.
- b) To develop and/or 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 such other programs and projects that are consistent with the purposes of the Chapter and the Society. a) To conduct its 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 25 active members.

Section 3. The Chapter is located in Northwest Indiana, North Area of Region VII, and the Chapter's geographical area is defined as follows: Benton, Carroll, Cass, Jasper, Lake, LaPorte, Porter, Pulaski, Starke and White Counties in Indiana. The chapter also includes Kankakee County and small portions (defined by Zip code) in Cook and Will Counties.

The chapter includes the following areas of Illinois:

<b>County</b>	<b>Zip Code</b>	<b>Municipality</b>
Cook	60411	South Chicago Heights, Sauk Village, Chicago Heights, Ford Heights, Lynwood
Cook	60415	Chicago Ridge
Cook	60419	Dolton
Cook	60422	Flossmoor
Cook	60425	Glenwood
Cook	60426	Phoenix, Dixmoor, Harvey
Cook	60429	Hazelcrest
Cook	60430	Homewood
Cook	60438	Lansing
Cook	60443	Matteson
Cook	60445	Midlothian, Crestwood
Cook	60461	Olympia Fields
Cook	60462	Orland Park
Cook	60463	Palos Heights
Cook	60464	Palos Park
Cook	60465	Palos Hills
Cook	60466	Park Forest
Cook	60467	Orland Park
Cook	60469	Posen

Cook	60471	Richton Park
Cook	60472	Robbins
Cook	60473	South Holland
Cook	60475	Steger
Cook	60476	Thornton
Cook	60477	Tinley Park
Cook	60487	Tinley Park
Kankakee	All Zips	All Municipalities
Will	60401	Beecher
Will	60417	University Park
Will	60417	Crete
Will	60448	Mokena
Will	60449	Monee
Will	60468	Peotone

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 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 majority of the Executive Committee present at a meeting shall constitute a quorum.

Section 6. The Executive Committee shall consist of the Elected Officers, and the Advisory Group Member(s) on the ASSP Advisory Group.

Section 7. 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 8. The Chapter President is a member of the Regional Operating Committee. A Professional Member or Member elected by the Chapter may serve in the stead of the President if so, designated in writing to the Regional Vice President.

Section 9. Members of the Chapter shall elect chapter officers and Advisory Group Member(s) on the ASSP Advisory Group.

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) Vice President (President-Elect)

- c) Secretary
- d) Treasurer
- e) Advisory Group Member(s) on the ASSP Advisory Group

Section 2. Each elected Chapter officer shall be a Society member for one year prior to taking office; the Regional Vice President must approve exceptions. However, only a Professional Member or Member may hold the offices of President, President-Elect, or Advisory Group Member(s) on the ASSP Advisory Group.

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 member of the 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 as are necessary to implement the objectives of the Chapter.
- f) Submit an Annual Report of Chapter activity to the Regional Vice President and the Society Secretary by August 15.
- g) Submit the names of Chapter officers and Advisory Group Member elected for the ensuing year annually by June 1 to the Regional Vice President and the Society Secretary.

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) Assume responsibilities for the work of Committees as assigned by the President.
- c) Act as the chair of the chapter's Annual Professional Development Conference.

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 of meetings.

- d) 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) By August 15, transmit to Society Headquarters the audited income & expense statement for the fiscal year ending May 1, and submit to the IRS any required tax documents.
- e) Assume the duties of the Secretary as necessary.

Section 7. Advisory Group Member(s) on the ASSP Advisory Group shall:

- a) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
- b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- c) Actively discuss and provide input on issues/topics to the

Board of Directors. Article VI. NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall be the Chairperson of the Nominating Committee. The Committee, including the Chairperson, will consist of no less than three (3) nor more than (5) members, preferably Past Presidents. The current Chapter President shall select one member and the balance of the members shall be selected by the Nominating Committee Chairperson. The current Chapter President shall not be a member of the Nominating Committee.

Members of the Committee who are chosen to run for an office shall resign from the Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. This exclusion does not apply to the President-Elect who is unopposed and may be a member of the Committee. The full final sitting Committee must approve the slate of officer candidates.

Selection of the Committee Members shall be completed not later than the first Executive Committee meeting each odd numbered calendar year. The names of the Committee Members shall be publicized prior to the December meeting.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published.

and distributed to the Chapter membership at least 60 days in advance of the election.

Section 3. Any ten-chapter 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 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 4. The term of elected Chapter officers shall be for two years beginning July 1<sup>st</sup> of each even numbered year.

Section 5. Election of officers for the ensuing two years shall be held at the May meeting of each even numbered year or by e-vote. Unless an e-vote is used, if there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for an office, election may be by voice vote.

Section 6. Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee, or ten voting members of the Chapter. Notification of such meeting shall be mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairpersons appointed by elected officers or the officer on the Executive Committee who appointed them may remove the Chapter Executive Committee.

Section 7. 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, including Secretary, Treasurer, or any others, 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 remaining term of office, giving special consideration to current committee Chairpersons 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.
  - 2) Vice President, the President shall:
    - (a) Appoint a special Nominating Committee.

- (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
  - (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 3.
  - (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) The successful candidate shall assume office immediately on election.
- c) Should a vacancy occur at mid-term or later, in the office of:
- 1) President, the President-Elect shall serve the remaining 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, then the position should be filled as noted in this Article and Section, paragraph b)(2).

Section 8. Vacancies in appointed offices shall be filled for their remaining term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 9. (Inability to serve) If after 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. Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See 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 30 days in advance regarding dues proposals.

#### Article IX. MEETINGS

Section 1. Meetings 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, shall be held at least four times during the year for the interchange and acquisition of professional knowledge among members.

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 to be sent to each member at least two weeks in advance.

Section 3. Ten active members in good standing shall constitute a quorum at any regular or special 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.

#### Article X. MISCELLANEOUS

Section 1. Chapter members may dissolve the Chapter 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 ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, the Chapter Executive Committee shall count them. 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. 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 3. 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 4. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.

Section 5. Chapter officers shall ensure 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 - five years following completion of the Chapter year.

Section 6. Financial reporting.

- a) Outgoing officers' fiscal year end reports are due annually on May 31st.

#### Article XI. AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 10 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, or by e-vote. A two-thirds (2/3) affirmative vote of total votes cast is required for approval.

Section 4. All amendments to these Bylaws will become effective upon approval by the Area Director and Regional Vice President.