

**NEW JERSEY CHAPTER
AMERICAN SOCIETY OF SAFETY
PROFESSIONALS**

BYLAWS

Chapter Chartered February 1928
Chapter # 182

Bylaws Updated: November, 2017

Provided by: Chapter President, John Vogler, CSP.

Bylaws Change Adopted:

Approved by Area Director & Regional Vice President

Area Director: Sherrilee Davis Date: 4/23/18
Regional Vice President: Alynn Date: 4/23/18

ARTICLE I - NAME

- Section 1. The name of this organization shall be the New Jersey Chapter of the American Society of Safety Professionals.
- Section 2. Hereinafter, the New Jersey 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 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 to perform 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.
- f) 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 carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.
- Section 2. To maintain its Charter, the Chapter shall have a minimum of 25 active members.
- Section 3. The Chapter is in Metro Area of Region Eight (8) and the Chapter's geographical area is defined as follows:

Bergen County
 Essex County
 Hudson County
 Hunterdon County:
 Middlesex County
 Monmouth County
 Morris County
 Passaic County
 Somerset County
 Sussex County

Union County
Warren County

- 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 Elected Officers present at a meeting shall constitute a quorum.
- Section 6. The Executive Committee shall consist of the Elected Officers, Delegates to the House of Delegates, the immediate Past Chapter President and all Chairs of the standing Committees.
- a) All active Past Presidents are considered non-voting, members of the Executive Committee, with the exception of the immediate Past President, as noted above.
- 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. An Elected Officer may serve in the stead of the President.
- Section 9. Chapter officers and Delegate(s) to the Society House of Delegates shall be elected by members of the Chapter. The Delegates shall be comprised of the President, President-Elect, and Vice-President or their designees.
- Section 10. The Chapter financial year shall be from April 1 to March 31 each year. The Chapter terms of office for the President, President-Elect, Vice President, Secretary, Treasurer and Delegates to the Society House of Delegates shall be from July 1 to June 30.
- Section 11. Executive Committee members (Officers and/or Committee Chairs) requested to attend Area or Regional meetings will have their out-of-pocket expenses covered by the Chapter, if not reimbursed by their employer. The cost, not to exceed \$400 per member and \$800 for the meeting, is authorized unless prior approval to exceed these limits is obtained from the Executive Committee.
- Section 12. The Executive Committee has the sole responsibility for the appropriation of budgeted and unbudgeted Chapter money for legitimate operating expenses.

ARTICLE V- OFFICERS (Please refer to NJASSP Organizational Chart)

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 (3)

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.

- a) All elected Chapter Officers must have held a position in the Chapter's Executive Committee as defined in ARTICLE IV - ORGANIZATION; Section 6 for at least one term. Exceptions must be qualified by the nominations committee and approved by the Executive Committee.
- b) Only a Professional Member or Member may hold the offices of President, President-Elect, Vice-President 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. If the cost of attendance at outside meetings is not reimbursed by the member's company, then the out-of-pocket expenses will be reimbursed by the Chapter, pending approval of the Executive Committee.
- c) Be a member of the Area Operating Committee (AOC) and/or Regional Operating Committee (ROC) representing the Chapter. If the cost of attendance at AOC meetings is not reimbursed by the member's company, then the out-of-pocket expenses will be reimbursed by the Chapter, pending approval of the Executive Committee.
- 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 activities and/or Chapter Achievement Recognition Program to the Area Director and Regional Vice President and the Society Headquarters by August 15.
- g) Submit the names of Chapter officers and delegate(s) elected for the ensuing year (Incoming Officer Report Form) annually by May 31 to the Area Director, Regional Vice President and the Society Headquarters.
- h) Appoint an Audit Committee no later than April 1, to inspect all books and records of the Treasurer for the current Chapter fiscal year.
NOTE: An exception to the formation of an Audit Committee is if an independent (non-member) Certified Public Accountant (CPA) is hired by the Chapter to conduct a fiscal year review/audit.
- i) Share in the coordination, with the President-Elect and Vice-President, all the activities and actions of all the standing Committees.
- j) Appoint a Nominating Committee to nominate the following year's Chapter Officers and Delegates by the December meeting. E-mail ballots for election of following year's Society officers by March 1.
- k) Submit the following petitions by the required date:
 - 1) December 1: Society Safety Professional of the Year and petitions for the honor of Fellow.
 - 2) January 1: Safety Educator Award
 - 3) February 1: Region VIII Safety Professional of the Year
 - 4) April 1: Charles V. Culbertson Volunteer Service Award to Executive Committee and petitions for the MSA Safety Scholarship Award
- l) Submit the previous year's annual Chapter financial statements and Chapter Annual Reports to the Area Director, Regional Vice President and Society Headquarters by April 15.

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) Recommend and assist the President in finding Chapter members to serve as Chair people or members of the Committees.

- d) Share in the coordination, with the President and Vice-President, all the activities and actions of all the standing Committees.

Section 5. The Vice-President shall:

- a) Share in the coordination, with the President and President-Elect, all the activities and actions of all the standing Committees.
- b) Assist the Secretary or Treasurer as needed.
- c) Preside over meetings in the absences of the President or the President-Elect.
- d) Succeed to the office of the President-Elect and carry out its duties if the President-Elect is unable to serve.
- e) Assist Committee Chairs in finding members for their Committees or offer suggestions to improve committee operations.

Section 6. The Secretary shall:

- a) Maintain Chapter records and correspondence.
- b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings within two weeks of the meeting.
- c) Assume the duties of the Treasurer as necessary.
- d) Maintain a permanent log of all motions made and passed.
- e) Retain all Chapter records and pass such records to the next Secretary.
- f) Maintain a complete Chapter History File through the last completed Chapter year. Report completion of the review to the Executive Committee at its first meeting of the following Chapter year. Each "Chapter Year History" to contain:
 - 1) All Newsletters and monthly meeting notices.
 - 2) Executive Committee Meeting Minutes and Agendas.
 - 3) Roster and/or changes received during the year.
 - 4) Meeting schedule card.
 - 5) List of officers and committee chairs (if not contained elsewhere).
 - 6) By-laws changes made during the year.

- 7) New and/or revised Committee descriptions.
- 8) Other items of major interest.
- g) Serve for a two-year term; elected on alternate years with the Treasurer.

Section 7. The Treasurer shall:

- a) Maintain all financial records of the Chapter, including copies of Chapter Financial Reports and supporting documents for the past 5 years.
- b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) Submit a Chapter Dues Report Form to Society Headquarters by March 1 noting Chapter dues to be charged the following year.
- e) Transmit to Society Headquarters and the Chapter President by April 15 the audited income & expense statement for the fiscal year ending March 31.
- f) File Forms 990 and 990T with the IRS, if required by May 31.
- g) Assume the duties of the Secretary as necessary.
- h) Prepare the annual budget for the forthcoming fiscal year and submit it to the Executive Committee by the January meeting.
- i) Present all records to the Audit Committee or hired CPA in order that the annual report be completed and submitted to Society Headquarters and the Area Director no later than May 31.
- j) Serve for a two-year term; elected on alternate years with the Secretary.
- k) Turn over, to the new Treasurer, all records, books, moneys and papers belonging to the Chapter at the expiration of the term.

Section 8. Succession

- a) The positions of Secretary and Treasurer alternate ending terms.

Section 9. The Delegate(s) to the Society House of Delegates shall:

- a) Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
- b) Keep the Chapter informed of House of Delegates actions and proposed actions.
- c) Act on House of Delegates mail ballots on behalf of the Chapter.
- d) If the cost of attending the Delegates Meeting is not reimbursed by the member's company, then the reasonable expenses for lodging, airfare, ground transportation and meals will be reimbursed by the Chapter, not to exceed \$1,200 for the National House of Delegates meeting in June, without prior approval of the Executive Committee.

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 Nominating Committee, including the Chairperson, will consist of no less than three (3) or more than (5) members, preferably Past Presidents. One member shall be selected by the current Chapter President and the balance by the Nominating Committee Chairperson. The current Chapter President shall not be a member of the Nominating Committee.

Members of the Nominating Committee who are chosen to run for an office shall resign from the Nominating 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 Nominating Committee. The slate of officer candidates must be approved by the full final sitting Nominating Committee.

Selection of the Nominating Committee Members shall be completed not later than the December Executive Board meeting. The names of the Nominating Committee Members shall be publicized prior to the January 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 30 days in advance of the election.

Section 3. Any New Jersey Chapter Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition, signed by a minimum of fifteen (15) Chapter members, 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 one year beginning July 1 with the exception of the Secretary and Treasurer whose positions are overlapping two-year terms.
- Section 5. Election of officers for the ensuing year shall be done by electronic ballot posted on the NJASSP website during the month of March. The Chapter will provide an e-mail notice to the Chapter prior to the election.

The election results will be announced and published in April.

A return of at least 40 votes or 20% of the Chapter membership, whichever is less, is required. If the minimum number of ballots are not returned in the March timeframe, the election will be extended to obtain the minimum number of required ballots.

- 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 fifteen (15) 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 Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

- 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 Vice President, Secretary, Treasurer, or any others, except President or President-Elect, 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 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 President-Elect shall succeed to the Presidency.
 - 2) President-Elect, 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 Professional Members and 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 (December) or later, in the office of:
 - 1) President, the President-Elect shall serve the unexpired term of the President in addition to the term for which he/she was originally elected.
 - 2) President-Elect, the Vice-President shall serve the unexpired term of the President-Elect.
 - 3) Vice-President, the position shall remain vacant until the next election.

Section 8. 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 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 (above).

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

ARTICLE VII - SECTIONS

Section 1. Sections may be formed by this Chapter to serve 10 or more dues-paying 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.

Section 2. The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Area Operating Committee.

- 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.
- 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 attend at least two, as a non-voting participant.
- d) By May 31 (April 30) of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Area Director.
- e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; 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 for its use.
- f) The Chairperson of the Section shall appoint a Nominating 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.
- 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 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 (January 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. 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. 15 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 - STANDING COMMITTEES

- Section 1. The Chairperson (or Chair) for the following Standing committees shall be appointed at the discretion of the President to serve during the current operating year (July 1 through June 30). These committees are essential to the effective operation of the Chapter and should take priority when considering appointees to Chair positions. These committees shall be a voting member of the Executive Committee.

- a) STARS- (reports to President-Elect)
- b) Regulatory Affairs- (reports to Vice President)
- c) Professional Development Conference- (reports to Vice President)
- d) Program Chair- (reports to Vice President)
- e) Networking- (reports to Treasurer)
- f) Membership- (reports to Treasurer)
- g) Scholarship- (reports to Treasurer)
- h) Public Affairs- (reports to Secretary)
- i) Webmaster- (reports to Secretary)

Section 2 The following committees are authorized, but not essential. If functional, the Chair for these committees shall be a voting member of the Executive Committee.

- a) By-Laws – (reports to President-Elect)
- b) Nominations- (reports to President-Elect)
- c) CoPS - (reports to President-Elect)
- d) Construction – (reports to Regulatory Affairs Chair)
- e) Environmental- (reports to Regulatory Affairs Chair)
- f) Health Care- (reports to Regulatory Affairs Chair)
- g) Insurance/Risk Management- (reports to Regulatory Affairs Chair)
- h) PEOSHA- (reports to Regulatory Affairs Chair)
- i) Awards and Honors – (reports to Treasurer)
- j) WISE- (reports to Public Affairs Chair)
- k) NAOSH- (reports to Public Affairs Chair)
- l) Hispanic Outreach– (reports to Public Affairs Chair)
- m) Community / Youth Outreach- (reports to Public Affairs Chair)
- n) College Outreach- (reports to Public Affairs Chair)

Section 3 The President may appoint other special or temporary committees as authorized by the Executive Committee. These committees will have their scope and duties defined at their creation.

Section 4 All Committee Chairs shall prepare a report to the Executive Committee monthly. Any Chair that cannot attend the Executive Committee meeting shall prior to the meeting submit their report to the Executive Committee member they report to as indicated in Sections 1 and 2 above.

Section 5 The Duties of a Committee Chairperson. The Chair shall:

- a) Prepare a monthly report to the Executive Committee to be delivered at the monthly meeting.
- b) Submit the monthly report to either the President, President-Elect, or Vice-President, depending who they are reporting to (and the Secretary for the Chapter Chron), if they cannot attend the meeting.

- c) Keep the Executive Committee and membership apprised of developments in the area(s) covered by the Committee.
- d) Provide to the Newsletter Editor at least one article detailing changes and developments in the area(s) covered by the Committee.

ARTICLE XI - 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 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.
 - 1) A two-thirds (2/3) vote is required for approval of the action.
 - 2) If the required two-thirds (2/3) vote is not received, a second ballot will be sent.
 - 3) If upon the second mailing two-thirds is not received, the vote shall be recorded as favoring dissolution of the Chapter.
- 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 Chapter may be dissolved by the Society Board of Directors 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 assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having

charge of these records is 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 XII - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by New Jersey Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee and signed by a minimum of fifteen (15) Professional Members and/or Members.
- 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, of the Professional Members and/or Members present, is required for approval.
- Section 4. All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.

Revision 1 - D:\BARRY\ASSE\BYLAWS\DRAFT1; 20 AUGUST 1998
Revision 1.1 – Chapter By Laws_Rev1.1 1100; 01 MAY 2001
Revision 1.2- Chapter By Laws_Rev1.1 1100; 1 DECEMBER 2001
Revision 1.3- Chapter By Laws_Rev 1.3....December 2005
Revision 1.4- Chapter By Laws_Rev 1.4....December 2006
Revision 1.5 -Chapter By Laws Rev 1.5....March 2010
Revision 1.6- Chapter By Laws Rev 1.6....January 2012
Revision 1.7 – Chapter By Laws Rev 1.7....March 2014
Revision 1.8 – Chapter ByLaws Rev 1.8....November 2017