

AMERICAN SOCIETY OF SAFETY ENGINEERS
OLYMPIA SECTION BYLAWS

Bylaws Adopted: October 17, 1989

Section Approved: October 17, 1989

Amended: August 26, 2001

Section Approved:

ARTICLE I - NAME

Section 1 The name of this organization shall be the Olympia Section of the Puget Sound Chapter of the American Society of Safety Engineers.

Section 2 Hereinafter, the Olympia section will be referred to as Section, the Puget Sound Chapter will be referred to as Chapter, and the American Society of Safety engineers will be referred to as the Society.

ARTICLE II – PURPOSE

Section 1 The purpose of this Section 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 Section 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 section, 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 Section 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 Section is open to those individuals who are members of the Society in good standing and who are located within the section's geographical area or request membership in it. All members of the Section shall be members of the Society, and the Chapter.

Section 2 Membership is personal and not transferable.

Section 3 All members may vote in section affairs.

ARTICLE IV - ORGANIZATION

Section 1 The section is a not-for-profit organization approved by the Chapter and Regional Operating Committee (ROC) of the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society and Chapter Bylaws.

Section 2 In order to maintain its approval, the Section shall have a minimum of 10 active members.

Section 3 The section is located in Region XIII, and the section's geographical area is defined as follows:

Pierce, Thurston, Lewis, Grays Harbor, Pacific, and Mason Counties in the state of Washington. The section will be headquartered in Olympia.

Section 4 There shall be a section Operating Committee responsible for the operation and management of the section. It shall be responsible for the supervision and care of all property, have full authority to commit the Section to action in consonance with resolutions adopted at meetings of the section. May cooperate with other organizations on such basis that will not impair the ability of the Section to pursue its purposes independently.

Section 5 A majority of the Section operating Committee present at a meeting shall constitute a quorum.

Section 6 The section Operating Committee shall consist of the Elected Officers, three appointed Standing Committee Chairpersons', and one appointed member-at-large.

Section 7 Each major objective as listed in Article II, section 2 of these Bylaws shall be under the supervision of either a section officer or an appointed Committee Chairperson.

Section 8 Members of the section shall elect section officers.

ARTICLE V - OFFICERS

Section 1 Elected officers of the Section shall be:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary-Treasurer

Section 2 Each elected Section officer shall be a Society member for one year prior to taking office; however, only a Professional Member or Member may hold the offices of Chairperson and Secretary-Treasurer.

Section 3 The Chairperson or Vice Chairperson shall:

- a. Preside at regular and special meetings of the Section Operating Committee and the membership.
- b. Represent the section at meetings of other organizations where official representation of the section is desirable.
- c. Be a member of the Executive Board of the Chapter, representing the section.
- d. Provide leadership for programs and activities for the Section during the term of office.
- e. Appoint such committees as necessary to implement the objectives of the Section.
- f. **Submit Annual Report of Section activities to the Chapter Executive Committee by July 1.**
- g. Submit the names of section officers elected for the ensuing year promptly to the Chapter President and the Regional I Vice-President.

Section 4 The Secretary-Treasurer shall:

- a. Maintain section records and correspondence.
- b. Record and distribute minutes of Section meetings and Section Operating Committee meetings.
- c. Maintain all financial records of the section.
- e. Supervise the receipt and disbursement of funds as directed by the section Operating Committee.
- f. Maintain section funds in a depository approved by the Section operating Committee.
- g. **By May 1, transmit to the Chapter the audited income and expense statement for the fiscal year ending March 31, and submit to the IRS any required tax documents.**

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

- Section 1 The section Chairperson shall appoint a Nominating committee no later than January of each year. Committee members' names shall be published in the January meeting minutes and will appear in the Chapter Newsletter, which shall be distributed, to all section members.
- Section 2 The Nominating Committee shall select qualified candidates for all elective offices. Candidate's names and qualifications shall be published and distributed to the section membership at least 60 days in advance of the election.
- Section 3 Any five Olympia section 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 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 Section officers shall be for one year beginning July 1.
- Section 5 Election of officers for the ensuing year shall be held at the May meeting. 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 Section officers shall be by Vote of section members at any regular or Special meeting upon presentation of a signed Petition from either the Section Operating Committee, or five voting members of the section. 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 section Operating Committee may be removed by the officer on the Section Operating Committee who appointed them.
- Section 7 Vacancies in elected Section offices shall be filled by the succession designated in the various offices. If no succession is designated, the Section Chairperson Shall:
- a. Appoint a special nominating committee.
 - b. Publish nominees for office at least 15 days in advance of the Section meeting at which the election is to be held.
 - c. Receive at the section meeting nominating petitions signed by the number of; Professional Members and Members specified: in Article VI, d. Conduct a voice vote at the section meeting if there is only one nominee and a written ballot if there is more than one nominee for an office.

ARTICLE VII - DUES

- Section 1 Each member, except Student, Emeritus, and Honorary Members shall be assessed annual dues as determined by Chapter members, in addition to society dues.

Section 2 All Society and Chapter dues shall be paid annually in advance for the year beginning July 1.

Section 3 For each Society year, a portion of each member's Chapter dues will be transferred to the section treasury. The portion will be as stated in Article VII, Section 2. (E), and Article VIII, section 1, of the Chapter Bylaws.

ARTICLE VIII - MEETINGS

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

Section 2 The section Operating Committee may call special meetings. The meetings 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 Five 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 section unless otherwise provided in these Bylaws.

ARTICLE IX - MISCELLANEOUS

Section 1 Section members may dissolve the section in the following manner:

- a. The resolution to dissolve the section shall be acted upon at a meeting of the section Operating Committee. The resolution shall set forth the reasons for dissolution.
- b. Within 30 days following the Section Operating Committee action, a mail ballot shall be sent to all Section members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed the 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 Section in conformance with applicable laws and Society Bylaws.

Section 2 The Chapter Executive Board can recommend to the ROC dissolution of the Section after a reasonable probationary period when the section:

- a. Fails to conform to minimum Society requirements.
- b. Activities or performance of actions are contrary or detrimental to the Society.

Section 3 The official Society symbol may be used by the Section 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 Section.

Section 5 Section officers having charge of section and membership records are authorized to dispose of the records at the end of the required retention; period as follows:

- a. Minutes of Meetings - five years following completion of the section year.
- b. Correspondence - two years following completion of the section year.
- c. Financial Records - five years following completion of the section year.

ARTICLE X - AMENDMENTS

Section 1 Amendments to these Bylaws may be proposed by the Section Operating Committee or by five section Professional Members and/or Members. Amendments proposed by the latter shall be presented to the section Operating Committee.

Section 2 The Section Operating Committee shall publish any proposed amendments to the membership at 30 days in advance of the meeting at which be taken.

Section 3 Amendments shall be voted on at a regular or special Section meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.

Section 4 All amendments to these Bylaws will become effective after approval by the Chapter Executive Committee.

OLYMPIA SECTION
PUGET SOUND CHAPTER
AMERICAN SOCIETY OF SAFETY ENGINEERS
Dues Transfer From PSC to Olympia Section

PURPOSE: To establish a process whereby the Puget Sound Chapter (PSC) of the American Society of Safety Engineers (ASSE) will disburse monies to the Olympia Section in accordance with PSC Bylaws Article VII Section 2.e.

SCOPE: Those Puget Sound Chapter members, professional members, associate members et al. All, that pay dues to the ASSE that are located within counties that make up the Olympia Section as defined in Olympia Section Bylaws ARTICLE IV, Section 3, dated October 17,1989.

PROCEDURE:

The Treasurer, Puget Sound Chapter, ASSE will:

1. Review the master membership list from the National ASSE to confirm membership, by July 1st, of the Olympia Section.
2. Allocate 50% of PSC dues paid by Olympia Section members to the Olympia Section.
3. Disburse monies annually by August 1st to the Olympia Section.
4. Coordinate the transfer of monies with the Secretary/Treasurer of the Olympia Section.
5. Report all money transfers at the next scheduled PSC Executive Committee meeting.

The Secretary/Treasurer of the Olympia Section, PSC will:

1. Report the monies received from the PSC at the next scheduled Section meeting.
2. Deposit the monies in the Olympia Section checking and/or savings account.
3. Maintain liaison with the PSC Treasurer regarding list(s) of Section members by July 1st.