

**Long Island Chapter of the  
American Society of Safety Professionals**

**CHAPTER BYLAWS**

Approved by Regional Vice President:



Approved by Area Director:



**ARTICLE I NAME**

**Section 1:** The name of this Chapter shall be the Long Island Chapter of the American Society of Safety Professionals.

**Section 2:** Hereinafter, the Long Island Chapter will be referred to as Chapter, and the American Society of Safety Professionals will be referred to as the Society.

**ARTICLE II GOVERNMENT**

**Section 1:** The Constitution and Bylaws of this Chapter will conform in principle with those of the Society's Bylaws.

**Section 2:** Under the Charter granted by the Board of Directors for the American Society of Safety Professionals, the Officers of this Chapter will have jurisdiction over the Society's activities within the geographic area outlined in Article III, Section 1.

**ARTICLE III GEOGRAPHIC AREA**

**Section 1:** The Chapter is located in Region VIII, and the Chapter's geographic area is defined as Long Island, consisting of the Counties of Nassau and Suffolk, in the State of New York.

**Section 2:** The Headquarters of the Chapter shall be located in such place as may be determined by the Chapter Executive Committee.

**ARTICLE IV PURPOSE**

**Section 1:** The purpose of this Chapter is "To expand the use and effectiveness of the applications of the arts and sciences to the prevention of accidents and the conservation of health, life, and property by the control of environmental exposures and human behavior."

**Section 2:** In fulfilling its purpose, the Chapter shall have the following objectives within its geographic 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 liaisons 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.

**Section 3:** The Chapter will provide voluntary technical safety advisory service to safety and health related organizations as requested.

**Section 4:** In the furtherance of its stated purpose, the Chapter will undertake such activities as are approved by the Executive Committee.

**Section 5:** All activities of this Chapter shall be carried out without profit or compensation to the members thereof, for the exception of specialized instructional programs such as ASP, CSP, and math review courses that may necessitate specific expertise and program development time demands. Fees to be established by the Executive Committee.

**Section 6:** Each major objective, as listed in Article IV, Section 2 a), b), c), and d) of the Bylaws, shall be under the supervision of either a Chapter Officer or an appointed Committee Chairperson.

## **ARTICLE V 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:** Chapter Membership classifications shall be the same as those established for membership in the Society.

**Section 3:** Membership and membership privileges are personal and not transferable.

**Section 4:** ***Ratio of Limitations:*** The maximum permissible ratio of affiliate members to the total membership shall not constitute more than 20% of the total Chapter membership.

**Section 5:** ***Voting and Chapter Office Rights:*** All members in good standing may vote on Chapter affairs. Only active Professional Members and Members in good

standing may hold elected and appointed offices.

**Section 6:** *Member in Good Standing:* A member in good standing is a member who has paid all fees and dues and is current.

**Section 7:** *Active Professional Member/Member:* An active Professional Member or a Member is a person who attends Executive Committee Meetings, and/or sub-committee meetings, and/or works on sub-committees, and/or is the Chairperson of a committee.

**Section 8: Fees and Dues:**

- a) Each member, except students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to the Society dues.
- b) All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- c) 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.
- d) Any member whose current year's annual dues are not received by the Society Secretary within two (2) months of the member's annual renewal date shall be considered delinquent and all membership services and privileges shall be suspended.
- e) Any member whose current year's dues are not received by the Society Secretary within three (3) months of the member's annual renewal date shall be considered to have resigned from the Society and the Chapter.

**Section 9:** A member may be censured, reprimanded, or terminated from membership for conduct contrary to the Code of Professional Conduct, as adopted by the Society, or if the member has been convicted of a felony, fraud, theft, embezzlement, or an offense involving moral turpitude which brings discredit upon the membership, the Chapter, or the Society. The procedure shall be as set forth in the Society Bylaws.

**Section 10:** Any member may resign by sending a formal statement to that effect to the Society Secretary who shall notify the Chapter.

## **ARTICLE VI 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 the geographic area as defined in Article III.

- Section 2:** In order to maintain its Charter, the Chapter shall maintain a minimum active membership of 40 members.
- Section 3:** There shall be an Executive Committee which shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all Chapter and Society property, shall have full authority to commit the Chapter to action in consonance with resolutions adopted at Chapter meetings, and may cooperate with other organizations on the basis that such cooperation will not impair the Chapter's ability to pursue its purpose independently.
- Section 4:** A quorum of the Executive Committee shall exist when at least three elected officers are present, one of which must be the President, President Elect or the Vice President, who shall be the presiding officer and at least four Standing Committee Chairs are present. Unless otherwise specified, a majority vote of the committee present shall be decisive, provided a quorum is present when the vote is taken.
- Section 5:** The Executive Committee shall consist of elected Officers, elected Delegates to the Society House of Delegates, Standing Committee Chairs, Section Chairs, and the immediate past President of the Chapter.
- Section 6:** Each major objective listed in Article IV, Section 2 of these Bylaws shall be under the supervision of either a Chapter Officer or a Committee Chair appointed by the President.
- Section 7:** The Chapter activity year shall be July 1 to June 30.
- Section 8:** Sections may be formed by this Chapter, pursuant to Article XV of these Bylaws, to serve members when their geographic location constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit the formation of a new Chapter.
- Section 9:** Chapter Officers and Delegate (s) to the Society House of Delegates shall be elected by members of the Chapter.

## **ARTICLE VII MEETING OF THE MEMBERS**

- Section 1:** ***Executive Committee Meetings:*** Executive Committee meetings shall be conducted as required to manage the Chapter's affairs. The Committee will meet at the request of the President or upon petition of at least three of the Committee members. Meeting notification shall be given to all members of the Executive Committee at least three days prior to the meeting.

The Executive Committee may conduct business by mail, fax, e-mail or telephone whenever necessary. A report of any action taken by the above media shall be verified and made part of the minutes at the next meeting of the Executive Committee.

**Section 2:** ***Technical Meetings:*** 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 4 times during the year for the interchange and acquisition of professional knowledge among members.

**Section 3:** ***Regular Meetings:*** The regular meetings of the Chapter shall be held each month, except during July and August, at a time and place to be determined by the Executive Committee.

**Section 4:** ***Special Meetings:*** A special meeting may be called at any time and place at the discretion of the Executive Committee or by the Chapter President upon written request of fifteen (15) members in good standing. A notice calling a special meeting shall state the purpose for which it was called. Such notice shall be sent to Chapter members at least two (2) weeks in advance of the scheduled special meeting. No other business shall be transacted at such meetings.

**Section 5:** ***Quorum:*** Five percent of the members in good standing shall constitute a quorum at any regular or special meeting.

**Section 6:** 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 VIII OFFICERS**

**Section 1:** **Elected Officers of the Chapter shall consist of the following:**

- a) President
- b) President Elect
- c) Vice President
- d) Secretary
- e) Treasurer
- f) Delegate(s) to the Society House of Delegates - One delegate per two hundred and fifty Chapter members.

**Section 2:** **Executive Committee of the Chapter shall consist of:**

- a) Area Operating Committee Representative and an alternate.
- b) Committee Chairs appointed by the Chapter President.
- c) Executive Committee members at large, including the immediate past President of the Chapter. These members at large shall serve without vote.

d) All Elected Officers

**Section 3:** 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.

**Section 4: Duties of the Officers.**

a) ***The President shall:***

1. Preside at regular and special meetings of the Executive Committee.
2. Preside at regular and special meetings of the Chapter.
3. Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
4. Be a member of the Region VIII Area Operating Committee representing the Chapter.
5. Provide leadership for programs and activities for the Chapter during his or her term of office.
6. Designate committees and appoint Chairpersons that may be necessary to implement the objectives of the Chapter.
7. Submit an annual report of the Chapter activities to the Area Director and the Society's Headquarters by August 15 of each year.

b) ***The President-Elect shall:***

1. Assist the President and act for the President when requested by the President.
2. Succeed to the office of the President and carry out its duties if the President is unable to serve.
3. Assume responsibilities for the work of the Committees as assigned by the President.
4. Shall participate in the development of the Chapter three year long range plan.
5. Oversee the National Safety Month Chapter activities.
6. In the case of the death or absence of the President due to illness, incapacity either physical or mental, imprisonment, charges

involving lack of moral turpitude, or of his or her inability to serve or refusal for any cause to act, the President-Elect shall succeed to the office of the President and carry out the duties of such office.

7. Shall serve at the request of the President as alternate at the Regional/Area Operating Committee Meetings.

**c) *The Vice President shall:***

1. Shall be responsible for the collection, documentation, storage and retrieval of Chapter historical records.
2. Perform any other duties assigned to him or her by the President.

**d) *The Secretary shall:***

1. Maintain Chapter records for the period specified in Article XIII, Section 6.
2. Record and distribute minutes of Chapter and Executive Committee meetings.
3. Maintain Chapter Correspondence for the period specified in Article XIII, Section 6.
4. Give notice of all meetings to Chapter members.
5. Assume routine fellowship responsibilities regarding seriously ill or deceased members and reporting such information to the Executive Committee and to the Chairperson of the Hospitality Committee.
6. Keep attendance records of all Chapter and Executive Meetings.

**e) *The Treasurer shall:***

1. Maintain all financial records of the Chapter for the period specified in Article XIII, Section 6.
2. Supervise the receipt and disbursement of funds by the Chapter Executive Committee.
3. Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
4. Prepare the annual budget as Chairperson of the Finance Committee and present to the Executive Committee for approval

at the first meeting of the new fiscal year.

5. Advise the Executive Committee of the Chapter's financial stability, the disposition of funds in checking and savings accounts, petty cash, reserve funds and investment options.
6. Recommend depositories for checking and savings accounts, safe deposit box, eligible check signers and key holders.
7. By May 31, transmit to Society Headquarters and the Area Director the audited Income and Expense Statement for the prior fiscal year ending March 31..
8. Submit to the IRS any required tax documents in a timely fashion.
9. At the expiration of the Treasurer's term, he or she shall deliver to the successor all books, monies, and other property.

**f) *Delegates to the Society House of Delegates shall:***

1. Attend meetings of the Society House of Delegates.
2. Keep the Chapter informed of House of Delegates actions and proposed actions.
3. Transmit the Chapter's opinions and views on Society activities.
4. Act on mail ballots on all matters submitted to the House of Delegates for action. on behalf of the Chapter, as approved by the Executive Committee.
5. Assure representation of the Chapter at meetings of the Society House of Delegates by appointing a proxy to represent him or her when he or she cannot attend. The proxy shall be a Member or a Professional Member in good standing of the Chapter and shall not be a member of the Society Board of Directors. Appointment of the proxy shall be made by letter, which shall be delivered to the Society Secretary at least one hour prior to the House of Delegates' meeting.
6. Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.

**g) The Regional/Area Operating Committee Representative or Alternate shall attend Regional/Area Operating Committee meetings as scheduled.**

**Section 5:** Each elected officer shall be entitled to vote at Chapter Executive Committee Meetings.



**Section 6:** *Terms of Office:* The terms of office shall run for a period of one year, commencing on July 1 and ending on June 30.

**Section 7:** *Vacancy in Office:* Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer description. 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, except for the offices of President and President-Elect, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member to fill the unexpired 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) 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 the 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 at least 15 Professional Members and Members.
    - 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 unexpired 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

Article VIII Section 7: b) 2.

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

**Section 9:** ***Inability to Serve:*** If after an 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.

**Section 10:** Removal of elected Chapter officers shall be by vote of the Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee or 15 voting members of the Chapter. Notification of such a 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 of the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

**Section 11:** ***Absence:*** Should any member of the Executive Committee absent himself or herself from three successive Executive Committee meetings without showing proper cause to the Executive Committee, his or her seat on the Executive Committee may be declared vacant by the Executive Committee and the vacancy shall be filled as provided in this Article.

**ARTICLE IX QUALIFICATIONS FOR OFFICERS**

**Section 1: President:**

- a) An active Professional Member or Member in good standing with a minimum of three (3) years of active service in this Chapter.
- b) Must have held any elected position for a minimum of two (2) years prior to taking the office of President.

**Section 2: President-Elect:**

- a) An active Professional Member or a Member in good standing with a minimum of three (3) years of active service in this Chapter.
- b) Must have held any elected position for a minimum of one (1) year prior to taking the office of President-Elect.

**Section 3: Vice-President:**

- a) An active Professional Member or Member in good standing with a minimum of two (2) years of active service in this Chapter.

- b) Must have held any elected position for a minimum of one (1) year prior to taking the office of Vice-President.

**Section 4: Secretary:**

An active Professional Member or a Member in good standing with a minimum of one (1) year of active service with this Chapter prior to taking the office of Secretary.

**Section 5: Treasurer:**

An active Professional Member or a Member in good standing with a minimum of one (1) year of active service with this Chapter prior to taking the office of Treasurer.

**Section 6: Delegate(s):**

Must be a Professional Member or a Member in good standing with a minimum of one (1) year of active service in this Chapter prior to taking the office of Delegate.

**ARTICLE X 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 five (5) members, preferably Past Presidents. One member shall be selected by the current Chapter President and the balance by the 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 members. This exclusion does not apply to the President-Elect who is unopposed and may be a member of the Committee.

**Section 2:** Nominating Committee shall be appointed not later than January of each calendar year.

**Section 3:** The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualification shall be published and distributed to all Chapter members at least 60 days in advance of the election.

**Section 4:** Any fifteen (15) Chapter Professional Members or Members may submit a signed petition nominating one or more eligible individuals for each 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 5:** The Chairperson of the Membership Committee shall provide to any member, upon written request and at cost, a printout of all Chapter members in order to enable these members to gather the necessary signatures for their petition.

**Section 6:** The term of elected Chapter Officers shall be for one year beginning July 1.

**Section 7:** Election of officers for the ensuing year shall normally be held at the May meeting, at which a quorum shall be present. If there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for any office, , the secretary shall cast one vote for all unopposed candidates. A quorum need not be present for the election of unopposed officers.

**Section 8:** Delegates to the Society House of Delegates may be re-elected, however, they shall not serve more than three (3) consecutive terms in compliance with Society Bylaws.

**Section 9:** Current officers must maintain their office until the newly elected officers take office.

## **ARTICLE XI 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.

## **ARTICLE XII AMENDMENTS**

**Section 1:** Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by fifteen (15) Chapter Professional Members 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 thirty (30) days in advance of the meeting at which action on the proposed amendments to the Chapter Bylaws will take place.

**Section 3:** Chapter Bylaws amendments shall be voted on at a regular meeting or special meeting at which time action will be taken if a quorum is present. A two-thirds affirmative vote is required for approval.

**Section 4:** All amendments to these Bylaws will become effective after approval by the Area Director of Region VIII.

## ARTICLE XIII MISCELLANEOUS

**Section 1:** The Chapter may be dissolved by the Chapter Executive Committee 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 reason for the dissolution.
- b) Within thirty (30) days following the Executive Committee action a mail ballot shall be sent to all voting Chapter members setting forth the resolution for dissolution. Thirty (30) days after the mailing of the ballots to all voting Chapter members, the ballots shall be counted by the Executive Committee. A two-thirds (2/3) affirmative vote of the returned ballots is required for approval of the action.
- c) Upon adoption of the resolution to dissolve, the Officers shall proceed to carry out the dissolution of the Chapter in conformance with pursuant to applicable laws.

**Section 2:** The Chapter shall be dissolved when its Charter has been rescinded by the Society Board of Directors after failure to conform with the minimum Society requirements for activities, or upon performance of any action contrary to or detrimental to the Society, and after a reasonable probation period. Upon notice of rescinding the Chapter, the Officers shall proceed to carry out the dissolution of the Chapter.

**Section 3:** The official Society symbol shall 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:** Reproduction of the Society symbol shall be limited to green, gold, black, and white, or any combination of these colors.

**Section 5:** Any fund raising projects or activities shall be limited to those activities which are consistent with the purposes 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.
- b) *Correspondence*--Two (2) years following completion of the Chapter year.
- c) *Financial Records*--Five (5) years following completion of the Chapter year.

- d) *Chapter Achievement Awards - Documentation/Binders* - shall be retained for five (5) years following completion of the Chapter year.
- e) Proclamations, news articles, and other printed materials referring to the Chapter are to be archived as historical records.

## ARTICLE XIV COMMITTEES

- Section 1:** All projects and activities shall be approved by the Executive Committee.
- Section 2:** Each Chairperson shall select sufficient qualified members in good standing to perform the duties of the committee.
- Section 3:** At least one member of the committee should be selected as Deputy Chairperson.
- Section 4:** Each Chairperson shall report the committee's activities to the Executive Committee at each Executive Committee meeting. The committee's records shall be surrendered to the committee's new Chairperson at the expiration of the Chapter's activity year.
- Section 5:** Each Chairperson shall submit a final written summary of the committee's activities during the Chapter's activity year to the Chapter Secretary.
- Section 6:** The scope of each standing committee is as follows:
- a) ***Arrangements***  
Purpose: Arrange the time and location of monthly Chapter meeting, conferences, and other social or professional activities. Arrange special meal requirements, special equipment needs, and meeting room set -up.
  - b) ***ASSP Foundation/Fund Raising***  
Purpose: Canvas members and supporting public to obtain funds necessary to provide financial resources for scholarships, toy drives and any other chapter charitable activities.
  - c) ***Audits***  
Purpose: To audit the books of the Treasurer quarterly during the Chapter Activity year. A final audit shall be conducted in June for inclusion in the President's annual report.
  - d) ***Awards and Honors***  
Purpose: To recognize achievements in professional and Chapter activities. This committee is responsible for Fellows, Outstanding Member Awards, and other special recognition.

e) **Chapter Bylaws**

Purpose: To maintain and update the Chapter Bylaws. To make recommendations for revisions as required by Society or local requirements. Provide interpretation of Bylaws to the Executive Committee and Chapter members.

f) **Executive**

1. Transact the business of the Chapter in a businesslike and forthright manner.
2. Audit annually the Chapter's financial records.
3. Plan and provide direction to special Chapter activities.

g) **Governmental Affairs**

Purpose: To establish and maintain liaisons with the Society's Governmental Affairs Committee, and with local, state, and national government officials. Lobby on behalf of the Chapter on changes or implementation of new laws, rules, or regulations affecting the membership. Update the Executive Committee on legislative actions impacting health, safety and environmental professionals.

h) **Hospitality**

Purpose: To welcome and see to the comfort of new members, guests and visitors. This committee should be available at the registration desk at each meeting to greet members and guests. Communication with Chapter members and their immediate family will be established upon having direct knowledge of illness or death. Arrangements shall be made for the delivery of flowers, fruit baskets and greeting cards as appropriate.

i) **Membership**

Purpose: To seek out prospective members who are or will be professionally qualified as members of the Society and the Chapter in conformance with the Society's Bylaws. Specific duties of the committee are:

1. Invite persons interested in becoming affiliated with the Society and the Chapter.
2. Maintain a list of prospective members of the Society and the Chapter.
3. Instruct prospective members in the process of becoming a member and review each new application for completeness of documentation.
4. Work with Headquarters to organize a membership drive and promote membership growth.

5. Coordinate applications from members applying for Emeritus status.
6. Introduce new members at one or more Chapter membership meetings.
7. Interpret membership qualifications and explain same to members.

**j) *North American Occupational Safety and Health Week.***

Purpose: Coordinate efforts to promote safety, health and environmental awareness and the role safety professionals play in the preservation of life, health and property at work, home and the community.

**k) *Newsletter/Publications***

Purpose: Develop and publish a monthly publication to promote and maintain awareness of chapter activities, meeting announcements, employment opportunities, personal announcements and actions taken by the Executive Committee in the monthly Chapter meetings. Update and publish annually the Chapter Directories. Design, publish and distribute announcements, press releases, brochures and other promotional items to the membership and general public.

**l) *Nominations***

Purpose: To nominate a slate of qualified candidates from the Chapter membership to run for positions as Officers of the Chapter.

1. Review potential candidates's capabilities to be sure they are the best qualified candidates consistent with membership classifications. President, President-Elect, Vice-President and Delegates to the Society House of Delegates shall be Professional Members or Members. Other Chapter Officers shall have been a member of the Society for one year prior to taking office.
2. Prepare for review with the Executive Committee during the March meeting or as needed, a slate of Officers for nomination for the coming activity year.
3. Contact the candidate after review by the Executive Committee.

**m) *PDC Conference Coordinator***

Purpose: Coordinate efforts and activities required to present a local or regional annual professional development conference and exposition that will educate, promote and enhance the role of the safety professional.

**n) *Professional Education Programs***

Purpose: To provide forums for the interchange and acquisition of professional knowledge among Chapter membership to develop such other programs and projects that are consistent with the purposes of the



Chapter. Establish liaisons with other professional organizations of related disciplines. To promote and support similar interests. Specific duties are:

1. Evaluate and propose special projects for the Chapter to undertake that will assist in fulfilling the basic goal of this Committee.
2. Evaluate and propose technical seminar-type pre-meeting programs including needs, attendance, and benefit to be derived from such meetings.
3. Evaluate and propose methods that can be employed to prepare members to successfully complete the requirements for professional examinations.

**o) *Program Planning***

Purpose: To develop, plan, and coordinate programs and secure competent speakers for regular Chapter meetings. Specific duties of the Committee are:

1. Select topic to be presented at monthly meeting. This includes confirming reservations with the meeting place management.
2. Meet and introduce the speaker to the membership.
3. Arrange for special equipment needed by the speaker.
4. Specify special meeting room arrangements and room set-up.

**p) *Public Relations***

Purpose: To draw public attention to the critical role safety professionals play in preventing industrial accidents, eliminating hazards, reducing insurance costs and saving lives. This can be accomplished by generating awareness of safety and health programs among corporations, management, organized labor, government, educators, and the general public by exposing them to Chapter activities; presenting leading safety and health experts to citizens and organizations; and giving safety professionals a greater presence in their communities and places of employment. This may be accomplished by issuing press releases, coordination of media events, and by establishing liaisons with local, state, and national government officials and offices.

**q) *Technical Publications***

Purpose: To encourage the development of technical and professional papers for publication in Society or local Chapter publications. Provide peer review of all submitted papers.

**r) Vendor Programs**

Purpose: Coordinate activities and display products at monthly meetings and at PDC that promote safety and health awareness, new product solutions that assist safety professionals in the performance of their duties.

**Section 7:** All Officers and standing committee Chairpersons may form any subcommittee necessary to aid in the successful completion of their duties.

**ARTICLE XV SECTIONS**

**Section 1:** Sections may be formed by this Chapter to serve ten (10) or more dues paying Chapter members whose geographic 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 by the Area Operating Committee..

**a)** The petition should outline:

1. The territory the Section will encompass.
2. The number of members currently in the territory.
3. Plans for meetings to be held and the nature of the program.
4. Justification for the creation of the Section.
5. Any dues arrangements between the Chapter and the Section.
6. The name of 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 a Member of the Chapter. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two Chapter Executive Committee meetings as a nonvoting participant.

**d)** By July 15 of each Chapter year, the Section 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 Section 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 Section 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 of office 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 an 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.

**Section 3:** Student members attending an educational institution may join together to form a Student Section within the boundaries of the corresponding Chapter in which the institution is located.

ASSP LONG ISLAND CHAPTER BYLAWS.  
AS REVIEWED November 2017

CHAIRMAN BY-LAWS COMMITTEE