

**BYLAWS OF THE SNAKE RIVER CHAPTER  
AMERICAN SOCIETY OF SAFETY PROFESSIONALS**

**Bylaws Adopted: October 23, 1978**

**Bylaws Approved by Regional Operating Committee: January 23, 1978**

**Chapter Chartered: February 2, 1978**

Reformatted, approved by Chapter and re-submitted: January 28<sup>th</sup>, 2009

Latest Counties update approved by Committee, Chapter and submitted; August 31, 2010

Latest revision approved and signed below (p.9) by this date: September 15, 2010

Latest revision approved by chapter and resubmitted: December 15, 2011

Latest revision approved by chapter and resubmitted: January 28, 2014

Latest revision approved by chapter and resubmitted: January 13, 2017

Latest revision approved by chapter and resubmitted: August 2022

---

**ARTICLE I - NAME**

Section 1: The name of this organization shall be the Snake River Chapter of the American Society of Safety Professionals.

Section 2: Hereinafter, the Snake River 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 is 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 exchange 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 the purpose of carrying out the objectives of the Society in the Chapter's 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 forty (**40**) active members.

Section 3: The Chapter is located in Region II, Area B and, in general, is bounded geographically as Idaho south of the Salmon River, the adjacent 5 Counties of Eastern Oregon and 21 Southwestern Idaho Counties as follows:

*Ada County, ID; Adams County, ID; Blaine County, ID; Boise County, ID; Camas County, ID; Canyon County, ID; Cassia County, ID; Custer County, ID; Elmore County, ID; Gem County, ID; Gooding County, ID; Idaho County, ID (The area within Idaho County includes only cities/towns south of the Salmon River including the following Zip Codes: Burdorf 83638; Pinehurst 83850; Pollock 83547; Riggins 83549 and Warren 83671); Jerome County, ID; Lemhi County, ID; Lincoln County, ID; Minidoka County, ID; Owyhee County, ID; Payette County, ID; Twin Falls County, ID; Valley County, ID; Washington County, ID; Baker County, OR; Grant County, OR; Harney County, OR; Malheur County, OR and Wallowa County, OR.*

Section 4: There shall be an Executive Committee (EC) who shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, shall have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently

Section 5: The Executive Committee (EC) shall consist of seven (7) elected and previously-elected members (President, President-Elect, Secretary, Treasurer, Advisory Group Member and the immediate past two Presidents) plus active permanent committee chairs. EC members shall be identified and submitted by May 31<sup>st</sup>.

An Executive Committee quorum requires a minimum of five (5) of the EC members identified in Article IV, Section 5 to be present and must include the President or the President-Elect or the immediate Past President.

Section 6: Each major objective as listed in Article II, Section 2 (a) (b) (c) (d) (e) (f) of these bylaws, shall be under the supervision of either a Chapter Officer or an appointed Committee Chairperson.

Section 7: The Chapter President is the voting representative of the Chapter at the Area Operating Committee or Regional Operating Committee meetings (ROC). A Professional Member or Member who is an elected officer of the Chapter may serve in the stead of the President for a meeting if so designated, in writing (including email) to the Area B Director or Regional Vice President.

Section 8: Chapter Officers shall be elected by members of the Chapter.

Section 9: The Chapter activity year shall be from July 1 to June 30<sup>th</sup>.

Section 10: The Chapter financial year shall be from April 1 to March 31.

## **ARTICLE V. OFFICERS**

Section 1: Elected officers of the Chapter shall be:

- (a) President
- (b) President elect
- (c) Secretary
- (d) Treasurer
- (e) Advisory Group Member on the ASSP Advisory Group

Section 2: Each Chapter Elected Officer shall have been a member of the Society for one (1) year prior to taking office. Exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of the President, President elect, or Advisory Group Member on the ASSP Advisory.

Section 3: The President shall:

- (a) Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- (b) Represent the Chapter at meetings of other organizations, where official representation of the Chapter is desirable.
- (c) Be a representative for the Chapter at the Regional Operating Committee.
- (d) Provide leadership for programs and activities for the Chapter during the term of office.
- (e) Appoint such committees that are necessary to implement the objectives of the Chapter.
- (f) Submit completed Chapter annual reporting and plan to the Area Director or Regional Vice President and Society Headquarters by Society deadlines.
- (g) Submit the names of Chapter Officers elected for the ensuing year by May 31st, to the Area B Director, the Regional Vice President and society headquarters.
- (h) At the end of the term succeed to the office of Advisory Group Member on the ASSP Advisory.

Section 4: The President- Elect Shall:

- (a) Succeed to the office of the President and carry out those duties if the President is unable to serve.
- (b) Assume responsibilities for the work of Committees assigned by the President.
- (c) Be a member of the Regional Operating Committee representing the Chapter when the President is unable to attend.
- (d) At the end of the term succeed to the office of Chapter President.

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.
- (e) Retain custody of the Chapter Charter and Distribute Chapter newsletters.

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) Submit a completed Chapter Dues Report by March 1 and to Society Headquarters.
- (e) Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
- (f) Assume the duties of the Secretary as necessary.

Section 7: The Advisory Group Member on the ASSP Advisory 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) Transmit the Chapter's opinions and views on Society activities to the Advisory Group.
- (d) 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 Nominations & Elections Committee. The Committee, including the Chairperson, will consist of not less than three (3) nor more than (5) members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

The selection and nominating committee members shall be appointed no later than January of each year (or earliest calendar year EC meeting). The names of the Committee members shall be published in the Minutes of the January meeting or in the Chapter Newsletter, which shall be distributed to all Chapter members. A committee membership quorum must approve the final slate of officer candidates.

Section 2: The Nominating Committee shall select candidates for all elective offices. The names and qualifications of each candidate for office shall be published and distributed to the Chapter membership at least sixty (60) days in advance of the election.

Section 3: Any seven (7) Chapter Members may submit a signed petition nominating an individual for elective office. The petition shall be accompanied by written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating Committee thirty (30) days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least fifteen (15) days prior to the elections.

Section 4: The term of the newly elected Chapter officers shall be for two (2) years beginning on July 1 ending on June 30. Chapter officers including Advisory Group Member(s) may be re-elected.

Section 5: Election of officers for the ensuing year shall be held at the March or April meeting. If there is more than one (1) candidate for any office, election shall be by written ballot. If there is only one (1) candidate for an office, election may be by voice vote.

Section 6: In the event a quorum of 10 or more members and at least one Elected Member of the EC is not present at the meeting, an electronic ballot will be sent to the Chapter Members and a return of at least 10% of the Chapter membership is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response.

Section 7: Removal of elected Chapter officers shall be by a 2/3 vote of the Elected Chapter officers at any regular or special board meeting at which a quorum of the board is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Upon presentation of a signed petition from 7 (seven) voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.

Section 8: Vacancies in elected Chapter offices that occur during the year shall be filled by the succession designated in the various officers. If no succession is designated the Chapter President or, if not available, according to the position and the timing the position shall be filled in the manner specified below:

- (a) Should a vacancy occur in any elected office (including Secretary, Treasurer, or any others, except President or President-Elect) or in the Advisory Group Member office, 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. If the President-Elect declines the position, a past President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election as specified in b.2 of this section will be considered for filling the seat of President. The President-elect or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.
  - 2) President-Elect, the President shall:

- (a) Appoint a special Nominations & Elections 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) Ensure that the elected candidate assumes office immediately upon 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 this Article and Section, paragraph (b), 2).

Section 9: Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 10: Inability to serve: If after the election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

## **ARTICLE VII: SECTIONS**

Section 1: Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose 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. The Section shall operate in accordance with Society and Chapter bylaws.

Section 2: The group must petition the Chapter Executive Committee to form a Section of the Chapter.

- 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.
  - 7. Submit a copy of Section bylaws (See Model Section Bylaws)

- b) Sections must meet the approval of the Chapter's Executive Committee, the Area Operating Committee and the Regional Operating Committee.

Section 3: Section members shall elect a Chairperson and a Secretary/ Treasurer and must abide by the bylaws of the Chapter.

- a) 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 Committee, and shall attend at least two, as a non-voting participant.
- b) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President and the Area Director or Regional Vice President.
- c) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; retain the Section Charter; 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.
- d) The Chairperson of the Section shall appoint a Nominations & Elections 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.
- e) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
- f) Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies. (See Model Student Section Bylaws)

## **ARTICLE VIII: DUES**

Section 1: Each member, except students and those who have been awarded the honor of Emeritus, or elected as Honorary Members, shall be assessed dues in the amount determined by the Chapter membership per year in addition to the Society dues.

Section 2: All annual Society and Chapter dues shall be paid on each member's individual anniversary date.

Section 3: Chapter dues and fees 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 thirty (30) days in advance of the proposed matter.

## **ARTICLE IX: MEETINGS**

Section 1: Chapters shall meet at least six times per year and four of the meetings shall be

technical meetings. Technical meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.

Section 2: Special meetings of members may be called by the Chapter Executive Committee. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.

Section 3: An Executive Committee quorum requires a minimum of five (5) of the EC members identified in Article IV, Section 5 to be present and must include the President or the President-Elect or the immediate Past President. Ten or more Chapter members and at least one elected member of the Chapter Executive Committee shall constitute a quorum at any regular or special Chapter meeting.

Section 4: The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of official business at all meetings of the Chapter unless otherwise provided in these bylaws.

Section 5: Executive Committee meetings shall be conducted at least six times per year and the Chapter President will preside over the meeting. These meetings are necessary for managing the chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.

## **ARTICLE X: 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 reasons for dissolution.
- (b) Within thirty (30) days following the Executive Committee action, a mail ballot shall be sent to all voting members of the Chapter setting forth the reason for the dissolution. Thirty (30) days later, the ballots shall be counted by the Executive Committee. A two-thirds (2/3) vote of the membership is required for approval of the action.
- (c) Upon the adoption of the resolution to dissolve, the officers shall proceed to carry out the dissolution of the Chapter in conformance with applicable laws and Society bylaws.

Section 2: If a Chapter Executive Committee no longer exists or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

Section 3: The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the Chapter officers shall carry out the dissolution of the Chapter.

Section 4: The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society bylaws.

Section 5: Any fund-raising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter.

Section 6: Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings - permanently, (recommended by Society auditors).
- b) Correspondence - two years following completion of the Chapter year
- c) Financial Records - seven years following completion of the Chapter year.

## **ARTICLE XI: AMENDMENTS**

Section 1: Amendments to these bylaws may be proposed by the Chapter Executive Committee or by seven (7) 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 these Chapter bylaws to the membership at least thirty (30) days in advance of the meeting at which action will be taken.

Section 3: Chapter bylaws amendments shall be voted on at a regular meeting or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote of the members present will be required.

Section 4: All amendments to these bylaws will become effective after approval by the Area B Director and the Regional Vice President. Amendments to Article VIII, Section 1 will become effective January 1, of the year following approval, and do not require Regional Operating Committee approval

## **SNAKE RIVER CHAPTER SIGNATURES & APPROVAL PAGE:**

Bylaws Adopted: **October 23<sup>rd</sup>, 1978**

Bylaws Approved: **January 23<sup>rd</sup>, 1978**

Latest reformatting approved by Committee, Chapter, and re-submitted; **January 28<sup>th</sup>, 2009**

Bylaw County Updates approved by Committee, Chapter and submitted: **August 30, 2010**

Bylaw Nomination and Election of Officers approved by Committee, Chapter and submitted: **January 5, 2012**

Bylaw EC organization and quorum changes and miscellaneous corrections approved by Committee, Chapter, and submitted: **January 28, 2014.**

Bylaw Society name change, delegate change, and election month changes approved by Committee, Chapter, and submitted: January 13, 2017

Bylaws Governance Update – delegate position to “Advisory Group Member of the Advisory Group”: August 2022

***(Note: After completing all signatures on one or more original hard copies, a scanned text box e-version of the RVP, Area B and Chapter President signatures can/will follow immediately below. Alternatively, page 10 may be scanned in its entirety with final signatures, fully replacing any printed version for electronic filing and routing purposes.***

**Approval:**

**Regional Vice President & date** Melissa Schmaltz 12/16/22  
Melissa Schmaltz 12/16/22 (Dec 16, 2022 07:04 MST)

**Area Director & date:** Joel Nobles