



# AMERICAN SOCIETY OF **SAFETY PROFESSIONALS**

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Orange County Chapter

## **CHAPTER BYLAWS**

Approved by the 2023/2024  
Orange County Chapter Executive Committee  
as of  
September 20, 2023

Approved by the  
Regional I Vice President and Area 3 Director

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**BYLAWS ORANGE COUNTY CHAPTER  
AMERICAN SOCIETY OF SAFETY PROFESSIONALS**  
Chapter Chartered FEBRUARY 27, 1973

**ARTICLE I - NAME**

Section 1. The name of this organization shall be the Orange County Chapter of the American Society of Safety Professionals.

Section 2. Hereinafter, the Orange County Chapter will be referred to as the Chapter, the Orange County Chapter Executive Committee will be referred to as the Executive Committee or Chapter Executive Committee, 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.

Section 4. Membership classification will be assigned by the Society Admissions Committee in accordance with the membership standards in the Society's bylaws.

## ARTICLE IV - ORGANIZATION

Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.

Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 40 members in good standing.

Section 3. The Chapter is located in Region I, Area III, and the Chapter's geographical area is defined as follows: Orange County, California, USA and parts of the Riverside County, California, USA, including the Riverside County zip codes noted below:

91719	92564	92543	92513	92501	92262	92240
91720	92587	92567	92546	92517	92503	92264
92225	91752	92590	92570	92548	92518	92504
92255	92230	91760	92591	92572	92549	92519
92276	92258	92234	92201	92592	92581	92551
92508	92282	92260	92236	92203	92593	92583
92539	92509	92320	92261	92239	92210	92595

92211	92530	92220	92532	92223	92536
92241	92557	92253	92561	92254	92562
92270	92584	92272	92585	92274	92586
92505	92596	92506	92880	92507	92883

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 bases that will not impair the ability of the Chapter to pursue its purposes independently.

Section 5. The Executive Committee shall consist of the Elected Officers and appointed Executive Committee Members. All Executive Committee members (elected and appointed) are authorized to vote on issues before the Committee.

Section 6. A quorum of the chapter's Executive Committee shall consist of either the President or President-Elect plus three additional Committee members, including at least one additional elected Executive Committee member.

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 a Committee Chairperson, Director, or Committee Member appointed by the Chapter President in accordance with Article V, Section 3, Subsection e.

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

Section 9. Chapter officers and Advisory Group Member(s) on the ASSP Advisory Group shall be elected by members of the Chapter.

Section 10. The Executive Committee may form standing committees to coordinate activities for annual and special projects. Such committees will report to the Executive Committee.

Section 11. The Chapter activity year shall be July 1 through June 30 and the Chapter fiscal year shall be April 1 through March 31 per Society requirements.

Section 12. Chapter Executive Committee members shall not enter into any contract that falls outside the scope of normal Chapter operations without approval of the Executive Committee. Furthermore, any such contract must be reviewed and approved by the Regional Vice President prior to execution of the contract.

Section 13. Chapter Executive Committee members shall not enter into any contract that obligates the Chapter financially for more than \$500 without approval of the Executive Committee unless the contractual obligation is contained in the approved Chapter budget. Furthermore, any such contract, even within the Chapter Budget that has a value of \$1500 or more, must be reviewed and approved by the Regional Vice President prior to execution of the contract.

## **ARTICLE V - OFFICERS**

Section 1. Elected officers of the Chapter shall be:

- a) President (The President-Elect shall automatically succeed to President after serving the term of President-Elect.)
- b) President-Elect
- c) Secretary
- d) Treasurer
- e) Advisory Group Member(s) on the ASSP Advisory Group. The number of Advisory Group Member(s) representing the Chapter shall be based on Chapter membership as specified in the Society Bylaws.
- f) Member-at-Large (The President shall automatically succeed to Member-at-Large after serving the term of President.)

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. However, only a Professional Member or Member (as set forth in Article III, Section 4 of the Bylaws), who has served as either the Secretary or Treasurer may hold the offices of President, or President-Elect. Exceptions must be approved by majority vote of the Executive Committee.

Section 3. The President shall:

- a) Preside over regular and special meetings of the Chapter Executive Committee and the membership.
- b) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c) Be a member of the Regional Operating Committee representing the Chapter.
- d) Provide leadership for programs and activities for the Chapter during the term of office.
- e) Appoint such Directors, committees and chairpersons as are necessary to implement the objectives of the Chapter.
- f) Submit a completed annual planning template to the Regional Vice President and Society Headquarters by August 15.
- g) Submit the names of Chapter officers and Advisory Group Member(s) elected for the ensuing year annually by May 31 to the Regional Vice President and Society Headquarters.

Section 4. The President-Elect shall:

- a) Succeed to the office of the President after completing his/her term as President-Elect.
- b) Succeed to the office of the President and carry out its duties if the President is unable to serve as set forth in Article VI, Section 7 of the Bylaws.
- c) Assume responsibilities for the work of Committees as assigned by the President.

Section 5. The Secretary shall:

- a) Maintain Chapter records and correspondence as required.
- b) Record and distribute minutes of Chapter Executive Committee meetings.
- c) Assume the duties of the Treasurer, as necessary.
- d) Retain records as specified in Article X, Section 6 of the Bylaws.

Section 6. The Treasurer shall:

- a) Maintain all financial records of the Chapter.
- b) Develop and submit to the Executive Committee for approval an annual budget that is consistent with the Chapter's Standard Operating Guidelines and overall purpose.
- c) Supervise the receipts and disbursement of funds, as directed by the Chapter Executive Committee in support of Chapter operations, programs and events as approved by the Executive Committee.
- d) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.

- 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.
- g) Retain records as specified in Article X, Section 5 of the Bylaws.

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

- a) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
- b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
- c) Keep the Chapter informed of the Advisory Groups actions and proposed actions and transmit the Chapter's opinions and views on Society activities to the Advisory Group.
- d) Whenever possible, Advisory Group Members shall be filled with an experienced Chapter leader, preferably a former President or former Elected Officer of the chapter.
- e) When otherwise qualified and interested Advisory Group members are available to serve on the ASSP Advisory Group, those existing ASSP Advisory Group Members who have served three or more consecutive terms shall step down and allow other Members to serve as ASSP Advisory Group Members.

Section 8. The Member-at-Large shall:

- a) Be an automatic succession of the Immediate Past President after completing his/her term as President.
- b) Perform such special assignments as directed by the Executive Committee.

## **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS**

Section 1. The most recent Past President available to serve shall be the Chairperson of the Nominating Committee if a Past President is available to serve. In elections where elected candidates are running unopposed, the Nominating Committee may be limited to the Chairperson only. In elections where a vote must be conducted to choose the candidate(s), the Nominating Committee, including the Chairperson, shall 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 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 Nominating Committee.

Selection of the Nominating Committee Members shall be completed no later than the December Executive Committee meeting each year. The names of the Nominating Committee shall be announced prior to the January meeting.

Section 2. The Nominating Committee shall seek nomination of and approve qualified candidates for all elected offices. When there is more than one candidate for an elected office and a runoff/election is required, candidates' names and qualifications shall be published and distributed to the Chapter membership at least 30 days prior to the election. When nominees are running for an office that is uncontested, the candidates' names and qualifications may be communicated to the membership at any time prior to the election.

Section 3. Any Chapter Professional Member(s) or Member(s) may nominate one or more individuals for elected office. The nominee(s) shall express acceptance of the nomination to the Chairperson of the Nominating Committee and provide such information needed for publishing the nominee's(s') qualifications. The names and qualifications of such nominees shall be published and distributed to the membership prior to the election in accordance with Article VI, Section 2.

Section 4. The term of elected Chapter officers shall be July 1 to June 30.

Section 5. Election of officers for the ensuing year shall be held in the month of April. If there is more than one candidate for any office, election shall be by written ballot at the regular Chapter meeting or by electronic ballot approved by Society. If there is only one candidate for an office, election may be by voice vote of approval (acclamation).

Section 6. Removal of elected Chapter officers shall be by vote of Executive Committee at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee, or 15 members of the Chapter. Committee Chairpersons, Directors, or

other non-elected Executive Committee Members appointed by the President and approved by the Executive Committee may be removed by the President with approval of the Executive Committee.

Section 7. Vacancies in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.

a) Should a vacancy occur in any elected office, including Secretary, Treasurer, and Advisory Group Member(s) on the ASSP Advisory Group, except President or President-Elect, the President shall appoint, with the approval of the Executive Committee, an eligible member (see Article V, Section 2) to fill the remaining term of office, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.

b) Should a vacancy occur early (less than 6 months) in the term, in the office of:

1) President, the President-Elect shall succeed to the Presidency.

2) President-Elect, the President shall:

- 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.
- Receive at the Chapter meeting any additional nominating petitions as may be rendered by Professional Members and Members specified in Article VI, Section 3.
- 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.
- 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 serve the un-expired term of the president in addition to the term for which he was elected.

2) President-Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President-Elect, then the position should be filled as noted in this Article and Section, paragraph (b)(2).

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

Section 9. (Inability to serve) If after election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

## **ARTICLE VII - SECTIONS**

Section 1 Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from Student Members attending an educational institution where that institution lies within the boundaries of the chapter.

Section 2 The group shall complete a section formation application. The section shall be approved by the chapter, and Area Operating Committee, or if applicable, Regional Operating Committee. The Section shall operate in accordance with Society and Chapter Bylaws.

Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/ Treasurer and must abide by Article VII in the Chapter Bylaws.

- a) 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 Section Chair/Student Section Chair or Chapter President.
- b) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
- c) 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 and assets in the Section Treasury shall be remitted to the Chapter for Chapter use.

## **ARTICLE VIII - DUES**

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

Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.

Section 3. Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

## **ARTICLE IX - MEETINGS**

Section 1. The Chapter shall hold at least four technical meetings each year. 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. 20 members in good standing shall constitute a quorum at any regular or special meeting.

Section 4. For the normal transaction of Chapter business, civil, informal, and courteous discourse shall prevail; however, any member in good standing may motion to invoke the latest revision of Robert's Rules of Order, Newly Revised, to formalize the transaction of business.

Section 5. Executive Committee meetings shall be conducted at least six times per year. 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 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 or email ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are sent, they shall be counted by a quorum of the Chapter Executive Committee. A two-thirds (2/3) majority vote is required for approval of the action.
- c) Upon the adoption of the resolution to dissolve, the Chapter Officers shall 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 or Area Director for their review. Upon the approval of 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 fundraising 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 ensure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings: permanently (recommended by Society auditors).

- b) Correspondence: two years following completion of the Chapter year.
- c) Financial Records: seven years following completion of the Chapter year.
- d) In the event that the Chapter's charter is removed, any funds remaining in the treasury account of the former chapter shall be transferred to ASSE to be maintained in a separate account that can be used to benefit other or successor chapters in the region

## **ARTICLE XI - AMENDMENTS**

Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 20 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.

Section 2. The Chapter Executive Committee shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.

Section 3. Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. 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 Area Director/Regional Vice President.

## **CERTIFICATION OF CHAPTER PRESIDENT**

I hereby certify that I am the duly elected and acting President of the Orange County Chapter of the American Society of Professionals for 2023/2024 Chapter Year and that the preceding bylaws constitute the bylaws of the entity, as duly revised and adopted by the Executive Committee on August 30, 2023.



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Brian Nguyen, Orange County Chapter President 2023/2024

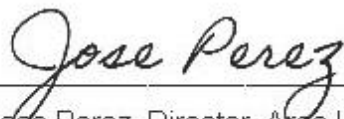
## **CERTIFICATION AREA DIRECTOR & REGIONAL VICE PRESIDENT**

Approved by RVP Justin Moloczniak, August 30, 2023

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Justin Moloczniak, Regional Vice President, Region I

Approved by Area III Director Jose Perez, August 30, 2023



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Jose Perez, Director, Area III, Region I