

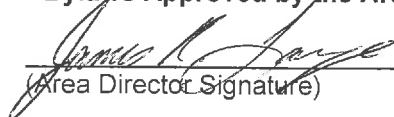
SECTION BYLAWS

**BYLAWS Northern Plains SECTION
of the NORTHWEST CHAPTER**

AMERICAN SOCIETY OF SAFETY ENGINEERS

Bylaws Adopted October 19, 2015

Bylaws Approved by the Area Director and Regional Vice President



(Area Director Signature)

10/19/2015
(date)



(Regional Vice President Signature)

October 19, 2015
(date)

Section Chartered October 19, 2015

ARTICLE I - NAME

- Section 1 The name of this organization shall be the Northern Plains Section of the Northwest Chapter of the American Society of Safety Engineers.
- Section 2 Hereinafter, the Northern Plains Section will be referred to as Section, the Northwest 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 and development of its members in the geographical area served or as an alternative in the Chapter.
- Section 2 In fulfilling its purposes, the Section shall have the following objectives within the geographical area:
- a) To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
 - b) To develop and disseminate locally, information and materials that will carry out the goals and objectives of the Section, the Chapter and of Society.
 - 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 programs and projects that is consistent with the purposes of the Section, the Chapter and the Society.

- f) To conduct Section affairs in a manner that will reflect the Mission and values of the Society.

ARTICLE III - MEMBERSHIP

- Section 1 Membership in the Section is open to those individuals who are members of the Chapter and of the Society in good standing. All members of the Section shall be members of the Society and of the Chapter.
- Section 2 Membership is personal and not transferable.
- Section 3 All Section members are eligible to vote on all matters submitted to the Section membership.

ARTICLE IV - ORGANIZATION

- Section 1 The Section is a not-for-profit organization approved for affiliation by the Chapter Executive Committee, the Area Operating Committee, and the Regional Operating Committee. It shall operate in accordance with Chapter and Society Bylaws.
- Section 2 In order to maintain its Certificate of Affiliation, the Section shall have a minimum of 10 active members.
- Section 3 The Section is located within the Chapter's geographical area in Area 1 of Region V and the Section's geographical area is defined as follows:

The state of North Dakota which encompasses the following counties: AdamsCounty BarnesCounty BensonCounty BillingsCounty BottineauCounty BowmanCounty BurkeCounty BurleighCounty CassCounty CavalierCounty DickeyCounty DivideCounty DunnCounty EddyCounty EmmonsCounty FosterCounty GoldenValleyCounty GrandForksCounty GrantCounty GriggsCounty HettingerCounty KidderCounty LaMoureCounty LoganCounty McHenryCounty McIntoshCounty McKenzieCounty McLeanCounty MercerCounty MortonCounty MountrailCounty NelsonCounty OliverCounty PembinaCounty PierceCounty RamseyCounty RansomCounty RenvilleCounty RichlandCounty RoletteCounty SargentCounty SheridanCounty SiouxCounty SlopeCounty StarkCounty SteeleCounty StutsmanCounty TownerCounty TraillCounty WalshCounty WardCounty WellsCounty WilliamsCounty

- Section 4 A Section Operating Committee shall be 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, and may cooperate with other organizations on such basis that will not impair the ability of the Section to pursue its purposes independently
- Section 5 The Section Operating Committee shall consist of the Elected Officers, Immediate Past Chairperson and Program Chair

Elected Officers: Chairperson, Vice Chairperson, Secretary/Treasurer, 2 Member-at-Large

Sections may add one or more Past Chairpersons, one or more Members-at-large, appointed officers, etc. However, the number added should be defined during the submission of the officers list due by May 15 to the Chapter Secretary so it will be

clear how many are on the Section Operating Committee and a quorum can be easily determined. If Sections have Members-at-large on their Section Operating Committee, then include the words "Members-at-large on the Section Operating Committee."

- Section 6 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.. Committee chairs and all members of the committee are appointed by the Chair subject to approval by the other officers.
- Section 7 Section officers shall be elected by members of the Section.
- Section 8 The Section activity year shall be from July 1 to June 30.

ARTICLE V - OFFICERS

- Section 1 Elected officers of the Section shall be:
- a) Chairperson
 - b) Vice Chairperson (succeeds to Chairperson)
 - c) Secretary/Treasurer (2 year term)
 - d) 2 Member-at-Large

NOTE: Larger sections may wish to include a Vice Chairperson.

- Section 2 Each elected Section officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Chapter Executive Committee and the Area Director. However, only a Professional Member or Member may hold the office of Chairperson.
- Section 3. The Chairperson shall:
- a) Preside at regular and special meetings of the Section Operating Committee and the membership.
 - b) Serve as the Section's official representative to the Chapter Executive Committee.
 - c) Represent the Section at meetings of other organizations where official representation of the Section is desirable.
 - d) Provide leadership for programs and activities for the Section during the term of office.
 - e) Appoint such committees as are necessary to implement the objectives of the Section.
 - f) Submit an Annual Report of Section activities to the Chapter and the Area Director by July 15.
 - g) Submit the names of Section officers elected for the ensuing year promptly to the Chapter, for inclusion in the report to Society Headquarters.

- 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) Notify Section members of meetings.
 - d) Retain custody of the Section Certificate of Affiliation.
 - e) Maintain all financial records of the Section.
 - f) Supervise the receipt and disbursement of funds as directed by the Section Operating Committee.
 - g) Maintain Section funds in a depository approved by the Section Operating Committee.
 - h) By May 1, transmit to the Chapter the audited income & expense statement for the fiscal year ending March 31, for inclusion in the Chapter annual financial report.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent Past Chairperson 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 (5) members. One member shall be selected by the current Section Chairperson and the balance by the Committee Chairperson. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

Selection of the Committee Members shall be completed no later than December 1st and submitted to the Chapter secretary. The full final Nominations & Elections Committee must approve the slate of officer candidates.

Section 2. The Section Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Section membership at least 30 days in advance of the election.

Section 3. Section members may submit a signed petition nominating an individual for elective office. The petition will require 7 signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee 15 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 7 days prior to the election.

NOTE: Insert any number desired; however, it must be specific. It is recommended that the number be 3-4 for Sections under 20, 5-7 for Sections up to 50; 8-10 for Sections up to 100.

Section 4 The term of elected Section officers shall be for one year beginning July 1 to June 30. Except secretary/treasurer shall be two years and the member-at-large positions will be alternating two year positions.

NOTE: Sections may elect officers for a maximum of a two-year term. If so, this needs to be stipulated in the bylaws – and which positions are two-year terms.

Section 5 Election of officers for the ensuing year shall be held no later than the May meeting in attendance of a quorum or by electronic ballot to all members with results to be announced at a meeting no later than May. If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.

Section 6 In the event a quorum is not present at the meeting a special mail or electronic ballot will be sent to the Section Members and a return of at least 20% of the Section 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 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 7 voting members of the Section. Grounds for removal from office can include, but are not limited to, dereliction of duty, and not adhering to the ASSE Code of Conduct.

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.

NOTE: Insert a specific number; see Note Article VI, Section 3.

Section 8 Should a vacancy occur in any elected office, including Secretary/Treasurer or any others, except Chairperson, the Chairperson shall appoint, with the approval of the Section Operating 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 Section leaders who have recently completed their terms of office.

Should a vacancy occur early in the term, in the office of Chairperson:

- 1) The Secretary/Treasurer shall:
 - (a) Appoint a special Nominating Committee.
 - (b) Publish notification of the election and the slated nominees for office at least 15 days in advance of the Section meeting at which the election is to be held.
 - (c) Receive at the Section meeting any additional nominating petitions as may be rendered, and signed by the number of Professional Members and Members specified in Article VI, Section 3.
 - (d) Conduct a voice vote at the Section 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.

Section 9 Vacancies in appointed offices shall be filled for their unexpired term by appointees of the Chairperson then in office, with the approval of the Section Operating 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 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.

ARTICLE IX - MEETINGS

Section 1 Sections shall hold at least four technical meetings a 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 Section Operating 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 7 active in good standing shall constitute a quorum at any regular or special meeting.

NOTE: Insert any number desired; however, it must be specific. It is recommended that it be not more than 4-6 for Sections under 20; 7-8 for Sections up to 50; and 9-10, for Sections of 100 or more.

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.

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

ARTICLE X - MISCELLANEOUS

Section 1 The Section may be dissolved by Section members in the following manner:

- a) A 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 or email ballot shall be sent to all Section members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, they shall be counted by the Section Operating Committee. 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 Chapter and Society Bylaws.

Section 2 If a Section Operating Committee no longer exists a Section member may make a recommendation for dissolving a Section to the Chapter Executive Committee, Regional Vice President and Area Director for their review. The final dissolution must be approved of the Area Operating Committee and the Regional Operating Committee.

Section 3. The Section may be dissolved by the Chapter Executive Committee, with the concurrence of the Area Operating Committee (Regional Operating Committee), after failure of the Section to conform to minimum Society requirements for Section activities

or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period.

Upon notice, the officers shall carry out the dissolution of the Section. Any funds remaining in the Section treasury shall be transferred to the Chapter.

- Section 4. 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 5. 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 6. Section officers shall assure retention of needed Section 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 Section year.
 - c) Financial Records - seven 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 7 Section Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Section Operating Committee.

NOTE: Insert a specific number. It is recommended that it be about the same as the number used in Article VI, Section 3.

- Section 2. The Section Operating 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 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 and the Area Director/Regional Vice President.

Approved by the Board of Directors, October 1983,
Amended in October 2014, January 2009, February 2007, February 2006, June 2003, June 2001, May 1997, June 1991, October 1990