

Northwest Chapter ASSP

Bylaws Comparison

2023 Version vs. 2026 Version

American Society of Safety Professionals

Amendment History

Version	Amendment History
2023	Amended in 1985, 1990, 1996, 1998, 2001, 2005, 2009, 2011, 2014, 2017, 2022
2026	Amended in 1985, 1990, 1996, 1998, 2001, 2005, 2009, 2011, 2014, 2017, 2022 & 2025

Version Designation

Element	2023 Version	2026 Version
Model Version	Not specified	"MODEL CHAPTER BYLAWS (Version: 2026)"
Adoption Date	August 2022, Approved January 19, 2023	Blank (pending adoption)

Article IV – Organization

Section 4/5 – Executive Committee Composition & Quorum

Element	2023 Version	2026 Version
Executive Committee Composition	Elected Officers, two immediate Past Presidents, and designated representatives from MN, ND, SD Safety Council (who must be ASSP members)	Elected Officers only (President, President-Elect, Vice President, Treasurer, Secretary, Advisory Group member(s) – which includes the two most immediate Past Presidents, and Members-at-Large)
Quorum for Board Meetings	Five (5) Executive Committee members	Nine (9) Executive Committee members
Quorum Shortfall Provision	Not specified	If quorum is not achieved during Chapter Board meeting, the meeting may still be held, but electronic balloting shall be utilized for any motion or votes
Committee Chairs Voting Status	Non-voting members of the Executive Committee, unless they	Non-voting Chapter Board members

Element	2023 Version	2026 Version
	are elected officers, advisory group member(s), or members-at-large	
Non-Voting Board Members	Committee chairs (unless elected officers/advisory group/MAL)	Committee chairs, other designated Board positions (such as Webmaster, Bylaws, Scholarship and student affairs liaison), and representatives from MN, ND, SD Safety Council (who must be ASSP members)
Safety Council Representatives	Voting members of the Executive Committee	Non-voting Board members

Article V – Officers

Section 1 – Officer Listing

Element	2023 Version	2026 Version
Secretary Term	2-year term alternating from Treasurer	2-year term (no "alternating" language in this section)
Treasurer Term	2-year term alternating from Secretary	2-year term (no "alternating" language in this section)
Members-at-Large	Member at Large (2-year term) – number not specified in this article	Six Members at Large (2-year term) – explicitly states six
Advisory Group Member Note	Detailed formula: 249 members or less = 1 advisory group member; one for each additional 250 members or portion thereof	Simplified: "The two most immediate past presidents will succeed to Advisory Group Members. If there is a vacancy in this group, the position will be filled by a current or prior board member, per Article VI, Section 9."

Section 2 – Officer Eligibility

Element	2023 Version	2026 Version
Membership Requirement	"a Society member for one year prior to taking office"	"a Society member for at least one year prior to taking office"
Eligible Member Types	"only a Professional Member or Member may hold the offices..."	"only an active ASSP Professional Member or Member may hold the offices..." (added "active ASSP")

Section 3 – President Duties

Element	2023 Version	2026 Version
Presiding	"Preside at regular and special meetings of the Chapter Executive Committee and the membership"	"Preside at regular and special meetings of the Chapter Executive Committee, Board and the membership" (added "Board")
Annual Performance Report (g)	Submit a completed Annual Performance Report to the Area Director/RVP and Society HQ by August 15 after term ends	Replaced with: Submit a completed Chapter Operations Management Tool (COMT) to the Area

Element	2023 Version	2026 Version
		Director/RVP and Society HQ by June 30th
Budget Preparation (i)	"With the Treasurer, prepare an operating budget for the Chapter each fiscal year"	"With the Treasurer and President-Elect, prepare an operating budget for the Chapter each fiscal year" (added President-Elect)
New Duty (j)	Not present	"Review and approve pending check disbursements, per the Chapter Accounting Standard Operating Guidelines"

Section 4 – President-Elect Duties

Element	2023 Version	2026 Version
Meeting Arrangements (c)	"Make monthly meeting and program arrangements"	"Make monthly chapter meeting and program arrangements" (added "chapter")

Section 4.1 – Vice President Duties

Element	2023 Version	2026 Version
Duty (c)	"Assume responsibilities for the work of Committees as assigned by the President"	"Assist the President-Elect with coordinating Chapter meetings"
Duty (d)	"Plan the annual Chapter Professional Development Conference"	"Assume responsibilities for the work of Committees as assigned by the President"

Section 5 – Secretary Duties

Element	2023 Version	2026 Version
Duty (c)	"Notify Chapter members about meetings"	"Manage Chapter communications (including monthly newsletter, meeting notifications, CEU distribution, etc.)" – significantly expanded

Section 7 – Advisory Group Member Duties

Element	2023 Version	2026 Version
Duty (d)	"Attend the meeting of Society Advisory Group"	"Communicate with chapter membership keeping them informed on Advisory Group operations and cascading important information"
Duty (e)	Not present	"Attend meetings of Society Advisory Group" (moved from former (d) and made a separate duty)

Section 8 – Members-at-Large Duties

Element	2023 Version	2026 Version
Duty (c)	"Serve as committee chairs when appointed by the Executive Board"	"Serve as committee chairs, co-chairs, PDC committee member, or other designated volunteer role, as appointed by the Chapter Executive Committee" – expanded

Article VI – Nomination and Election of Officers

New Provisions Added (Section 3) – Staggered Terms Codified

The 2026 version adds explicit language codifying staggered terms (not present in the 2023 version):

"The Secretary and Treasurer each serve two (2) year terms that are alternating in election year. For example, Secretary will be elected on odd years and Treasurer will be elected on even years."

"Members-at-large each serve two year terms with half (three) of the members up for election each year."

Section 6 – Ballot Requirements

Element	2023 Version	2026 Version
Minimum ballot return	"40 votes or 20% of the Chapter membership"	"40 votes or 5% of the Chapter membership, whichever number is lower"

Section 8 – Vacancies

Element	2023 Version	2026 Version
Vacancy provision (a)	Includes "Secretary/Treasurer" as a combined example	Removes combined "Secretary/Treasurer" — lists only "Secretary, Treasurer, or any others" separately
New provision (d)	Not present	"A Board Member running to fill a vacancy in a special election cannot serve on the Special Nominations Committee. Nor can anyone who could be part of the change due to potential for automatic succession serve on the Special Nominations Committee."

Article XII – Financial

Element	2023 Version	2026 Version
Section 1	"arrange for financial review by 3 Chapter members"	"arrange for financial internal audit by three Chapter members" (changed "review" to "internal audit")

Element	2023 Version	2026 Version
Section 2	"Every 3 years, an audit or compilation and review will be completed by an outside firm"	Removed entirely

Summary of 15 Key Changes

The following table summarizes all identified changes from the 2023 to the 2026 Northwest Chapter ASSP Bylaws:

#	Change	Description
1	Quorum Increased	Board meeting quorum raised from 5 to 9 members.
2	Electronic Balloting Provision	New provision allowing meetings to proceed without quorum using electronic balloting for votes.
3	Annual Performance Report → COMT	Replaced with Chapter Operations Management Tool (COMT), due June 30th instead of August 15th.
4	President-Elect Added to Budget Process	Budget preparation now includes President-Elect alongside President and Treasurer.
5	New Presidential Duty	Review and approve check disbursements per Chapter Accounting Standard Operating Guidelines.
6	Secretary Role Expanded	Communications duties significantly broadened to include newsletter, CEU distribution, etc.
7	Advisory Group Formula Simplified	Removed membership-count formula; simplified to two most immediate past presidents.
8	Members-at-Large Explicitly Six	Number now explicitly stated as six.
9	Ballot Return Threshold Lowered	From 20% to 5% of membership (whichever is lower).
10	Staggered Terms Codified	Secretary/Treasurer alternating election years and MAL staggered terms explicitly stated in Article VI.
11	Special Election Conflict of Interest	New provision preventing board members with succession interest from serving on Special Nominations Committee.
12	External Audit Requirement Removed	Three-year external audit/compilation requirement eliminated entirely.
13	Financial Review → Internal Audit	Terminology changed from "review" to "internal audit".
14	Non-Voting Board Positions Expanded	Explicitly lists Webmaster, Bylaws, Scholarship and student affairs liaison as non-voting positions.
15	Safety Council Representatives Reclassified	Moved from voting Executive Committee members to non-voting Board members.