

**BYLAWS LONG BEACH CHAPTER  
AMERICAN SOCIETY OF SAFETY PROFESSIONALS**

**(Amendments listed under Article XI)**

Bylaws Adopted June 7, 1991  
Amended June 11, 1997  
Amended June 11, 1999  
Amended May 10, 2007  
Amended December 2, 2009  
Amended September 14, 2011  
Amended November 2017 **Amended January 29, 2021**  
Amended August 2022

Bylaws Approved by Regional Vice-President, August 2, 1991  
Amendment Approved by Regional Vice President, August 28, 1997  
Amendment Approved by Regional Vice President, June 11, 1999  
Amendment Approved by Regional Vice President May 10, 2007  
Amendment Approved by Regional Vice President December 2, 2009  
  
Amendment Approved by Regional Vice President December 2, 2011  
Amendment Approved by Regional Vice President April 5, 2018  
Amendment Approved by Regional Vice President xxxx, 2021

**Bylaws Approved by the Regional Vice President and Area Director**

  
Royal Willard (Dec 12, 2022 13:41 PST)

(Regional Vice President Signature)

(Date)



(Area Director Signature)

(Date)

Chapter Chartered June 19, 1992

## **ARTICLE 1 - NAME**

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

**Section 2.** Hereinafter, the Long Beach Chapter will be referred to as the Chapter, the Long Beach 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, who have an interest in the Chapter's geographical area, pay Chapter dues, and request membership in the Chapter. 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 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 Area 3/C of Region I, and the chapter's geographical area is defined as following Zip Codes:

90239, 90274, 90277, 90278, 90501 through 90510, 90701, 90704, 90710, 90712 through 90717, 90731 through 90733, 90744 through 90747, 90801 through 90815, 90822, 90840 and 90846.

**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 compliance 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.** A quorum shall consist of either the President or Vice-President and three additional officers consisting of at least three elected officers or one elected officer and two appointed officers.

**Section 6.** The Executive Committee shall consist of the Elected Officers, appointed Executive Committee officers and Member-at-Large (appointed by the current President, with duties as assigned by the President. All Executive Committee officers (elected and appointed) are authorized to vote on issues before the Committee.

**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 an appointed Committee Chairperson.

**Section 8.** The Chapter President is a member of the Regional Operating Committee and must be either a Professional Member, Member, or International Member of ASSP in good standing for one year prior to election. A professional member or Chapter member who is an elected officer of the Chapter may serve in the stead of the President if approved and so designated in writing to the Regional Vice President.

**Section 9. Chapter Officers and Advisory Group Member 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 or that obligates the Chapter financially for more than \$500 without approval of the Executive Committee. Only exception is if the contractual obligation is contained in the approved Chapter budget. Furthermore, any contract valued at more than \$1,500 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 Vice-President shall automatically succeed to President after serving the initial term with an option for an additional one year.)**
- b) **Vice-President**
- 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. 249 members or less equals one advisory group member, One advisory group member for each additional 250 members or portion thereof, in excess of its initial 249 members.

**Advisory Group Member(s) serve for a one (1) year term beginning on July 1. Advisory Group Member(s) may serve more than one (1) term. The most recent President assumes the role of Advisory Group Member on the ASSP Advisory Group**

**Section 2. Each elected Chapter officer shall be an ASSP Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. Members (as set forth in Article III, Section 4 of the Bylaws), who have not served as either the Secretary or Treasurer may hold the offices of President, Vice-President, or Advisory Group Member on the ASSP Advisory Group, but must be approved by majority vote of the Executive Committee.**

**Section 3. The President shall:**

- a) **Preside at regular and special meetings of the Chapter Executive Committee and the membership meetings.**
- 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 (ROC) representing the Chapter.**
- d) **Provide leadership for programs and activities for the Chapter during the terms of office.**
- e) **Appoint such committees and chairpersons as are necessary to implement the objectives of the Chapter.**
- f) **Submit a completed annual planning template via the Chapter Operation Management Tool (COMT) Report 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 via the Chapter Operation Management Tool (COMT) Report by May 31**
- h) **Submit the annual Chapter Operations Management Report (COMT) by June 30.**
- i) **Provide strategic and/or Long Range Plans for the Chapter's development.**

**Section 4. The Vice-President shall:**

- a) **Succeed to the office of the President after completing his/her term as Vice-President.**
- 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.**
- d) **Maintain Chapter Bylaws and Long Range Plan in accordance with changes made by the Executive Committee.**

**Section 5. The Secretary shall:**

- a) **Maintain Chapter records and correspondence**

- b) Record and distribute minutes of Chapter Executive Committee meetings.
- c) Support Chapter Notification of members of meetings.
- d) Assume the duties of the Treasurer as necessary.
- e) Retain records as specified in Article X, Section 5 of the Bylaws.
- f) Disseminate the Chapter member mailing list in accordance with the Standard and Electronic Mailing Lists Use Policy (as specified in the Standard Operating Guidelines).
- g) Assume the duties of the Treasurer as necessary

**Section 6. The Treasurer shall:**

**Maintain all financial records of the Chapter.**

- a) Develop and submit to the Executive Committee for approval an annual budget that is consistent with the Chapter's Long Range Plan.
- b) Supervise the receipts and disbursement of funds, as directed by the Chapter Executive Committee in support of Chapter activities, programs and events as approved by the Executive Committee and for travel reimbursement as set forth in the Chapter Travel Reimbursement Policy (of the Standard Operating Guidelines).
- c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d) By May 31, transmit Chapter Operation Management Tool (COMT) Report to Society Headquarters and the Regional Vice President, the audited income and expense statement for the fiscal year ending March 31, and submit to the Federal IRS and California Franchise Tax Board any required tax documents by August 15.
- e) Assume the duties of the Secretary as necessary.
- f) Retain records as specified in Article X, Section 5 of the Bylaws.

**Section 7. The Advisory Group Member on the ASSP Advisory Group shall:**

- a) Operate in accordance with ASSP Advisory Group Operating Procedures and Society Bylaws.
- b) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.

- c) Ensure representation of the Chapter at ASSP Advisory Group meetings..
- d) Advisory Group Member(s) on the ASSP Advisory Group may be re-elected; however, they shall not serve more than three (3) consecutive terms as provided in the Society Bylaws.

**Section 9. The Member-at-Large shall:**

- a) Be an automatic appointment of the Immediate Past President after completion of 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. The Nominating 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 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 Vice-President 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 January Executive Committee meeting each year. The names of the Nominating Committee shall be publicized prior to the February meeting.**

**Section 2. The Nominating committee shall select qualified candidates for all elected offices. Candidates' names and qualification shall be published and distributed to the chapter membership at least 30 days in advance of the election.**

**Section 3. Any Chapter Professional Member, Member, or International Member in good standing with ASSP may submit a signed petition nominating one or more individuals for elected office. The petition will require 10 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 Nominating Committee 30 days in advance of the election. The**

names and qualification of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

**Section 4.** The term of elected Chapter officers shall be for one year beginning July 1.

**Section 5.** Election of officers for the ensuing year shall be held at the April meeting. If there is more than one candidate for any office, election shall be by written or electronic ballot. If there is only one candidate for an office, election may be by voice vote. In the event a quorum is not present at the meeting a special mail or electronic ballot will be sent to the Chapter Members and a return of at least 40 votes or 20% 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 6.** 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 a regular or special meeting at which a quorum of the Chapter is present.

Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer or the Executive Committee who appointed them.

**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 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 un-expired term of office, in addition to the term for which he/she was originally elected, giving special consideration to current committee.
- b) Should a vacancy occur early (less than 6 months) in the term in the office of:
  - 1) President, the Vice-President shall succeed to the Presidency. If the Vice-President declines the position, a past President may serve as President for this term upon the approval of the Executive Committee. Otherwise, a special election will be considered for filling the seat of President. The Vice-President or a special nominations elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.
  - 2) Vice-President, 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 Vice-President, then the position should be filled as noted in this Article and Section, paragraph b(2).

- c) Should a vacancy occur at mid-term or later, in the office of:
  - 1) President, the Vice-President shall serve the un-expired term of the President in addition to the term for which he/she was originally elected.
  - 2) Vice-President, the Vice President shall serve the un-expired term of the Vice-President.

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

**Section 9.** 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 this Chapter to serve 10 or more dues-paying 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.

**Section 2.** The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Regional Operating Committee.

- a) The group shall complete a section formation application
- b) The Section shall operate in accordance with Society and Chapter Bylaws.
- c) Sections upon approval by the Regional 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, member, or international member in good standing for a period of one year with ASSP. 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.
- d) By April 15 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 Regional Vice President.
- e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify 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 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 investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the section Treasury shall be remitted to the Chapter for Chapter use.
- h) Student members attending an educational institution may join together to form a Student Section of the Chapter. A group of student members may petition the Chapter to form a student section of the Chapter. Each student section shall be organized and governed according to a set of Bylaws approved by the Regional Vice President. These Bylaws shall follow, in principle the Model Section Bylaws approved by the Council on Region Affairs.

#### **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.

**Section 4.** Individuals applying for Society membership shall submit an application and the current application fee to the Society. Application fees are not refundable.

#### **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 meetings; such notice to be sent to each member at least two weeks in advance.**

**Section 3. Ten members in good standing shall constitute a quorum at any regular or special meeting.**

**Section 4. 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.**

**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 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 electronic ballot shall be sent to all voting Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are distributed to members, they shall be counted by the Chapter Executive 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 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.**

**The Chapter may be dissolved by the Society Board of Directors 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 officers shall carry out the dissolution of the Chapter.**

**Section 3.** 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 4.** Any fundraising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter.

**Section 5.** 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 a chapter charter is removed, any funds remaining in the treasury account of the former chapter that becomes a section shall be transferred to the treasury account of that section. For all other cases, the former chapter funds shall be transferred to ASSP 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 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 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 and Regional Vice President.

**Section 5.** The following Amendments to the Bylaws were made in August 2022:

- a) Changed delegate to "Advisory Group Member to the ASSP Advisory Group" to reflect governance change of ASSP.

# **CERTIFICATION OF PRESIDENT**

**CERTIFICATION OF PRESIDENT  
AMERICAN SOCIETY OF SAFETY PROFESSIONALS  
LONG BEACH CHAPTER  
An California Non-Profit Entity**

**I hereby certify that I am the duly elected and acting President of the Long Beach Chapter of the American Society of Safety Professionals, and that the preceding by-laws, consisting of 13 pages, constitute the by-laws of the entity, as duly revised and adopted by the Executive Committee August 2022.**

**President Long Beach Chapter of ASSP**

**Karen Townsend**