



Arizona Chapter

American Society of Safety Engineers
Phoenix, Arizona



AMERICAN SOCIETY OF SAFETY ENGINEERS - ARIZONA CHAPTER

BYLAWS - CONSTRUCTION SECTION

Section Chartered: July 1, 2004

Bylaws Adopted: June 3, 2004

Bylaws Revised: April 2010

Bylaws Approved by the Section: May 14, 2010

Bylaws Approved by the Chapter Executive Committee: June 4, 2010

Bylaws Approved by the Area Director and/or Regional Vice President: June 4, 2010

(Construction Section Chair Signature)

MAY 14, 2010

(Date)

(Arizona Chapter President Signature)

6/4/2010

(Date)

(Regional Vice President Signature)

6/13/2010

(Date)

(Area Director Signature)

6/24/2010

(Date)

AMERICAN SOCIETY OF SAFETY ENGINEERS
ARIZONA CHAPTER CONSTRUCTION SECTION

SECTION BYLAWS

ARTICLE I – NAME

- Section 1. The name of this organization shall be the Construction Section of the Arizona Chapter of the American Society of Safety Engineers.
- Section 2. Hereinafter, the Construction Section will be referred to as Section, the Arizona Chapter will be referred to as the Chapter, and the American Society of Safety Engineers will be referred to as the Society.

ARTICLE II – PURPOSE

- Section 1. The purpose of this Construction Section will be to promote the advancement of the construction safety profession and construction safety professionals in the geographical area served.
- Section 2. In fulfilling its purpose, the Section shall have the following objectives:
- 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 Section, 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 Section and the Society.
 - f) To conduct its affairs in a manner that will reflect the standards, purposes and objectives of the Chapter and Society.

ARTICLE III – MEMBERSHIP

- Section 1. Membership in the Section is open to those individuals who are members of the Chapter and Society in good standing and, are located within the Section's geographical area and request membership in the Section.
- Section 2. Membership is personal and not transferable.
- Section 3. All Section members are eligible to vote on all matters submitted.

ARTICLE IV – ORGANIZATION

- Section 1. The Section is a not-for-profit organization approved for affiliation by the Chapter Executive 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 “A” of Region II, and the Section’s geographical area is the same as the Chapters:

COUNTIES		
Coconino	Maricopa	Yavapai
LaPaz	Mohave	Yuma
Gila – except Zip Codes: 85235, 85292, 85501, 85539 & 85542		
Pinal – only Zip Code: 85220		

- 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. A majority of the Operating Committee present at a meeting shall constitute a quorum.
- Section 6. The Operating Committee shall consist of the Elected Officers and a Section Advisor to be appointed by the Chairperson and approved by the Section Operating Committee.
- Section 7. 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.
- Section 8. Section officers shall be elected by members of the Section.
- Section 9. 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) Chair-Elect.
 - c) Vice-Chairperson.
 - d) Secretary/Treasurer.
- 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 (Regional Vice President). However, only a Professional Member or Member may hold the office of Chairperson.
- Section 3. The Chair-Elect shall automatically succeed to the office of Chairperson and the Vice Chair shall automatically succeed to the office of Chair-Elect in the succeeding year.
- Section 4. 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 (Regional Vice President) by July 15 and other reports as requested by the Chapter.
 - 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 5. The Chairperson-Elect shall:
- a) Carry out those duties if the Chairperson is unable to serve.
 - b) Preside at regular and special meetings of the Operating Committee and the membership of the Chairperson is unavailable.
 - c) Assume responsibilities for the work of Committees as assigned by the Chairperson.
 - d) Provide leadership for programs and activities for the Section during the term of office.

- Section 6. The Vice-Chairperson shall:
- a) Carry out those duties if the Chair Elect is unable to serve.
 - b) Assume responsibilities for the work of Committees as assigned by the Chairperson.
 - c) Provide leadership for programs and activities for the Section during the term of office.

- Section 7. 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 Charter.
 - 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) Submit financial reports as required by the Chapter.

- Section 8. The Committee Advisor shall:
- a) Assume responsibilities for the work of Committees as assigned by the Chairperson.
 - b) Provide leadership for programs and activities for the Section during the term of office.
 - c) Shall Chair the Nomination & Election Committee.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

- Section 1. The Section Advisor shall be the Chairperson of the Nominating Committee. The Committee, including the Chairperson, will consist of not less than two (2) nor more than (4) members. One member shall be selected by the current Section Chairperson and any balance by the Committee Chairperson. Members of the Committee who are chosen to run for an office shall resign from the Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. The slate of officer candidates must be approved by the full final sitting committee.

Selection of the Committee Members shall be completed no later than the third Section meeting each (fiscal) year. The names of the Committee Members shall be publicized prior to the December meeting.

- 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 60 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 4 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 30 days in advance of the election. The names and qualifications 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 Section officers shall be for one year beginning July 1.
- Section 5. Election of officers for the ensuing year shall be held at the May meeting. If there is more than one candidate for any office, election shall be by written ballot. 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 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.
- 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 4 voting members of the Section. 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 Operating Committee who appointed them.
- Section 8. Vacancies in elected Section 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 or any others, except Chairperson, the Chairperson shall appoint, with the approval of the 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.
 - b) Should a vacancy occur early in the term, in the office of Chairperson:
 - 1) The Chair-Elect 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 Operating Committee.

Section 10. (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 – DUES

Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual dues as stated in the Chapter Bylaws.

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

ARTICLE VIII – MEETINGS

Section 1. Sections 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 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. Five active 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 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 IX – 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 Operating Committee. The resolution shall set forth the reasons for dissolution.
 - b) Within 30 days following the Operating Committee action, a mail 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 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 or conditions preempt the implementation of the preceding Section, a Section member may make a recommendation for dissolving a Section to the Chapter Executive Committee, Area Director or Regional Vice President for their review. The final dissolution must be approved by 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 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 ensure 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 – five 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 4 Section Professional Members and/or Members.

Amendments proposed by the latter shall be presented to the Section Operating Committee.

Section 2. The Section Operating Committee shall publish and 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 Regional Vice President.

ARTICLE XI – ARIZONA CHAPTER CONSTRUCTION SECTION AMENDMENTS

Section 1. [blank]