

**BYLAWS FOR THE GULF
COAST CHAPTER
AMERICAN SOCIETY OF SAFETY PROFESSIONALS
Bylaws Adopted August 2022**

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

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Regional Vice President - Signature


Patricia Ann Reed (Feb 8, 2023 14:52 CST)

South Area Director - Signature

**Chapter Chartered
March 24, 1939**

ARTICLE I - NAME

Section I-1. The name of this organization shall be the Gulf Coast Chapter of the American Society of Safety Professionals.

Section I-2 Hereinafter, the Gulf Coast Chapter of the American Society of Safety Professionals will be referred to as Chapter, and the American Society of Safety Professionals (ASSP) will be referred to as Society.

ARTICLE II - PURPOSE

Section II-1 The purpose of this Chapter is to promote the advancement of the safety profession and safety professionals and to develop its members in the geographical area served.

Section II-2 In fulfilling its purposes, the Chapter has the following objectives:

- a) To develop and/or promote educational programs required to perform the functions of a safety professional.

- b) To develop and/or disseminate locally, information and materials that carry out the purpose of the Chapter, the Society, and serve the public.
- c) To provide and/or support forums for the interchange and gaining of knowledge among its members.
- d) To liaison with local organizations of related disciplines.
- e) To initiate and/or implement programs and projects that are consistent with the purposes of the Chapter and the Society.
- f) To conduct Chapter affairs in a manner reflecting the standards, purposes and objectives of the Society.
- g) To initiate and/or implement other activities approved by the Chapter and/or the Executive Committee (EC) that are consistent with the purpose of the Chapter and Society.

ARTICLE III - MEMBERSHIP

- Section III-1 Membership in the Chapter is open to individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or those who request membership. All members of the Chapter shall be members of the Society.
- Section III-2 Membership is personal and not transferable.
- Section III-3 Membership classifications are assigned by Society.
- Section III-4 Only professional members and members may hold elective office.
- Section III-5 All Chapter members are eligible to vote on matters submitted to the Chapter membership.

ARTICLE IV – ORGANIZATION and GOVERNANCE

Section IV-1 The Chapter is a not-for-profit organization chartered by the Society to carry out the objectives of the Society in its geographical area.

The Chapter is located in Region III, South Area, of the Society and headquartered in Harris County. The Chapter's geographical area is defined as the Texas Counties of:

Austin	Grimes	Madison	Trinity
Brazoria	Harris	Montgomery	Walker
Fort Bend	Houston	Polk	Waller
Galveston	Leon	San Jacinto	Washington

- Section IV-2 The Chapter shall operate in accordance with Society Bylaws.
- Section IV-3 To maintain its Charter, the Chapter shall have a minimum of twenty-five (25) members.
- Section IV-4 The Chapter activity year shall be from July 1 to June 30.

Section IV-5 The Executive Committee (EC)

- a) The EC is responsible for the following:
 - i) Operation and management of the Chapter.
 - ii) Supervision and care of Chapter property.
 - iii) Adopting a budget by the October EC meeting.
 - iv) Finances of the Chapter.
 - v) Administering policies and programs of the Chapter.
 - vi) Cooperating with other organizations while not impairing the ability of the Chapter to pursue its purposes independently.
 - vii) Committing the Chapter to action in accordance with resolutions adopted at meetings of the Chapter.
- b) A quorum of the EC consists of four (4) voting members of the Committee.
- c) The EC shall consist of the elected Officers and the Past President.
- d) The EC shall meet each month unless extenuating circumstances dictate otherwise and are affirmed by a quorum of the EC.
- e) Special meetings of the EC may be called by the President or a quorum of the EC. No action shall be taken at a special meeting other than that named in the meeting call.
- f) All EC members shall be notified of a regular or special meeting by telephone or by electronic methods regarding regular Committee meetings with at least 3 days prior notification.
- g) All EC members shall attend at least 9 of the 12 regular scheduled meetings or be subject to removal from office.
- h) Objectives listed in ARTICLE II, Section 5 (a) (i) – (vii) and Article II Section 5 (j) (i) – (xi) of these Bylaws are supervised by an Elected Officer.
- i) The EC may recommend to the ROC that it dissolve a Section if the Section ceases as a viable organization.
- j) Committees under ARTICLE V Section 6 (a) (vi) may include, but are not limited to, the following:
 - i) Awards and Honors
 - ii) Governmental Affairs
 - iii) Job Placement / Employment Coordinator
 - iv) Long-Range Planning
 - v) Membership
 - vi) Nominating
 - vii) Professional Development
 - viii) Program Planning
 - ix) Public Relations
 - x) Parliamentarian
 - xi) Historian
 - xii) Practice Specialties, and Common Interest Groups

- Section IV-6 The Chapter will meet at least six (6) times per year with four (4) of those meetings considered technical meeting. Technical meetings 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.
- NOTE: Technical meetings may be delivered via. Face-to-face venues, webinars, or a combination of both.
- Section IV-7 Special meetings of the Chapter may be called by the EC or by written notice, stating the purpose of the meeting, from twenty-five (25) voting Chapter members in good standing. This notice shall be attempted by electronic methods, telephone, and/or other public notification at least two (2) weeks in advance of the meeting.
- Section IV-8 Twenty-four (24) Chapter members and one (1) elected member of the EC, for a total of twenty-five (25), shall constitute a quorum at any regular or special Chapter meeting.
- Section IV-9 The latest edition of Robert's Rules of Order shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.
- Section IV-10 The Chapter may partner with other similar organizations for networking events, and Chapter meetings. When applicable, terms shall be agreed between the key stakeholders in order to ensure responsibilities, costs, and expectations are understood by involved parties.

ARTICLE V – OFFICERS

- Section V-1 Elected Officers with voting rights in the Chapter are:
- a) President / Advisory Group Member #1 (President)
 - b) Senior Vice President of Communications / Advisory Group Member #2 (Sr. VP of Communications)
 - c) Vice President of Member Services / Advisory Group Member #3 (VP of Member Services)
 - d) Secretary / Advisory Group Member #4 (Secretary)
 - e) Treasurer / Advisory Group Member #5 (Treasurer)
 - f) Program Chair / Advisory Group Member #6 (Program Chair)
 - g) Newsletter Chair / Advisory Group Member #7 (Newsletter Chair)
 - h) Student Liaison Chair / Advisory Group Member #8 (Student Liaison)
- Section V-2 Only a Professional Member or Member may hold elected office.
- Section V-3 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.
- Section V-4 The term of office for the President and Treasurer positions shall be for two (2) years, and all other elected positions shall be for one (1) year, July 1 to June 30.

Section V-5 Succession of elected members is defined in Article V

Section V-6 Officer responsibilities and authority are as follows:

- a) All Officers shall:
 - i) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
 - ii) Serve as representative of their local ASSP chapter on the ASSP Advisory Group.
 - iii) Keep the EC and Chapter informed of Advisory Group actions and proposed actions.
 - iv) Transmit the Chapter's views on Society activities.
 - v) Actively discuss and provide input on issues/topics to the Board of Directors.
 - vi) Diligently make an effort to attend Society meetings and the Society Advisory Group meeting.
 - vii) Notify the President if they are unable to attend the ASSP Advisory Group meeting.
 - ix) Assist the Sr. VP of Communications with preparations for the Region III PDC.
 - x) Accept responsibilities for committee work as assigned by the President.**
 - xi) Present reports to the EC concerning assigned duties and responsibilities as requested.
 - xii) Assume other duties as assigned by the President and/or the EC.

- a) The President shall:
 - i) Preside at regular and special meeting of the EC and the Chapter.
 - ii) Represent the Chapter at the Regional Operating Committee (ROC) meetings as the voting representative for the Chapter.

An elected officer of the Chapter may serve in place of the President if designated in writing to the Regional Vice President.
 - iii) Represent the Chapter at other organization's meetings.
 - iv) Annually Submit a Chapter Stars application to the Regional Vice President and Society by August 15th.
 - v) Annually submit the names of Chapter officers elected for the ensuing year by May 31st to the Regional Vice President and Society Headquarters.
 - vi) Appoint or establish, as necessary, committees to implement Chapter objectives by submitting to the EC, for ratification by a quorum vote, a committee charge outlining:
 - 1) the EC member having functional responsibility for the committee.
 - 2) the designation of the committee leadership.
 - 3) the name(s) of the candidate(s) on the committee.
 - 4) the function and scope of the committee including limitations or constraints.
 - 5) budgetary provisions of the committee.
 - 6) and the nature and frequency of reports to be made to the EC and/or Chapter.
 - vii) Lead programs and activities for the Chapter.

- viii) Submit the Chapter's "Chapter of the Year" petition to the Regional Vice President and Society Headquarters by August 15th each year that the Chapter opts to enter this competition.
 - ix) Choose and submit the recipient of the Chapter President's Award to the Vice President of Member Services by April 15th.
 - x) .
 - xi) Appoint an alternate to carry out the duties of Past President, with a majority vote from the EC, in the event that the Past President is unable to complete their term.
- b) The Sr. VP of Communications shall:
- i) Carry out the duties of the President in the absence of the President.
 - ii) Succeed to the position of and carry out the duties of President in the event the President is unable to complete their term.
- NOTE: If the remainder of the term is more than six (6) months, Article VI, Section 9 shall be implemented.
- iii) Serve as Chapter representative to the Region III PDC.
 - iv) Be responsible and accountable for all forms of Communications of the Chapter as follows:
 - 1) maintain the website current.
 - 2) maintain and communicate the Calendar of Events.
 - 3) provide for regular and/or special meeting announcements and synopsis.
 - 4) advertise and/or promote activities within the Chapter, Region, and/or Society.
- c) VP of Member Services shall:
- i) Carry out the duties of the Sr. VP of Communications in the absence of the Sr. VP of Communications.
 - ii) Succeed to the position of and carry out the duties of Sr. VP of Communications in the event the Sr. VP of Communications is unable to complete their term.
- NOTE: If the remainder of the term is more than six (6) months, Article VI, Section 9 shall be implemented.
- iii) Serve as Chair to the Chapter PDC, when applicable.
 - iv) Be responsible for all Member Services for individual Chapter members including:
 - 1) Job Placement / Employment Referral (Job Bank).
 - 2) member / employee recognition programs including all formal / informal awards, honors, and recognition programs including but not limited to:
 - a) Chapter Safety Professional of the Year (SPY).
 - b) President's Awards.
 - c) STARS Achievement - Assist Secretary.
 - d) Recognition of safety or applied sciences papers written for publication (e.g., articles or research).
 - e) New member recognition.
 - f) Length of Service Award - 25 year.
 - g) Length of Service Award - 40 year.
- d) The Secretary shall:

- i) Carry out the duties of the VP of Member Services in the absence of the VP of Member Services.
- ii) Succeed to the position of and carry out the duties of VP of Member Services in the event the VP of Member Services is unable to complete their term.

NOTE: If the remainder of the term is more than six (6) months, Article VI, Section 9 shall be implemented.

- iii) Record and distribute minutes of EC meetings.
- iv) Maintain Chapter records and correspondence.
- v) Maintain Chapter attendance of regular Chapter meetings.
- vi) Provide for regular or special EC meeting announcements.
- vii) Receive reports from the Nomination and Election committee and other nominations for recording and provide them to the Sr. VP of Communications for publication.
- viii) Provide all proposed changes to the bylaws and provide them to the Sr. VP of Communications for publication.
- ix) Retain custody of the Chapter Charter.

e) The Treasurer shall:

- i) Carry out the duties of the Secretary in the absence of the Secretary.
 - ii) Succeed to the position of and carry out the duties of Secretary in the event the Secretary is unable to complete their term.
- NOTE: If the remainder of the term is more than six (6) months, Article VI, Section 9 shall be implemented.
- iii) Maintain all financial records of the Chapter.
 - iv) Develop and submit a budget for each fiscal year to the EC prior to the September EC meeting.
 - v) Budget no less than thirty percent (30%) of Chapter dues for the documented Section members to the Section for its use.
 - vi) Assure Section funds are for July 1 to June 30 of the current Chapter year. No monies from these funds remaining on June 30 will be rolled over to the new Section year. Funds raised by the Section will remain line-itemed in the Chapter budget.
 - vii) Reclaim any funds of a dissolved Section for Chapter use.
 - viii) Supervise the receipt and disbursement of funds as directed by the EC.
 - ix) Report to the EC on receipts, disbursement of funds, assets, and liabilities.
 - x) Maintain Chapter funds in a depository approved by the EC.
 - xi) Submit a completed Chapter Dues Report by March 1st and to Society Headquarters.
 - xii) Complete the Chapter's fiscal report and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report to Society Headquarters on or before May 31. Transmit any tax documents to the IRS with a copy to Society Headquarters on or before August 15.

- f) The Program Chair shall:
 - i) Operate in accordance with Advisory Group Operating Procedures and Society Bylaws.
 - viii) Be accountable to the VP of Membership Services in regard to making all arrangements for technical speakers at general meetings and professional development events.
 - ix) Assist the VP of Membership Services with preparations for the Chapter PDC, when applicable.
- g) The Newsletter Chair shall:
 - i) Be accountable to the Sr. VP of Communications in regard to making all arrangements for the Chapter newsletter.
 - ii) Assist the Sr. VP of Communications with website updates and promotional activities.
- h) The Student Liaison Chair shall:
 - i) Communicate and collaborate with the Chapter's Student Sections to share pertinent information
 - ii) Assist the Student Chapter's with their needs and suggestions by acting as the liaison between the EC, and Student Chapter Leaders, and student members.
- i) The Past President shall:
 - i) Provide guidance to the EC in a non-voting capacity.
 - ii) Attend EC meetings.
 - iii) Serve as Chair of the Nominating and Elections Committee.
 - iv) Accept responsibilities for committee work as assigned by the President.
 - v) Present reports to the EC concerning assigned duties and responsibilities as requested.
 - vi) Assume other duties as assigned by the President and/or the EC.
- i) Committee Chair / Committee Members shall:
 - i) Follow the committee charge as outlined by the President and ratified by the EC in Article V Section 6 (a) (vi) (1 – 6).
 - ii) Accept responsibilities for committee work as assigned by the President.
 - iii) Present reports to the EC concerning assigned duties and responsibilities as requested.
 - iv) Assume other duties as assigned by the President and/or the EC.

Section V-7 Elected Officers' Succession Planning is as follows:

- a) The President, Sr. VP of Communications, and VP of Member Services shall serve at least two (1) term as Secretary, Treasurer, Program Chair, or the Newsletter Chair.
- b) The Secretary or Treasurer shall serve at least one (1) term as Chair of any Committee.
- c) The Program Chair and the Newsletter Chair are not required to hold a previous office.
- d) The President may request an exception from the EC to the requirements above, which will require a unanimous vote of the EC for approval.

ARTICLE VI – NOMINATION, ELECTION, REMOVAL, AND VACANCIES OF OFFICERS

Section VI-1 The Nomination & Elections Committee - Process

- a) The most recent immediate Past President available to serve shall be the Chair of the Nominations & Elections Committee as follows:
- b) The Committee, including the Chair, will consist of no less than three (3) nor more than five (5) members.
- c) One member shall be selected by the current President and the balance by the Committee Chair.
- d) Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Committee.
- e) Selection of the Committee members shall be completed and published no later than the December newsletter.
- f) The Committee shall select and certify, including employer approval/acceptance letter, to the Chapter Secretary qualified candidates for all elected offices.
- g) Candidates must be professional members or members of the Chapter and must have been members of the Society for one (1) year prior to taking office.
- h) All members of the Committee must approve the slate of officer candidates.
- i) Candidates' names and qualifications shall be communicated to the EC at the February EC meeting.
- j) Candidates' names and qualifications shall be published and communicated to the Chapter membership by the March Chapter meeting.
- k) The names and qualifications of nominees shall be communicated to the membership in the April Chapter newsletter.

Section VI-2 The Nomination & Elections Committee – Alternate Process

- a) Chapter members may submit a signed petition nominating an individual for elective office.
- b) The petition will require twenty-five (25) Chapter member signatures to be valid.
- c) The petition shall be accompanied by an employer approval / acceptance letter and shall be submitted to the Chair of the Committee by March 15th or as determined by a Special Election Committee.
- d) Follow the remainder of the process in Article VI Section 1

Section VI-3 The term of elected Chapter officers shall be July 1 to June 30, for the designated timeline as defined in Section V-4.

Section VI-4 Only members of the Chapter are allowed to vote.

Section VI-5 Election of officers for the ensuing year shall be held at the May meeting in attendance of a membership quorum in (ARTICLE IV, Section 8) as follows:

- a) The Nominating and Election Committee shall serve as the Teller Committee for this vote.
- b) If there is only one candidate for an office, election may be by voice vote.
- c) If there is more than one candidate for any office, election shall be by secret ballot (written or electronic).

- i) The candidate receiving the highest number of votes shall be declared elected.
- ii) In case of a tie vote, another secret ballot shall be conducted.

Section VI-6 Election of officers for the ensuing year in the event a membership quorum (ARTICLE IV, Section 8) is not present at the May meeting shall be as follows:

- a) a special mail or electronic ballot will be sent to the Chapter members and a return of at least forty (40) ballots from Chapter membership is required
- b) one (1) ballot per member
- c) The ballot process should take less than thirty 30 days with at least fifteen 15 days as a minimal period for response from the members.

Section VI-7 Result of the elections shall be announced at the May Chapter meeting (if known) and published in the June Chapter newsletter.

Section VI-8 Removal of elected Chapter officers is as follows:

- a) Upon presentation of a signed petition from 25 voting members of the Chapter, the Chapter EC shall be obligated to review the validity of the petition and investigate the circumstances.
- b) Once the investigation process is complete:
 - i) the EC may, at any regular or special meeting, remove an individual by a four (4) person vote of the EC - not including the officer under consideration, OR
 - ii) Chapter members may, at any regular or special meetings at which a quorum of the chapter is present, remove an individual by a twenty-five (25) person vote.
- c) Committee chairs appointed by elected Officers or the EC may be removed by the Officer or the EC who appointed them.

Section VI-9 Vacancies in elected Chapter offices shall:

- a) Be filled by the succession designated in the various officer descriptions of Article V.
- b) If no succession is designated, or the designated successor declines to accept the position, the position shall be filled as follows (only for vacancies greater than 6 months):
 - i) should a vacancy occur in the elected office of President the Sr. VP of Communications shall call a special election:
 - 1) The most recent immediate Past President available to serve shall be the Chair of the Special Election Committee.
 - 2) the Committee, including the Chair, will consist of no less than three (3) nor more than five (5) members.
 - 3) one member shall be selected by the current Sr. VP of Communications and the balance by the Committee Chair.
 - 4) newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Committee.
 - 5) The Committee shall select and certify, including employer approval/acceptance letter, to the Chapter Secretary qualified candidates for all elected offices.

- 6) Candidates must be professional members or members of the Chapter and must have been members of the Society for one (1) year prior to taking office.
- 7) Candidates' names and qualifications shall be communicated to the EC no less than twenty (20) days prior to the Chapter meeting at which the election is to be held.
- 8) Publish notification of the election and slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
- 9) Receive at the Chapter meeting any additional nominating petitions as may be rendered under Article VI Section 2.
- 10) All members of the Committee must approve the candidate.
- 11) Conduct a vote as indicated in Article VI Section 5 or Section 6 as applicable
 - ii) Should a vacancy occur in the elected office of Sr. VP of Communications, VP of Member Services, Secretary, Treasurer, Program Chair, Newsletter Chair, or Student Liaison Chair, the President shall appoint, with the approval of a majority vote of the EC, an eligible member to fill the unexpired term of office, giving special consideration to current committee Chair and experienced Chapter leaders who have recently completed their terms of office.
- c) Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the majority vote of the EC.

ARTICLE VII - SECTIONS

- Section VII-1 Sections may be formed and operate in accordance with Society and Chapter Bylaws from the Chapter to serve ten (10) or more dues-paying (or emeritus) members whose:
- a) Geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affair, and
 - b) Whose number is insufficient to permit formation of a new Chapter.
- Section VII-2 The group shall petition the EC to form a Section of the Chapter, and the petition should outline to following:
- a) Name of the Section.
 - b) Territory the Section will encompass.
 - c) Number of members of the Section currently in the territory.
 - d) Plans for meetings to be held and the nature of the program.
 - e) Justification for the creation of the Section.
 - f) Any dues arrangements between the Chapter and the Section.
- Section VII-3 Sections must meet the approval of the EC by majority vote and the Regional Operating Committee per their procedures.
- Section VII-4 Section members shall elect a Chair and a Secretary / Treasurer and shall abide by the Bylaws of the Chapter.

- a) The Chair:
 - i) Shall be a Professional Member or Member.
 - ii) Shall be invited to attend all meetings of the EC and shall attend at least two (2) as a non-voting participant.
 - iii) Shall submit a summary report by April 30th of each year of Section activities and a financial report to the President and the Regional Vice President.
 - iv) Shall document Section member attendance logs. A roster of those members attending more than two-thirds of any individual Section's scheduled meetings between April 1 and March 31 of the previous fiscal year shall be counted to determine the budget for the Section.
 - v) Shall annually appoint a Nominations & Elections Committee to select nominees for and elect the offices of Chair and Secretary/Treasurer prior to July 1st for a one (1) year term beginning July 1st.
- b) The Secretary / Treasurer:
 - i) Shall be a Professional Member or Member.
 - ii) Submit a budget meeting the requirements in Article V (6) (e).
 - iii) Notify Section members of meetings.
 - iv) Keep records of meetings and send Section meeting minutes and documents to the Chapter Secretary within the fifteen (15) days after the meeting is held.
 - v) Retain the Section Charter.
 - vi) Maintain financial records.
 - vii) Keep the Chapter officers informed of the Section's financial status

- Section VII-5 The Chapter shall remit 30% of Chapter dues of Section members to the Chapter's Section for its use (Note: excludes student sections).
- a) At the beginning of each term the EC will review the most recent roster to determine the number of sections members and allocate funds for the term year.
 - b) Financials needs of the Section(s) that exceed this amount shall be communicated to the EC in writing for consideration, and approved by the EC.

- Section VII-6 Student Members attending an educational institution may form a Student Section of the Chapter within whose boundary the institution lies.

ARTICLE VIII - DUES

- Section VIII-1 Each member, Emeritus and Honorary Members, shall be assessed annual Chapter dues of \$25 in addition to Society dues.
- Section VIII-2 Students are not assessed annual Chapter dues if they provide documentation that they are currently enrolled in a college, university, other allied professional program.
- Section VIII-3 Society and Chapter dues are paid annually and in advance by the anniversary of each member's election date.

Section VIII-4 Chapter dues are determined by majority vote of the Chapter membership at any regular or special meeting where a quorum is present (ARTICLE IV, Section 8).

NOTE: All Chapter members shall be notified at least 30 days in advance regarding dues proposals via newsletter or other electronic methods.

ARTICLE X - MISCELLANEOUS

Section X-1 Dissolving the Chapter-by-Chapter members may occur as follows:

- a) Twenty-five (25) members may submit a resolution to dissolve the Chapter to the EC during a regular Chapter meeting or special meeting stating the reasons for dissolution.
- b) Within thirty 30 days of submittal following the Chapter EC action, a mail ballot or electronic methods shall be sent to all Chapter members by the Sr. VP of Communications setting forth the reasons for the dissolution.
- c) Thirty (30) days after the ballots are mailed or sent by electronic methods, they shall be counted by the EC.
- d) A two-thirds (2/3) vote for dissolution is required for approval of the action.
- e) 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.
- f) If a Chapter EC no longer exists or conditions preempt the implementation of the preceding items, a Chapter member may make a recommendation for dissolving the Chapter to the Regional Vice President.
- g) 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.

Section X-2 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 X-3 Any fund-raising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter and are contingent upon a ratification by a quorum vote (ARTICLE IV, Section 8) of the EC.

Section X-4. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records may dispose of the records at the end of the required retention period.

- a) EC meeting minutes, and Chapter meeting attendance rosters – permanently.
- b) Correspondence - two years following completion of the Chapter year in which the correspondence was sent.
- c) Financial Records - seven years following completion of the Chapter year.

ARTICLE XI – GOVERNING AUTHORITY and Chapter Operations Guide

Section XI-1 The Chapter and its units will conduct business in accordance with the most current version of the Chapter Operations Guide, as approved by the EC.

ARTICLE XII - AMENDMENTS

- Section XII-1 Amendments to these Bylaws may be proposed by the EC or by twenty-five (25) Chapter Professional Members and / or Members during a presentation to the EC.
- Section XII-2 The Chapter EC shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.
- Section XII-3 Amendments shall be voted on at a regular or special Chapter meeting at which quorum (ARTICLE IV, Section 8) is present. A two-thirds (2/3) affirmative vote is required for approval.
- Section XII-4 In the event the Chapter does not attain a quorum (ARTICLE IV, Section 8) at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve by-law amendments.
- Section XII-5 All amendments to these Bylaws will become effective immediately following approval by the Regional Vice President.

Approved by the EC, November 2022

Adopted, _____ 2022