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BY-LAWS SNAKE RIVER CHAPTER

AMERICAN SOCIETY OF SAFETY ENGINEERS

By-Laws Adopted October 24, 1977

By-Laws Approved by Region Operating Committee _____

Chapter Chartered _____

ARTICLE I - NAME

- Section 1. The name of this organization shall be the Snake River Chapter of the American Society of Safety Engineers.
- Section 2. Hereinafter, the Snake River 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 the Chapter of the Society will be to promote the advancement of the safety profession 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 liasion with local organizations of related disciplines.
 - (e) To inaugurate and implement such other programs and projects that are consistant with the purposes of the Chapter and the Society.

ARTICLE II - PURPOSE

- Section 2. (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 all individuals who meet the membership standards as specified in the By-Laws of the Society. Who have been accepted by the Society Admissions Committee, and who are located within the geographical area by the Chapter.
- Section 2. All members of the Chapter shall be members of the Society.
- Section 3. Membership is personal and not transferable.
- Section 4. Membership classifications will be assigned by the Society Admissions Committee in accordance with the membership standards in the Society's By-Laws.
- Section 5. Affiliate Members shall not constitute more than 15% of the total membership of the Chapter.
- Section 6. All members may vote on Chapter affairs, but only Professional Members and Members may hold the elective office of President, President-Elect or Assembly Delegate.

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.
- Section 2. In order to maintain its Charter, the Chapter shall have a minimum of fifty (50) active members.
- Section 3. The Headquarters of the Chapter shall be located in such place as may be determined by the Chapter Executive Committee.
- Section 4. The Chapter is located in Region II, and the Chapter's geographical area is defined as follows:
- See Exhibit "A".

- Section 5. There shall be an Executive Committee who shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, shall have full authority to commit the Chapter to action in consonance 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 6. A majority of the Executive Committee present at a meeting shall constitute a quorum.
- Section 7. The Executive Committee shall consist of the Elected Officers, Assembly Delegates, and one Past President and all section Chairman.
- Section 8. Each major objective as listed in Article II, Section 2 (a) (b) (c) (d) of these By-Laws, shall be under the supervision of either a Chapter Officer or an appointed Committee Chairman.
- Section 9. The Chapter President is a member of the Regional Operating Committee. A Professional Member or Member who is an elected officer of the Chapter may serve in the stead of the President for a meeting if so designated in writing to the RVP.
- Section 10. Chapter Officers, and Delegates to the Society Assembly shall be elected by members of the Chapter.
- Section 11. Sections may be formed by this Chapter to serve about ten (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.

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

- (a) The petition should outline the (1) territory the Section will encompass, and the number of members currently in that area; (2) plans for meetings to be held and the nature of the program contemplated; (3) justification for the creation of the Section; and (4) any dues arrangements between the Chapter and the Section.
- (b) The Chapter Executive Committee, in considering the petition, should consider the interests of the members involved, the plan presented in the petition, and the benefits that would accrue to the Chapter and the Society by the creation of the Section.
- (c) Sections upon approval by the Regional Operating Committee shall elect a Chairman and a Secretary/Treasurer and must abide by the By-Laws of the Chapter. The Chairman shall be a Professional Member or Member. The Chairman 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 June 15 of each Chapter year, the Section Chairman 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 Chairman of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chairman 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 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 within whose boundary the institution lies. Student Sections shall be organized and operated in accordance with the guidelines established by the Board of Directors.

Section 12. The Chapter activity year shall be from July 1 to June 30.

Section 13. Meetings

- (a) Technical Meetings of members shall be held at least four times during the year for the interchange and acquisition of professional knowledge among its members.
- (b) Special meetings of members may be called by the Executive Committee. The notice-calling such a meeting shall state the business to be transacted; such notice to be sent to each member at least two weeks in advance.

Section 14. Seven (7) active members in good standing shall constitute a quorum at any regular or special meeting.

Section 15. 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 By-Laws.

ARTICLE V - ADMISSIONS, ELECTIONS, RESIGNATIONS

Section 1. Membership is conferred in accordance with the membership qualifications of the Society By-Laws. Any person who believes he has the qualifications for membership may apply by filing an application with required fees, with the Chapter or the Society.

- Section 2. Each applicant shall provide sufficient information as required by the Society Admissions Committee to establish eligibility for membership.
- Section 3. Applications and fees shall be forwarded promptly to the Secretary of the Society. The transmittal should include the Professional Reference Questionnaire and pertinent comments concerning the applicant's eligibility.
- Section 4. Applications from individuals in the Chapter's geographical area received from the Society will be reviewed and returned to the Secretary of the Society within thirty (30) days of receipt. Pertinent comments concerning the individuals eligibility should be attached.
- Section 5. Notification of Admissions Committee action on applications will be transmitted to the individual by the Society Secretary with a copy to the Chapter.
- Section 6. Chapter members whose current Society and Chapter dues are paid by March 31 are considered members in good standing. When current year's dues are not paid by March 31, members are considered delinquent and all membership services and privileges shall be suspended. If dues are not paid by June 30, of the current year, these members shall be considered as having resigned.
- Section 7. Upon notice that a member of the Chapter has moved into another Chapter area, his membership shall be transferred to the Chapter serving the area to which he has moved. Society Headquarters shall be notified.
- Section 8. Any member whose membership has terminated by resignation may have his membership restored by payment of all outstanding Society and Chapter dues, or by submitting an application as a new member.
- Section 9. A member may be censured, reprimanded or terminated from membership for conduct contrary to the Code of Ethics adopted by the Society, or if he has been convicted of a felony, fraud, theft, embezzlement or an offense involving moral turpitude tending to bring discredit upon the membership, the Chapter or the Society.

The procedure shall be as set forth in the Society By-Laws.

ARTICLE VI - OFFICERS

Section 1. Elected officers of the Chapter shall be:

(a) President

NOTE: Some Chapters do not have a President-Elect and Vice President or First Vice President should be substituted. If more than one Vice President is elected each should be listed separately and their responsibilities described in the following sections.

(b) President - Elect

(c) Secretary

(d) Treasurer

(e) Delegate(s) to the Society Assembly

NOTE: One Delegate for each 100 members or portion thereof as defined in Society By-Laws and based on the official July 1 count by Society Headquarters.

Section 2. Each elected Chapter officer shall have been a member of the Society for one year prior to taking office. However, only a Professional Member or Member may hold the offices of President, President-Elect, or Assembly Delegate.

Section 3. The President shall:

(a) Preside at meetings of the Executive Committee.

(b) Preside at regular and special meetings of the Chapter.

(c) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.

(d) Be a member of the Regional Operating Committee representing the Chapter.

- (e) Provide leadership for programs and activities for the Chapter during his term of office.
- (f) Appoint such committees that are necessary to implement the objectives of the Chapter.
- (g) Submit an Annual Report of the Chapter activities to the Regional Vice President and the Society Secretary in July of each year.
- (h) Submit names of Chapter Officers elected for the ensuing year by April 30, to the Regional Operating Committee and the Society Secretary.

Section 4. The President-Elect shall:

- (a) Succeed to the office of the President and carry out his duties if the President is unable to serve.
- (b) Assume responsibilities for the work of Committees assigned to him by the President.

Section 5. The Secretary shall:

- (a) Maintain Chapter records and correspondence.
- (b) Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- (c) Notify Chapter members of meetings.
- (d) Assume the duties of the Treasurer as necessary.

Section 6. The Treasurer shall:

- (a) Maintain all financial records of the Chapter.
- (b) Supervise the receipt and disbursements of funds as directed by the Chapter Executive Committee.
- (c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- (d) By August 1, transmit to Society Headquarters the audited income & expense statement for the fiscal year ending June 30.
- (e) Assume the duties of the Secretary if necessary.

- Section 7. The Assembly Delegate(s) shall:
- (a) Represent the Chapter membership at meetings of the Society Assembly.
 - (b) Keep the Chapter informed of Society actions and proposed actions.
 - (c) Transmit the Chapter's opinions and views on Society activities.
 - (d) Act on mail ballots on behalf of the Chapter on all matters submitted to the Assembly for action.
 - (e) Assure representation of the Chapter at meetings of the Society Assembly by appointing a Proxy to represent him when unable to attend. The Proxy must be Professional Member or a Member in good standing of the Chapter and shall not be a member of the Society Board Directors. Appointment of a Proxy shall be made by letter, which shall be delivered to the Society Secretary at least one hour prior to the Assembly meeting.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

- Section 1. A Nominating Committee shall be appointed not later than January of each year by the Chapter President. The names of the Committee members shall be published in the Minutes of the January meeting or in the Chapter Newsletter, which shall be distributed to all Chapter members.
- Section 2. The Nominating Committee shall select candidates for all elective offices. The Committee shall select those candidates who, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are selected.
- Section 3. The names and qualifications of each candidate for office shall be published and distributed to the Chapter membership at least sixty (60) days in advance of the election.
- Section 4. Any 7 Chapter Professional Members or Members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by written acceptance by the nominee(s) and shall be submitted to the Chairman of the Nominating Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published.

- Section 4. Continued
and distributed to the mebership at least
15 days prior to the elections.
- Section 5. The term of elected Chapter officers shall be for
one year beginning on July 1.
- Section 6. 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 written ballot. If there is only one candi-
date for an office, election may be voice vote.
- Section 7. Removal of elected Chapter officers shall be by
vote of Chapter members at any regular or special
meeting upon presentation of a signed petition
of the Chapter Executive Committee, or by seven (7)
voting members of the Chapter. Notification of
such meeting shall be mailed to each member at
least 30 days in advance of the date of the
meeting. Committee Chairman appointed by elect-
ed officers or the Chapter Executive Committee
may be removed by the officer on the Executive
Committee which appointed them.
- Section 8. Delegates to the Society Assembly may be re-elected;
however, they shall not serve for more than three
(3) consecutive terms as provided in the Society
By-Laws.
- Section 9. Vacancies in elected Chapter office which occur
during the year shall be filled by the succession
designated in the various offices. If no succes-
sion is designated the Chapter President shall:
- (a) Appoint a special nominating Committee.
 - (b) Publish their nominees for office at least
15 days in advance of the Chapter meeting
at which the election is to be held.
 - (c) Receive at the Chapter meeting nominating
petitions signed by the number of Profes-
sional members and members specified in
Article VII Section 4.
 - (d) Conduct a voice vote at the Chapter meeting
if there is only one nominee, and a written
ballot if there is more than one nominee
for an office.

ARTICLE VIII - FEES AND DUES

- Section 1. Each member, except students and those who have been awarded the honor of Emeritus, or elected as Honorary Members shall be assessed dues in the amount of \$10.00 (ten dollars) per year in addition to the Society dues.
- Section 2. All annual Society and Chapter dues shall be paid annually in advance beginning January 1 and ending March 31.
- Section 3. Chapter dues and fees 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 of the proposed matter.
- Section 4. Individuals applying for Society membership shall submit an amount equal to the Society initiation fee with the application.
- Section 5. Individuals found eligible for membership in the Society will be billed for Society and Chapter dues pro-rated quarterly as determined by the date of election.
- Section 6. Individuals found ineligible for membership in the Society will be refunded any fees submitted. Both the individual and the Chapter will be so notified.

ARTICLE IX - AMENDMENTS

- Section 1. Amendments to these By-Laws may be proposed by the Chapter Executive Committee or by seven (7) 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 these Chapter By-Laws to the membership at least thirty (30) days in advance of the meeting at which action will be taken.
- Section 3. Chapter By-Laws Amendments shall be voted on at a regular meeting or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote will be required.

Section 4. All amendments to these By-Laws will become effective after approval by the Region Operating Committee.

Amendments to Article VIII, Section I will become effective January 1 of the year following approval, and do not require Region Operating Committee approval.

ARTICLE X - MISCELLANEOUS

Section 1. The Chapter may be dissolved by the Chapter Executive Committee in the following manner:

- (a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Executive Committee. The resolution shall set forth the reasons for dissolution.
- (b) Within thirty (30) days following the Executive Committee action, a mail ballot shall be sent to all voting members of the Chapter setting forth the reason for the dissolution. Thirty days later, the ballots shall be counted by the Executive Committee. A two-thirds (2/3) vote of the return ballots is required for approval of the action.
- (c) Upon the adoption of the resolution to dissolve, the officers shall proceed to carry out the dissolution of the Chapter in conformance with applicable laws.

Section 2. The Chapter shall be dissolved when the Charter has been rescinded by the Society Board of Directors after failure of the Chapter to conform with minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period.

Upon notice of rescinding the Charter, the officers shall proceed to carry out the dissolution of the Chapter.

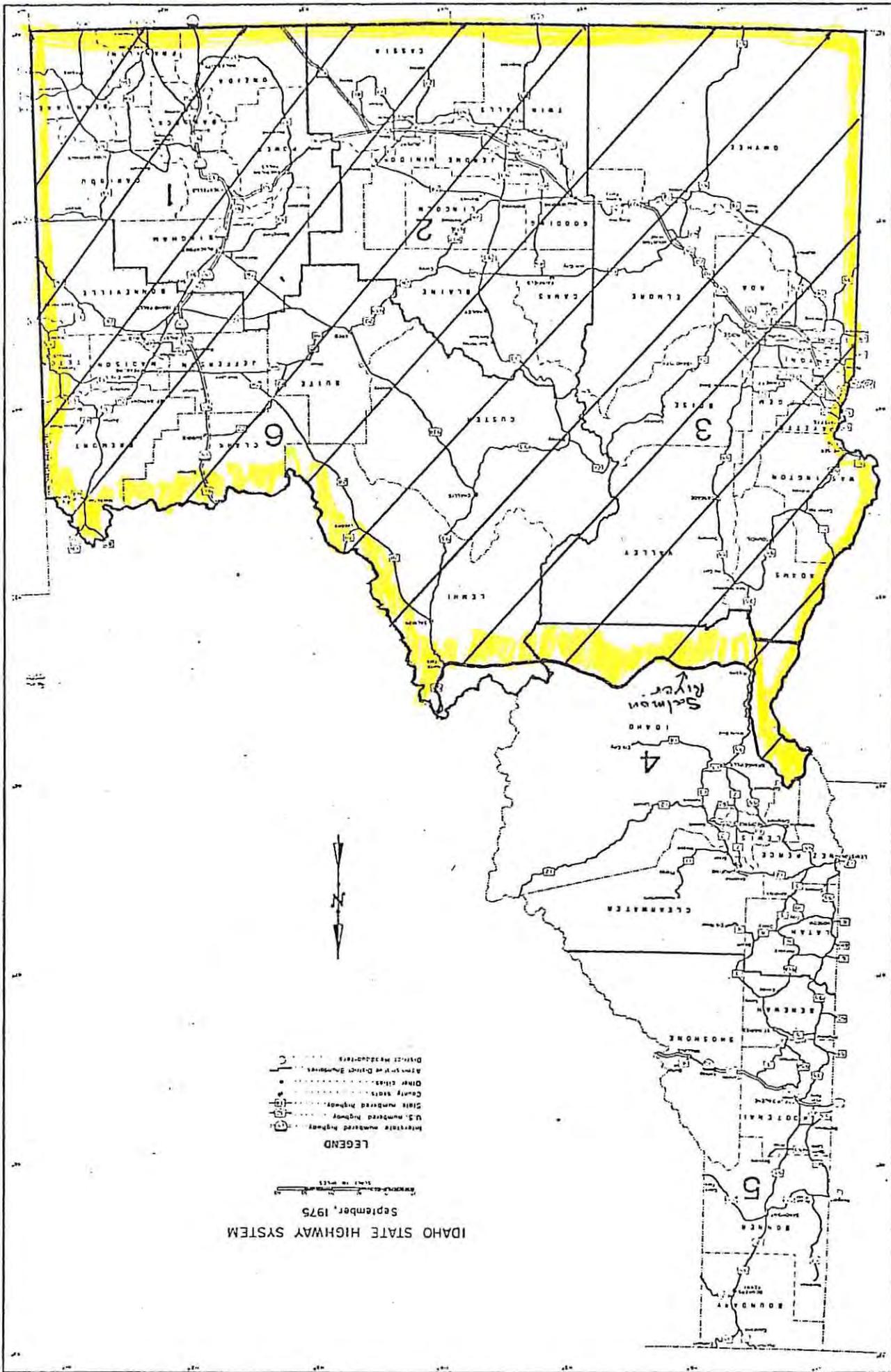
Section 3. The Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society By-Laws.

Section 4. Reproduction of this symbol shall be limited to green, gold, black, and white only or any combination of these colors.

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 Chapter.

Section 6. 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 are authorized to dispose of the records at the end of the required retention period.

- (a) Minutes of meeting - five years following completion of Chapter year.
- (b) Correspondence - two years following completion of the Chapter year.
- (c) Financial Records - five years following completion of the Chapter year.



IDAHO STATE HIGHWAY SYSTEM
 September, 1975

SCALE IN MILES
 0 10 20 30 40 50

LEGEND

- Interstate numbered highway
- U.S. numbered highway
- State numbered highway
- County seat
- Other cities
- Airport
- District boundaries



Exhibit A
SNAKE RIVER CHAPTER
GEOGRAPHICAL AREA

The geographical area of the Snake River Chapter shall consist of the following counties:

IDAHO

Ada	Fremont
Adams	Gem
Bannock	Gooding
Bear Lake	Idaho (North to Salmon River)
Bingham	Jefferson
Blaine	Jerome
Boise	Lemhi (North to Salmon River)
Bonneville	Lincoln
Butte	Madison
Canyon	Minidoka
Camas	Oneida
Caribou	Owyhee
Cassia	Payette
Clark	Power
Custer	Teton
Elmore	Twin Falls
Franklin	Valley
	Washington

See outline of area on attached map.