

AMERICAN SOCIETY OF SAFETY PROFESSIONALS LOS ANGELES CHAPTER #146

Chapter Chartered 1946
Bylaws Adopted: 2023
Bylaws Approved by Regional Vice President: Justin Molocznik
Bylaws Approved by Area Director: Jose Perez

ARTICLE I – NAME

Section 1. The name of this organization shall be the Los Angeles Chapter of the American Society of Safety Professionals.

Section 2. Hereinafter, the Los Angeles Chapter will be referred to as the Chapter, 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 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 and 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 liaisons 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 and who are located within the Chapter's geographical area, or request membership in it.

Section 2. Membership is personal and not transferable.

Section 3. All members may vote on Chapter affairs.

ARTICLE IV – ORGANIZATION

Section 1. The Chapter is a not-for-profit incorporated in the State of Illinois; 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 25 members.

Section 3. The Chapter is located in Region I; Area III and the Chapter's geographical area is defined as follows:

The area includes zip codes 90001 through 93563, with the following exceptions:

90274, 90277-8, 90290, 90501-10, 90701, 90704, 90710, 90712-7, 90731-3, 90744-7, 90801-10, 99813-5, 90822, 90840, 90846, 91301-4, 91306-7, 91311, 91316, 91320-1, 91324-6, 91330, 91334-5, 91343-4, 91355-6, 91360-2, 91364-5, 91367, 91371, 91406, 91409, 91436.

Within the Chapter's geographic territory is the chapter's Inland Empire Section. The Inland Empire Section is contained within the following zip codes:

91358, 91701, 91709, 91710, 19737, 91739, 91743, 91761 through 91764, 91773, 91784, 91786, 92242, 92252, 92256, 92267, 92268, 92277, 92280, 92284, 92285, 92301, 92304, 92304, 92305, 92307, 92308, 92313 through 92317, 92321, 92324, 92325, 92332, 92333, 92335 through 92339, 92341, 92342, 92345, 92346, 92352, 92354, 92356, 92358, 92359, 92368, 92371 through 92374, 92376, 92377, 92382, 92386, 92391, 92392, 92394, 92395, 92397, 92399, 92401, 92404, 92405, 92407, 92408, 92410, 92411, 92701, 92708 through 92710, 92730, 92761 through 92764, 92766 through 92768, 92784, 92786, 92856, 92880.

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 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 5. A majority of the Executive Committee present at a meeting shall constitute a quorum. A Chapter officer may appoint a Chapter Member or Professional Member, who is in good standing, to serve as his/her proxy at an Executive Committee meeting if the officer so designates in writing to the Chapter President. The proxy must specify the meeting for which the proxy applies.

Section 6. The Executive Committee shall consist of the Elected Officers, listed in Article V, section 1, and an immediate past President of the Chapter available to serve.

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 the voting representative for the Chapter at the Regional Operating Committee meetings. A Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so, designated in writing to the Regional Vice President.

Section 9. Chapter officers and Advisory Group Member(s) to the ASSP Advisory Group shall be elected by members of the Chapter.

Section 10. The Chapter activity year shall be from July 1 to June 30.

ARTICLE V – OFFICERS

Section 1. Elected officers of the Chapter shall be:

- (a) President
- b) Vice President (automatic succession to President)
- c) Secretary.
- d) Treasurer.
- e) Advisory Group Member to the ASSP Advisory Group, the prior year president is automatically nominated to this position.

Section 2. Each elected Chapter officer shall be a Chapter member and a Society member for at least one year prior to taking an officer position; any exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, president-elect, Vice President, Advisory Group Member to the ASSP Advisory Group.

Section 3. The President shall:

- (a) Preside at regular and special meetings of the Executive Committee and the membership.
- (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 representing the Chapter.
- (d) Provide leadership for progress and activities for the Chapter during the term of the office.
- (e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- (f) Submit an Annual Report of Chapter activities to the Regional Vice President and the Society Secretary by August 15.
- (g) Submit the names of Chapter officers and Advisory Group Member(s) elected for the ensuing year annually by May 31 to the Regional Vice President and Society Headquarters.
- (h) Submit a completed Annual Performance Report to the Area Director or Regional Vice President and Society Headquarters by June 30.

Section 4. The Vice President shall:

- (a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- (b) Succeeds to the office of the President at term end.
- (c) Be available to serve as the Chapter President's Proxy at Regional Operating Committee meetings.
- (d) Assume other responsibilities and duties as assigned by the President.

Section 6. The Secretary shall:

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

Section 7. The Treasurer shall:

- (a) Maintain all financial records of the Chapter.
- (b) Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- (c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- (d) Complete the Chapter's audited income & expense statement and if any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters and the Regional Vice President. IRS and Franchise Tax Board should be submitted to the appropriate authority by August 15th. (Society files, unless revenue average is over \$50,000 for a 3-year period)
- (e) Notify the Society no later than March 1st of any changes in Chapter dues for the coming Society year.
- (f) Submit any necessary corporation report documents with the California Secretary of State.
- (g) Assume the duties of the Secretary as necessary.

Section 8. Advisory Group Member(s) to the ASSP Advisory Group Shall:

- (a) Attend ASSP Advisory Group meetings representing the Chapter.

- (b) Operate in accordance with ASSP Advisory Group Operating Procedures and Society Bylaws.
- (c) Serve as representative of their local ASSP chapter on the ASSP Advisory Group; and
- (d) Actively discuss and provide input on issues/topics to the Board of Directors.

Section 9. Committee Chairs shall:

Perform their duties as indicated in their Job Descriptions.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall be the Chair of the Nominating Committee. The Committee including the Chair will consist of no less than three (3) nor more than five (5) members, preferably Past Presidents. One member should be selected by the current Chapter President and the balance by the Committee Chair. The current Chapter President shall not be a member of the Nominating Committee. Members who are chosen to run for an office shall resign from the Committee and be replaced with an alternate member appointed by the same officer who initially appointed the resigning member. This exclusion does not apply to the President-Elect who is unopposed and may be a member of the Committee. Selection of the Committee Members shall be completed no later than the first Executive Committee meeting each (calendar) year.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter Membership at least 30 days in advance of the election.

Section 3. The term of elected Chapter officers shall be 3 years from July 1 to June 30.

Section 4. Election of officers for the ensuing year shall be held by 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 5. Removal of elected Chapter officers shall be by vote of Chapter members at any regular or special meetings upon presentation of a written petition from either the Chapter Executive Committee or 15 voting members of the Chapter. Notification of such meeting shall be distributed to each member at least 30 days in advance of the date of the meeting. Committee Chairs appointed by the elected officers, or the Chapter Executive Committee may be removed by the officer or the Executive Committee who appointed them.

Section 6. 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 mid-term or later of that office, including Secretary, Treasurer, Secretary/Treasurer or any others, except President, President-Elect, or positions succeeding to President, the President shall appoint, with the approval of the Chapter Executive 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 Chapter leaders who have recently completed their terms of office.

b) Should a vacancy occur before mid-term, in the office of:

1. President, the President-Elect/Vice President shall succeed to the Presidency. If the President-Elect/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 as specified in b) 2 of this section will be considered for filling the seat of President. The President-elect/Vice President or a special Nominations & Elections committee appointed by the Chapter Executive Committee will be responsible for completing the special election.

- 2) President-Elect/Vice President, the President shall:
 - a) Appoint a special Nominations & Elections Committee.
 - b) Publish notification of the election and the slated 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 any additional nominating petitions as may be rendered and signed by the number of members specified in Article VI, Section 3.
 - 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 office. An e-ballot option may also be provided.
 - (e) Ensure that the elected candidate assumes office immediately upon election.

NOTE: When there are other officers who are part of the succession plan, how to treat these positions also needs to be addressed in this section.

- c) Should a vacancy occur at mid-term or later, in the office of:
 - 1) President, the President-Elect/Vice President shall serve the unexpired term of the President in addition to the term for which he was originally elected.
 - 2) President-Elect/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 President-Elect/Vice President, then the position should be filled as noted in this Article and Section, paragraph b) 2).

Section 9 Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 10 Inability to serve: If after the 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 Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose numbers are insufficient to permit the formation of a separate chapter but whose geographical location, or common interest, within the Chapter, constitutes a unique opportunity to participate separately in Chapter affairs. A Student Section may be formed from Student Members attending an educational institution where that institution lies within the boundaries of the chapter.

Section 2 The group shall complete a section formation application. The section shall be approved by the chapter, and Area Operating Committee, or if applicable, Regional Operating Committee. The Section shall operate in accordance with Society and Chapter Bylaws.

Section 3 Section members shall elect at a minimum a Chairperson and a Secretary/ Treasurer and must abide by Article VII in the Chapter Bylaws.

- a) By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter Section Chair/Student Section Chair or Chapter President.
- b) The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
- c) If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional

Operating Committee, and any funds and assets in the Section Treasury shall be remitted to the Chapter for Chapter use.

ARTICLE VIII – DUES

Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues in an amount to be established by the Executive Committee and approved by the 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 approved 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. An e-ballot may also be used for this process with a minimum return rate of 20% of chapter members.

ARTICLE IX – MEETINGS

Section 1. Chapters shall hold at least four meetings a year. 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 Executive 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. Fifteen (15) 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.

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 Executive Committee. The resolution shall set forth the reasons for dissolution.
- (b) Within 30 days following this Executive Committee action, a written ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, the results shall be counted by the Executive Committee. A two-thirds (2/3) vote is required for approval of the action; and
- (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 for their review. Upon the approval of the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.

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 fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society Bylaws.

Section 5. 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 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; and
- (d) Voting materials – 18 months after the election has been certified.

Section 6. For any reference within these Bylaws to a “written, writing, presented, mail(ed), publish(ed), distribute(d), notice/notified” requirement, an appropriate “electronic response” (e.g., email) can be substituted. The “electronic response” must be traceable to the specified member initiating the response.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 15 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 Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval. In the event the Chapter does not attain a quorum at the next Chapter meeting, an e-ballot may be sent to the Chapter to approve by-law amendments.

Section 4. All amendments to these Bylaws will become effective after approval by the Area Director and Regional Vice President.

Signature: Justin Molocznik
Justin Molocznik (Apr 23, 2024 15:00 PDT)

Email: justinmolocznik@gmail.com

Signature: Jose Perez

Email: jose.perez@wonderful.com












Los Angeles Chapter Bylaws 4.15.24

Final Audit Report

2024-04-24

Created:	2024-04-15
By:	Dallas Tomlin (dtomlin@assp.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEWsFZHzaZzRL8SkXjEUHzfBxsAGo8Ci3

"Los Angeles Chapter Bylaws 4.15.24" History

-  Document created by Dallas Tomlin (dtomlin@assp.org)
2024-04-15 - 9:38:35 PM GMT- IP address: 108.86.240.175
-  Document emailed to justinmolocznik@gmail.com for signature
2024-04-15 - 9:40:32 PM GMT
-  Email viewed by justinmolocznik@gmail.com
2024-04-15 - 9:41:05 PM GMT- IP address: 66.249.84.198
-  Email viewed by justinmolocznik@gmail.com
2024-04-17 - 4:16:55 PM GMT- IP address: 66.249.84.192
-  Email viewed by justinmolocznik@gmail.com
2024-04-23 - 9:59:51 PM GMT- IP address: 66.249.84.192
-  Signer justinmolocznik@gmail.com entered name at signing as Justin Molocznik
2024-04-23 - 10:00:35 PM GMT- IP address: 67.134.36.42
-  Document e-signed by Justin Molocznik (justinmolocznik@gmail.com)
Signature Date: 2024-04-23 - 10:00:37 PM GMT - Time Source: server- IP address: 67.134.36.42
-  Document emailed to Jose Perez (jose.perez@wonderful.com) for signature
2024-04-23 - 10:00:38 PM GMT
-  Email viewed by Jose Perez (jose.perez@wonderful.com)
2024-04-24 - 9:19:08 AM GMT- IP address: 12.165.103.35
-  Document e-signed by Jose Perez (jose.perez@wonderful.com)
Signature Date: 2024-04-24 - 9:19:52 AM GMT - Time Source: server- IP address: 12.165.103.35
-  Agreement completed.
2024-04-24 - 9:19:52 AM GMT