

**GREATER BOSTON CHAPTER,
AMERICAN SOCIETY OF SAFETY ENGINEERS**

**STUDENT SECTION BYLAWS
for
UNIVERSITY OF MASSACHUSETTS LOWELL**

Bylaws Adopted October 14, 2004

DATE BYLAWS APPROVED: _____

SECTION PRESIDENT _____

CHAPTER PRESIDENT: _____

AREA DIRECTOR: _____

DATE CHARTERED: _____

In adapting these Bylaws, the Greater Boston Chapter, American Society of Safety Engineers recognizes that the Student Affairs Committee Chair worked closely with the University of Massachusetts along with the Vice President of Membership from the Greater Boston Chapter.

The signatures above acknowledge and applaud the efforts of all those that worked hard to engage others with the passion for safety and allow this new student section to form.

ARTICLE I - NAME

- Section 1. The name of this Student Section shall be the University of Massachusetts Lowell Student Section of the Greater Boston Chapter, ASSE.
- Section 2. Hereinafter, the University of Massachusetts Lowell Student Section shall be referred to as the Section; the American Society of Safety Engineers shall be referred to as the Society. The Greater Boston Chapter shall be referred to as the Chapter, the Area Operating Committee shall be referred to as the AOC, and the University of Massachusetts Lowell shall be referred to as the School.

ARTICLE II – PURPOSES

- Section 1. The purposes of this Section shall be to promote the advancement of the safety profession and safety education and to foster the professional well-being and development of its members within its campus and community.

Section 2. In fulfilling its purposes, the Section shall have the following objectives:

- a) To further the professional preparation of the members by sponsoring programs for the advancement of safety and acquisition of technical knowledge.
- b) To improve scholarship and the general quality of work in the safety profession by fostering a concern for progress in all areas of safety, among safety educators and practitioners.
- c) To encourage greater professional and social cooperation and interaction among students of safety and allied fields and disciplines.
- d) To unite the resources and skills of students and faculty in programs to benefit Section members, the school and its community.
- e) To assist the Society in the development of effective and relevant educational programs for the preparation of future safety professionals.
- f) To provide encouragement and support to society student activities and foster student member development and retention on its local campus.
- g) To promote participation and entrance into safety/health careers by high school and college students.
- h) To 'translate' scientific and academic literature to 'practical' documents that are easy to be read and understood by a larger audience that includes the working population
- i) To disseminate safety-related research activities in the New England region targeted to immigrant workers and other under represented groups

Section 3. Nothing in these bylaws is intended to substitute for, or supersede, rules or procedures established by the school that impact upon the Section.

ARTICLE III - MEMBERSHIP

Section 1. Section membership is open to all Student Members of the Society, who are enrolled in the safety or related curricula at the school identified in the Section's name. To be eligible as a Society Student Member, an individual shall be enrolled in an accredited undergraduate or graduate degree course intended to prepare the individual for practice in the safety profession or one of its relevant specialties, shall pay an annual renewal fee as designated by the Society Board of Directors, and shall declare in writing the intention to enter the Safety Profession upon graduation.

Section 2. Student Member status may be retained up to one year following graduation, or until the individual is employed in the field of safety, whichever comes first.

Section 3. Section membership is personal and non-transferable.

- Section 4. Student member fee is set by the Society. The membership expires after one full year (annual anniversary of the initial membership approval by the Society). The fees include participation in the chapter activities, copy of Professional Safety magazine from the Society and receipt of the student chapter electronic newsletter.
- Section 5. Section members are eligible to vote on all matters brought before them. A majority affirmative vote is necessary for action unless otherwise specified in these bylaws. On Chapter and Society issues, Student Members are eligible to vote only on the election of officers.

ARTICLE IV - ORGANIZATION

- Section 1. The Section is a subdivision of the Chapter, formed and operated by ASSE Student Members attending an educational institution located within the Chapter's geographical area.
- Section 2. The Section shall have and maintain a minimum of ten (10) members in order to maintain its charter.
- Section 3. In order to maintain its charter, the Section shall identify an advisor (defined in Article V, Sec. 3) and shall provide the Chapter and Society annually with information on the advisor's name, address and telephone number.
- Section 4. Formation and maintenance of the Section charter is based on requirements and guidelines set forth in the Chapter Administration Guide, and is subject to the approval of the Chapter and the Area Director.
- Section 5. The Section may be dissolved by the Chapter and/or the Area Director, if such action is deemed to be in the best interests of the Chapter and Society. Voluntary dissolution of the Section shall be by two-thirds vote of Section members after a 30-day advance written notice by the Section Executive Committee. Voluntary dissolution is subject to the approval of the Chapter and the Area Director. Upon dissolution, all Section funds and assets shall be returned to the Chapter, school, ASSE Foundation or other ASSE entity, depending on the original funding source.
- Section 6. The Section fiscal year shall begin on April 1 and end March 31 each year. The Section activity year shall begin on September 1 and end August 31 each year.

ARTICLE V - OFFICERS

- Section 1. Elected Section officers shall be:
- a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
- Section 2. Duties of Officers:

- a) The President shall call, set agendas for, and preside at meetings of the Executive Committee, and preside and set agendas for meetings of the Section membership; shall set goals and objectives for the Section and provide leadership, guidance and direction to officers, committees and members to see that they are met; shall appoint members of the Nominating Committee; shall serve as chief spokesman and representative of the Section to the Chapter, Society and allied groups; and shall submit an annual report of Section activities to the Chapter and Student Member Activities Committee.
- b) The Vice President shall succeed to the office of the President if the President is unable to serve; he or she shall act for the President when requested to do so by the Executive Committee or Section members; and shall in general prepare to ascend to the Section Presidency in the following year.
- c) The Secretary shall record, transcribe and distribute minutes of all Section meetings, prepare and distribute meeting notices, maintain all Section records and conduct Section membership development and retention activities under the supervision of the Executive Committee.
- d) The Treasurer shall collect and disburse all Section funds, maintain Section financial records including all income and expense activities, collect Section-generated membership fees and dues, handle all Section liaison with financial institutions, submit an annual report of all Section financial activities to the Executive Committee, and keep the Section and Chapter regularly informed as to the Section's financial status.
- e) The Secretary and Treasurer roles can be combined or kept as separate roles.

Section 3. There shall be a Section advisor who shall be either:

- a) An ASSE member who is a faculty member of the school where the Section is located, or
- b) A formally designated member of the Chapter in whose geographical area the Student Section's school is located.

The advisor shall be an ex-officio member of the Section Executive Committee, and shall serve as liaison between the Section, appropriate school officials, and the Chapter. The advisor shall approve Section activity and financial reports, fund-raising activities, and be consulted on all matters relating to Section dues, fees and Bylaws. The advisor shall ensure that Section activities do not violate School rules and regulations governing on-campus clubs, groups and activities.

ARTICLE VI - COMMITTEES

- Section 1. Elected Section officers and the Section advisor shall make up the Executive Committee, which shall govern the Section according to these Bylaws and within the authority delegated to it by Section members.
- Section 2. The Section shall have a Nominating Committee, appointed by the President (Chairperson), for the purpose of developing a slate of Section officers annually for member election. The committee shall consist of three Section members, one of whom shall be a current or past Section officer. The committee shall elect its own Chairperson.
- Section 3. Other Section committees may be appointed by the Section President (Chairperson).

ARTICLE VII - NOMINATION, ELECTION AND REMOVAL OF OFFICERS

- Section 1. The Nominating Committee shall be appointed by the President/Chairperson annually for the purpose of recommending a slate of one or more nominees for each Section elective office. Publication of the slate, including background and qualifying information on each nominee, shall be completed no less than thirty (30) days before the election is conducted. The election and installation of officers for the succeeding Section activity year shall be completed before the end of the current year.
- Section 2. The term of service for officers shall be for one (1) year beginning September 1.
- Section 3. Any three (3) Section members may submit a signed petition nominating one or more members for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Nominating Committee Chairperson no less than fifteen (15) days before the election is conducted. The names and qualifications of the petition nominees shall be distributed to all members within seven (7) days of their receipt.
- Section 4. All Section members shall be given the opportunity to vote on the election of officers, through written ballots distributed on campus and/or at a Section meeting.
- Section 5. Three (3) Section members, who are neither candidates for elective office, nominating committee members, nor current Section officers, shall be appointed as Tellers to count ballots, confirm the propriety of election/nomination procedures, and announce election results.
- Section 6. Elected Section officers may be removed by majority vote of Section members at any regular or special meeting upon presentation of a signed petition from the Section Executive Committee or three (3) Section members. Notification of such meeting shall be made to all members at least fifteen (15) days in advance of the meeting. Appointed Section officers may be removed by the officer who appointed them, or by the Section Executive Committee.
- Section 7. Vacancies in elected Section offices occurring during the elected term shall be filled by the succession designated in Art. V, Sec. 1 for the President role. If the Vice

President is unable to follow this succession plan or if a resulting vacancy becomes open in the office of the Vice President, Secretary or Treasurer, it shall be filled by an affirmative vote of a majority of Section members upon a nominating slate of one or more candidates submitted by a special three (3) member Nominating Committee appointed by the President (Chairperson). The election shall be held at a regular or special Section meeting, notice for which shall be published at least fifteen (15) days in advance.

ARTICLE VIII - DUES AND FINANCES

- Section 1. Section members shall be assessed an annual student member renewal fee by the Society as determined by its Board of Directors. In addition, applicants for Student Membership may be assessed membership application fees as determined by the same Board. Fees shall be paid annually on the anniversary of the Student Member's election date.
- Section 2. The Section may assess its members' additional annual fees and dues, upon recommendation of the Section Executive Committee and approved by a majority of Section members voting at a meeting where a quorum is present.
- Section 3. The Section Executive Committee, through the Section Treasurer, is responsible for all Section financial activities, under guidelines established by the Society, Chapter, these Bylaws, and the Section Executive Committee.
- Section 4. The Section shall provide an annual financial report to the Chapter, the AOC and the Student Member Activities Committee, describing all Section income and expense activities for the preceding twelve (12) months. This report shall be reviewed & signed by the Section Advisor and submitted by April 15.

ARTICLE IX - MEETINGS

- Section 1. The Section Executive Committee shall meet upon the call of the President/Chairperson or upon a majority vote of its members.
- Section 2. The Section shall hold at least two (2) meetings of its members annually, to acquaint them with its activities and conduct necessary business. Five (5) Section members at a meeting shall constitute a quorum.
- Section 3. Special meetings of Section members may be called by the Section Executive Committee or by written petition of ten (10) members, submitted to the Section President.
- Section 4. Section member meetings and votes shall be required to accomplish the following actions: amendment or these Bylaws, establishment of or change in Section dues or fees, removal of elected officers, and Section dissolution.
- Section 5. Robert's Rules of Order Newly Revised shall govern the transactions of business at Section meetings, unless otherwise specified in these Bylaws.

ARTICLE X - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Section Executive Committee or by written petition of at least seven (7) members. Amendments proposed by members shall be presented to the Section Executive Committee.
- Section 2. Amendments shall be published at least fifteen (15) days in advance of the meeting at which action will be taken on them.
- Section 3. Amendments shall be voted on at a regular or special Section meeting where a quorum is present. A majority affirmative vote is required for approval.
- Section 4. All amendments approved by Section members are subject to approval of the Chapter President and the Area Director.