

**EASTERN WASHINGTON CHAPTER
ACADEMY OF CERTIFIED HAZARDOUS MATERIALS
MANAGERS**

BY-LAWS

ARTICLE I - NAME AND CHARTER

The name of this organization shall be the Eastern Washington Chapter of the Academy of Certified Hazardous Materials Managers (herein called the Chapter). The Chapter is a non-profit organization and a formal area chapter of the Academy of Certified Hazardous Materials Managers (herein called the Academy).

ARTICLE II - PREAMBLE AND OBJECTIVE

The mission of the Chapter is to provide a balanced program for Certified Hazardous Materials Managers in the following four areas:

1. Environmental Health and Safety
2. Regulatory Compliance and Policy
3. Science and Technology
4. Materials Handling, Emergency Response, and Remediation

The objective of the Chapter shall be:

1. To develop professional recognition for Certified Hazardous Material Managers.
2. To provide, promote, and encourage continuing education for maintaining certification status and to document related training as recognized by the Chapter.
3. To provide a forum for information exchange among peers in order to promote qualified environmental decision making.
4. To broaden our scope and understanding of prudent hazardous materials management, in the interest of protecting human health and the environment.
5. To increase the transfer of knowledge and experience with new technologies, government regulations, and community awareness relating to hazardous materials management.
6. To sponsor training programs and other educational opportunities to assist interested professionals in becoming Certified Hazardous Materials Managers.

7. To promote public awareness of Environmental and Hazardous Materials Management issues.

ARTICLE III - MEMBERSHIP

All Certified Hazardous Materials Managers (CHMM) residing in Eastern Washington, Eastern Oregon, Idaho and Montana shall be eligible to become a voting member of the Chapter upon completion of the Chapter Membership Application and payment of Chapter dues. These Voting Members may also serve as elected officers of the Chapter.

Other CHMMs residing outside the stated geographical area may become Voting Members after proper application and dues submittal, if approved by a majority of the Executive Committee.

1. **Classification**

The members of the Chapter shall be classified as either Voting or Non-Voting.

2. **Voting Members**

Voting Members shall be Active and Retired Members.

- A. **Active Members**

In order to qualify for the grade of Active Member, a person shall have achieved certification as a Hazardous Materials Manager at either Senior or Master level as defined by the Institute of Hazardous Materials Management.

- B. **Retired Members**

An active member may be designated "Retired" upon request at the age of 60, provided that the member is no longer actively engaged in the practice of Hazardous Materials Management for financial gain. The Executive Committee of the Chapter shall have the authority to reduce or waive payments of chapter dues for Retired Members, individually or as a class.

3. **Non-Voting Members**

Non-Voting Members shall be Affiliate, Student, Corporate, Inactive, and Honorary Members.

- A. **Affiliate Member**

An Affiliate Member is a person with an interest in the field of hazardous materials management that does not meet one of the definitions of Voting Member and is not a Student or Corporate Member. Applicants for Affiliate Membership must complete and submit an application for membership as required by these Bylaws along with payment of prescribed dues and fees.

- B. **Student Member**

A Student Member is a full time student at an accredited college or technical institution who is pursuing a degree in a discipline related to hazardous materials management.

- C. Corporate Member
Any Institution or corporation interested in promoting the principles of the Academy.
- D. Inactive Member
An Inactive Member is a CHMM with an interest in the field of hazardous materials management who does not meet one of the classifications of a Voting Member, is in good standing, is indisposed, and is not a Student or Corporate Member.
- E. Honorary Member
An Honorary Member shall be a person who has attained acknowledged eminence in the field of hazardous materials management as recognized by the Academy.

4. **Rights of Voting Members**

Voting Members shall be entitled to:

- A. Vote on all matters requiring a vote by the members of the Chapter.
- B. Hold an elective or appointive office in the Chapter.
- C. Receive the official publications of the Academy and Chapter.
- D. Attend, make resolutions, and participate in meetings of the Chapter.
- E. Such other rights as the Board of Directors may determine.

5. **Rights of Non-Voting Members**

Non-Voting Members shall be entitled to:

- A. Receive the official publications of the Chapter.
- B. Attend meetings of the Academy and Chapter.
- C. Such other rights as the Executive Committee may designate.

6. **Application for Membership**

- A. Nominations for Honorary Members shall be made to the Executive Board of the Chapter.
- B. All applications for Non-Voting Membership must be directed to the President or the Executive Committee of the Chapter. Upon favorable action, the name and address of the new member and his/her status (i.e., Affiliate, etc.) will be on the Chapter rolls.

Affiliate Members - Individuals who have an interest in the field of hazardous materials management and are not certified as defined by the Institute of Hazardous

Materials Management. Individuals will become non-voting members upon receipt of the Chapter application, annual dues, and favorable action of the executive committee. Affiliate Members may not vote or hold office.

Student Member - A full time student at an accredited college or technical institution who is pursuing a degree in a discipline related to hazardous materials management. A student will become a member upon receipt of the Chapter application, annual dues, and favorable action of the Executive Committee. A student member may not vote or hold office.

ARTICLE IV - OFFICERS

1. The elective officers of the Chapter shall be the President, Vice President, Secretary, and Treasurer.
2. All officers must be CHMMs and voting members in good standing.
3. The four officers, Immediate Past President, and Chairpersons of the four permanent committees listed in Article VI, paragraph 7, shall form the Executive Committee, and shall act as the Executive Committee.
4. The duties of the officers shall be:
 - a. President shall preside over Chapter meetings and interface with other chapters, the Academy of Hazardous Materials Management, and other environmental organizations.
 - b. Vice President shall preside over Chapter Meetings in the absence of the President, act as the program director for the Chapter meetings and shall succeed to the presidency the following year.
 - c. Immediate Past-President shall be responsible for recruiting members into the Chapter and assisting the Executive Committee in promoting the Chapter's objectives.
 - d. Secretary shall be responsible for documenting Chapter meetings, maintaining and updating Chapter records, and documenting Chapter sponsored training.
 - e. Treasurer shall be responsible for documenting membership in the Chapter, maintaining the Chapter's financial records and interfacing with government regulators to maintain the Chapter's non-profit status.

ARTICLE V - ELECTIONS

1. Nominations for Chapter Officers (Vice President, Secretary, and Treasurer) shall be opened to all voting members at the last regular Chapter business meeting prior to the election of officers.

2. Officers shall be elected by the voting membership in November of each year.
3. Voting shall be by secret ballot.
4. Officers shall be elected by a majority of the votes cast. In the event that no candidate receives a majority of the votes cast on the first ballot, the two (2) candidates receiving the greatest number of votes shall be voted upon again. If there is only one nominee for an office, the President may declare the nominee elected.
5. The President and Vice President cannot hold consecutive terms in the same position.
6. In the event any officer is unable to maintain his/her position during his/her term, the Executive Committee shall appoint an individual to maintain the position for the duration of the term.
7. The results of each election shall be reported to Academy of Certified Hazardous Materials Management no later than December 30, by the Chapter Secretary.
8. Until such time as elections are completed, the past or temporarily appointed officers shall hold their posts.
9. The elected officers shall assume office on January 1 of the year following their election.

ARTICLE VI - ADMINISTRATION

1. The Local Chapter shall be governed by the Executive Committee.
2. All votes will be by majority count of those voting members present, except for election of officers, for which absentee ballots will be accepted.
3. Before the Local Chapter publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the Academy of Certified Hazardous Materials Managers, it must first obtain the written consent of the Academy.
4. Before any member of the Local Chapter publishes or otherwise issues publicly any statement upon a policy matter that purports to represent the opinion of the Local Chapter, he/she shall first obtain the written approval of the Executive Committee.
5. The Local Chapter shall take no action in conflict with advice and direction of the Academy of Certified Hazardous Materials Managers.
6. The President shall preside at all meetings of the Local Chapter.
7. The Vice President shall appoint Committee chairperson for the following committees:
 - a. Governmental Liaison
 - b. Professional Development

- c. Public Relations
 - d. Membership Development
8. A consensus of the Executive Committee can appoint additional committees or ad-hoc committees as may be required to conduct Chapter business.
 9. The Secretary shall record the minutes of all meetings and shall read these minutes prior to each meeting. Any corrections or deletions of the minutes requires approval of the Executive Committee. The Secretary will receive and issue all correspondence for the Local Chapter.
 10. The Treasurer shall be custodian of all monies of the Local Chapter. The signature of the Treasurer is required for disbursement of any funds. The disbursement of all funds in excess of \$100.00 requires the approval of the Executive Committee. The Treasurer shall not disburse greater than 50% of Local Chapter funds as existed on January 1 during any single year without approval of the Executive Committee. The Treasurer shall report the status of all funds at each membership meeting.

ARTICLE VII - MEETINGS

1. Meetings shall be held at least four (4) times each year. The time and place of each meeting shall be approved by the Executive Committee.
2. A quorum is required to conduct Chapter business delegated to the Executive Committee. Three members of the Executive Committee shall constitute a quorum."
3. A quorum for the conduct of regular Chapter business requires at least two members of the Executive Committee and three (3) additional voting members.
4. All meeting dates will be preceded by a notice to the membership of at least fifteen (15) days in advance of the meeting except for special meetings called by the Executive Committee.
5. Roberts Rules of Order, the latest edition, shall be the official parliamentary procedure guide for the conduct of Chapter Meetings.
6. Order of Business
 - I. The order of business at the regular meetings shall include:
 - ? Call to Order
 - ? Roll call of Officers and Directors
 - ? Approval of Minutes of Last Session
 - ? Reports of Officers and Appropriate Action
 - ? Reports of Committees an Appropriate Action
 - ? Conduct Business
 - ? Election of Officers, if applicable

- ? Installation of Officers, if applicable
- ? Adjournment

- II. The order of business at any Special Session of the membership shall include:
 - ? Call to Order
 - ? Roll call of Officers and Directors
 - ? Reading of Call for Special Meeting
 - ? Transaction of Business
 - ? Adjournment

ARTICLE VIII - MISCELLANEOUS

- 1. The Executive Committee shall establish a dues amount for the following year, committees, and other activities as necessary to maintain and expand the Local Chapter.
- 2. If at any time the Chapter shall be dissolved, no part of the funds or property shall be distributed to or among its members. After payment of all indebtedness of the Chapter, its surplus and properties shall be forfeited to the Academy of Certified Hazardous Materials Managers.

ARTICLE IX - AMENDMENTS

- 1. Amendments to the Bylaws may be presented by any member at any regular meeting or at any meeting called for that specific purpose. A notice of the proposed amendment shall be transmitted to all members at least ten (10) days prior to the meeting at which voting will take place. A 2/3 majority vote by the membership present is necessary to change the Bylaws.

ARTICLE X - APPROVALS

- 1. These Bylaws of the Local Chapter are effective as of _____
_____.

- 2. As approved by the Membership and attested to by:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Immediate Past President: _____

Chairperson, Governmental Liaison Committee:

Chairperson, Professional Development Committee:

Chairperson, Public Relations Committee:

Chairperson, Membership Development Committee:
