

The Finger Lakes Chapter of the Academy of Certified Hazardous Materials Managers

By-Laws

ARTICLE I — NAME AND CHARTER

The name of the organization shall be the Finger Lakes Chapter of the ACHMM, Inc. (the Chapter). The Chapter is a nonprofit corporation, domiciled in the state of New York. On receipt and maintenance of a formal Charter from the Academy of Certified Hazardous Materials Managers (the Academy), the Chapter will be considered an area/local chapter of the Academy, which is domiciled in the state of Maryland.

ARTICLE II — PURPOSE AND MISSION

The Academy is a professional membership organization for Certified Hazardous Materials Managers (CHMMs). Academy chapters are organized to provide CHMMs and other members with an environment fostering professional development through continuing education, peer-group interaction, and exchange of ideas and information relating to hazardous materials management.

The Chapter's mission is to provide a balanced program for its members in at least the following five areas:

- Environmental Health and Safety
- Regulatory Compliance and Policy
- Science and Technology
- Hazardous Materials Handling
- Emergency Response and Remediation Strategic Environmental Management

This mission will be fulfilled by:

- Professional recognition for CHMMs.
- Providing, promoting, and encouraging continuing education to achieve and maintain certification and to document Chapter-recognized related training.
- Providing a forum for information exchange among peers to promote qualified environmental decision making.
- Broadening the CHMM scope and understanding of prudent hazardous materials' management, in the interest of protecting human health and the environment.
- Increasing knowledge and experience related to new technologies, government regulations and community awareness relating to hazardous materials' management.

The Chapter acknowledges the Institute of Hazardous Materials Management Code of Ethics for CHMMs and will promote them to Chapter members and all CHMMs.

ARTICLE III — MEMBERSHIP

Members in good standing shall be those members who have fulfilled all obligations to the Chapter and to the Academy in the case of certified members. Upon completion of the Chapter membership application and payment of Chapter dues members will be categorized as follows.

Classification: Chapter members shall be classified as either Certified or Affiliate.

- **Certified Members:** Any CHMM shall be eligible to become a Certified Member of the Chapter. To qualify for the grade of Certified Member, a person shall have achieved certification as a hazardous materials manager at any level, as defined by the Institute of Hazardous Materials Management.

- ***Affiliate Members:*** A person with an interest in the field of hazardous materials management who does not meet the definition of a Certified Member may be an Affiliate Member. At the discretion of the Board of Directors, subcategories of Affiliate Members may be created, such as, but not limited to, Student, Corporate, Inactive or Honorary Member.

Rights of Members:

- ***Certified Members*** shall be entitled to:
- Vote for elective positions, changes to the By-Laws, and dissolution of the Chapter.
 - Hold an elective or appointed office in the Chapter.
 - Receive official Chapter publications.
 - Attend and participate in Chapter meetings.
 - Other rights as the Board of Directors may determine.
- ***Affiliate Members*** shall be entitled to:
- Vote for elective positions.
 - Hold an appointed office in the Chapter.
 - Receive official Chapter publications.
 - Attend and participate in Chapter meetings.
 - Other rights as the Board of Directors may determine other than holding elective office, and voting for changes to the By-Laws and dissolution of the Chapter.

Application for Membership: All applicants must complete and submit a Chapter Membership Application with the stipulated dues to the Secretary of the Chapter.

Dues: Membership dues and/or other fees of the Chapter shall be set by the Board of Directors.

Revocation of Membership: Chapter membership may be revoked by a two-thirds vote of the full Board of Directors. Reasons for revocation shall be kept confidential and shall be of the nature of members not being in good standing, conducting themselves in a way detrimental to the Chapter, or a breach of the CHMM Code of Ethics.

ARTICLE IV — OFFICERS

All Officers shall be Certified Members in good standing with the Academy. They shall be responsible for the day-to-day management of Chapter affairs, implementation of policy set by the Board of Directors, and execution of the Annual Operating plan.

Officers' Duties: There shall be four elective Officers. Their terms of office and duties are listed below.

- **President:** The president, elected to serve one calendar year, presides over Chapter meetings and interfaces with other chapters, the Academy, and other organizations. All committees report to the President, who is responsible for day-to-day Chapter management. In the absence of the Treasurer, the President shall disburse funds to pay Chapter obligations. The books and records of the corporation shall be maintained by the President and consist of the following:
- Complete and correct books and records of account
 - Minutes of the proceedings of the members, the board of directors and its committees
 - A current list of the members, directors and officers of the Corporation and their residence address
 - A copy of the Certificate of Incorporation, Bylaws and Charter Certificate issued by the Academy
- **Vice-President (President-Elect):** The vice-president, who is elected to serve one calendar year and expected to serve as President the following term, presides over Chapter meetings in the absence of the President and ensures the development and execution of an appropriate annual educational program for the Chapter.

- **Secretary:** The secretary, who is elected to serve one calendar year, documents Chapter meetings, maintains and updates Chapter records and mailing lists, documents Chapter-sponsored training, and manages mailing of official notices to the membership.
- **Treasurer:** The treasurer, who is elected to serve one calendar year, documents Chapter membership, manages the Chapter's financial affairs, maintains the Chapter's financial records, mails invoices, pays obligations, collects receivables, makes bank deposits, and interfaces with applicable government entities to maintain the Chapter's nonprofit and corporate status.
- **Immediate Past President:** The responsibility of this unelected position, which is assumed by the previous year's President, is to recruit Chapter members and assist the Board of Directors in achieving Chapter objectives.

Removal of Officers: Officers may be removed from office by a two-thirds vote by the full Board of Directors. Reasons for removal shall be kept confidential and shall be of the nature of not being in good standing, conducting themselves in a way detrimental to the Chapter, nonfulfillment of responsibilities as an officer, or breach of the CHMM Code of Ethics. The Officer shall be given the opportunity to resign before any official action by the Board of Directors.

ARTICLE V — BOARD OF DIRECTORS

The Chapter shall be governed by a Board of Directors (the Board) of at least five members including the four elective Officers and the immediate past President. The President shall be the Chairperson of the Board. All Directors shall be Certified Members in good standing with the Academy. It is recommended that at least two additional Directors should be appointed or elected to serve a term of one calendar year.

The Board shall annually plan and structure Chapter operations in the form of an Operating Plan. This responsibility shall include the following:

- Setting objectives
- Developing a yearly calendar of activities
- Developing an annual budget
- Setting dues for each classification
- Any other planning that will forward Chapter growth

The Operating Plan shall be adopted by the Board by a majority vote and presented to the general membership at the first general membership meeting of the calendar year. Any proposed unplanned expenditure, not included in the Operating Plan as adopted by the Board and presented to the general membership, shall be adopted by a majority vote of the members present at a general membership meeting, consistent with the requirements of Article VIII.

The Board is charged with the responsibility of setting policy for the Chapter. Other responsibilities shall be the revocation of membership, and the removal of Officers consistent with the language in Articles III and IV respectively.

For decision making, a quorum shall be a majority of the Board of Directors. Any Board or Committee member may participate in a meeting by means of a conference telephone or similar manner that allows all persons to hear each other. Participation by such means shall constitute attendance in person at such a meeting.

The Board has the right to bring issues to the general membership for discussion and decision-making vote. The membership shall be notified, in writing, of such issues 10 days prior to the date of discussion and the decision-making vote.

ARTICLE VI — ELECTIONS

The elections for Officers and Directors shall be held on an annual basis at the annual meeting of the members. The new term of office will begin on January 1 of the following year.

The President shall appoint a Nominating Committee to develop a slate of officers and directors for presentation to the membership. Nominations will be solicited from the floor at a meeting of the general membership prior to the annual meeting, or by other Board approved methods for correspondence. Ballots shall be distributed to all members in good standing that are present at the meeting.

Every voting member entitled to vote but not able to attend the annual meeting may authorize another person to act for them by proxy. Every proxy must be signed by the Voting member and shall be valid for 11 months unless otherwise stated. Such proxies shall stipulate a deadline for their return.

Ballots and proxies shall be returned to the Immediate Past President who, with the Secretary, will be responsible for tallying the vote. The election results shall be reported by the Immediate Past President to the membership no later than December 30 of the year in which the election is held.

Officers and directors shall be elected by a majority of the votes cast by those members who attend the annual meeting or return completed ballots or proxies by the deadline stipulated. In the event that no candidate receives a majority of the votes cast on the first ballot, a runoff election shall be held between the two candidates receiving the greatest number of votes. Until such time as elections are completed, the existing officers and directors shall continue to hold their posts.

If any officer or director is unable to maintain his/her position during his/her term of office, the Board of Directors shall appoint an individual to maintain the position for the duration of the term.

The results of each election shall be reported by the Secretary to the Academy no later than December 30 of the year in which the elections were held.

ARTICLE VII — ADMINISTRATION

The Chapter shall be governed by the Board of Directors. The Officers shall manage the day-to-day affairs of the Chapter. Committees shall be formed to conduct the work of the Chapter.

Before the Chapter publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the Academy, it must first obtain the written consent of the Academy. Before any member publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the Chapter, the person shall first obtain the written approval of the Board of Directors.

The Secretary shall record the minutes of all Board meetings and shall at least review the minutes of the previous meeting at the beginning of the following meeting. The Secretary shall also record minutes of the debate and vote on decisions made at any general membership meeting.

The Treasurer shall be custodian of all monies of the Chapter. The signature of the Treasurer is required for disbursement of any funds. At each general membership meeting of the Chapter the Treasurer shall make a report on the financial condition of the Chapter. In the absence of the Treasurer, the President shall disburse funds to pay the obligations of the Chapter.

The Chapter shall take no action in conflict with any existing standard, policy, rule, or directive of the Academy.

The President or the Board can appoint committees, or ad-hoc committees, as may be required to conduct Chapter business. These committees may include:

- **Government Affairs:** This committee is the focal point for communication to the Chapter on actions, proposed or otherwise, taken at all levels of government in regard to management of hazardous materials, in concert with the National Government Affairs Committee and the National Academy.
- **Professional Development:** Continuing education of the CHMM is an important part of the fulfillment of the Chapter's Mission. This committee will develop the educational programs for the Chapter meetings, as well as any other programs that can be used to further the exchange of information and ideas.

- **Public Relations and Marketing:** The primary purpose of this committee is the establishment and maintenance of a positive impression of the CHMM certification, the membership, and the Academy. This committee will focus on efforts that will increase the awareness of the CHMM program and attract new members. A decided campaign of news releases, public speaking, and promotional literature distribution will be used as part of the strategy.
- **Membership Development:** Working with the immediate Past President, this committee recruits new members for the Chapter. The committee will develop and execute recruiting plans including direct mail, telephone campaigns, and membership incentive.

ARTICLE VIII — MEETINGS

Board of Directors: There shall be at least four planning meetings of the Board of Directors per year. These meetings may be held either before or after the general membership meetings. The time and place of each meeting shall be set by the Chairperson of the Board. A quorum is required to conduct Chapter business. Committee Chairpersons shall be invited to attend Board meetings. All meeting dates will be preceded by a notice to all Directors and Committee Chairs at least 10 days in advance of the meeting, except for special meetings called by the Board of Directors, which shall have 3 days advance notice.

General Membership and Annual Meeting: There shall be at least four general membership meetings per year, consisting of a professional development program and a business portion to update the Chapter members. The last meeting each year will be considered the annual meeting to include voting for Officers and Directors. The time and place of each meeting shall be approved by the Board of Directors. All meeting dates will be preceded by written notice mailed to all members at least 10 days and not more than 50 days before the meeting.

Agenda: The following items shall be considered for each general membership meeting agenda.

- Call to order
- Approval of minutes of the last meeting, if applicable
- Reports of Officers and actions taken
- Reports of Committees and actions taken
- Educational program
- Announcement of next meeting date and adjournment

Quorum Defined: A quorum for conducting business at a general membership meeting is a minimum of 100 voting members or 10 % of the voting members, whichever is less.

Parliamentary Procedures: The latest edition of *Roberts Rules of Order* shall be the official parliamentary procedure guide for the conduct of business meetings.

ARTICLE IX — DISSOLUTION OF THE CHAPTER

If, at any time, the Chapter shall be dissolved, no part of the funds or property shall be distributed to or among the members. After payment of all Chapter indebtedness, its surplus and properties shall be distributed, consistent with the mission of the Chapter, as decided by a majority vote of the members and in accordance with the requirements of the Certificate of Incorporation and any federal, state, and local laws and regulations governing the chapter.

ARTICLE X — AMENDMENTS

Amendments to the By-Laws may be presented by any Certified Member in good standing at any general membership meeting or at any meeting called for that specific purpose. A notice of the proposed amendment(s) shall be transmitted to all members, in writing, at least 14 days prior to the meeting at which voting will take place. The agenda at such meeting shall make provision for discussion and debate prior to a vote. Provision shall be made by the Chapter for absentee voting by proxy. The votes counted shall be the sum of the absentee proxies and the votes cast at the meeting by Certified Members. A two-thirds affirmative vote is necessary to change the bylaws.

Any proposed modification to the Chapter By-Laws shall be forwarded to the Academy for review and consent (given in writing) prior to any final acceptance by the Chapter. Final copies of by-laws modifications shall be provided to the Academy as soon as accepted by the membership.

ARTICLE XI — PUBLICATIONS

The Chapter may circulate official publications to all its members. The frequency shall be determined by the Board. Their purpose should be to report professional and/or organizational activities to the Chapter. All Chapter publications will be sent to the Academy when issued to Chapter members by including the Academy's office address in the mailing list of the Chapter.

ARTICLE XII — ACADEMY AFFILIATION

The Chapter recognizes the Academy as the force of cohesion between all local chapters. The Chapter will operate in a manner that will ensure that the standards set forth by the Academy will be met. The Chapter will ensure that the most current copy of the signed and dated Chapter By-Laws are on file at the Academy office and will submit to the Academy office an annual report on the required form provided by the Academy. In return, the Chapter expects to receive all consideration and benefits of an Academy Chapter in good standing.

These By-Laws of the Chapter are effective on September 20, 2006 as approved by the membership of the Chapter and attested to by the current Officers of the Chapter as noted to below by signature:

Christie Sunderrajan, President _____

Cynette Cavaliere, Vice-President _____

Jessica Wojick, Secretary _____

Karen Sahler, Treasurer _____

(All signatures above are recorded on the written document)