

ASSP NIU STUDENT SECTION BYLAWS

Bylaws of the Northern Illinois University Student Section
of the Northeastern Illinois Chapter

Bylaws Adopted Date (YYYYMMDD): _____

Bylaws Approved by:

Student Section Executive Committee _____ Date: _____

Faculty Advisor: _____ Date: _____

Chapter Executive Committee _____ Date: _____

Regional/Area ASSP approval _____ Date: _____

Student Section Charter _____ Date: _____

ARTICLE I - NAME

- Section 1. The name of this Section shall be the Northern Illinois University (NIU) or Huskies Section of the Northeastern Illinois (NEIL) Chapter, American Society of Safety Professionals (ASSP).
- Section 2. Hereinafter, the Huskies Section shall be referred to as the Section, the ASSP shall be referred to as the Society. The NEIL Chapter shall be referred to as the Chapter, the Area Operating Committee shall be referred to as the AOC, the Regional Operating Committee shall be referred to as the ROC, and the Northern Illinois University shall be referred to as the School or NIU.

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 educate and promote the recognition of professional and academic ethical behaviour in the membership

These objectives are accomplished through regular membership meetings, site tours, events, demonstrations and contact with professionals in the health and safety industry.

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

ARTICLE III – MEMBERSHIP

Section 1. Section membership is open to all NIU students, regardless of major. 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 and shall pay an annual fee as set out in Section 3 below.

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. The annual student membership fee is \$45 per academic year (i.e. Fall, Spring and Summer semesters). Students who join in the Spring semester shall be charged a reduced rate of \$30. Students attending more than one Section meeting are expected to be paying members of the Section.

Section 4. Section members are eligible to vote on all matters brought before them. A simple majority affirmative vote, by those in attendance, 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.

Section 5. Section members are expected to behave professionally at all times during facility visits, networking events, conferences that they attend. Each member is a representative of not only ASSP but also of NIU, and so they must uphold the standards that make NIU and ASSP respectable institutions.

ARTICLE IV - ORGANIZATION

Section 1. The Section is a subdivision of the Chapter, formed and operated by ASSP 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 appropriate AOC (ROC).

Section 5. The Section may be dissolved by the Chapter and/or the AOC (ROC), if such action is deemed to be in the best interests of the Chapter and Society. The Section may also be dissolved by the School if such action is deemed to be in the best interests of the School by the Faculty Advisor. Voluntary dissolution of the Section shall be by two-thirds of Section members (in attendance) after a 30-day advance written notice by the Section Executive Committee. Voluntary dissolution is subject to the approval of the Chapter and AOC (ROC). Upon dissolution, all Section funds and assets shall be returned to the Chapter, School, ASSP Foundation or other ASSP entity, depending upon the funding source.

Section 6. The Section fiscal year shall begin on July 1 and end June 30. The Section activity year shall begin on August 15 and end May 15.

ARTICLE V - OFFICERS

Section 1. Elected Section officers shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

The Secretary and Treasurer positions may be combined into one if it is determined to be in the best interests of the Section. This determination is made by a simple majority vote of the Section Executive committee.

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
- b) The Vice President shall succeed to the office of the President if the President is unable to serve; shall act for the President when requested to do so by the Executive Committee or members; and shall in general prepare to ascend to the Section Presidency in the following year.

NOTE: The Vice President may also supervise the work of Section appointed committees or project Chairpersons, if desired.

- 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.

Section 3. Faculty Advisor

There shall be a Section Faculty Advisor (Advisor) who shall be either:

- a) An ASSP member who is a faculty member of NIU
- b) in the event there is no faculty member who meets 3 a) or eligible faculty members do not wish to act as the adviser, the advisor may be a member of the NEIL Chapter, formally designated by that Chapter.

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. The Advisor shall serve as a mentor to the group and aid in the development of ASSP events. The Advisor shall serve as a liaison between the Section and the parent chapter (NEIL). The Advisor will provide assistance with the day to day tasks and provide comments, feedback, and suggestions. Student executive members shall respond in a timely fashion (generally 7 calendar days or less) to requests for information by the Advisor. Student executive members shall ensure that the Advisor is provided with all current and past records for the section, in order to allow ongoing continuity in the records. All advertising, web page postings or publications shall be reviewed and approved, in advance, by the Advisor.

Section 4. Special Qualifications for any Executive Board Member

Executive Committee membership is a privilege and not a right. Executive Committee members must display leadership, initiative, punctuality, competence in their position and a profound sense of duty to the success of ASSP as an organization and an aid to the community. Executive Committee members are also expected to be making acceptable rate of progress towards their degree. The Faculty Advisor may replace Executive Board members who do not demonstrate these qualities (see Article VII, Section 6 iii))

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 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. The Advisor shall be a member of the committee if they request.

Section 3. Other Section committees may be appointed by the Section President

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.

Current members are eligible for nominations. A current member is one who has paid the membership fee.

It is preferred for people to be nominated for office, but in the event, no one is nominated for a particular office, a person who meets the nomination requirements can nominate themselves.

- Section 2. The term of service for officers shall be for one (1) year beginning July 1.
- Section 3. Any three 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. When requested by Section members, a minimum of two 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
- i) 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 Section members. Notification of such meeting shall be made to all members at least seven (7) days in advance of the meeting.
 - ii) Appointed Section officers may be removed by the officer who appointed them, or by the Section Executive Committee.
 - iii) Section officers may also be removed by the Section Advisor failure to exhibit the special qualities outlined in Article V Section 4, or if it is otherwise determined to be in the best interests of the School.
- Section 7. Vacancies in elected Section offices occurring during the elected term shall be filled by the succession designated in Art. V, Sec. 2. Any resulting vacancy in the office of Vice President shall be filled by affirmative vote of a majority of Section members upon a nominating slate of one or more candidates submitted by a special 3-member Nominating Committee appointed by the President. The election shall be held at a regular or special

Section meeting, notice for which shall be published at least 7 days in advance.

ARTICLE VIII - FINANCES

- Section 1. 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 2. Section members shall be assessed Section membership dues as determined by the Section Executive Committee. The Section may assess its members additional fees upon recommendation of the Section Executive Committee and approval by a majority of Section members voting at a meeting where a quorum is present.
- Section 3. The Section shall provide an annual financial report to the Chapter, describing all Section income and expense activities for the preceding twelve (12) months. This report shall be reviewed and signed by the Section Faculty Advisor and submitted to the Chapter by July 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. Generally, the Section meetings are biweekly during the Fall and Spring Semester. Meeting dates and times will be determined in consultations with Section members in attendance at preceding meetings. At a minimum, the Section shall hold at least two (2) meetings of its members per semester, to acquaint them with its activities and conduct necessary business. Six (6) Section members at a meeting shall constitute a quorum.

Meetings will be chaired by the President, or in their absence, it may be delegated to the Vice President, or other members of the Section Executive Committee.

An agenda, that contains the expected topics for the meeting, is prepared prior to the meeting and distributed to those in attendance. Members are encouraged to participate in the meetings and to voice any opinions, ideas for events, or other ideas for furthering the Section objectives. Members may raise issues at the meetings that were not on the agenda and these issues will either be discussed in the meeting or postponed for discussion until a following meeting.

- Section 3. Special meetings of Section members may be called by the Section Executive Committee or by written petition of three members, submitted to the Section President/Chairperson.

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. Simple majority votes by those in attendance is required for these actions.

Section 5. Robert's Rules of Order Newly Revised (<http://www.robertsrules.org/>) shall govern the transactions of business at Section meetings, unless otherwise specified in these Bylaws.

Section 6. Behavior and Etiquette:

All Students participating in Section activities are subject to the NIU Student Code of Conduct (<http://www.niu.edu/communitystandards/Student Code of Conduct/index.shtml>) which provides many of the rules students are required to abide by. In addition, Section members are expected to be respectful to each other. Racism, harassment, degrading of individuals and any behavior of that nature will not be tolerated. People who conduct themselves in any manner stated above will be asked to leave the meeting and their permanency in the Section and ASSP will be determined by the executive board with the consensus of the Faculty Advisor and the Chapter.

ARTICLE X – PRIORITIZATION AND RECOGNITION FOR CONTRIBUTIONS TO SECTION ACTIVITIES

Section 1. There may be occasions for which the Section or its members are eligible for funding or travel grants or other benefits. This Article discusses the manner in which Section members will be recommended or nominated, and if needed, the basis on which a decision is made if there is limited amounts of funding etc. available.

Section 2. Priority for recommendations or awards of this manner will be based upon a) acceptable level of service as a member of the Section Executive b) organization of special events or presentations to further the objectives of the Section c) regular attendance at Sections meetings d) regular attendance at Chapter meetings e) regular attendance at Additional criteria may be used as determined by the Section Executive Committee with the approval of the Faculty Advisor.

ARTICLE XI - 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 Executive Committee and Area Director (Regional Vice President).

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