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PROPOSED REVISION TO

**BYLAWS AND CONSTITUTION  
ACADEMY OF CERTIFIED HAZARDOUS  
MATERIAL MANAGERS / CHICAGO CHAPTER**

**ARTICLE I -NAME AND CHARTER**

The name of this organization shall be the ACADEMY OF CERTIFIED HAZARDOUS MATERIALS MANAGERS / CHICAGO CHAPTER (herein called ACHMM / Chicago or the Chapter). ACHMM / Chicago is a non-profit organization domiciled in the State of Illinois. On receipt and maintenance of a formal Charter from the Academy of Certified Hazardous Material Managers, the Chapter will be considered an area/local chapter of the Academy of Certified Hazardous Materials Managers (the Academy), which is domiciled in the state of Maryland.

**ARTICLE II -PREAMBLE AND OBJECTIVES**

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.

This mission of ACHMM / Chicago is to provide a balanced program for Certified Hazardous Materials Managers in the following areas:

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

The objectives of ACHMM / Chicago shall be:

1. To develop professional recognition for Certified Hazardous Materials Managers.
2. To provide, promote, and encourage continuing education to achieve and maintain for certification and to document related training as recognized by ACHMM / Chicago.

3. To provide a forum for information exchange among peers in order to promote qualified environmental decision making.
4. To broaden the CHMM 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 courses and educational opportunities to assist interested professions in becoming Certified Hazardous Materials Managers.

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**

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

1. Certified Member -Any Certified Hazardous Materials Manager (CHMM) residing in the greater Chicago metropolitan area shall be eligible to become a voting member of ACHMM / Chicago upon payment of Chapter dues. 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.
2. Affiliate Member -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 and Sustaining Member. Any person may become a member of ACHMM / Chicago upon consent of the Board of Directors and payment of Chapter dues.

3. Student Member -Any full-time student at an accredited college, university, or institution, with the chartered area, may become a member of ACHMM ! Chicago upon payment of dues. These members may not vote or serve as officers of ACHMM / Chicago.
4. Sustaining Member -Any person or organization interested in promoting the principles of the Academy of Certified Hazardous Materials Managers may become a member of ACHMM / Chicago upon consent of the Board of Directors any payment of Chapter dues. These members may not vote or serve as officers of ACHMM / Chicago.
5. **Certified Members shall be entitled to:**
  - .Vote for elective positions, changes to the Bylaws, 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.
6. **Affiliate Members shall be entitled to:**
  - .Hold an appointed office in the Chapter .
  - .Vote for elective positions.
  - .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 Bylaws and dissolution of the Chapter .
7. Revocation -Any person may have their Chapter membership revoked for violation of the CHMM Code of Ethics, following written notification of ACHMM / Chicago Board of Directors by the Academy of Certified Hazardous Materials Managers or by a 2/3 vote of the Chapter Board of Directors. Grounds for membership revocation include ethics violations as determined by the Academy or false representations or Chapter endorsements. Reasons for revocations will be kept confidential.

#### **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.

1. The elective officers of ACHMM / Chicago shall be the President, President-Elect, Immediate Past President, Secretary , and Treasurer .
2. All officers must be CHMM's residing in the greater Chicago metropolitan area.
3. The five officers and four Directors-at-Large shall form the Board of Directors and the Board of Directors shall act as the Executive Committee. The Board of Directors may expand the Executive Committee as necessary to conduct Chapter business.
4. The duties of the officers shall be:
  - a. **President:** The president, elected to serve one year, presides over Chapter meetings and interfaces with other chapters, the Academy, and other environmental 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.
  - b. **Vice President (President-Elect):** The vice-president, who is elected to serve one year and expected to serve as President the following year, 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 .
  - c. **Immediate Past-President:** The responsibility of this unelected position, which is assumed by the previous year's President, shall include being responsible for recruiting members in ACHMM / Chicago and assisting the Executive Committee in promoting ACHMM / Chicago's objectives.
  - d. **Secretary:** The secretary , who is elected to a term of two years in alternating years from the Treasurer, documents Chapter meetings, maintains and updates Chapter records and mailing lists, documents Chapter-sponsored training, and manages mailing of official notices to the membership.
  - e. **Treasurer:** The treasurer, who is elected to a term of two years in alternating years from the Secretary , documents Chapter membership and

dues payment, 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 non-profit and corporate status.

5. Officers of ACHMM / Chicago and members of the Board of Directors must participate in a minimum of 2/3 of the Executive Committee meetings. Officers or Board members who do not fulfill this requirement may be removed from the Board of Directors by a 2/3 majority vote of the Board of Directors. Officers may also be removed from office for not being in good standing with the Academy or IHMM, conducting themselves in a way detrimental to the Chapter, or breach of the CHMM Code of Ethics. Replacement Officers or Board members will be appointed by ACHMM / Chicago President and confirmed by a majority vote of the Board of Directors. Officers and Board members who have been relieved of their duties may petition for reinstatement within 30 days and will be reinstated by a vote of 2/3 of the Board of Directors.

## **ARTICLE V- BOARD OF DIRECTORS**

The Chapter shall be governed by a Board of Directors (the Board) of at least seven members including the four elective Officers, the immediate past President (except in the first year of Chapter operation), and at least four Directors-at-Large. The President shall be the Chairperson of the Board. All Directors shall be Certified Members in good standing with the Academy. The Directors-at-Large shall be elected to a one-year term.

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 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. All decisions shall be by a majority vote of the Board members present at 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**

1. Nominations for Chapter Officers and at-large members of the Board of Directors shall be open to all voting members one month preceding the last regular Chapter business meeting of the calendar year .
2. If there are no nominations for Officers or at-large members of the Board of Directors, the Officers will nominate Officer candidates and are free to appoint at-large Board members.
3. Officers, except for the President, and at-large members shall be elected by a ballot by the membership taken at the last regular Chapter business meeting of the calendar year .
4. The President-Elect shall automatically advance to the President position at each election.
5. Installation shall be effective January 1, for all officers and directors.
6. The President and President-Elect cannot hold consecutive terms.
7. In the event any officer or director is unable to maintain his/her position during his/her term, the Board of Directors shall appoint an individual to maintain the position for the duration of the term.

8. With the exception of the President and President-Elect positions, one person can hold two (2) positions at the same time, and each position is eligible for one vote.
9. Ballots 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 January 15 of the year in which the election is held.
10. Officers and directors shall be elected by a majority of the votes cast by those members who return completed ballots 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 previous years' officers shall continue to hold their posts.
11. The results of each election shall be reported to the Academy of Certified Hazardous Materials Managers no later than January 30th by ACHMM / Chicago Secretary.

#### **ARTICLE VII -ADMINISTRATION**

1. The ACHMM / Chicago shall be governed by the Board of Directors.
2. All votes will be by majority count of those members present, except for the election of Officers, for which absentee ballots will be accepted.
3. Before the ACHMM / Chicago 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 written consent of the Academy.
4. Before any member of the ACHMM / Chicago publishes or otherwise issues publicly any statement upon a policy matter that purports to represent the opinion of the ACHMM / Chicago, he/she shall first obtain the written approval of the Board of Directors.
5. The President shall preside at all meetings of the ACHMM / Chicago.
6. The Program Committee shall be a standing committee and the Chair shall be the President-Elect. The Chair shall appoint his/her own committee members.

7. A consensus of the Board of Directors can appoint additional committees or ad-hoc committees as may be required to conduct Chapter business.
8. The Secretary shall record the minutes of all meeting and shall read these minutes prior to each meeting. Any corrections or deletions of the minutes requires approval of the Board of Directors. The Secretary will receive and issue all correspondence for the ACHMM / Chicago.
9. The Treasurer shall be custodian of all monies of the ACHMM / Chicago. The disbursement of all funds in excess of \$1,000.00 requires approval of the Board of Directors. The Treasurer shall report the status of all funds at each Executive Committee meeting.
  - a. In the absence of the Treasurer, the President shall disburse funds to pay the obligations of the Chapter .
  - b. The Chapter shall take no action in conflict with any existing standard, policy, rule, or directive of the Academy.
10. An Audit Committee shall review the status of Chapter funds annually. The audit shall be performed in January of every year. The Audit Committee shall be appointed by the Board of Directors.

## **ARTICLE VIII -MEETINGS**

1. **General Membership:** Meetings shall be held at least five (5) times each year. The time and place of each meeting shall be approved by the Executive Committee.
2. **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.

3. A quorum of ACHMM / Chicago is required to conduct regular Chapter business. A quorum of ACHMM / Chicago requires that at least four members of the Executive Committee and five voting members of ACHMM / Chicago are present.
4. All meeting dates must be preceded by a notice to the membership of at least ten (10) days in advance of the meeting except for special meetings called by the Executive Committee.
5. **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- MISCELLANEOUS**

1. The Board of Directors shall establish dues amount for the following year as necessary to maintain and expand the ACHMM / Chicago.

#### **ARTICLE X- 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 federal, state, and local laws and regulations governing the Chapter .

#### **ARTICLE XI -AMENDMENTS**

Amendments to the Bylaws may be presented by any certified member in good standing at any general meeting or at any meeting called for that specific purpose. A notice of the proposed amendment shall be transmitted to all members at least twenty-one (21) days prior to the meeting at which voting will take place. The Agenda at such meeting shall make provisions for discussion and debate prior to a vote. Provisions shall be made by the Chapter for absentee voting. A 2/3 majority by the certified membership present is necessary to change the Bylaws. The votes counted shall be the sum of the absentee votes and the votes cast and the meeting.

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

#### **ARTICLE XII -PUBLICATIONS**

The Chapter may circulate official publications to all its members. The Board of Directors shall determine the frequency of publication. 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 XIII- 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 Bylaws 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.

**ARTICLE XIV- APPROVALS**

1. These Bylaws of the ACHMM / Chicago are effective as of \_\_\_\_\_ as approved by the membership of ACHMM/Chicago and attested to by the current Officers of the Chapter as noted below by signature.
2. Executive Committee signatures:

President: Signature on file

President-Elect: Signature on file

Past President: Signature on file

Secretary: Signature on file:

Treasurer: Signature on file

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