

**ERAU ASSE STUDENT SECTION BYLAWS**

Bylaws ERAU Student Section of the AZ Chapter

Bylaws Adopted: April 25<sup>th</sup>, 2016

Bylaws Approved by:

Section Executive Committee: Linda Parker, Adolfo Ibarra,  
Jennifer Serne, and Mason Saldana

Chapter Executive Committee \_\_\_\_\_

Area Director (Regional Vice President)\* \_\_\_\_\_

Student Section Chartered \_\_\_\_\_ September, 2006 \_\_\_\_\_

**ARTICLE I - NAME**

Section 1. The name of this Section shall be the Embry-Riddle Aeronautical University Section of the Arizona Chapter, American Society of Safety Engineers.

Section 2. Hereinafter, the Embry-Riddle Aeronautical University (ERAU) Section shall be referred to as the Section, the American Society of Safety Engineers shall be referred to as the Society. The Arizona 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 Embry-Riddle Aeronautical University 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.

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

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. 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.

Section 5. The legal liability of all Section members are responsible for their own medical/liability insurance for their person and their belongings and must complete all necessary precautions prior to participating in organization activities.

Section 6. Section Membership responsibilities include: Respecting and obeying this constitution, respecting each member of the organization, regular attendance of the meetings of the organization, active participation in club functions, upholding the good name of the organization, assisting with the improvement of the organization, paying due prior to the established deadline.

Section 7. Associate members shall be: ERAU faculty or staff members, members not eligible to hold office, members eligible to vote on day-to-day business,

excluding elections, members not eligible from SGA funding.

Section 8. Non-Discrimination Clause: Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

#### 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 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. Voluntary dissolution of the Section shall be by two-thirds 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 AOC (ROC). Upon dissolution, all Section funds and assets shall be returned to the Chapter, school, ASSE Foundation or other ASSE entity, depending on the funding source.
- Section 6. The Section fiscal year shall begin on August 30th and end May 7th. The Section activity year shall begin on August 30th and end May 7th.
- Section 7. Frequency of meetings will be held at least once per month or as deemed appropriate by the existing officers.
- Section 8. Announcements of meetings will be made through emailing or other means of communication to members in appropriate time prior to the meetings taking place.
- Section 9. Will abide by University Policies Clause and Non-Discrimination Clause.

## ARTICLE V - OFFICERS

Section 1. Elected Section officers shall be:

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

(As options, the President may be designated as Chairperson, the Vice President may be designated as Vice Chairperson or President-Elect, and the offices of Secretary and Treasurer may be combined into one.)

Section 2. Duties of officers:

- a) The President (Chairperson) 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 Activity Task Force. Shall co-sign all of the organization's documents, records, and announcements in conjunction with the secretary. Shall not vote, but will decide if a tie occurs. Shall fulfill all other duties associated with the office. Shall co-sign, in conjunction with the Treasurer, all financial transactions.
- b) The Vice President (Vice Chairperson or President-Elect) 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. The Vice President (President-Elect or Vice Chairperson) may also supervise the work of Section appointed committees or project Chairpersons, if desired. Shall coordinate the academic and social activities of the organization, as well as those between this and other organizations. Shall be responsible for the formation and advising of event related committees. Shall be responsible for recruiting new members. Shall oversee the public relations of the organization.
- 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. Shall keep a current roster of membership, keep a calendar of all events, responsible for the maintenance of the organization's records, co-sign all

announcements, documents, and records in conjunction with the President, shall take attendance at each meeting. If the position of the Secretary is vacant, the duties of the Secretary can be divided up as deemed necessary by the President.

- 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. Shall execute all bank deposits and obtain and track reimbursement forms from the club advisor.
- e) 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 May 8th.

- Section 3. Any ERAU 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. One Section member, who are neither candidates for elective office, nominating committee members, nor current Section officers, shall be appointed as Teller 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 ERAU 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. The resulting vacancy in the office of Treasurer 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 three 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 15 days in advance.
- Section 8. Nominees shall be eligible for office if the candidates meet the following criteria: Shall be registered undergraduate or graduate student at ERAU, Shall be in good academic standing with university, shall have been an active member of the organization for a minimum of one semester, shall be given the opportunity to make a presentation to the voting body prior to elections.

- Section 9. If a board position is uncontested, that position could be left off the ballot. If the entire slate of officers is uncontested, the election can be dismissed.
- Section 9. Vacancies Terms of office will be maintained in their position for one academic year. All Executive Officers/Board members have the option to run for office again. If officers are unable to maintain their position during the summer, the club will be temporarily inactive.
- Section 10. All officer vacancies shall be met by the current officers holding an emergency election meeting to fill the vacancies until the next regular election meeting takes place.

#### 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, Area Operating Committee (Regional Operating Committee) and Student Member Activity Task Force, describing all Section income and expense activities for the preceding twelve (12) months. This report shall be reviewed and signed by the Section 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. The Section shall hold at least two (2) meetings of its members annually, to acquaint them with its activities and conduct necessary business. Four 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/Chairperson.

Section 4. Meeting requirements shall be at least once a month for an active member or can be missed upon approval by an executive's permission.

Section 5. 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 6. Robert's Rules of Order Newly Revised shall govern the transactions of business at Section meetings, unless otherwise specified in these Bylaws.

#### ARTICLE X - MISCELLANEOUS

Section 1. Cord requirements shall be: Member must be active within the club and in good standing.

Section 2. ERAU section member may receive an initial warning upon first error of the section's expectations. Upon second error, member will be on temporary probation for the remainder of the semester and will write a letter of apology to the Executive committee and the Student Advisor. Upon third error, member will be dismissed from the ERAU section for the remainder of the fiscal year. Any member that is dismissed from the section has the opportunity to rejoin upon approval by the Executive Committee for the next fiscal year.

Section 3. University policy clause: This organization is a recognized student organization at Embry-Riddle Aeronautical University, Prescott and adheres to all campus policies as set forth by Student Activities & Campus Events.

#### 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 seven (7) 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 (**option - two-thirds**) 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).