

**BYLAWS OF THE EAST TENNESSEE  
CHAPTER of the ACADEMY OF  
CERTIFIED HAZARDOUS MATERIALS MANAGERS**

**ARTICLE I – NAME AND CHARTER**

The name of this organization shall be the East Tennessee 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).

None of the Chapters net income shall financially benefit any individual or individuals. If at any time this Chapter shall be dissolved, no part of the funds or property shall be distributed to or among its members, but after payment of all indebtedness of the Chapter its surplus and properties shall be used for the education of hazardous materials managers within the State of Tennessee, in such a manner as the then governing body shall determine.

**ARTICLE II – PREAMBLE AND OBJECTIVE**

Section 1. Mission

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

- A. Environmental Health and Safety
- B. Regulatory Compliance and Policy
- C. Science and Technology
- D. Materials Handling, Emergency Response, and Remediation

Section 2. Objectives

The objectives of the Chapter shall be:

- A. To develop professional recognition for Certified Hazardous Material Managers.
- B. To provide, promote, and encourage continuing education for maintaining certification status and to document related training as recognized by the Chapter.
- C. To provide a forum for information exchange among peers in order to promote qualified environmental decision making.
- D. To broaden our scope and understanding of prudent hazardous materials management, in the interest of protecting human health and the environment.

- E. To increase the transfer of knowledge and experience with new technologies, government regulations, and community awareness relating to hazardous materials management.
- F. To sponsor training programs and other educational opportunities to assist interested professionals in becoming Certified Hazardous Materials Managers.
- G. To promote public awareness of Environmental and Hazardous Materials Management issued.

## **ARTICLE III – MEMBERSHIP**

### Section 1. Classification

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

### Section 2. Voting Members

Voting members shall be limited to Active, Retired or Life.

All Certified Hazardous Materials Managers (CHMM) 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.

- A. Active members shall be a certified Hazardous Materials Manager as defined by the Institute of Hazardous Materials Management, in good standing with this Chapter.
- B. 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.
- C. A Life Member is an active member of this Chapter who has been recommended to Life Membership by unanimous vote of the Executive committee and majority vote of the members of the annual meeting.

### Section 3. Non-Voting Members

Non-Voting Members shall be Affiliate, Student, Corporate, Inactive, and Honorary Members. These members may not vote or hold office.

- A. 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. 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. A Corporate Member may be any Institution or corporation interested in promoting the principles of the Chapter.
- D. 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. An Honorary Member shall be a person who has attained acknowledge eminence in the field of hazardous materials management as recognized by the Chapter.

#### Section 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 Chapter.
- D. Attend, make resolutions, and participate in meetings of the Chapter.
- E. Such other rights as the Executive committee may determine.

#### Section 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 Chapter.
- C. Such other rights as the Executive Committee may designate.

#### Section 6. Application for Membership

- A. Nominations for Honorary Members shall be made to the Executive committee 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.

#### Section 7. Dues

The dues of the Chapter are on an annual basis, payable in advance on or before December 1 of each year, for the following calendar year. New members may apply at any time and pay dues, pro-

rated on a quarterly basis, for remainder of that calendar year. Dues reductions will be made at the beginning of each quarter. No refunds of dues will be given.

- A. Dues for the voting and non-voting members shall be determined from time to time by the Members; a two-thirds (2/3) affirmative vote of those present shall be required for approval of any change.
- B. Dues for student members may be determined to be at a reduced rate by the Members present at the regular business meeting; a two-thirds (2/3) affirmative vote of those present shall be required for approval of any change.

#### Section 8. Loss of Membership

Members who have allowed their certification to lapse or have failed to maintain continuing education requirements or have for some other reason lost their certification shall cease to be a voting member of the Chapter. Members whose dues remain in arrears for sixty (60) days shall cease to be a member of the Chapter.

#### Section 9. Reinstatement of Continuous Membership

Any member who has forfeited membership for non-payment of dues may be reinstated as a continuous member on show of good cause, tender of all past and current dues within one (1) year of date of forfeiture and upon approval of the Executive committee. Voting members who have forfeited membership due to loss of certification can be reinstated upon proof of recertification.

#### Section 10. Resignation

Members may resign at any time upon making a written request to the Executive committee.

### **ARTICLE IV – MEETINGS**

#### Section 1.

There shall be at least one (1) meeting annually. The time and place of each meeting shall be approved by the Executive Committee.

#### Section 2.

A Special Session of the members shall be called by the President upon written request of three-fourths (3/4) of the Executive committee. The time and place of any Special Session of the Members shall be determined by the Executive committee. Members shall receive notice of such Special Session and business to be conducted for the meeting and shall state the business to be considered. No business shall be considered except that provided in the call unless by unanimous consent of the members present and voting.

### Section 3.

A quorum is required to conduct Chapter business. A quorum requires at least four (4) members of the Executive Committee and five voting members of the Chapter (total of 9 members).

### Section 4.

All meeting dates will 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.

### Section 5.

Roberts Rules of Order, the latest edition, shall be the official parliamentary procedure guide for the conduct of Chapter Meetings.

### Section 6.

#### Order of Business

A. 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 and Appropriate Action
- Conduct Business
- Election of Officers, if applicable
- Installation of Officers, if applicable
- Adjournment

B. 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

### Section 7.

Upon payment of annual dues, voting members select the means by which they wish to be notified concerning voting issues. Voting members may cast their vote either electronically (fax or e-mail) or by written communication. Notification of voting issues will be submitted for a 7-day discussion period, with ballots (electronically or written) to be cast on days 8 through 17.

## **ARTICLE V – ADMINISTRATION**

### Section 1.

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.

### Section 2.

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.

### Section 3.

The Local Chapter shall take no action in conflict with advice and direction of the Academy of Certified Hazardous Materials Managers.

### Section 4.

Except as otherwise provided in these Bylaws, every question which shall come before a meeting of the Members, the Executive committee or a committee shall be decided by a majority.

## **ARTICLE VI – GOVERNMENT**

### Section 1. Elective Officers

The elective officers of the Chapter shall be the President, Immediate Past President, President Elect, Secretary, and Treasurer. All officers must be voting members in good standing with the Chapter.

#### A. Term of Office.

- (1) The President Elect shall be elected for a term of one year. The President Elect, upon completion of the term of office, shall succeed to the office of President without election to serve for a term of one year.
- (2) The President, upon completion of the term of office, shall succeed to the office of Immediate past President without election, to serve for a term of one year.
- (3) Secretary and Treasurer shall be elected for terms of one year, with tenure limited to three (3) consecutive terms.

- (4) In the event of non-compliance with the duties designated in these bylaws, to include representations at required meetings, and/or negligence in duty, an officer may be dismissed by a 2/3 vote of the Executive committee.

## B. Duties

The elective officers shall perform those duties regularly and customarily pertaining to the offices they hold, except as may otherwise be provided in these bylaws.

- (1) The President shall preside at all meetings of the Local Chapter and interface with other chapters, the Academy of Hazardous Materials Management, and other environmental organizations.
- (2) The President Elect shall:
  - (a) appoint, with the advice and consent of the majority of the membership, a Committee chairperson for the following committees:
    - i. Government Liaison
    - ii. Professional Development
    - iii. Public Relations
    - iv. Membership Development
  - (b) 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.
- (3) 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 require approval of the Executive Committee. The Secretary will receive and issue all correspondence for the Local Chapter. The Secretary shall be responsible for documenting Chapter meetings, maintaining and updating Chapter records, and documenting Chapter sponsored training.
- (4) 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. The 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.
- (5) The Immediate Past-President shall be responsible for recruiting members into the Chapter and assisting the Executive Committee in promoting the Chapter's objectives.

Section 2. Election of Officers

- A. Nominations for Chapter Officers (President Elect, Secretary, and Treasurer) shall be opened to all voting members at the regular Chapter business meeting.
- B. Officers shall be elected by the voting membership in November of each year.
- C. Voting for officers shall be by secret ballot.
- D. 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.
- E. The President and President Elect cannot hold consecutive terms in the same position.
- F. 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. Interim service does not disqualify an individual from being elected to that position at the next election.
- G. The results of each election shall be reported to the Academy of Certified Hazardous Materials Management no later than December 30, by the Chapter Secretary.
- H. Until such time as elections are completed, the past or temporarily appointed officers shall hold their posts.
- I. The elected officers shall assume office on January 1 of the year following their election.

**ARTICLE VII – COMMITTEES**

Section 1. Composition.

- A. Standing Committees.

The standing committees will be:

- a. Governmental Liaison
  - b. Professional Development
  - c. Public Relations
  - d. Membership Development
- B. Special Committees. A consensus of the Executive Committee can appoint additional committees or ad-hoc committees as may be required to conduct Chapter business.
  - C. Members. All committees, both standing and special, shall be comprised of not less than two (2) members who are voting members in good standing of the Chapter at the time of their appointment and who must maintain such membership during the term of their office. In the event that cooperative efforts with other Societies or other organizations make the

appointment of one or more non-members desirable, such appointment shall be made only with specific approval of the Executive committee.

Section 2. Duties

The duties of committees of the Chapter shall include:

- A. Performing the duties prescribed by the members and Executive committee.
- B. Submitting a plan of work and budget of that committee for Executive committee approval.
- C. Appointing such subcommittees as are necessary to the satisfactory accomplishment of the duties prescribed by the members and the Executive committee.
- D. Maintaining accurate records relative to the program procedures and expenses involved.

Section 3. Expenses

The expenses of each committee shall be paid by the Chapter provided such expenses are incurred in conformity with rules and regulations provided by the Executive Committee, and provided further that the committee's budget approved by the Executive committee is sufficient to cover the payment of such expenses.

**ARTICLE VIII - EXECUTIVE COMMITTEE**

Section 1. Executive Committee

The Executive committee shall consist of the President, President-Elect, Secretary, Treasurer, Immediate Past President, and the Chairman of the standing committees.

Section 2. Officers

- A. Officers
  - (1) The President of the Chapter shall serve as Chairman of the Executive committee.
  - (2) The Secretary of the Chapter shall serve as Secretary of the Executive committee.

B. Vacancies

In the absence of the President, the President-Elect shall serve as Chairman of the Executive Committee. In the absence of the Present and the President-Elect, the Executive Committee shall elect one of its Voting Members to serve as Chairman pro temp.

### Section 3. Rights and Duties

- A. The Executive committee shall be the administrative body of the Chapter, vested with full power to conduct all business of the Chapter subject to the laws of the State of Tennessee, the Articles of Incorporation, the Bylaws, and the mandates of the Members. In matters of importance to the Chapter, a question must be called and there must be a majority vote in favor of the issue. In addition, the Executive committee shall have power to enact interim policies between regular business meetings when such policies are necessary to the proper conduct of the Chapter affairs, provided that all such policies are presented to the Members for ratification at the next regular business meeting immediately following the enactment.
- B. The duties of the Executive committee shall include, but not be limited to:
- (1) Be responsible for all property, real and personal, owned or held by the Chapter.
  - (2) Be responsible for the general fund consisting of all monies received from all sources. This fund shall be used for defraying all expenses incurred by the Chapter.
  - (3) Establishing the fiscal year of the Chapter to begin on January 1 of the calendar year and end December 31 of the same year.
  - (4) Prepare an itemized report of funds necessary to properly conduct the Chapter activities in the year following.
  - (5) Review reports of officers and committees of the Chapter and to make recommendations concerning these reports.
  - (6) Perform such other duties as are prescribed by the Chapter.
  - (7) Direct the President to call a Special Session.
  - (8) Approve the minutes of the last meeting provided they are ratified at the first meeting.

### Section 4. Meetings

- A. Regular Meetings. There shall be at least two (2) meetings of the Executive committee annually. The time and place of these meetings is to be determined by the President after consulting the members of the Executive committee.
- B. Special Meetings. Special Meetings of the Executive committee shall be called by the President or upon proper request of the Executive committee. The call for the meeting shall be issued at least ten (10) days prior to the date set for the meeting and shall state the business to be considered. No business shall be considered except that provided in the call unless by unanimous consent of the members present and voting.

## **ARTICLE IX – AMENDMENTS**

Amendments to the Bylaws may be presented by any member at any regular meeting or at any meeting called for that specific purpose, or by mail as outlined in Article IV, Section 7. The proposed revision or amendment shall be presented at a meeting of the chapter, and/or notice, transmitted to all voting members in accordance with the mail ballot section of Article IV of these Bylaws. A two-thirds (2/3) affirmative vote by the membership is necessary to change the Bylaws.

**ARTICLE X – PUBLICATIONS**

The Chapter may circulate official publications to all members of this Chapter. The frequency of issue shall be determined by the Executive Committee. The object of the publication may be to report the activities of professional or organizational interest to all members of the Chapter.

**ARTICLE XI – APPROVALS**

1. These Bylaws of the Local Chapter are effective as of \_\_\_\_\_

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

President: \_\_\_\_\_

President Elect: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Chairperson, Governmental Liaison Committee:  
\_\_\_\_\_

Chairperson, Professional Development Committee:  
\_\_\_\_\_

Chairperson, Public Relations Committee:  
\_\_\_\_\_

Chairperson, Membership Development Committee:  
\_\_\_\_\_