

**THE CAMPUS SAFETY, HEALTH AND ENVIRONMENTAL  
MANAGEMENT ASSOCIATION  
OPERATING PROCEDURES**

**Article I. NAME**

The name of the organization shall be The Campus Safety, Health and Environmental Management Association [CSHEMA]

**Article II. OBJECTIVES AND PURPOSES**

**Section 1.**

The objectives and purposes of CSHEMA shall be to promote and strengthen activities pertaining to all aspects of college and university safety.

**Section 2.**

CSHEMA shall operate as a charitable and educational organization within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted by an organization exempt from federal income tax under section 501(c)(3) of the code.

**Article III. MEMBERSHIP**

**Section 1.**

Membership categories are as follows:

**Institutional**

- a. Regular (Individual institutions may appoint up to 3 voting members):  
Colleges/Universities and other organizations with individuals that are directly involved with safety, environmental, and health programs (includes: research and development, libraries, museums, school districts, secondary schools, hospitals)
- b. Corporate Business Partners (non-voting):  
For-profit organizations who wish to support the goals and activities of CSHEMA.

- c. Affiliate (non-voting):  
Nonprofit trade associations or professional societies

**Individual**

- a. Members Emeritus (non-voting):  
Retired institutional representatives
- b. Honorary [life] members (non-voting except for dues paying members):  
Individuals nominated to and voted in by the Board of Directors according to the procedures recorded in the CSHEMA Leadership Manual.
- c. Student members (non-voting):  
Undergraduate/graduate students currently enrolled in an accredited program in safety, environmental, and health.

**Section 2.**

Only members from regular membership institutions may:

- a. Serve as Directors of CSHEMA in accordance with Article VII.
- b. Serve on committees subject to the provisions of Article VI.
- c. Vote in elections and on corporate business.

**Section 3.**

CSHEMA shall consist of not less than 100 regular members.

**Section 4.**

CSHEMA shall be committed to encouraging cultural diversity, and promoting equal opportunity and affirmative action in all aspects of the organization including membership, nominations and appointments.

**Article !V. BOARD OF DIRECTORS**

**Section 1.**

The Officers of CSHEMA shall consist of the President, a Vice-President, a Treasurer, a Secretary, the Immediate Past President, and six (6) elected Directors.

**Section 2.**

When a member of CSHEMA accepts a directorship or committee post, he/she will be expected to contribute his/her experience, leadership contacts in the professional field, ideas and enough time to put these contributions to effective use. He/she does not assume the responsibility of clerical, editorial or other work.

**Section 3.**

The Board of Directors of CSHEMA shall assume their positions at the close of CSHEMA's Annual Business meeting for the purposes of transacting CSHEMA business.

**Article V. DUTIES OF OFFICERS**

**Section 1.**

The duties of the President shall be:

- a. To preside at Board of Directors and annual business meetings of CSHEMA.
- b. To appoint committees and assign tasks to committees, with the approval of the Board of Directors, as may be deemed necessary to conduct special studies and projects of value to the CSHEMA membership.
- c. To appoint a parliamentarian.
- d. To serve as ex-officio member of all committees of CSHEMA.
- e. To perform the other duties commonly associated with the position of President.

**Section 2.**

The duties of the Vice-President shall be:

- a. To preside in the absence of the President.
- b. To fulfill all other duties of the President when he or she is unable to perform the duties of the office.

**Section 3.**

The duties of the Treasurer shall be:

- a. To establish and maintain a bank account and to receive and disburse the funds of CSHEMA, as directed by the President.
- b. To receive all bills sent to CSHEMA for payment.
- c. To pay those bills for which the President has given authority, and to submit to the President all other bills for approval.
- d. To prepare and maintain an accurate bookkeeping system.
- e. To initiate a statement of fiscal responsibility and maintain current guidelines for fiscal control and budget planning.
- f. To prepare a financial statement, approved by the President, to be presented at the Board of Directors and annual business meetings.
- g. To perform other duties commonly associated with the position of treasurer.

**Section 4.**

The duties of the Secretary shall be:

- a. To keep minutes of all Board of Directors and annual business meetings of CSHEMA.
- b. To prepare a draft of minutes of the meetings and submit them to the Board of Directors for review and approval.
- c. To send an approved copy of the annual business meeting minutes to the contracted association management firm for duplication and filing.
- d. To perform the other duties commonly associated with the position of Secretary.

## **Article VI. COMMITTEES**

### **Section 1.**

The Board of Directors shall consist of the Officers of CSHEMA.

### **Section 2.**

The Standing Committees shall be:

- a. Nominating Committee
- b. Membership Committee
- c. Conference Planning Committee
- d. Rules Committee
- e. Finance Committee
- f. Awards Committee
- g. Technical Program Committee
- h. Laboratory Safety Committee
- i. Government Relations Committee
- j. Scholarship Committee
- k. Professional Development Committee

### **Section 3.**

A member of CSHEMA shall not serve on more than two (2) committees simultaneously.

### **Section 4.**

The President, with the approval of the Board of Directors, may appoint special committees to perform special studies or projects of interest and value to CSHEMA's membership. The function and purpose of such committees shall be clearly defined in each case.

### **Section 5.**

Unless otherwise specified in the OPERATING PROCEDURES all committees, with the exception of some special committees, shall consist of a minimum of four (4) members and a maximum of six (6) members. Each member shall normally serve on a committee for a maximum of four (4) years. Members shall be appointed such that at least one member's term expires yearly and at least one new member is appointed. Former committee members are eligible for reappointment to the same committee after being off the

committee at least one year. If a new committee is established, the President will establish the initial duration of appointment such that the term of at least one member expires each year. This may require appointing initial members for terms greater than four years.

The President, with the approval of the Board of Directors, will select the Chairman of each committee. This responsibility can be delegated by the President to the Vice-President.

It shall be the responsibility of the committee Chairman to assure that the committee meets at least once during the Annual Conference.

The Chairman of each committee shall prepare a written report of progress or completion, which shall be filed with the President at least forty-five (45) days prior to the Annual Conference and at least forty five (45) days prior to the Spring Executive Committee meeting.

## **Article VII. ELIGIBILITY FOR CANDIDATES TO OFFICES**

### **Section 1.**

A candidate for the office of President, Vice-President, Treasurer, Secretary and all members of the Nominating Committee shall:

Have served as a Director within the past three (3) years

OR

- a. Have at least five (5) years of experience as a health and safety professional, ideally in higher education, and
- b. Have attended a minimum of two (2) CSHEMA annual conferences, and
- c. Have a record of active participation in and knowledge of CSHEMA (may include serving on a committee, chairing a committee or task force or special project). In lieu of CSHEMA service, have at least one year of previous volunteer board or executive committee experience, not necessarily with CSHEMA, and
- d. Have the support of their employer organization to attend all Board of Directors meetings, in addition to other related activities as appropriate, for the duration of their term of office.

### **Section 2.**

A candidate for Director shall:

- a. Have at least five (5) years experience as a health and safety professional, ideally in higher education.
- b. Have attended a minimum of two (2) CSHEMA annual conferences.
- c. Have a record of active participation in and knowledge of CSHEMA (may include serving on a committee, chairing a committee or task force or special project). In lieu of CSHEMA service, have at least one year of previous volunteer board or executive committee experience, not necessarily with CSHEMA.
- d. Have the support of his/her employer organization to attend all Board of Directors meetings, in addition to other related activities as appropriate, for the duration of their three year term of office.

## **Article VIII. ELECTIONS**

### **Section 1.**

All officers shall be elected for a term of one (1) year, except the Treasurer shall serve three (3) years, and six Directors, who shall serve for three years. Each officer's term of office shall commence at CSHEMA's annual business meeting.

### **Section 2.**

A Nominating Committee shall name candidates for election of officers in CSHEMA. The slate of candidates shall be presented to the Board of Directors to be approved or rejected in whole, prior to distribution to the membership for voting.

### **Section 3.**

The Nominating Committee shall consist of five (5) members of CSHEMA, of which at least three (3) shall be past Presidents of CSHEMA. In addition, each year two (2) members shall be appointed by the incoming President for a one (1) year term. Each year the outgoing President will be added to the committee and the senior member shall resign. The senior past President of CSHEMA will chair the Nominating Committee.

### **Section 4.**

The Secretary and the two (2) Director positions are contested positions. There are to be two (2) nominees for each of these three (3) positions. The other positions shall have only one (1) nominee unless increased in accordance with Article VIII, Section 5.

### **Section 5.**

To add to the slate of the Nominating Committee, the nominations must be signed by at least twenty-five (25) of CSHEMA's authorized voting members of record as of the last annual business meeting. It must be submitted to the Board of

Directors on or before the date of their Spring Meeting with a written statement that each nominee will serve if elected.

**Section 6.**

The final slate of officers shall be submitted to the contracted association management firm for preparation and distribution of an election ballot. Balloting will be by electronic means (website or electronic mail). A regular, voting member of CSHEMA may request a written ballot when no valid email address is available for that member. Written ballots may be submitted by mail or fax. Duplicate voting is prohibited.

**Article IX. MEETINGS**

**Section 1.**

The Board of Directors meetings of CSHEMA shall be held at the Annual Conference (International Conference on Campus Safety), and during the Spring to receive reports from officers and committees and to transact other business. Additional Board of Directors meetings may be called by the President.

**Section 2.**

The annual meeting of CSHEMA which includes the annual business meeting shall be held during the Annual Conference.

**Section 3.**

- a. A quorum at the annual business meeting shall represent five (5) percent of the total CSHEMA members.
- b. A majority of the members on the Board of Directors shall constitute a quorum and the act of a majority of the Board of Directors at which a quorum is present shall be the act of the Board of Directors.

**Article X. PARLIAMENTARY AUTHORITY**

In all questions of parliamentary procedure, Roberts Rules of Order Newly Revised shall be used in all cases where they are applicable.

**Article XI. FILLING VACANCIES**

**Section 1.**

Vacancies on the Board of Directors occurring after the annual election shall be filled by majority vote of the Board of Directors. The Nominating Committee shall recommend candidates.

**Section 2.**

The President shall fill, by appointment, any vacancies on other committees not provided for elsewhere.

## **Article XIII. AMENDMENTS**

### **Section 1.**

These OPERATING PROCEDURES may be amended at the annual business meeting, by approval of two-thirds (2/3) of the members present; provided, however, that intention to amend and the text of the proposed amendment are submitted to members of CSHEMA at least thirty (30) days in advance of the annual business meeting. Proposed amendments shall be submitted in writing to the President and Board of Directors by the Rules Committee Chair. Proposed amendments may also be submitted by any regular member of CSHEMA, and shall be signed by at least five (5) regular members of CSHEMA.

### **Section 2.**

Upon approval of the Board of Directors, proposed amendments to the OPERATING PROCEDURES may be voted upon during other times of the year by means of electronic ballot. The intention to amend and the text of the proposed amendment must be submitted to the voting members of CSHEMA at least (30) days in advance of the vote tally. Approval by two-thirds (2/3) of the voting members of record who return valid ballots will be required to adopt.

### **Section 3.**

Balloting in this case will be by electronic means (website or electronic mail). A regular, voting member of CSHEMA may request a written ballot when no valid email address is available for that member. Written ballots may be submitted by mail or fax. Duplicate voting is prohibited.

## **Article XIII. LEADERSHIP MANUAL**

A Leadership Manual approved by past and current Board of Directors is regularly updated to assist in the implementation of these OPERATING PROCEDURES.

## **Article XIV. DISTRIBUTION**

Upon adoption, these OPERATING PROCEDURES, and subsequent amendments, shall become effective and shall be made available to the entire membership of CSHEMA.