

**BYLAWS THREE RIVERS CHAPTER**

**AMERICAN SOCIETY OF SAFETY ENGINEERS**



Bylaws Adopted \_\_\_\_\_

Approved by the Regional Vice President \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Area Director \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Chartered February 10, 1997

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**ARTICLE I - NAME**

Section 1. The name of this organization shall be the Three Rivers Chapter of the American Society of Safety Engineers.

Section 2. Hereinafter, the Three Rivers Chapter will be referred to as Chapter, and the American Society of Safety Engineers will be referred to as the Society.

**ARTICLE II - PURPOSE**

Section 1. The purpose of this Chapter will be to promote the advancement of the safety profession and safety professionals and development of its members in the geographical area served.

Section 2. In fulfilling its purposes, the Chapter shall have the following objectives within the geographical area:

- a. To develop and promote educational programs for obtaining the knowledge required to perform the functions of a safety professional.
  - b. To develop and disseminate locally, information and materials that will carry out the purposes of the Chapter, the Society, and serve the public.
  - c. To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
  - d. To foster liaison with local organizations of related disciplines.
  - e. To inaugurate and implement programs and projects that are consistent with the purposes of the Chapter and the Society.
  - f. To conduct Chapter affairs in a manner that will reflect the standards, purposes and objectives of the Society.
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### ARTICLE III - MEMBERSHIP

- Section 1. Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or request membership in it. All members of the Chapter shall be members of the Society.
- Section 2. Membership is personal and not transferable.
- Section 3. All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

### ARTICLE IV - ORGANIZATION

- Section 1. The Chapter is a not-for-profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society Bylaws.
- Section 2. In order to maintain its Charter, the Chapter shall have a minimum of 40 active members.
- Section 3. The Chapter is located in Region V with a geographical area defined as follows:
- a. Cook County: *zip code 60439*
  - b. DuPage County: *except zip code 60103*
  - c. Kane County: *except zip codes 60010, 60109-10, 60120-23, 60136, 60140, 60174-75, 60177-78 & 60182-83*
  - d. Kendall County: *all zip codes*
  - e. Will County: *except zip codes 60401, 60417, 60448-9, 60468 & 60475*
- Section 4. An Executive Committee shall be responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property, have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 5. Chapter officers shall be elected by members of the Chapter.
- Section 6. The Executive Committee shall consist of the Elected Officers as follows:
- a. President
  - b. First Vice President – Internal Affairs
  - c. Second Vice President – External Affairs
  - d. Secretary
  - ~~d~~.e. Treasurer
  - e.f. Assistant Treasurer
  - f.g. Delegate(s) to the Society House of Delegates
  - ~~g~~.h. Membership Chair
- Section 7. Each major objective as listed in Article II, Section 2 of these Bylaws shall be under the supervision of either a Chapter officer or an appointed Committee Chairperson.
- Section 8. The Chapter President is the voting representative for the Chapter at the Area Operating Committee or Regional V Operating Committee meetings. A

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Professional Member or Member who is an elected officer of the Chapter may serve instead of the President if so designated in writing to the Area Director or the Regional V Vice President.

Section 9. The Chapter activity year shall be from July 1 to June 30.

### ARTICLE V - OFFICERS

- Section 1. Elected officers of the Chapter shall be:
- a. President
  - b. First Vice President – Internal Affairs
  - c. Second Vice President – External Affairs
  - d. Secretary
  - e. Treasurer
  - f. Assistant Treasurer
  - g. Delegate(s) to the Society House of Delegates
  - h. Membership Chair

(One delegate for each 250 members or portion thereof as defined in Society Bylaws and based on the official December 31 member count by Society Headquarters.)

Section 2. Each elected Chapter officer shall:

- a. Be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, First Vice-President, Second Vice-President, Secretary or Delegate to the House of Delegates.
- b. Each elected Chapter officer shall ensure the President has their current email address and phone number.
- c. Complete training for their position before the first board meeting of the chapter year.

Section 3. The **President** shall:

- a. Preside at regular and special meetings of the Chapter Executive Committee and the membership.
- b. Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c. Be a representative for the Chapter at the Area Operating Committee or Regional V Operating Committee meetings.
- d. Provide leadership for Chapter programs and activities during the term of office.
- e. Appoint such committees as necessary to implement Chapter objectives.
- f. Submit a completed annual planning template to the Area Director, the Regional V Vice President and Society Headquarters by August 15.

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- g. Submit a completed Annual Performance Report to the Area Director, the Regional V Vice President and Society Headquarters by August 15.
- h. Submit the names of Chapter officers and delegate(s) elected for the ensuing year annually by May 31 to the Area Director, the Regional V Vice President and Society Headquarters.
- i. Ascend to the position of Delegate, unless voted otherwise by the Chapter membership.

Section 4. The **First Vice President** – Internal Affairs shall:

- a. Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b. Assume responsibilities for the work of Committees, dealing with internal affairs, as assigned by the President.
- c. Prepare for the office of President, and develop a close working knowledge of Chapter affairs, by providing assistance to other officers and assigned committees, and staying abreast of their progress.
- d. Ascend to the position of President, unless voted otherwise by the Chapter membership.
- e. Preside in the absence of the President, at Executive Committee meetings, regular Chapter meetings and any other functions.

Section 5. The **Second Vice President** – External Affairs shall:

- a. Assume the duties of the First Vice President – Internal Affairs in his/her absence.
- b. Assume responsibilities for the work of Committees, dealing with external affairs, as assigned by the President.
- c. Ascend to the position of First Vice President – Internal Affairs unless voted otherwise by the Chapter membership.

Section 6. The **Secretary** shall:

- a. Maintain Chapter records and correspondence.
- b. Record and distribute minutes of Chapter meetings and Chapter Executive Committee meetings.
- c. Notify Chapter members about meetings.
- d. Retain Custody of the Chapter Charter.
- e. Ascend to the position of Second Vice President – External Affairs unless voted otherwise by the Chapter membership.

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### Section 7. **Membership Chair**

- a. Assume the duties of the Secretary as necessary.
- b. Conduct a survey of member needs and report feedback to the board at least every 2 years.
- c. Review the chapter roster each month and report significant changes to the board.
- d. When a member joins the chapter:
  - 1) Notify the Newsletter Editor of the new member.
  - 2) Send a chapter welcome by electronic or postal mail, including:
    - Chapter overview and board member contact information
    - Chapter website address
    - Invitation to join the LinkedIn group
    - Invitation to attend a chapter meeting free of charge

### Section 8. The **Treasurer** shall:

- a. Maintain all financial records of the Chapter.
- b. Properly maintain accounting records.
- c. Prepare an operating budget of the Chapter for each fiscal year.
- d. Supervise the receipt and disbursement of funds as directed by the Chapter Executive Committee.
- e. Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- f. Submit a completed Chapter Dues Report by March 1 and to Society Headquarters.
- g. Complete the Chapter's audited income & expense statement and any IRS tax documents for the fiscal year ending March 31. Transmit fiscal report and any tax documents on or before May 31 to Society Headquarters.
- h. Witness the audit performed on the previous fiscal year's books. After the audit report has been accepted by the Executive Committee, the incumbent Treasurer should relinquish all documents of his/her office in good, orderly condition to the new Treasurer.
- i. Assume the duties of the Secretary as necessary.

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Section 9. The **Assistant Treasurer** shall:

- a. Succeed to the office of the Treasurer and carry out its duties if the Treasurer is unable to serve.
- b. Prepare for the office of Treasurer, and develop a close working knowledge of Chapter finances, by providing assistance to the Treasurer.
- c. Ascend to the position of Treasurer, unless voted otherwise by the Chapter membership.
- d. In the absence of the Treasurer, at Executive Committee meetings, regular Chapter meetings and any other functions, fulfill the duties of the Treasurer.
- e. By August 1, become a co-signer for all Chapter bank accounts.

Section 10. The **Delegate(s)** to the Society House of Delegates shall:

- a. Operate in accordance with House of Delegates Operating Procedures and Society Bylaws.
- b. Keep the Chapter informed of House of Delegates actions and proposed actions.
- c. Act on House of Delegates mail ballots on behalf of the Chapter.
- d. Be compensated from the Chapter, at minimum, the conference registration fee for the ASSE Professional Development Conference.

### **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS**

Section 1. The most recent immediate Past President available to serve shall be the Chairperson of the Nominations & Elections Committee. If a Past President is not available, then the most recent immediate Officer available to serve shall be the Chairperson. The Committee, including the Chairperson, will consist of no less than three, nor more than five, members. One member shall be selected by the current Chapter President and the balance by the Committee Chairperson. Officers serving in positions that succeed to the next chapter officer level may serve on the Nominations & Elections Committee. Newly nominated candidates and candidates for non-succeeding officer positions may not serve on the Nominations & Elections Committee.

Selection of the Committee Members shall be completed no later than the first Executive Committee meeting of each calendar year and duly recorded. The full final Nominations & Elections Committee must approve the slate of officer candidates.

Section 2. The Nominations & Elections Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to the Chapter membership at least ~~3060~~ days in advance of the election.

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- Section 3. Chapter members may submit a signed petition nominating an individual for elective office. The petition will require 25 signatures to be valid. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominations & Elections Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.
- Section 4. The term of elected Chapter officers shall be July 1 to June 30.
- Section 5. Election of officers for the ensuing year shall be held at the April meeting in attendance of a quorum. If there is more than one candidate for any office, election shall be by secret ballot (written or electronic). If there is only one candidate for an office, election may be by voice vote.
- Section 6. In the event a quorum is not present at the meeting a special mail or electronic ballot will be sent to the Chapter Members and a return of at least 40 votes or 20% of the Chapter membership is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from the members and shall provide for an anonymous voter response.
- Section 7. Removal of elected Chapter officers shall be by a 2/3 vote of the Elected Chapter officers at any regular or special board meeting at which a quorum of the board is present or by Chapter members at any regular or special meeting at which a quorum of the chapter is present. Upon presentation of a signed petition from 25 (insert number of signatures) voting members of the Chapter, the Chapter Executive Committee shall be obligated to review the validity of the petition and investigate the circumstances. Committee Chairpersons appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.
- Section 8. **Vacancies** in elected Chapter offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.
- a. Should a vacancy occur in any elected office, including Secretary, Treasurer, Secretary/Treasurer or any others, (Chapters are encouraged to designate specific elected positions), except President or First Vice President, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, Section 2) to fill the unexpired term of office, giving special consideration to current committee Chairpersons and experienced Chapter leaders who have recently completed their terms of office.
  - b. Should a vacancy occur early in the term, in the office of:
    - 1) President, the First Vice-President shall succeed to the Presidency. If the First Vice-President declines the position, a past President may serve as President for this term upon the approval of the Executive

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Committee. Otherwise, a special election as specified in b.2 of this section will be considered for filling the seat of President. The First Vice-President or a special Nominations & Elections Committee appointed by the Executive Committee will be responsible for completing the special election.

2) President, First Vice-President or Second Voce-President, the President shall:

- (a) Appoint a special Nominations & Elections Committee.
- (b) Publish notification of the election and slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
- (c) Receive at the Chapter meeting any additional nominating petitions as may be rendered, and signed by the number of members specified in Article VI, Section 3.
- (d) Conduct a voice vote at the Chapter meeting if there is only one nominee, and written ballot if there is more than one nominee.
- (e) Ensure that the elected candidate assumes office immediately upon election.

NOTE: This would also apply if the person succeeding to the Presidency did not wish to complete both the remainder of the current term and the term for which he/she was originally elected.

c. Should a vacancy occur at mid-term or later, in the office of:

- 1) President, the First Vice-President shall serve the unexpired term of the President in addition to the term for which hehe/she was originally elected.
- 2) First Vice-President or Second Vice-President, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a First Vice-President or Second Vice-President, then the position should be filled as noted in this Article and Section, paragraph b. 2).

Section 9. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section 10. Inability to serve: If after the election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

### ARTICLE VII - SECTIONS

Section 1. Sections may be formed by Chapters to serve 10 or more dues-paying (or emeritus) Chapter members whose geographical location or common interest, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit formation of a new Chapter. The Section shall operate in accordance with Society and Chapter Bylaws.



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Section 2. The group must petition the Executive Committee to form a Section of the Chapter.

- a. The petition should outline:
  - 1) Name of the Section.
  - 2) Territory the Section will encompass.
  - 3) Number of members currently in the territory.
  - 4) Plans for meetings to be held and the nature of the program.
  - 5) Justification for the creation of the Section.
  - 6) Any dues arrangements between the Chapter and the Section.
  - 7) Submit a copy of Section Bylaws (See Model Section Bylaws)
- b. Sections must meet the approval of the Chapter's Executive Committee, the Area Operating Committee and the Regional Operating Committee.

Section 3. Section members shall elect a Chairperson and a Secretary/ Treasurer and must abide by the Bylaws of the Chapter.

- a. The Chairperson shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee, and shall attend at least two, as a non-voting participant.
  - b. By April 30 of each Chapter year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the Chapter President, the Area Director and the Regional V Vice President.
  - c. The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary; notify members of meetings; retain the Section Charter; maintain such financial records as are necessary and keep the Chapter Officers informed of the Section's financial status. The Chapter shall remit at least 30% of Chapter dues of Section members to the Section for its use.
  - d. The Chairperson of the Section shall appoint a Nominations and Elections Committee annually to select nominees for the offices of Chairperson and Secretary / Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Election of these officers shall be held at a Section meeting prior to July 1.
  - e. If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Area Operating Committee and/or Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter for Chapter use.
  - f. Student Members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies.
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### ARTICLE VIII - DUES

- Section 1. Each member, except Students, Emeritus and Honorary Members, shall be assessed annual Chapter dues as determined by Chapter members, in addition to Society dues.
- Section 2. All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- Section 3. Chapter dues shall be determined by vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

### ARTICLE IX - MEETINGS

- Section 1. The latest edition of Robert's Rules of Order Newly Revised shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these Bylaws.
- Section 2. **Chapter Meetings**
- a. Shall meet at least six times per year and four of the meetings shall be technical meetings.
  - b. Technical meetings are those that define or discuss methods, procedures, systems, devices and/or standards toward the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees.
  - c. Fifteen (15) chapter members and at least one elected Executive Committee member shall constitute a quorum.
- Section 3. **Special Meetings**
- a. May be called by the Chapter Executive Committee.
  - b. The notice calling such a meeting shall state the purpose of the meeting; such notice to be sent to each member at least two weeks in advance.
  - c. Fifteen (15) chapter members and at least one elected Executive Committee member shall constitute a quorum.
- Section 4. **Executive Committee Meetings**
- a. Executive Committee meetings shall be conducted at least six times per year.
  - b. The Chapter President will preside over the meeting.
  - c. These meetings are necessary for managing the chapter including finance reports, strategic plans, governmental affairs, membership growth and other business items needed to manage the Chapter successfully.
  - d. A majority of the Executive Committee present at an Executive Committee meeting shall constitute a quorum.
  - e. In the event a quorum cannot be established in person or by teleconference, a vote can be taken using email following the guidelines in Appendix A, Guidelines for Executive Board Email Votes.

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### ARTICLE X - MISCELLANEOUS

- Section 1. The Chapter may be dissolved by Chapter members in the following manner:
- a. A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
  - b. Within 30 days following the Chapter Executive Committee action, a mail ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, they shall be counted by the Chapter Executive Committee. A two-thirds (2/3) vote is required for approval of the action.
  - c. Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.
- Section 2. If a Chapter Executive Committee no longer exists or conditions preempt the implementation of the preceding Section, a Chapter member may make a recommendation for dissolving a Chapter to the Regional Vice President and Area Director for their review. Upon the approval of the Area Operating Committee and the Regional Operating Committee, the recommendation will be forwarded to the Society Board of Directors.
- Section 3. The Society Board of Directors may dissolve the Chapter after failure of the Chapter to conform to minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice, the Chapter officers shall carry out the dissolution of the Chapter.
- Section 4. The official Society symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the Society Bylaws.
- Section 5. Any fund-raising projects or activities shall be limited to those activities that are consistent with the purpose of the Society and the Chapter.
- Section 6. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.
- a. Meeting Minutes - permanently (recommended by Society auditors).
  - b. Correspondence - two years following completion of the Chapter year.
  - c. Financial Records - seven years following completion of the Chapter year.

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### **Section 7. Internal Audit**

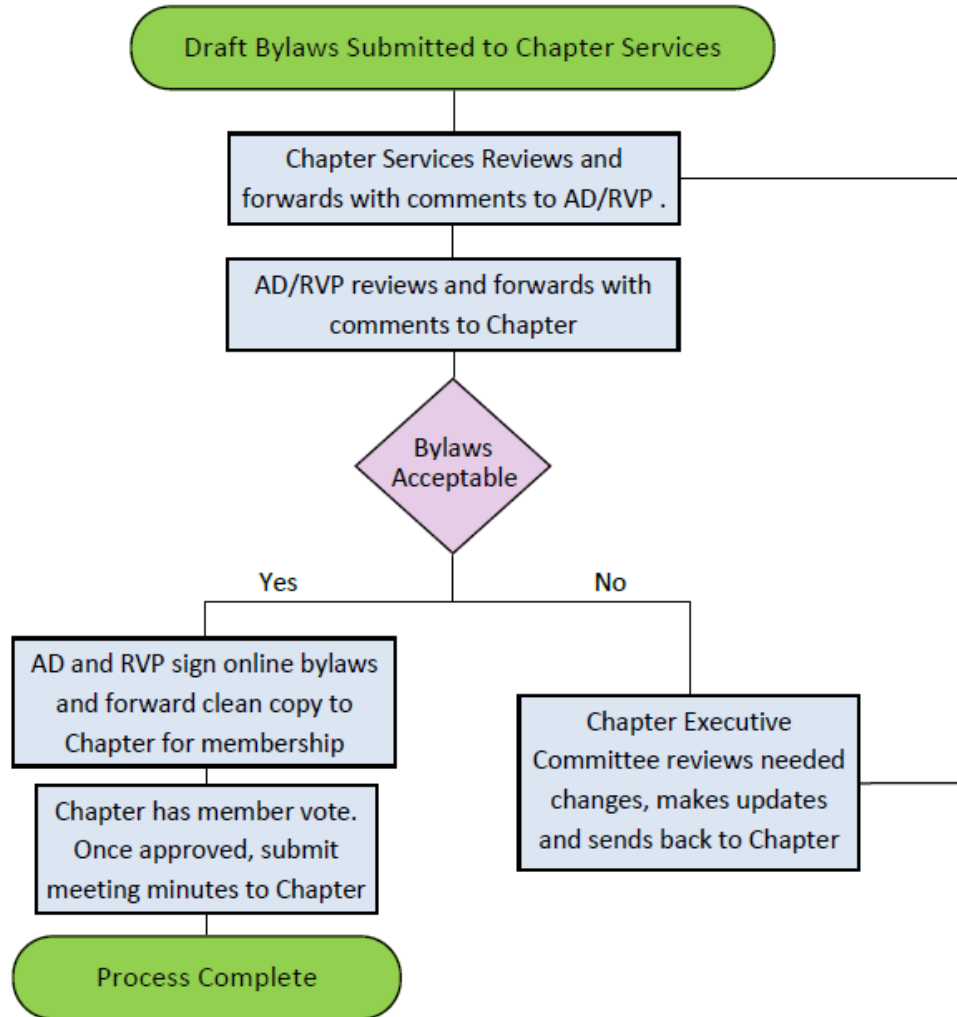
- a. Frequency
  - 1) Annually, at the end of the chapter year, and completed prior to installation of the new officers for the following year.
  - 2) Immediately after a President or Treasurer resigns or is removed from office.
- b. Requirements
  - 1) The Internal Audit Committee will conduct the audit according to procedures in Appendix B, Internal Audit Procedures
  - 2) Executive Committee members will make themselves available to provide records and answers to any questions regarding the audit.
- c. Internal Audit Committee should consist of (at a minimum):
  - 1) Incoming Chapter President;
  - 2) Another Chapter Executive Committee member;
  - 3) A member of the Chapter in good standing who is not a member of the Chapter/Region executive committee in the financial year to be audited.
- d. Audit Results
  - 1) An internal audit report will be provided to the Chapter and Region executive committees within 30 days of audit completion.
  - 2) Any deficiencies discovered will be corrected as soon as possible.
  - 3) Any inconsistencies or suspicion of misappropriation will be immediately reported to the Chapter Executive Committee and Regional Vice President. If the audit cannot be completed due to inconsistencies, a 3rd party accounting firm will be hired to conduct an independent forensic audit, and results will be reported to Chapter Members, Chapter Executive Committee, Area Director and the Region 5 Vice President.

### **ARTICLE XI - AMENDMENTS**

- Section 1. Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 15 Chapter Professional Members and/or Members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.

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## Section 2. Bylaw Review and Approval Process



Section 3: The Chapter Executive Committee shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.

Section 3. Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval. A copy of the meeting minutes indicating bylaw approval shall be submitted to Chapter Services (chapterservices@asse.org)

Section 4. All amendments to these Bylaws will become effective after approval by the chapter membership.

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### Current Bylaw Review & Approval

Date	Action
	Amendment review and approval by the Chapter Executive Board
	Summary of Major Changes: <ul style="list-style-type: none"><li data-bbox="435 352 1227 384">• Inclusion of the new Area Director position for Region V.</li><li data-bbox="435 386 943 417">• New ASSE Bylaw approval process</li></ul>
	Submitted to Chapter Services, Area Director and the Region 5 Vice President for review and approval
	Chapter Membership review/vote
	Chapter Membership Approval

### Amendment History

Approved by the Board of Directors, October 1983,  
Amended in February 2007, February 2006, June 2003, June 2001, May 1997, June 1991,  
October 1990, February 2009, February 2011, February 2012, May 2015

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### Appendix A Guidelines for Executive Board Email Votes

#### 1) Call to Order

- a) The President emails a Call to Order to all board members.
- b) The subject line should be consistently formatted: "TRC Call to Order on xyz Issue".
- c) The body of the email should contain a description of the issue and a call for a motion.
- d) The President will determine if the email should be sent with "High Importance".

#### 2) Questions and Motion

- a) Executive Board members should use "Reply All" to send emails containing motions.
- b) If no motion is made, or the President determines that significant questions have been raised, then the issue will be tabled until the Executive Board members can meet at the same time, either in person, or by teleconference. The President will communicate this decision to the Executive Board using email.
- c) If a motion is made, the President should forward the email to all board members, and ask for the motion to be seconded.
- d) The subject line of the forwarded email should be consistently formatted: "TRC Motion on xyz".

#### 3) Motion Seconded

- a) Executive Board members should use "Reply All" to send emails that second a motion.
- b) If the motion is not seconded, the issue will be tabled until the Executive Board members can meet at the same time. The President will communicate this by email.
- c) If the motion is seconded, the President should forward the email to all board members, and ask for discussion.
- d) The subject line of the email should be consistently formatted: "TRC Discussion on xyz".
- e) The email should request a "Read Receipt".

#### 4) Discussion of Motion

- a) Executive Board members should use "Reply All" to send emails that contain discussion.
- b) The President may call for a vote after a majority of the board members have discussed the motion or returned a read receipt.
- c) If the President determines that significant concerns have been raised during the discussion, the issue will be tabled until the Executive Board members can meet at the same time. The President will communicate this decision by email.

#### 5) Vote

- a) The President may assign a "Voting Commissioner" to email the ballot and tally the votes.
- b) The subject line of the email should be consistently formatted: "TRC Ballot on xyz".
- c) Once a majority has voted, the President should send an email to all Executive Board members announcing the results and adjourning the email meeting.
- d) If a majority vote is not obtained, the issue will be placed on the agenda for the next meeting.

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### 6) Minutes

- a) Emails do not have to be read or approved as minutes.
- b) For an email message to be part of a meeting, it must be sent to ALL board members. Emails sent for caucusing or other off-line discussion are not officially part of a meeting.
- c) Email votes should be reviewed the next time Executive Board members meet at the same time, either in person, or by teleconference.



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### Appendix B Internal Audit Procedure

Audit Item	Describe any deficiencies in the log below and create an action plan	Sufficient	Excellent	Deficient
1.	Funds are properly deposited.			
a.	Financial institution is insured by the FDIC.			
b.	Funds are deposited within 2 weeks of receipt.			
c.	Two officers have signature authority.			
2.	Reports are accurate and timely.			
a.	Operating Budget: An operating budget reflecting routine chapter expenses is submitted to the Chapter President before the first executive board meeting. Budget is updated to reflect any new goals established by the board.			
b.	Monthly Financial Report: Submitted to the Chapter President prior to the monthly chapter meeting and/or executive board meeting.			
c.	Chapter Dues Report: Submitted to the Chapter President and ASSE headquarters by March 1.			
d.	Audited Income & Expense Statement: Submitted to the Chapter President and ASSE headquarters by March 31.			
e.	Articles of Incorporation: Verify chapter incorporation was renewed by ASSE Chapter Services.			
f.	Tax Filings: Verify taxes were filed or note exception below.			
g.	Year End Fiscal Report: Submitted to the Chapter President and ASSE headquarters by May 31.			
3.	Financial documents are properly maintained.			
a.	Check Register: Current, accurate, for each check, the recipient and purpose are noted electronically or hard copy.			
b.	Bank Statements: Monthly statements for the previous 12 months are available electronically or hard copy.			
c.	Reimbursement Receipts: Receipts are available and/or expenses are verified by the Treasurer. Examples: Treasurer acknowledges receipt of routine bills associated with board and chapter meetings; President participates in the ROC meeting; Delegate votes at PDC.			
4.	Funds are properly managed.			
a.	Expenses support chapter mission and goals.			
b.	Routine expenses are authorized by the Treasurer. Expenses exceeding \$1000 must be approved by the executive board.			
c.	The check register balances with the monthly bank statement within \$10.			
d.	Year to year expenses are consistent in type and amount. Any			

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	inconsistencies are justified. Example: ROC meeting expenses doubled because two officers were sent for training, presentation, or succession purposes.			
e.	Financial documents (checks, receipts) are consistent with financial reports.			

**Internal Audit Deficiency Log**

Item #	Finding #	Description

**Action Plan**

Finding #	Corrective Action	Owner	Due Date

**Strengths**

Strength #	Description

**Comments**