

**CALIFORNIA SOCIETY OF SAFETY AND SECURITY
PROFESSIONALS**

**BYLAWS OF CALIFORNIA SOCIETY OF SAFETY AND
SECURITY PROFESSIONALS**

Bylaws Adopted: January 24, 2019

By laws Approved by Executive Board: January 25, 2019

ARTICLE I - NAME

Section 1. The name of this organization shall be the California Society of Safety and Security Professionals (CSSSP).

ARTICLE II - PURPOSE

Section 1. The purpose of the CSSSP will be to promote the advancement of the safety, health, and security profession in the geographical area served.

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

- a) To develop, promote, and support the educational programs for obtaining the knowledge required in the performance in the capacity of a safety, health, and security professional.
- b) To develop and/or disseminate locally, information and materials that will carry out the purposes of the CSSSP and serve the public.

- c) To provide and/or support forums and training seminars 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 such other programs and projects that is with the purposes of the CSSSP.
- f) To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the CSSSP.

Section 3. Goals of the CSSSP.

- a) To promote professionalism within the fields of safety, health and security.
- b) To provide recognition for excellence in achievement by an individual in any/or the combined fields of safety, health and security professions.
- c) To recognize individual contributions to the science of professionalism of safety, health, and security.
- d) To provide scholarships to members of the CSSSP for advancing their careers in the safety, health, and security profession.
- e) To promote fellowship within the related fields of endeavor.
- f) To encourage study in related subjects.

ARTICLE III - MEMBERSHIP

Section 1. Membership in the CSSSP is open to those individuals who are members in the California CSSSP in good standing and who are located within the CSSSP's geographical area or request membership in it.

Section 2. Membership is personal and not transferable.

Section 3. All members may vote on CSSSP affairs.

Section 4. Types of Memberships

- a) Professional: Be employed in a management capacity in safety, health, or security or as a field person in safety, health, or security with a minimum of 5-years of experience or completion of one of the Certificates in Occupational Safety and Health or safety, health, and security from an approved and recognized educational program.

- b) Student: A person actively enrolled in either safety, health, or security certificate programs at an approved and recognized educational program.
- c) Honorary: A distinguished person who has exemplified himself or herself in the profession and is approved by the CSSSP Executive Committee.
- d) Emeritus: A member who is totally retired.

ARTICLE IV - ORGANIZATION

Section 1. The CSSSP is a not-for-profit organization for the purpose of carrying out the objectives in its geographical area.

Section 2. In order to maintain its Charter, the CSSSP shall have a minimum of 25 active members.

Section 3. The CSSSP is located in the State of California.

Section 4. There shall be an Executive Committee responsible for the operation and management of the CSSSP. It shall be responsible for the supervision and care of all property, have full authority to commit the CSSSP to action in consonance with resolutions adopted at meetings of the CSSSP, and may cooperate with other organizations on such bases that will not impair the ability of the CSSSP to pursue its purposes independently.

Section 5. There shall be an Oversight Committee comprised of a majority of Past Presidents of the CSSSP that shall have the responsibilities to assure that all members conduct themselves in a professional manner both professionally and ethically. When issues or complaints are brought to the Oversight Committee that any member has violated the principles of the CSSSP, they by majority of vote shall recommend sanctions up to and including expulsion from the CSSSP. The Oversight Committees decisions shall be absolute and final.

Section 6. A majority of the Executive Committee present at a meeting shall constitute a quorum. Listed in Article V, Section 1.

Section 7. Each major objective as listed in Article 11; Section 2 of these Bylaws shall be under the supervision of either a CSSSP Officer or an appointed Committee Chairperson.

Section 8. The Nomination Chairperson who is the immediate Past President shall originate a slate of CSSSP Officers and Members of the CSSSP shall elect CSSSP Officers.

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

ARTICLE V - OFFICERS

Section 1. Elected Officers of the CSSSP shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Membership Chairperson
- f) Newsletter Editor

Section 2. The President shall:

- a) Preside at regular meetings of the Executive Committee and preside over the membership meetings.
- b) Represent the CSSSP at meetings of other organizations where official representation of the CSSSP is desirable.
- c) Provide leadership for programs and activities for the CSSSP during the term of office.
- d) Appoint such committees as are necessary to implement the objectives of the CSSSP.
- e) Assume responsibilities for the work of Committees as assigned by the President.
- f) Provide a President's Message to the Newsletter Editor at least 14 calendar days prior to a lunch meeting and/or seminar.

Section 3. The Vice President shall:

- a) Succeed to the office of President and carry out its duties if the President is unable to serve.
- b) Organize and conduct CSSSP raffles at CSSSP meetings.
- c) Assume responsibilities for the work of Committees as assigned by the President.

Section 4. The Secretary shall:

- a) Maintain CSSSP records and correspondences.
- b) Record and distribute minutes of CSSSP meetings and CSSSP Executive Committee meetings.
- c) Print all Membership certificates.
- d) Assume the duties of the Treasurer as necessary.

Section 5. The Treasurer shall:

- a) Maintain all financial records of the CSSSP.
- b) Supervise the receipt and disbursement of funds as directed by the CSSSP Executive Committee.
- c) Maintain CSSSP funds in a depository approved by the CSSSP Executive Committee.
- d) By August 1, submit to the CSSSP Executive Committee the audited income and expense statement for the fiscal year ending June 30, and submit to the IRS any required documents.
- e) Assume the duties of the Secretary as necessary.

Section 6. The Membership Chairperson shall:

- a) Maintain a database of active and inactive CSSSP members.
- b) Develop a dues notice letter annually by February 15.
- c) Track payments to maintain an accurate database of active CSSSP members.
- d) Create a CSSSP membership certificate for all new members.
- e) Create anniversary certificates for active members at five (5) year intervals of continuous active membership.

Section 7. The Newsletter Editor shall:

- a) Maintain an active email database of active CSSSP members.
- b) Create and send a newsletter with the seminar and/or lunch meeting date, time, speaker, and menu information. The newsletter may include articles of interest to our membership. The newsletter shall be distributed to members at least 10 calendar days prior to a lunch meeting and/or seminar.
- c) Coordinate with the Membership Chairperson to send via email the annual dues notice letter.

ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

Section 1. The most recent immediate Past President available to serve shall be the Chair of the Nominating Committee. The Committee, including the Chair, will consist of no less than three (3) or more than five (5) members, preferably Past Presidents. The current CSSSP President and the balance shall select one member by the Nominating Committee.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published in the CSSSP Newsletter at least 60 days in advance of the election to be in June.

Section 3. The term of elected CSSSP Officers shall be for one year beginning July 1.

Section 4. Election of officers for the ensuing year shall be held at the April meeting. Ballots shall be returned by the commencement of the April meeting. If there is more than one candidate for any office, election shall be made by written ballot. If there is only one candidate for an office, election may be made by voice vote. All ballots shall become CSSSP property and shall be retained in the CSSSP archives.

Section 5. Removal of elected CSSSP Officers shall be by vote of CSSSP members at any regular or special meeting upon presentation of a signed petition from either the CSSSP Executive Committee, or 25 voting members of the CSSSP. Notification of such meeting shall be e-mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairpersons appointed by elected officers or the officer on the Executive Committee who appointed them may remove the CSSSP Executive Committee.

Section 6. Vacancies in elected CSSSP offices shall be filled by the succession designed in the various officer descriptions. If no succession is designed, 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, or any others, except President, the President shall appoint, with the approval of the Executive Committee, an eligible member to fill the unexpired term of office, giving special consideration to current committee chairs and experienced / CSSSP 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 Vice President shall succeed to the Presidency.
 - 2) Vice President, the Secretary shall succeed to Vice President
- c) Should a vacancy occur at mid-term or later, in the office of:
 - 1) President, the Vice President shall serve the unexpired term of the President in addition to the term for which he or she was originally elected.
 - 2) Vice President, same as in the case of President.

Section 7. Vacancies in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Executive Committee.

Section 8. An elected officer who is absent from two or more consecutive meetings without cause shall be considered an abandonment of duty from his/her elected office. Certification of abandonment shall be by a majority of Executive Board Officers. Upon certification, the newly vacated position will be filled using procedures set forth in Article VI, sections 6 and 7 of the By-Laws.

ARTICLE VII - DUES

Section 1. Each member, except Emeritus and Honorary Members, shall be assessed annual dues as determined by CSSSP Executive Committee.

Section 2. All CSSSP dues shall be paid annually, in advance, by March 1.

Section 3. CSSSP dues shall be determined by vote of the CSSSP Executive Committee.

ARTICLE VIII - MEETINGS

Section 1. Meetings shall be held every other month. The first Friday of each even number month shall be designated unless changed in advance by the CSSSP Executive Committee.

Section 2. The CSSSP Executive Committee shall decide upon topics for presentation to members at CSSSP meetings.

Section 3. Meetings shall be held at 11:30 A.M., unless the CSSSP Executive Committee approves a time change.

Section 4. Meetings of the Executive Committee shall be held every other month, either in-person or by conference call. The first Friday of each odd number month shall be designated unless changed in advance by the CSSSP Executive Committee.

Section 5. The latest edition of "Robert's Rules of Order Newly Revised" shall govern the transaction of business at all meetings of the CSSSP.

ARTICLE IX - MISCELLANEOUS

Section 1. CSSSP members may dissolve the CSSSP in the following manner:

- a) A resolution to dissolve the CSSSP shall be acted upon at a meeting of the Executive Committee. The resolution shall set forth the reasons for the dissolution.
- b) Within 30 days following the Executive Committee action, a mail ballot shall be sent to all CSSSP members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, the Executive Committee shall count them. 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 CSSSP in conformance with all applicable laws.
- d) Prior to dissolution, the Executive Committee shall ensure all debts are paid. All remaining assets of the CSSSP shall be donated to a 503c determined by the Executive Committee, preferably to an educational institute which supports the profession of safety, health, and security.

Section 2. Seminars.

- a) The CSSSP shall function to provide professional seminars providing professionals with timely information germane to their needs.
- b) The CSSSP President shall coordinate activities and sign the attendance certificates.

Section 3. The CSSSP shall use the CSSSP seal or logo on all CSSSP correspondences and other official documents.

Section 4. Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the CSSSP.

Section 5. CSSSP officers shall assure retention of needed CSSSP 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) Minutes of meetings - permanently
- b) Correspondence - two years following completion of the CSSSP year.
- c) Financial records - five years following completion of the CSSSP year.

ARTICLE X - AMENDMENTS

Section 1. Amendments to these Bylaws may be proposed by the CSSSP Executive Committee or by 25 CSSSP Professional Members and/or Members. Amendments proposed by the latter shall be presented to the CSSSP Executive Committee.

Section 2. The CSSSP 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 CSSSP meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote is required for approval.

Section 4. All amendments to these Bylaws will become effective after approval by the CSSSP Executive Committee.

ARTICLE XI - SECTIONS

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

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

(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 CSSSP and the Section.
7. Submit a copy of Section Bylaws.

(b) The Section shall operate in accordance with CSSSP Bylaws.

(c) A Section shall elect a Chair and a Secretary/Treasurer and must abide by the Bylaws of the CSSSP. The Chair of an authorized Section shall be a Professional Member. The Chair of an authorized Section shall be invited to attend all meetings of the CSSSP Executive Committee, and shall attend at least two, as a non-voting participant.

(d) By April 30 of each CSSSP year, the Section Chairperson shall submit a summary report of Section activities and a financial report to the CSSSP President.

(e) The Section Secretary/Treasurer shall keep records of meetings, sending copies to the CSSSP Secretary; notify members of meetings; maintain such financial records as are necessary and keep the CSSSP Officers informed of the Section's financial status. The CSSSP shall remit at least 30% of CSSSP dues of Section members to the Section for its use.

(f) The Chair of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chair and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year beginning July 1. Elections of these officers shall be held at a Section meeting prior to July 1.

(g) If the Section ceases to function as a viable organization, the CSSSP Executive Committee, after investigation, may recommend its dissolution and any funds in the Section Treasury shall be remitted to the CSSSP for CSSSP use.