

By-Laws

ARTICLE I. NAME

THE COLLEGE HEALTH AND ENVIRONMENTAL SAFETY SOCIETY OF NEW JERSEY (C.H.E.S.S.) was established by representatives responsible for the administration and implementation of environmental health and safety policies and procedures in public and private New Jersey institutions of higher learning. The principle address of the Society shall be:

The New Jersey Institute of Technology
323 Martin King Boulevard
Newark, New Jersey 07102
Department of Health & Safety

or such other place as may be from time to time established by the Society.

ARTICLE II. RESPONSIBILITIES

The role of the organization is to devise and maintain a network to gather and disseminate information as an aid to institutions of higher learning (those institutions which grant a certificate or diploma upon completion of a program) , when implementing policies and procedures relating to environmental health and safety issues, including but not limited to the functions described in the following sections.

The Society shall:

1. Gather and maintain information to construct an information system regarding all state and federal legislation and/or regulatory agencies, policies and procedures, relevant to environmental health and safety policies and procedures which may impact institutions of higher learning.
2. Advise all members representing institutions of higher learning of all new and/or pending legislation, regulations, policies and agencies regarding environmental health and safety, through a newsletter or special publication.
3. Assist members in obtaining information relevant to said laws, regulations, policies and agencies, for the purpose of assisting the institution with compliance of laws, regulations, policies and agencies regarding environmental health and safety.
4. Solicit and maintain an information bank on the methods, procedures and contacts, needed throughout the period of implementation as mandated by such environmental health and safety laws, regulations, policies and agencies, and to assist other members toward compliance of same.

5. The Society shall recommend on internal matters:

(a.) Preparations and/or amendments of By-Laws.

(b.) Guidelines for organization membership.

(c.) Hear and accept reports of the President who will direct the appropriate committee or task forces to carry out activities of Sections 1 through 5 above.

ARTICLE III. MEMBERSHIP

1. Composition of the Organization

(a.) C.H.E.S.S. shall consist of members who shall be representative of New Jersey institutions of higher learning by resolution adopted at a regular meeting held January 11, 1989. Paragraph-(1) of said resolution reads as follows:

“C.H.E.S.S. shall consist of members who shall be representative of New Jersey institutions of higher learning. Full membership shall be granted to applicants currently employed by an institution of higher learning, principally responsible for all policies and application of laws and/or regulations pertaining to environmental health and safety for the institution. Associate and Special membership may be granted to representative that do not comply with the above criteria; all membership may be subject to the approval of the organization.”

(b.) Full Members shall be entitled to full membership benefits, including but not limited to:

(1.) Full voting and candidate privileges.

(2.) Access to all organization information and services.

(3.) Inclusive in all organization regular and special meetings, seminars, work-shops, functions, and activities.

(4.) Inclusive on all organization mailing lists.

(5.) Annual membership dues-\$25.00.

(6.) All Full membership institutions are limited to one vote.

(c.) Associate and Special Members shall be limited in affiliation and enjoyment of organization privileges and functions, but not limited to the following:

(1.) Inclusion on a limited mailing list.

(2.) Limited inclusions in organization meetings, seminars, workshops, functions, and activities.

(3.) Limited access to organization information and services.

(4.) Cannot vote, hold office or chair committees.

(5.) Associate membership is granted to those who do not fit the criteria in Article III, Section 1, annual membership dues-\$50.00.

(6.) Special membership is granted to those who do not fit the criteria in Article III, Section 1, as determined by the Society on a need basis, annual dues-\$25.00.

ARTICLES IV. MEETINGS

1. Regular meetings

(a.) The Society shall meet at least five (5) times a year on alternating months commencing in the beginning on the Academic School year.

(b.) The day and location for the meeting shall be announced by the organization, one month prior to the scheduled meeting.

(c.) The Society may vote to cancel any regular meeting by a majority vote of Full Members of the organization.

2. Special Meetings

A special meeting may be called by the President of the Society or at the request of the majority of the voting membership. All Full Members must be notified, in advance, of the purpose, time and place of a special meeting.

3. Meeting Procedures

The generally accepted rules for the conduct of meetings consistent with the necessities of the agenda shall be in effect. Approval of business transacted will be done by a simple majority of Full Members present. Every effort to achieve a consensus of all issues by a full and fair discussion is a goal of the Society. Robert's Rules of Order, Newly Revised shall prevail in all cases to which they are applicable and insofar as they are not inconsistent with these By-Laws and any special rules as have been or may be adopted. It is permissible to suspend the usage of these rules on those particular occasions, such as work-sessions, for the purpose of flexibility and open discussion, by the determination of the President or a majority vote of the voting membership present.

ARTICLE V. OFFICERS

The Officers of the Society shall be President, President Elect, Treasurer, and Secretary. The duties of each are as follows:

1. President

The President shall serve for a term of one year. The duties of the President shall be to:

- Preside at all organization meetings.
- Cause the agenda to be prepared.
- Direct preparation of annual report.
- Serve as President of the Executive Committee.
- Appoint members to all committees.
- Serve as ex-officio member of all committees except the Nominating Committee.
- Appoint Chairperson of each Committee, except the Nominating Committee.
- Serve as Chairperson of the Nominating Committee when the incoming President is installed in the last organizational meeting of the year.

2. President-Elect

The President-Elect shall serve for a term of one year; upon completion of the term, shall be installed as President at the following last organizational meeting of the year to serve for a term of one (1) year.

The duties of the President-Elect shall be to:

- Preside on all organization meetings when the President is not present.
- Serve as a member of the Executive Committee of the organization.
- Become President for the unexpired term, in case of death, resignation, or incapacity of the President.
- Assist in the preparation of the annual Report of the organization activities.
- Perform all such other duties as may be requested by the President.

3. Treasurer

The Treasurer shall be the financial officer of the Society.

He/she shall perform or cause to be performed all duties usually pertaining to the office of Treasurer regarding the receipt and deposit of monies, the safeguarding of valuable papers, etc... subject to policies and resolutions formally approved by the Society. Other duties shall be to:

- Present a report on total receipts and dispersals at the beginning of each regular meeting.
- Shall prepare and present an annual budget report at the End of Year reorganizational meeting.
- Shall be authorized for the purpose of the Society, to sign all checks, drafts, vouchers, or other written evidence of disbursements of the funds of the Society. Shall be responsible for establishing adequate budget control over the Society's financial affairs.

4. Secretary

The Secretary shall perform or cause to be performed all duties usually pertaining to the office of the Secretary. The Secretary shall serve a two (2) year term, alternating elections with the Treasurer. Other duties shall be to:

- Keep and maintain accurate records of general organization matters.
- Take the minutes of all regular and special meetings and make the minutes available to the President.
- Receive and bring to the meetings all relevant correspondence.
- Preside at all Association meetings when the President, President-Elect and Treasurer are not present.
- Assist in the preparation of the annual report of organization activities.
- Perform all other such duties as may be requested by the President.

ARTICLE VI. NOMINATIONS AND ELECTIONS

1. Nominating Committee

Before the January meeting, the President shall appoint a nominating committee of three (3) Full Members. The President, completing his/her term will preside as chairperson of the Nominating Committee. The Nominating Committee shall present a slate of officers for the coming year at the March meeting of the Society. The slate shall be printed in the announcement of the March meeting for circulation to all Full Members of the Society. Nominations may be made from the floor for all offices at the March meeting.

2. Elections

At the Last meeting for the Year, the Society shall have in place or elect a President-Elect, Treasurer and Secretary. The election shall be by ballot, unless there is a single slate, when the vote may be made by voice. Officers assume office at the end of that Regular meeting.

3. Vacancies in Office

Should any Member Officer be unable to complete their elected term of office, the President shall select an individual from the Full membership to fill the unexpired term. The President may, if he so chooses, call upon the Full membership to select the replacement officer by simple majority vote at the next scheduled meeting of the Society.

ARTICLE VII COMMITTEES

1. The Executive Committee shall be composed of the President, President-Elect, Treasurer, and Secretary. The Executive Committee shall be empowered to act on behalf of the Society during the interim between regular Society meetings on all matters which must be decided before the next regular meeting, or before a special meeting may be assembled, as well as other such duties as may be delegated to the Committee by the Society.

(a.) At the Organizational Meeting, the President shall appoint four (4) Standing Committees and a chairperson to each. The Standing Committees shall consist of a Membership Committee, Program Committee, Resource Committee and By-Laws Committee.

(b.) The Executive Committee shall establish additional Committees as may be necessary to carry out the work of the organization.

3. Special Committee

The Executive Committee may establish Special or Task Force Committees comprised of Full, Associate, and Special Members of the organization. A minimum of two thirds (2/3) of any such Special Committee shall be Full Members.

ARTICLE VIII. AMENDMENTS

1. These By-Laws may be amended, revised or repealed by a two thirds (2/3) vote of those Full Members present at any meeting provided that quorum of the Full membership body is present and that any proposed change shall have been sent to the Full Members at least fifteen (15) days before the scheduled meeting.