

**BY-LAWS OF THE PENNSYLVANIA CAPITOL AREA CHAPTER**  
**ACADEMY OF CERTIFIED**  
**HAZARDOUS MATERIALS MANAGERS**

**CHAPTER I. NAME AND PURPOSE**

**Section 1. Name.** The name of this organization shall be the Pennsylvania Capital Area Chapter of the Academy of Certified Hazardous Materials Managers, hereinafter referred to as "the Chapter".

**Section 2. Purpose.** The purposes of this Chapter are to:

- serve as a forum for the advancement of the hazardous materials management profession;
- to provide education in the field of hazardous materials management;
- to inform of changing regulatory requirements pertaining to hazardous materials management;
- to contribute toward the protection of human health and the environment;
- to advance regulatory agency acceptance of the certified hazardous materials manager as a qualified expert on matters involving hazardous materials;
- to develop professional recognition for Certified Hazardous Materials Managers (CHMMs);
- to increase the transfer of knowledge and experience with new technologies;
- government regulations and community awareness relating to hazardous materials management;
- to facilitate the exchange of ideas to improve administration of hazardous materials programs.

**Section 3. Definitions.**

- (The) Academy - The Academy of Certified Hazardous Materials Managers located in Rockville, MD.
- ACHMM - the Academy (see above)
- Board of Directors- the elected officers and the Chapter Directors
- Certified- All Chapter members that are in good standing and meet all certification requirements of the Institute of Hazardous Materials Management (IHMM)
- Chapter- The Capital Area Chapter of the ACHMM
- CHMM- Certified Hazardous Materials Manager
- Institute- The Institute of Hazardous Materials Management in Rockville, MD.
- IHMM- The Institute
- Member in Good Standing- a member who has been approved by the Board of Directors, follows the IHMM Code of Ethics and who have paid dues

**Section 4. Logo.** The logo of this Chapter shall be prescribed by the Board of Directors.

## CHAPTER II. GOVERNMENT

### Section 1. Officers

A. Elected Officers. The Elected Officers shall consist of the President, Vice President, Immediate Past President, Secretary and Treasurer, all of whom must be Certified Members of the Academy.

(1) The President shall preside at all meetings of the Elected Officers. In the absence of the President, the Vice President shall preside at these meetings. In the absence of the Vice President, the Secretary shall preside at these meetings.

(2) The term of each elected officer shall be for one year, except for the Treasurer's term which shall be for two years. Upon completion of the first term, the Vice President shall advance to President, the Secretary shall advance to Vice President and the Treasurer shall remain in that position. The vacant position for Secretary shall be elected from the general body of Certified Members. Upon completion of the second term, the Vice President will again advance to President, the Treasurer will advance to Vice President, the Secretary will advance to Treasurer and the vacant Secretary position shall be elected by the general body of Certified Members. The outgoing President shall assume the position of Past President for the next term.

(3) In the event of a vacancy in the offices of the President, the Vice President shall serve as the President until the election of new officers at the next Annual Session. In the absence of the Vice President, the Secretary shall serve as the President. In the absence of the Secretary, the Treasurer shall serve as the President.

(3) The Elected Officers shall comprise the administrative body of the Chapter vested with full power to conduct all business of the Chapter, subject to the laws of the Commonwealth of Pennsylvania, the Articles of Incorporation, the Bylaws and the mandates of the members. The Elected Officers shall have power to enact interim policies between Annual Sessions when such policies are necessary for the proper conduct of the Chapter affairs, provided that all such policies are presented to the members for ratification at the next Annual Session immediately following their enactment. The duties of the Elected Officers shall be as follows:

- Responsibility for all property, real and personal, owned or held by the Chapter.
- Responsibility for the general fund consisting of all moneys received from all sources. This fund shall be used for defraying costs of the Chapter.
- Reviewing and acting upon reports and recommendations of the Chapter Committees.
- Organizing and calling Chapter meetings.

- Acting upon questions of membership and suggestions from the membership.
- Instituting committees necessary for conducting the affairs and activities of the Chapter.
- Performance of such other duties as mandated by the membership or deemed essential to the affairs of the Chapter.
- Submit an annual report to the members reviewing activities of the Board of Directors and committee activities.
- Submit an annual report to the Academy of Certified Hazardous Materials Managers (ACHMM).

(4) In the event of a vacancy in any elected office, the President, with the approval of the other Elected Officers shall appoint a successor who shall serve until the vacancy is filled by election of the members at the next Annual Session.

B. Appointed Officers. The Appointed Officers of the Chapter shall be members as may be required for the proper conduct of Chapter affairs.

(1) Appointed Officers shall be appointed annually by a majority vote of the Elected Officers and will bear the title of Chair.

(2) Vacancies in Appointed Offices shall be filled as they occur by a majority vote of the Elected Officers.

(3) The Appointed Officers shall perform those duties prescribed by the Elected Officers.

## Section 2. Committees.

A. All committees shall be comprised of not less than two members appointed by the Elected Officers. Committee members shall be members in good standing of the Chapter at the time of their appointment and must maintain such membership during the term of their office. If appointment of non-members or a committee of less than two members is desirable, such appointment shall be made only with specific approval of the Elected officers,

B. All committees shall be chaired by an appointed official with the position of Chair of that specific Committee.

C. The President or an Elected officer designated by the President shall advise each committee of the Chapter and serve as liaison between the committee and the Elected Officers.

D. All committees of the Chapter may request the Elected Officers to appoint consultants when the need for special assistance can be demonstrated. Upon two-thirds (2/3) vote of the Board of Directors, such consultants shall be approved.

E. A Committee Chair may be replaced by majority vote of the Elected Officers in the event of non-compliance with the duties delineated in these Bylaws.

F. The duties of the committees of the Chapter shall include:

(1) To appoint such sub-committees as are necessary to the satisfactory accomplishment of the duties prescribed by the members and the Elected officers.

(2) Maintain accurate records relative to the program procedures and expenses involved in the activities of the committee.

(3) Clear all expenses of \$50 or less with the Chapter Treasurer prior to spending those funds. For expenses over \$50, a two-thirds (2/3) vote of the Executive Committee is needed prior to expenditure.

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

### CHAPTER III. MEMBERSHIP

Section 1. Certified Members. Certified Members shall be Hazardous Materials Managers (CHMMs) certified by the Institute of Hazardous Materials Management (IHMM).

Section 2. Affiliate Members. Affiliate Members shall include Professionals in the field of Hazardous Materials Management who are not certified by the national IHMM and who have interest in promoting the principles of the ACHMM and the Chapter.

Section 3. Student Members. Student Members who are full time students at an accredited University who are pursuing a degree in a discipline related to Hazardous Materials Management.

Section 4. Application for Membership. All applications for membership must be made to the Elected Officers or their designated agent. Submitting Chapter dues in response to an official Chapter solicitation is considered application for membership and return of a receipt acknowledging such payment shall constitute approval of said application.

Section 5. Finances and Dues. Chapter dues are payable on an annual basis. Dues notices will be distributed by the Secretary.

A. Chapter dues for Certified and Affiliate Members shall be determined by the Elected Officers at the Annual Meeting. An affirmative vote by a majority of the Certified members present at the Annual session is required for approval of any increase in Chapter dues.

B. In addition to the Chapter dues, all Certified Members shall be required to pay any dues to the national ACHMM to maintain their certification.

C. Dues of new chapter members will be prorated accordingly.

D. The fiscal year of this Chapter shall be from April 1 to March 31.

Section 6. Changes in Membership Status.

A. Any member who has allowed their certification to lapse or have for some other reason lost their certification shall cease to be a voting member of the Chapter. A member whose dues have been in arrears for sixty days shall cease to be a member of the Chapter.

B. Any member who has forfeited membership for nonpayment of dues may be reinstated as a continuous member on show of good cause, tender of all past and current dues and upon approval of the Elected Officers.

C. Members may resign at any time upon making written request to the Elected Officers.

#### CHAPTER IV. VOTING AND ASSEMBLY

Section 1. Voting. Every question which shall come before a meeting of the members, the Elected Officers or a committee shall be decided by a majority vote.

A. Voting at a meeting of the members requires a quorum, consisting of at least 25% of the Certified Membership.

B. Voting by Elected Officers requires a majority of the Elected Officers.

C. Voting by committees requires a majority of the committee members.

Section 2. Meetings. The time and place of all Chapter meetings will be advertised in the Chapter newsletter distributed to all members.

A. General meetings shall be held at least four (4) times each year, as advertised in the Chapter newsletter and shall be open for attendance by all members of the Chapter and

visitors to the Chapter. The purpose of these meetings will be to discuss and present topics of concern pertaining to Hazardous Materials Management. Matters of concern to the Chapter, other than those restricted to vote during the Annual Session, may also be voted upon by the members present at these meetings.

B. The Chapter shall hold an Annual Session during or about April of each year. Elections of officers will proceed at this meeting. Reports of Chapter officers and committees will be presented at the Annual Session. The annual financial status report of the chapter will be presented to the members in attendance at this meeting by the treasurer.

C. Administrative Meetings will be held as deemed necessary by the Executive Committee. These meetings will be attended by the Elected Officers and any Appointed Officers requested to attend by the Elected Officers.

D. Special Session of the members shall be called by the President upon written request of 3/4 of the Elected Officers or 2/3 of the Members present at the previous Annual Session. The Special Session shall be announced in the Chapter newsletter and shall be held within 45 days after the request was received.

Section 3. Order of Business. The order of business at general chapter meetings shall include:

- Call to order
- Sign in of members and recognition of visitors
- Approval of last meetings' minutes
- Reports of Officers and appropriate actions taken
- Reports of Committees and appropriate actions taken
- General business
- Election and installation of Officers (at the Annual Meeting)
- Announcements
- Adjournment

## CHAPTER V. MISCELLANEOUS

Section 1. Amendments to Bylaws. These Bylaws may be amended by a two-thirds affirmative vote of the Certified members present at the Annual Session or Special Session, provided the proposed amendments shall have been presented in writing and postmarked at least twenty days prior to the Annual or Special Session.

Section 2. Personal Gain. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to, its members, directors, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Section 3. Dissolution Clause. Upon the dissolution of the corporation, the Elected Officers shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation as the Elected officers shall determine.

Section 4. Indemnification of Officers. The Chapter shall indemnify and hold harmless each officer of the Chapter from and against any and all claims and liabilities to which they may be or may become subject to by reasons of acting as an officer of the Chapter or by reason of alleged acts or omissions as an officer of the Chapter for all legal and other expenses reasonably incurred in connection with defending against any such claims or liabilities. Provided, however, that no officer shall be indemnified against or reimbursed for any expenses incurred due to negligence or willful misconduct. The foregoing rights of officers shall not be exclusive of other rights of which they are entitled lawfully.

Section 5. Incorporation. This Chapter shall be incorporated in accordance with the laws of the Commonwealth of Pennsylvania and as required by the ACHMM.

