

Article I: Name

The name of this organization is the *Pennsylvania Capital Area Chapter*, herein referred to as “Chapter”, and is a Pennsylvania Corporation in affiliation with the Alliance of Hazardous Materials Professionals (AHMP), herein referred to as “Alliance”.

The affiliation and licensure between Alliance and Chapter are outlined in the Affiliation Agreement (“Agreement”) executed on May 24th 2019 (date).

Article II: Definitions

Article III: Purposes

The purposes of this chapter are to:

1. Support the policies, terms, and goals with the Alliance as set forth in “Agreement”, and in all matters act in harmony with the principles and procedures of Chapter By-laws and the laws of Pennsylvania;
2. Facilitate the cooperation of members in “Chapter”, and encourage the promotion of the interests of certification, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession.
3. To inform members of regulatory change as such change pertains to the hazardous materials management profession;
4. To promote policies for, and contribute to, the advanced protection of human health and the environment;
5. Protect and advance the professional status and interests of all members. To promote and advance regulatory agency acceptance of Certified Hazardous Materials Managers (CHMM) as qualified environmental professionals in the profession of hazardous materials management;
6. Facilitate the transfer of knowledge and experience to Chapter Members, and the Community through the development of new technologies and regulatory change;
7. Facilitate and promote the exchange of ideas to improve the goals of Chapter, Alliance, Community, as well as to improve the administration of hazardous material management programs; and,

8. Develop necessary and proper chapter programs for the accomplishment of the aforementioned purposes.

In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have power to conduct studies; to disseminate statistics and other information; to engage in appropriate fundraising activities; to conduct promotional and volunteer activities, including advertising and publicity, in or by any suitable manner of media; to hold such property as is necessary to accomplish its purposes; and to develop hazardous material management professionals to further its purposes under Article III. This “Chapter” is organized and operated for the above stated purposes, and for other nonprofit purposes. No part of its assets or income shall be distributable to, or inure to the benefit of, any individual, except in consideration of services rendered.

Article IV: Members

Eligibility for membership in this chapter shall extend to all current and retired Chapter members and those who are national members of the Alliance. All chapter members may vote in chapter matters.

Section 3.01 General Eligibility.

All applicants are subject to approval by the Corporation and the Chapter Officers. No person shall be eligible to participate in the Chapter as a member or an affiliate if that person is currently expelled or suspended from the Alliance or any other Chapter of the Alliance. All applicants must complete and submit a written application, pay applicable Chapter dues, and agree to abide by these Bylaws and the operational guidelines established by the Corporation.

Section 3.02 Qualifications for Membership.

There are two categories of members: (1) Members: Certified Hazardous Materials Manager (CHMM), Certified Hazardous Materials Practitioner (CHMP), Certified Dangerous Goods Professional (CDGP), and Certified Dangerous Goods Trainer (CDGT), as well as any other and future IHMM credentials. (2) Associate members who are industry professionals who have obtained other non-related certifications (CIH, CSP, ASP, PG, CPG) or who have no professional certifications.

Members may hold any Chapter office and shall have voting rights. Only Members may hold the office of president or serve as training director.

Section 3.04 Eligibility for Affiliates of the Chapter.

The Chapter Officers, at its discretion, may allow other interested parties to become affiliates of the Chapter under the terms set forth below. Affiliates are those parties who desire to align themselves with the Chapter. Affiliates of the Chapter are not required to meet all the qualifications and requirements for membership in the Chapter or the Alliance, but are encouraged to do so. The Chapter Officers may not assess dues for affiliates and may establish other requirements for participation by affiliates as it deems appropriate. Affiliates of the Chapter shall not be, nor represent themselves to be, members of the Chapter, shall have no Chapter voting rights, and shall not be eligible to hold any Chapter office.

Article V: Officers and Organization

The officers of this organization shall be the president, vice president, secretary, and treasurer. The term of office shall be two years. Officers may serve no more than two consecutive terms, unless approved by all other officers. Elections for no more than two officers shall occur per calendar year.

President: The duties of the president shall include carrying out the policies of the chapter, appointing all committees of the chapter, exercising general supervision over the activities of the chapter, and presiding at meetings of the chapter and executive committee. The president shall be a member ex officio of all committees.

Vice president: The duties of the vice president shall include those usually appertaining to the office and those delegated by the president. In the absence of the president, the vice president shall serve in the president's stead.

Secretary: The duties of the secretary shall include keeping a record of all proceedings and correspondence of the chapter, certifying chapter delegates to the Alliance's annual meeting, preparing or overseeing the preparation of the website/social media, and newsletters for distribution to the members if such shall be desired, maintaining official contact with the Alliance. It shall be the duty of the secretary to provide the secretary-treasurer of the Alliance with the names of the officers of the chapter and the chapter bylaws and to conduct the correspondence of the chapter with the secretary-treasurer. In the absence of the president and vice president, the secretary shall preside at meetings of the chapter.

Treasurer: The treasurer shall keep an accurate record of all funds received and disbursed. At the request of the executive committee, the treasurer shall prepare an annual chapter budget and report of finances and submit them for approval. It shall be the duty of the treasurer to remit to the Alliance and/or to the applicable state conference any dues collected on behalf of the

Alliance and/or conference. In the absence of the president, vice president, and secretary, the treasurer shall preside at meetings of the chapter.

When an officer has resigned or is disqualified, the office shall be filled by a special election of the chapter, which shall be held as promptly as is feasible. The executive committee is empowered to fill vacancies in any elective office until a special election is held. The person so elected shall hold office for the remainder of the term.

Article VI: Dues

The chapter may establish chapter dues. Any chapter dues will be established by a secret ballot vote conducted among voting chapter members. The vote may be conducted either by mail ballot or, after reasonable notice, at a regular or special membership meeting. Chapter officers must pay current AHMP dues and chapter dues.

Article VII: Committees

A. Executive Committee

The executive committee shall consist of the elected officers of the chapter, and may include the immediate past president, and two members elected at large. The majority of the executive committee shall constitute a quorum for conduct of business of the committee. The executive committee shall assume responsibility for the chapter's continuing effective presence at the institution, keeping all positions on the executive committee filled as vacancies occur.

Article VIII: Meetings

The chapter shall hold regular meetings at least four each calendar year.

Special meetings of the chapter may be called by the president or a majority of the executive committee. Written notice of such meetings shall be provided each member by the secretary of the chapter at least five days in advance of the meeting date. The president shall call special meetings of the chapter within seven days of being so directed by the executive committee or by a petition signed by ten percent of the members.

The quorum required for the transaction of business at all general meetings of the chapter shall consist of 20 percent of the members and/or at least 3 executive officers, as appropriate. Chapter officers may hold Executive Meetings (officers only) and conduct business decisions with no less than 3 officers present.

Article IX: Dissolution

Upon dissolution of the chapter, its assets shall be distributed to the Alliance, a charitable and educational organization.

Article X: Amendments

These bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments an explanation thereof and known objections thereto shall have been sent to each member at least thirty days prior to the vote. Any member of the chapter may initiate an amendment.

Article XI: Rules of Order

Roberts Rules of Order Revised shall be the authority for this chapter in matters of procedure not specified above.

Enacted this third day of January in the year 2020 (01/03/2020).