



Society Operating Guideline 8.5: Chapter Charter Requirements

Non-Compliance Process

A chapter is a highly-recognized membership offering in the American Society of Safety Professionals that serves members on the local-level and supports Society activities and programs. Our local chapters provide accessible, face-to-face opportunities to help members become better safety professionals. Our expansive network of chapters serve safety professionals from the same communities or geographic areas. Chapters provide local education sessions, networking events and leadership opportunities so safety professionals can maximize their ASSP membership experience.

This document outlines the steps involved when a chapter community is no longer able to demonstrate:

- A clear need for and interest in maintaining the chapter among current ASSP members.
- The sustainability of the chapter community over time.
- The ability to meet or exceed the chapter charter requirements outlined in [Society Operating Guideline 8.5](#).

The decision to place a chapter on probation or sunset a chapter is not a reflection of the past contributions of the chapter, but rather of the changing needs and interests of ASSP members. The process allows for ASSP resources be focused on providing a quality member experience where ASSP members themselves find the most value.

A. Chapter charter requirements

Chapters are chartered by ASSP to deliver value to local members through strong programs. The charter means that chapters have certain rights, like access to members' information and use of the ASSP logo. In return, ASSP defines requirements for chapters to ensure that ASSP members are being well-served by their chapters. These requirements are outlined in [Society Operating Guidelines, section 8.5](#) and fall into three primary areas.

- *Member value requirements* focus on the value that chapters provide to members through engaging programming and experiences.
- *Operational activity requirements* focus on the basic operational elements that enable chapters to effectively deliver value to members .
- *Chapter reporting requirements* verify that chapters are providing value to members and serve as a way to provide feedback about the tools and resources chapters need to continue to provide that value.

B. Results of noncompliance with chapter charter requirements

In the event that the minimal requirements for chapter charter maintenance are not met, ASSP may terminate a chapter charter subject to the language of the affiliate agreement. The chapter level of performance on noncompliance will be reported to the Council on Region Affairs and Board of Directors. Chapter services and the regional vice president will work together to notify a chapter when action will be taken for chapter noncompliance.

Action levels for chapter noncompliance and potential resulting action are outlined in Society Operating Guideline 8.5 and described below.





Level 1: Not meeting requirements but making efforts in consultation with regional vice president, area director and ASSP

Resulting action taken:

- Chapter must submit action plan to regional vice president within 30 days

Level 2: Inability or indifferent attitude of chapter officers to meet chapter requirements and no action/response by chapter to resolve

Resulting action taken:

- Chapter dues are withheld. Chapter must submit action plan to regional vice president within 30 days.
- Regional vice president may send letter of chapter nonperformance to all chapter members, encouraging members to take action and presenting options to revitalize, become a section or dissolve the chapter.

Level 3: Little interest among chapter members to lead or continue the chapter.

Resulting action taken:

- Chapter charter terminated as identified in Society Bylaws

In the event a chapter engages in a material breach of the charter agreement, the charter will be terminated as identified in the chapter's affiliate agreement.

C. Level 1 non-compliance process

Examples:

- The chapter has not held membership meetings for a significant period of time
- One or more chapter leaders resign midterm
- The chapter is unable to fill their election slate for the coming year
- Required chapter reports are incomplete or missing

1. Notification of non-compliance / concern through one or more of the following methods:
 - a. Chapter leadership or member alerts area director, regional vice president and/or Society that there is an issue and seeks support.
 - b. Area director / regional vice president alerts chapter and Society that there is an issue and works with leadership to provide support.
 - c. Society alerts chapter, area director and regional vice president that there is an issue and works with leadership to provide support.
2. Chapter works with area director, regional vice president and Society to develop and implement an action plan within 30 days. Action plans may be informal, agreed to and documented through email or meeting minutes. Area director or regional vice president may request a formal action plan for more serious or ongoing challenges. Outstanding reports are submitted within one calendar month of the past due deadline.

Area director and regional vice president provide ongoing oversight and support as needed. In the case of a challenge with leadership vacancies, the region may support communications (email or email with survey) to members in collaboration with current leaders.





3. If the chapter does not develop or implement an action plan within 30 days, required reports are not submitted within one calendar month and/or the action plan is implemented but the challenges persist, response is elevated to Level 2 of non-compliance.

D. Level 2 non-compliance process

Examples:

- The chapter is not holding membership meetings or communicating with members in any way
 - The chapter has a pattern of mid-term leader resignations
 - The chapter is unable to build a full leadership team or has no leadership team in place
 - The chapter is unable or unwilling to complete required reports
1. Notification of non-compliance through one or more of the following methods:
 - a. Chapter leadership or member alerts area director, regional vice president and/or Society that there is an issue. Regional vice president provides notice of non-compliance.
 - b. Area director / regional vice president alerts chapter and Society that there is an issue. Regional vice president sends chapter a notice of non-compliance.
 - c. Society alerts chapter, area director and regional vice president that there is an issue. Regional vice president sends chapter a notice of non-compliance.
 2. Society places a hold on the distribution of dues to the chapter.
 3. If the issue relates to a lack of individuals in necessary leadership roles, regional vice president works with Society to notify chapter members of chapter status and invite participation.
 4. Chapter submits action plan to regional vice president within 30 days and makes good faith efforts to implement the plan in coordination with area director, regional vice president and Society. Regional vice president notifies Society when chapter returns to good standing and disbursements of chapter dues may resume.

Note: if the issue relates to a lack of individuals in necessary leadership roles and new leaders are coming in, the initial action plan may be to develop a detailed action plan in coordination with the area director and regional vice president.

5. If the chapter does not submit action plan to regional vice president within 30 days and/or does not make good faith efforts to address the issue, no members are willing or able to step into vacant leadership roles, and/or the action plan is implemented but the challenges persist, response is elevated to Level 3 of non-compliance.

E. Level 3 non-compliance process

Examples:

- The chapter is not holding membership meetings or communicating with members in any way
- The chapter is unable to resolve challenges that lead to a pattern of mid-term leader resignations
- Members have expressed little to no interest in taking on leadership roles that are required to maintain the chapter and/or the chapter is unable to submit a complete leadership report for 18 months
- The chapter is unable or unwilling to take actions that would enable it to fulfill requirements





1. Notification of non-compliance through one or more of the following methods:
 - a. Chapter leadership or member alerts area director, regional vice president and/or Society that there is an issue, i.e. that the chapter leadership has made repeated efforts to engage chapter members with little to no success and has voted to dissolve the chapter as outlined in the chapter's bylaws.
 - b. Area director / regional vice president alerts chapter and Society that challenges persist despite prior attempts to resolve issues.
 - c. Society alerts chapter, area director and regional vice president that there is a persistent issue.
2. Society places a hold on the distribution of dues to the chapter / confirms existing hold. Society closes access to chapter rosters and other resources (e.g. chapter web hosting package). Society closes chapter website if hosted by ASSP and redirects visitors to the region website .
3. Area director and regional vice president consult with chapter members and neighboring chapters to determine which chapter(s) will absorb the sunset chapter's territory. Area director and regional vice president consult with the sunset chapter and other impacted chapters to determine how chapter funds will be distributed.
4. Regional operating committee votes on motion for dissolution.
5. Council on Region Affairs votes on motion for dissolution.
6. The ASSP Board of Directors votes on motion for dissolution.
7. Regional vice president communicates outcome of the vote to the leaders of the sunset chapter, if available, chapter(s) absorbing members and the regional operating committee.
8. Chapter works with area director and regional vice president to conclude outstanding chapter business and close all accounts associated with the chapter, including bank accounts. Any remaining funds or other assets are remitted as outlined in the motion for dissolution. If needed, funds and assets may be sent to and held by the region as an interim step. Chapter submits final reports to Society; the region may submit a summary report if needed
9. Society updates chapter's charter date to closing date, updates status to inactive, and removes from menus in database and ASSP website. Society closes chapter EIN tax number and incorporation and ensures full accounting of chapter funds and transfers any remaining funds as directed by the motion for dissolution.
10. Chapter(s) absorbing members amends Article IV, section 3 of bylaws to include sunset chapter's territory. Area director and regional vice president approve amendment and chapter holds member vote. The chapter(s) submit updated bylaws to Society.

Staff may support the chapter by preparing a draft amendment of Article IV, section 3 of bylaws for the chapter(s) absorbing members to include sunset chapter's territory for executive committee approval. With approval, staff prepares an e-ballot for member vote to approved amended bylaws on behalf of the executive committee.





11. Society updates postal mapping in database to move territory to new chapter(s) and update member chapter assignments.
12. Regional vice president works with Society to notify members of chapter dissolution and provide an introduction to their new chapter(s).
13. Chapter(s) absorbing members sends welcome to members from the sunset chapter.

F. Material breach of charter and affiliate agreement process

Examples:

- The chapter engages in activities that are contrary to the purpose, mission and vision of the Society or otherwise violates the terms of the affiliate agreement
1. Complaint of material breach of chapter charter through one or more of the following methods:
 - a. Chapter leadership or member alerts area director, regional vice president and/or Society of breach.
 - b. Area director / regional vice president alerts Society that there is a material breach.
 - c. Society alerts chapter, area director and regional vice president that there is a material breach.
 2. Society places a hold on the distribution of dues to the chapter and closes access to chapter rosters and other resources provided by Society (e.g. web hosting package).
 3. Society investigates and provides status summary to Council on Region Affairs and Board of Directors.
 4. Board of Directors holds vote on dissolution for breach of charter and affiliate agreement.
 5. Society President sends notification of dissolution due to breach of charter and affiliate agreement.
 6. Within 10 days of notification, chapter may submit petition for review to the Board of Directors. In such case, chapter closure process does not move forward until the Board has heard the petition and confirmed closure. In the event the Board does not confirm closure, all parties proceed according to Board instruction.
 7. Ten days after notification, dissolution process moves forward as outlined in steps 3 – 13 of Level 3 non-compliance process.

F. Resources

- ASSP Customer Service: 847.699.2929 or CustomerServices@assp.org
- ASSP Chapter Services staff: ChapterServices@assp.org
- [Community Leader Resources](#)

