SOG 8.10: 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.

The SOG 8.10: Chapter Charter Requirements Non-Compliance Process outlines the steps involved when a chapter community is no longer able to demonstrate:

- A clear need for and interest in 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 8.10.

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 8.10 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 deliver value to members responsibly.
- Chapter reporting requirements verify that your chapter is providing value to members and serve as a way to provide feedback about the tools and resources your chapter needs to continue to provide that value.

B. Results of noncompliance with chapter charter requirements
<table>
<thead>
<tr>
<th>Requirement category</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Value Requirements</td>
<td>Not meeting requirements but making efforts in consultation with regional vice president, area director and Society</td>
<td>Inability or indifferent attitude of chapter officers to meet chapter requirements and no action / response by chapter to resolve</td>
<td>Little interest among chapter members in leading or continuing the chapter</td>
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<tr>
<td></td>
<td>Dues are not withheld</td>
<td>Chapter dues are withheld</td>
<td>Chapter charter terminated as identified in Society bylaws</td>
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<td></td>
<td>Chapter must submit action plan to regional vice president within 30 days</td>
<td>Regional vice president sends letter of chapter non-performance to all chapter members, encouraging members to take action and presenting the option to become a section as available and appropriate</td>
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<tr>
<td>Operational Activity Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Requirements</td>
<td>Required reports not received by deadline</td>
<td>Chapter must submit action plan to regional vice president within 30 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter dues are withheld beginning one calendar month from the deadline until reports are received</td>
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C. Level 1 non-compliance process
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. Area director and regional vice president provide ongoing oversight and support as needed. Outstanding reports are submitted within one calendar month of the past due deadline.

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3. Chapter does not develop or implement an action plan within 30 days and/or required reports are not submitted within one calendar month of the past due deadline. Chapter dues are withheld and response is elevated to Level 2 of non-compliance.

D. Level 2 non-compliance process
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 it becomes apparent the issue relates to a lack of individuals in necessary leadership roles, regional vice president uses commercial email service provided by 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. 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 and/or no members are willing or able to step into vacant leadership roles. Response it elevated to Level 3 of non-compliance.

E. Level 3 non-compliance process
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 there is an issue. Regional vice president sends chapter a notice of dissolution.
   c. Society alerts chapter, area director and regional vice president that there is an issue. Regional vice president sends chapter a notice of dissolution.

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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 and redirects visitors to the region website (if hosted by ASSP).

3. 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 are sent to and held by the region. Chapter submits final reports to Society.

4. 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, other impacted chapters and the regional operating committee to determine how chapter funds will be distributed.

5. Regional vice president prepares motion for dissolution and presents motion to regional operating committee for vote.

6. Regional vice president prepares motion for dissolution and presents motion to the Council on Region Affairs for vote. Regional vice president communicates outcome of the vote to the leaders of the sunset chapter and chapter(s) absorbing members and the regional operating committee.

7. Council on Region Affairs vice president preparing motion for dissolution, presents motion to the ASSP Board of Directors for vote, and communicates outcome of vote to regional vice president.

8. Regional vice president communicates outcome of the vote to the leaders of the sunset chapter and chapter(s) absorbing members and the regional operating committee. 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 region.

9. 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.

10. Society updates postal mapping in database to move territory to new chapter(s) and update member chapter assignments.

11. Regional vice president uses commercial email service provided by Society to notify members of chapter dissolution and provide an introduction to their new chapter(s).

12. Chapter(s) absorbing members sends welcome to members from the sunset chapter.

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F. Material breach of chart and affiliate agreement process

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 chapter and 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. Regional vice president investigates complaint 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. Ten days after notification, dissolution process moves forward as outlined in steps 3 – 12 of Level 3 non-compliance process.

7. 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.

F. Resources
ASSP Customer Service: 847.699.2929 or Customerservices@assp.org
ASSP Chapter Services staff: Chapterservices@assp.org
Community Leader Resources

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