

REGIONAL OPERATING PROCEDURES

Revised and Approved July 2023

ARTICLE I – PURPOSE

1. Regions are chartered by the Board of Directors for the purpose of assisting the Society in administering its affairs. Regions are governed under ASSP bylaws and are accountable to all ASSP policies & procedures.
2. These Operating Procedures shall serve to guide the functions of the Regional Operating Committee (ROC) of all Regions of the American Society of Safety Professionals.

ARTICLE II - STRUCTURE

1. Regions shall consist of Chapters, Sections, Society Sections, Student Sections, and Areas that divide the Region into smaller geographic territories.
2. Regions are administered by an elected Regional Vice President (RVP)
3. Each Region shall have a Regional Operating Committee (ROC).
4. The Regional Operating Committee shall consist of presidents of each Chapter in the Region, Area Directors (AD), and a Regional Vice President (RVP).
5. Committees within the Region may be formed. Region Committee Chairs may be re-appointed.
6. The Regional Operating Committee shall serve as a standing committee of the Council on Region Affairs.
7. Areas are groups of Chapters within a Region, defined by the boundaries of those Chapters, organized for the purpose of assisting in Chapter administration, mentoring Chapter officers and providing guidance and oversight for Chapter operations.
8. Areas are administered by an elected Area Director (AD)
9. The number of Areas in the Region and the assignment of Chapters to Areas shall be determined by the Regional Operating Committee, subject to approval by the Board of Directors.

NOTE: The optimal number of Chapters per Area is recommended to be no less than four and no more than eight.

ARTICLE III– REGIONAL OPERATING COMMITTEE RESPONSIBILITIES

The Regional Operating Committee shall:

1. Promote the purpose of the American Society of Safety Professionals as stated in Society Bylaws.
2. Fulfill the responsibilities as stated in Society Bylaws and the Council on Region Affairs (CoRA) Operating Procedures. These responsibilities include:
 - a. ensure that chapters meet ASSP and legal requirements to maintain a chapter charter. Chapters that do not meet these requirements are subject to having their charter revoked/voided by the Board of Directors.
 - b. Support chapters in effective operations to provide accessible, face-to-face opportunities for ASSP members to become better safety professionals.
 - c. Approve the number of Areas within the Region and establish assignments or realignment of Chapters to Areas
 - d. Recommend the granting or removal of Chapter charters within its Region to the Council on Region Affairs and establish Chapter boundaries within the Region.
 - e. Approve the formation of Chapter Sections and report those units to CoRA.

- f. Perform other activities that carry out the purpose of the Society.
- g. Develop and approve an annual operational plan.
- h. If Region maintains a treasury, The ROC will review and approve the regional budget, annually.

ARTICLE IV – REGIONAL OPERATING COMMITTEE OFFICERS

1. Regional Vice President:

- a. The Regional Vice President (RVP) will be elected following the policies and procedures, under ASSP bylaws and society operating guidelines.
- b. In addition to the RVP's roles & responsibilities, the RVP will fulfill the following duties on the Regional Operating Committee:
 - i. The Regional Vice-President (RVP) shall provide overall leadership and management of the Region and chair the Regional Operating Committee.
 - ii. Serve as a liaison for their respective region as a member of the Council on Region Affairs (CoRA).
 - iii. Submit the name of the elected Deputy Regional Vice President (DRVP), the appointed Assistant Regional Vice President – Finance, and the Assistant Regional Vice President – Secretary (if one is appointed) to Society staff.
 - iv. Call the meetings of the Regional Operating Committee, a minimum of two per year.
 - v. Appoints Assistant Regional Vice Presidents as determined by the Regional Operating Committee.

2. Deputy Regional Vice President :

- a. The ROC shall elect one Deputy Regional Vice-President (DRVP) annually,
- b. Regions will elect the Deputy Regional Vice President from current Area Directors and Chapter presidents.
- c. The ROC has the authority to make an exception if there is a qualified candidate who is not a current Area Director or Chapter president.
- d. The DRVP must be a member of ASSP and reside or work in the region.
- e. The DRVP will fulfill the following duties on the Regional Operating Committee:
 - i. Assist the RVP with supporting the ROC in carrying out their responsibilities.
 - ii. Acts for the RVP when necessary and requested, and may serve as Secretary as well as a voting member of the Regional Operating Committee.
 - iii. Acts as a proxy on CoRA when the RVP is unable to participate.
 - iv. Chairs the Regional Nominations Committee and supervises all Region nominating and election activities, under the process and policy defined in ASSP bylaws and society operating guidelines.

3. Assistant Regional Vice President – Finance

- a. The Assistant Regional Vice President (ARVP) – Finance Shall be appointed annually by the Regional Vice President (RVP) from among Society members in the Region.
- b. Shall serve until the end of the volunteer year during which appointed.
- c. May be re-appointed.
- d. The ARVP – Finance will be accountable for:
 - i. Prepare an annual budget for approval by the Region.
 - ii. Prepare and deliver a financial report at each Region meeting.
 - iii. Maintain all financial records of the Region.
 - iv. Supervise the receipt and disbursement of funds.
 - v. Maintain Unit funds in an F.D.I.C. insured depository or reputable financial institution approved by the Region.

- vi. By May 31, transmit to Society Headquarters the audited income & expense statement for the fiscal year ending March 31, and submit to the IRS, and/or the State in which incorporated, the required tax documents.
 - vii. Ensures that all Regional financial records are ready for a year-end audit within two (2) weeks of the end of the program year.
4. Assistant Regional Vice President – Secretary (Optional) –
- a. The RVP may appoint an Assistant Regional Vice President (ARVP) – Secretary from among Society members in the Region.
 - b. If appointed they shall serve until the end of the volunteer year during which appointed.
 - c. May be re-appointed.
 - d. If no ARVP – Secretary is appointed the DRVP will fulfill the responsibilities.
 - e. The ARVP – Secretary will be accountable for:
 - i. Maintain Region records and correspondence.
 - ii. Record and distribute minutes of ROC meetings.
 - iii. Notify ROC members about meetings
 - iv. Assume the duties of the ARVP-Finance if necessary
5. Assistant Regional Vice Presidents (ARVP) and Committees
- a. Regional Vice Presidents may appoint additional ARVP's to chair committees, authorized by the ROC, to oversee and implement Region operations and workplans.
 - b. ARVP's Shall be appointed by the Regional Vice President (RVP) from among Society members in the Region.
 - c. Shall serve until the end of the volunteer year during which appointed.
 - d. May be re-appointed. Note: It is recommended Assistant Regional Vice Presidents serve no more than three (3) consecutive years, or nine (9) years total, in any one position
 - e. Assistant Regional Vice Presidents may appoint members to their respective committees as necessary to carry out assigned duties.
6. Area Director
- a. Area Directors will be elected following the policies and procedures, under ASSP bylaws and society operating guidelines.
 - b. In addition to the Area Director roles & responsibilities, the Area Director will fulfill the following duties on the Regional Operating Committee:
 - i. The Area Director (AD) shall provide overall leadership and management of the Area.
 - ii. Serves as a voting member of the ROC.

ARTICLE VII – VOTING

1. A quorum of the Regional Operating Committee shall exist when a majority of the voting members are present. Chapter Presidents are eligible to appoint proxy representatives. Business may be conducted when a quorum is present with a majority vote ruling, by voice, electronic or mail ballot.
2. Voting members of the ROC are the Regional Vice President, Area Directors, deputy regional vice president and Chapter Presidents. No voting member of the ROC may hold more than one vote.
3. The vote of the Chapter President or proxy shall be the official vote of their Chapter on all issues before ROC.

ARTICLE VIII – MEETINGS

1. Meetings of the Regional Operating Committee shall be conducted at least twice during the year.
 - a. The meetings can occur virtually or in person and are set by the Regional Operating Committee.
2. Preliminary agendas shall be prepared and forwarded to the members of the Regional Operating Committee
 - a. Items not included on the agenda may be brought up from the floor at the beginning of the meeting.
3. Business is placed on the Regional Operating Committee agenda by:
 - a. Board of Directors
 - b. Regional Vice President
 - c. Area Directors or Chapter Presidents
 - d. Regional Operating Committee sub-committees and task forces.
 - e. By a petition signed by 30 Members/Professional Members, with no more than 15 from any one chapter.
 - f. Referrals from the Council on Region Affairs or ASSP professional staff
4. Each Area Director and Chapter President, including those who cannot be present at the ROC meeting, shall prepare a report to be entered into the meeting record.
5. Meetings of the Regional Operating Committee and all sub-committees shall be governed by the rules contained in the current edition of Robert's Rules of Order, Newly Revised, for all cases not provided for in Society Bylaws or these Operating Procedures.

ARTICLE XI – FINANCES

1. Regions with chapters operating outside of the US are not authorized to have bank accounts. Regions with chapters outside of the US operate within the Society budget, including virtual meeting licenses,(for ROC meetings and virtual chapter visits) and staff support expenses.
2. Regions shall follow chapter financial guidelines.
3. The ARVP-Finance and the RVP shall have individual signature authority on bank accounts.
4. All funds of the Region shall be utilized to further the professional development of ASSP members, for scholarships and to conduct the business of the Region or Area as approved by the Regional Operating Committee.
5. At the Region's discretion, each Chapter shall be assessed a set amount annually in dollars per dues- paying member (student, emeritus and honorary members excluded) in order to fund Region or Area activities. See SOG 8.3.
6. Each Region shall appoint an Audit Committee. The Committee shall conduct the audit annually or when account signatories change and deliver a report to the Regional Operating Committee.
7. Account signatories cannot be members of the Audit Committee.
8. The Audit committee will follow chapter financial guidelines to carry out the audit.

ARTICLE XII – AMENDMENTS

1. If any conflict should arise between these Operating Procedures and Society Bylaws, Society Bylaws shall take precedence.
2. Amendments to these Operating Procedures shall require a majority vote of the Council on Region Affairs and shall become effective upon approval of the Board of Directors .