

ASSP Student Section Formation Kit

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Student Membership Benefits

MEMBERSHIP: Become part of a professional organization of members who share your similar interests and career objectives.

REDUCED RATES: Did we mention that student membership is only \$15 for one year? You'll also receive a FREE Practice Specialty membership and a FREE Common Interest Group subscription for the duration of your student membership. Student rates are available each year for our annual Professional Development Conference, too.

NETWORKING: Benefit from the Experts! ASSP is comprised of a worldwide network of over 37,000 OSH professionals. Student members have access to an online directory and forums of all of our experienced members so you can benefit from their wide breadth of professional knowledge.

MENTORING: Find the professional career guidance you need from those who have "been there" and "done that".

SCHOLARSHIPS: You'll have access to student-members-only scholarships from the ASSP Foundation.

JOB POSTINGS: As a member of ASSP, you have access to job postings in the safety profession through [ASSP job board](#) now and after you graduate!

LEADERSHIP TRAINING: ASSP hosts a free student leadership conference each November where you have access to OSH professionals who will not only critique your resume and assist with mock-interviews but will focus on your career goals and help you figure out how to get there.

LOCAL CONTACTS: ASSP will automatically affiliate you with a local chapter, giving you access to more networking, professional contacts, and local opportunities for advancement.

ACCESS TO PROFESSIONAL SAFETY JOURNAL: You can access ASSP's *Professional Safety Journal* free online each month! If you prefer a hard copy via mail, we'll offer that to you at a reduced rate.

GRAD GIFT: After you graduate, ASSP gives you a year of membership (over \$150 value)—for free! This is based upon your intended graduation date, so please let us know if this change!

FREE WEBINARS: As a student member, you'll have access to all recorded webinars via the Student Online Access Portal.

Eligibility for Student Membership

- Enrollment full or part-time, pursuing an undergraduate or advanced degree, in a safety-related degree program from an accredited college or university.
- Faculty Advisor verification

Student Section Guidelines

These guidelines are designed to provide guidance for the Student Section operating under the auspices of the American Society of Safety Professionals. Each Student Section is sponsored by an ASSP Chapter. The Chapter then appoints a Faculty Advisor and a Student Affairs Chair to assist the Student Section. These guidelines are intended for use by the Student Section Faculty Advisor, the Student Affairs Chair, and Student Section Officers.

What is an ASSP Student Section?

The ASSP Student Section is designed for students who are pursuing a career in the safety, health and environmental (OSH) fields. ASSP seeks to provide additional opportunities for students to learn more about their chosen areas of study, as well as promote interaction between students and safety professionals.

A Student Section may be formed at any accredited institution of higher education that offers a minimum of a two-year Associate degree in OSH or a minimum of a two-year Associate degree with courses offered in OSH. Other requirements include an initial membership of ten (10) or more ASSP Student Members.

ASSP Student Section Bylaws

Student Sections must develop, adopt, and function under a formal set of bylaws that govern their operations. Bylaws set forth the name, purpose, membership requirements, structure, and leadership of the Student Section and also define the responsibilities and functions of officers and members.

Student Section Structure

A Student Section is chartered upon the approval of a sponsoring ASSP Chapter Executive Committee and the Regional Operating Committee (ROC).

The organizational structure of ASSP Student Sections is quite similar to that of many others: primary Student Section Officers consist of the President, Vice President, Secretary, and Treasurer. In addition, a Student Section Faculty Advisor **must be a regular ASSP member**. The Faculty Advisor serves as the coordinator for the Student Section and must verify and sign all applications for ASSP student membership.

Responsibilities of Student Section Officers

President:

- Presides at meetings & convenes special meetings when necessary
- Sets goals and objectives for the Section
- Appoints committees
- Assembles executive officer sessions when needed

Vice President:

- Presides in the President's absence
- Responsible for planning and coordinating the Student Section's programs for the year

Secretary:

- Keeps all records and handles any official correspondence
- Records minutes of all business meetings and executive officer sessions; minutes should be prepared and distributed to the student members and Faculty Advisor and filed for future reference
- Maintains an updated membership roster to be submitted to ASSP Headquarters as appropriate

Treasurer:

- Responsible for recording all financial transactions made by the Student Section
- Submits names and fees for membership to ASSP Headquarters

Committees (which may be appointed):

- Program Chair
- Membership Chair
- Special project chairs

The Faculty Advisor

The key to a successful Student Section is the Faculty Advisor. The Faculty Advisor must be a regular member of ASSP and strongly believe in the functions and goals of the Society. The Advisor must be an active member of the sponsoring ASSP Chapter.

A Faculty Advisor should be assigned to the academic unit that offers the degree program that is intended to prepare students for the safety profession or one of its relevant specialties. The sponsoring Chapter should work very closely with the Faculty Advisor.

Faculty Advisor Responsibilities:

- Provide continuity for the organization
- Be aware of university policies and be able to interpret them
- Know ASSP's basic philosophy and purpose
- Attend regularly scheduled Student Section meetings and social events
- Attend parent chapter meetings
- Offer advice and suggestions to Student Section Officers
- Meet with the Student Section Officers before regular meetings
- Monitor the financial activities of the Student Section
- Approve a list of students graduating sent by ASSP headquarters twice per year
- Be familiar with ASSP and the Student Section's bylaws
- Sign social permits, speaker forms, and money-making forms
- Encourage student members to participate in activities of the Student Section and parent chapter
- Help facilitate a fluid relationship between the Student Section and parent chapter
- Suggest suitable projects for service
- Help students develop leadership skills and grow professionally by offering opportunities to acquire greater knowledge and practical experience
- Advise Student Section Officers and members on program planning

Responsibilities of the Student Section to the Faculty Advisor:

The Faculty Advisor and the Student Section Officers must work together often. The Student Section Officers are responsible for the following:

- Inform the Faculty Advisor, in advance, of meetings and social events
- Inform the Faculty Advisor of any changes in meeting times or social functions
- Plan meetings and programs with the Faculty Advisor
- Inform the Faculty Advisor of any problems that may arise, whether with the members of the Student Section, ASSP Headquarters, the sponsoring Chapter, or at the university
- Keep the Faculty Advisor informed of all issues pertinent to the Student Section
- Provide the Faculty Advisor with meeting minutes and other documents
- Provide the Faculty Advisor with a list of all Student Section Officers, including email address, telephone numbers and addresses, for submission to ASSP Headquarters

- Provide Faculty Advisor with list of student section members attendance sheet after every meeting
- View the Faculty Advisor as a valuable resource in matters of university policy

ASSP Services for Student Sections

ASSP Headquarters maintains a database of all Student Section members, manages *Professional Safety* paper subscriptions, and informs all student members, Faculty Advisors, Chapter Student Affairs Chairs, and Chapter Presidents of newsworthy events involving student membership monthly through the ASSP Student Services Updates Blog around the 15th of each month.

Key to Receiving Information is Updating YOUR information!

As ASSP student members are often moving and changing their e-mail addresses, ASSP can only get transmit newsworthy items to its members if the appropriate contact information is on file. At every student meeting, ask for e-mail and/or address changes and if any are received, please forward these updates to chapterservices@assp.org.

Chapter Assistance to the Student Sections

Student Sections require the guidance and assistance of the sponsoring Parent Chapter to facilitate their success. Some basic guidelines are provided as an aid to Chapter Officers in promoting and nurturing an active, viable ASSP Student Section.

Suggested guidelines for Chapter Officers working with Student Sections:

- Choose Chapter members who are sincerely interested in the Student Section for the Student Affairs Chair and Student Section Faculty Advisor positions
- Furnish or assist in obtaining speakers for the Student Section monthly meetings, both managerial and technical
- Invite student members to attend Chapter monthly meetings
- Coordinate internship opportunities and provide safety mentors
- Provide safety equipment and literature when possible
- Plan tours of actual working environments
- Publicize student activities in your Chapter newsletters
- Establish a scholarship fund for student members
- Allow student members to attend Chapter seminars at a reduced cost
- Notify student members of job opportunities in companies related to or in OSH
- Dedicate a regular Chapter meeting to recognize the Faculty Advisor and Student Affairs Chair; invite all student members at reduced meal rates
- Allow student members to sit in on ASP/CSP review courses conducted by the Chapter on a reduced or no-cost basis
- Send Chapter newsletters to Student Section
- Have Chapter members provide tutorial services
- Sponsor student member(s) attendance at the ASSP Professional Development Conference or annual Future Safety Leaders Conference

- Furnish the Student Section with a Chapter roster, complete with member names, company affiliation, and contact information
- If there is more than one Student Section in the Chapter, Area or Region, encourage joint meetings.; a Chapter could possibly organize the meeting or host a one-day leadership or career program for Student Section members
- Invite Student Section Officers to attend Chapter Executive Committee meetings

Meetings

Organizing an ASSP Student Section will provide hands-on and first-hand opportunities for interaction with safety professionals, tours, and in-depth discussions of topics that may not be discussed in a typical classroom. The organization may be developed independently of the Parent Chapter or with the Parent Chapter, may cooperate in joint programs, or may use the Parent Chapter's influence/expertise.

The following are some suggested program ideas:

- Obtain graduates of degree program or parent chapter members as speakers
- Conduct a program on school time as part of the existing courses scheduled at that time
- Have a short business session with longer time devoted to program discussion
- Vary topics depending upon interest levels of students

The first meeting of the year, which will more than likely include several new student members, should cover the purpose of the Student Section, semester and/or year goals, available services, and the role of the safety professional in general, including required training and potential job opportunities. All other meetings should be scheduled on a monthly basis. Annual program planning is necessary and should be accomplished before the start of the next school year.

The regular meeting should include a business session as well as a program. Robert's Rules of Order Newly Revised shall be followed.

The Student Section may want to investigate social and service activities. Seasonal social events, banquets or get-acquainted parties may be effective means of recruiting new student members or highlighting special accomplishments of the Student Section. Service activities can provide good publicity for the Student Section as well.

Should you have any questions at all while attempting to organize and formalize your ASSP Student Section, please contact us:

Student Services Coordinator 847.768.3459

chapterservices@assp.org

Manager, Chapter Services 847.768.3403

chapterservices@assp.org

ASSP Student Section Formation Requirements and Checklist

A group of student members may be organized separately from the main (parent) Chapter to allow emphasis on activities pertinent to students; Student Section formation requires Chapter and Area Operating Committee (Regional Operating Committee) approval.

_____ Student Section of the
_____ Chapter

_____ List of signatures of ten (10) or more active dues paying ASSP student members including printed names and member numbers

_____ Faculty Advisor at an accredited college or university with a safety curriculum, who is an ASSP member and/or a Liaison, who is a chapter member in good standing who agrees to serve as liaison:

_____ University name _____

_____ Curriculum offered (name; level) _____

_____ Meeting Plan (include attachment)

_____ Elected Officers (President, Vice President, Secretary and/or Treasurer)

_____ Bylaws (include attachment)

_____ Any necessary University approval

_____ Chapter approval of the petition _____ / _____ / _____

_____ AOC (ROC) approval of the Student Section _____ / _____ / _____

_____ E-mail complete petition to chapterservices@assp.org (if necessary to mail, mail to ASSP, ATTN: Chapter Services, 520 N. Northwest Highway, Park Ridge, IL 60068)

MODEL STUDENT SECTION BYLAWS

Bylaws _____ Student Section
of the _____ Chapter
Bylaws Adopted _____

Bylaws Approved by:

Chapter Executive Committee _____
Area Director (Regional Vice President)* _____
Student Section Chartered _____

NOTE: In Regions where Areas have not been established, all functions and responsibilities of the Area Director and the Area Operating Committee revert to the Regional Vice President and the Regional Operating Committee respectively.

(* In adapting these Model Bylaws for individual Chapter use, the Chapter should indicate either Area Director/Area Operating Committee, or Regional Vice President/Regional Operating Committee as appropriate.)

ARTICLE I - NAME

- Section 1. The name of this Section shall be the _____
(name of school)
Section of the _____ Chapter, American Society of
Safety Professionals.
- Section 2. Hereinafter, the _____ Section shall be referred to as
the Section, the American Society of Safety Professionals shall be referred
to as the Society. The _____ Chapter shall be referred to as
the Chapter, the Area Operating Committee shall be referred to as the AOC,
the Regional Operating Committee shall be referred to as the ROC, and the
_____ University/College shall be referred to
as the School.

ARTICLE II - PURPOSES

- Section 1. The purposes of this Section shall be to promote the advancement of the
safety profession and safety education and to foster the professional well-
being and development of its members within its campus and community.
- Section 2. In fulfilling its purposes, the Section shall have the following objectives:

- a) To further the professional preparation of the members by sponsoring programs for the advancement of safety and acquisition of technical knowledge.
- b) To improve scholarship and the general quality of work in the Safety Profession by fostering a concern for progress in all areas of safety, among safety educators and practitioners.
- c) To encourage greater professional and social cooperation and interaction among students of safety and allied fields and disciplines.
- d) To unite the resources and skills of students and faculty in programs to benefit Section members, the school and its community.
- e) To assist the Society in the development of effective and relevant educational programs for the preparation of future safety professionals.
- f) To provide encouragement and support to society student activities and foster student member development and retention on its local campus.
- g) To promote participation and entrance into safety/health careers by high school and college students.

NOTE: Other specific objectives may be added here

Section 3. Nothing in these Bylaws is intended to substitute for, or supersede, rules or procedures established by the school that impact upon the Student Section.

ARTICLE III - MEMBERSHIP

Section 1. Section membership is open to all Student Members of the Society, who are enrolled in the safety or related curricula at the school identified in the Section's name. To be eligible as a Society Student Member, an individual shall be enrolled in an accredited undergraduate or graduate degree course intended to prepare the individual for practice in the safety profession or one of its relevant specialties, shall pay an annual renewal fee as designated by the Society Board of Directors, and shall declare in writing the intention to enter the Safety Profession upon graduation.

Section 2. Student Member status may be retained up to one year following graduation, or until the individual is employed in the field of safety, whichever comes first.

Section 3. Section membership is personal and non-transferable.

NOTE: A section establishing annual Section membership dues or fees as condition of local Section membership may be inserted here.

Section 4. Section members are eligible to vote on all matters brought before them. A majority affirmative vote is necessary for action unless otherwise specified in these Bylaws. On Chapter and Society issues, Student Members are eligible to vote only on the election of officers.

ARTICLE IV - ORGANIZATION

Section 1. The Section is a subdivision of the Chapter, formed and operated by ASSP Student Members attending an educational institution located within the Chapter's geographical area.

Section 2. The Section shall have and maintain a minimum of ten (10) members in order to maintain its charter.

Section 3. In order to maintain its charter, the Section shall identify an advisor (defined in Article V, Sec. 3) and shall provide the Chapter and Society annually with information on the advisor's name, address and telephone number.

Section 4. Formation and maintenance of the Section charter is based on requirements and guidelines set forth in the Chapter Administration Guide and is subject to the approval of the Chapter and the appropriate AOC (ROC).

Section 5. The Section may be dissolved by the Chapter and/or the AOC (ROC), if such action is deemed to be in the best interests of the Chapter and Society. Voluntary dissolution of the Section shall be by two-thirds of Section members after a 30-day advance written notice by the Section Executive Committee. Voluntary dissolution is subject to the approval of the Chapter and AOC (ROC). Upon dissolution, all Section funds and assets shall be returned to the Chapter, school, ASSP Foundation or other ASSP entity, depending on the funding source.

Section 6. The Section fiscal year shall begin on July 1 and end June 30. The Section activity year shall begin on _____ and end _____.

NOTE: Insert dates which apply to your School's year.

ARTICLE V - OFFICERS

Section 1. Elected Section officers shall be:

- a) President
- b) Vice President

- c) Secretary
- d) Treasurer

NOTE: As options, the President may be designated as Chairperson, the Vice President may be designated as Vice Chairperson or President-Elect, and the offices of Secretary and Treasurer may be combined into one.

Section 2. Duties of officers:

- a) The President (Chairperson) shall call, set agendas for, and preside at meetings of the Executive Committee, and preside and set agendas for meetings of the Section membership; shall set goals and objectives for the Section and provide leadership, guidance and direction to officers, committees and members to see that they are met; shall appoint members of the Nominating Committee; shall serve as chief spokesman and representative of the Section to the Chapter, Society and allied groups; and shall submit an annual report of Section activities to the Chapter and Student Member Activity Task Force.
- b) The Vice President (Vice Chairperson or President-Elect) shall succeed to the office of the President if the President is unable to serve; shall act for the President when requested to do so by the Executive Committee or members; and shall in general prepare to ascend to the Section Presidency in the following year.

NOTE: The Vice President (President-Elect or Vice Chairperson) may also supervise the work of Section appointed committees or project Chairpersons, if desired.

- c) The Secretary shall record, transcribe and distribute minutes of all Section meetings, prepare and distribute meeting notices, maintain all Section records and conduct Section membership development and retention activities under the supervision of the Executive Committee.
- d) The Treasurer shall collect and disburse all Section funds, maintain Section financial records including all income and expense activities, collect Section-generated membership fees and dues, handle all Section liaison with financial institutions, submit an annual report of all Section financial activities to the Executive Committee, and keep the Section and Chapter regularly informed as to the Section's financial status.

Section 3. There shall be a Section advisor who shall be either:

- a) An ASSP member who is a faculty member of the school where the Section is located, or
- b) A formally designated member of the Chapter in whose geographical area the Student Section's school is located.

The advisor shall be an ex-officio member of the Section Executive Committee, and shall serve as liaison between the Section, appropriate school officials, and the Chapter. The advisor shall approve Section activity and financial reports, fund-raising activities, and be consulted on all matters relating to Section dues, fees and Bylaws. The advisor shall ensure that Section activities do not violate School rules and regulations governing on-campus clubs, groups and activities.

NOTE: Any other responsibilities of advisors as required by the school may be added here.

ARTICLE VI - COMMITTEES

Section 1. Elected Section officers and the Section advisor shall make up the Executive Committee, which shall govern the Section according to these Bylaws and within the authority delegated to it by Section members.

Section 2. The Section shall have a Nominating Committee, appointed by the President (Chairperson), for the purpose of developing a slate of Section officers annually for member election. The committee shall consist of three Section members, one of whom shall be a current or past Section officer. The committee shall elect its own Chairperson.

Section 3. Other Section committees may be appointed by the Section President (Chairperson).

ARTICLE VII - NOMINATION, ELECTION AND REMOVAL OF OFFICERS

Section 1. The Nominating Committee shall be appointed by the President/Chairperson annually for the purpose of recommending a slate of one or more nominees for each Section elective office. Publication of the slate, including background and qualifying information on each nominee, shall be completed no less than thirty (30) days before the election is conducted. The election and installation of officers for the succeeding Section activity year shall be completed before the end of the current year.

NOTE: A specific date may be substituted as an election deadline.

Section 2. The term of service for officers shall be for one (1) year beginning July 1.

Section 3. Any _____ Section members may submit a signed petition nominating one or more members for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Nominating Committee Chairperson no less than fifteen (15) days before the election is conducted. The names and qualifications of the petition nominees shall be distributed to all members within seven (7) days of their receipt.

NOTE: Insert any number desired; however, it must be specific. It is recommended that the number be 3-4 for Sections under 20, 5-7 for Sections up to 50; 8-10 for Sections up to 100.

Section 4. All Section members shall be given the opportunity to vote on the election of officers, through written ballots distributed on campus and/or at a Section meeting.

Section 5. Three Section members, who are neither candidates for elective office, nominating committee members, nor current Section officers, shall be appointed as Tellers to count ballots, confirm the propriety of election/nomination procedures, and announce election results.

Section 6. Elected Section officers may be removed by majority vote of Section members at any regular or special meeting upon presentation of a signed petition from the Section Executive Committee or _____ Section members. Notification of such meeting shall be made to all members at least fifteen (15) days in advance of the meeting. Appointed Section officers may be removed by the officer who appointed them, or by the Section Executive Committee.

NOTE: Insert a specific number; see Note Article VII, Section 3.

Section 7. Vacancies in elected Section offices occurring during the elected term shall be filled by the succession designated in Art. V, Sec. 1. The resulting vacancy in the office of Treasurer shall be filled by affirmative vote of a majority of Section members upon a nominating slate of one or more candidates submitted by a special (**optional number**) member Nominating Committee appointed by the President (Chairperson). The election shall be held at a regular or special Section meeting, notice for which shall be published at least 15 days in advance.

ARTICLE VIII - DUES AND FINANCES

Section 1. Section members shall be assessed an annual student member renewal fee by the Society as determined by its Board of Directors. In addition,

applicants for Student Membership may be assessed membership application fees as determined by the same Board. Fees shall be paid annually on the anniversary of the Student Member's election date.

- Section 2. The Section may assess its members additional annual fees and dues, upon recommendation of the Section Executive Committee and approved by a majority of Section members voting at a meeting where a quorum is present.
- Section 3. The Section Executive Committee, through the Section Treasurer, is responsible for all Section financial activities, under guidelines established by the Society, Chapter, these Bylaws, and the Section Executive Committee.
- Section 4. The Section shall provide an annual financial report to the Chapter, Area Operating Committee (Regional Operating Committee) and Student Member Activity Task Force, describing all Section income and expense activities for the preceding twelve (12) months. This report shall be reviewed and signed by the Section Advisor and submitted to the Chapter by July 15.

ARTICLE IX - MEETINGS

- Section 1. The Section Executive Committee shall meet upon the call of the President/Chairperson or upon a majority vote of its members.
- Section 2. The Section shall hold at least two (2) meetings of its members annually, to acquaint them with its activities and conduct necessary business. ____
Section members at a meeting shall constitute a quorum.

NOTE: A quorum is the minimum number of members that must be present at meetings in order that business may be legally transacted. A specific number should be inserted. Generally the quorum should be as large a number of members as can be reasonably be depended on to be present at any regular meeting.

- Section 3. Special meetings of Section members may be called by the Section Executive Committee or by written petition of ten (10) members, submitted to the Section President/Chairperson.
- Section 4. Section member meetings and votes shall be required to accomplish the following actions: amendment or these Bylaws, establishment of or change in Section dues or fees, removal of elected officers, and Section dissolution.

NOTE: A 2/3 affirmative vote requirement may be established for any of these actions.

Section 5. Robert's Rules of Order Newly Revised shall govern the transactions of business at Section meetings, unless otherwise specified in these Bylaws.

NOTE: A section describing the required order of business at meetings may be added here.

ARTICLE X - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Section Executive Committee or by written petition of at least seven (7) members. Amendments proposed by members shall be presented to the Section Executive Committee.
- Section 2. Amendments shall be published at least fifteen (15) days in advance of the meeting at which action will be taken on them.
- Section 3. Amendments shall be voted on at a regular or special Section meeting where a quorum is present. A majority (**option - two-thirds**) affirmative vote is required for approval.
- Section 4. All amendments approved by Section members are subject to approval of the Chapter Executive Committee and Area Director (Regional Vice President).