

REGIONAL OPERATING PROCEDURES

Revised and Approved March 2017

ARTICLE I – PURPOSE

1. Regions are chartered by the Board of Directors for the purpose of assisting the Society in administering its affairs, including guiding and mentoring Chapters, and conducting such activities as will further its objectives.
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 - GEOGRAPHICAL TERRITORY

1. Regions shall consist of Chapters, Sections, Society Sections, Student Sections, and Areas that divide the Region into smaller geographic territories.

ARTICLE III – REGIONAL OPERATING COMMITTEE RESPONSIBILITIES

1. Each Region shall have a Regional Operating Committee (ROC).
2. The Regional Vice-President (RVP) shall provide overall leadership and management of the Region and chair the Regional Operating Committee.
3. The Regional Operating Committee shall consist of presidents of each Chapter in the Region and Area Directors (AD).
4. Committees within the Region may be formed. Region Committee Chairs may be re-appointed.

Note: It is recommended Region committee chairs serve no more than three (3) consecutive years, or nine (9) years total, in any one position.

5. The Regional Operating Committee shall:
 - a. Promote the purpose of the American Society of Safety Professionals as stated in Society Bylaws.
 - b. Fulfill the responsibilities as stated in Society Bylaws and the Council on Region Affairs (CoRA) Operating Procedures. These responsibilities include:
 - (1) Assist the Regional Vice President to assure orderly and effective operations of Section, Chapter, Society Section, Area and Region activities.
 - (2) Decide to plan and conduct Region conferences.
 - (3) Approve the formation or additional Areas within the Region and establish assignments or realignment of Chapters to Areas.
 - (4) Recommend the granting or removal of Chapter charters within its Region to the Council on Region Affairs and establish Chapter boundaries within the Region.
 - (5) Approve the formation of Chapter Sections and report those units to CoRA.
 - (6) Coordinate Region-wide or inter-Area activities.
 - (7) Serve as a standing committee of the Council on Region Affairs.
 - (8) Perform other activities that carry out the purpose of the Society.
 - (9) Regions are authorized to maintain a treasury and shall be responsible for their own debts and

financial commitments, in line with the country legal requirements.

- (10) Provide advice and guidance to the Regional Vice President, Area Directors, Chapter Presidents, and Society Sections on affairs of the region.

Note: Society Sections outlined above are in reference to Global Society Sections.

- (11) Ensure the existence of a quorum for each Regional Operating Committee meeting. A quorum shall exist when a majority of the Chapter Presidents and Area Directors, are represented or present. Official action may be taken by a majority vote when a quorum is present, or by a conference call, mail, or email ballot, providing that the majority of the ballots are returned.

ARTICLE IV – REGIONAL OPERATING COMMITTEE OFFICERS and RESPONSIBILITIES

1. **Regional Vice President Responsibilities:**

- a. Member of the Council on Region Affairs (CoRA).
- b. CoRA liaison for his/her respective Region and Areas.
- c. In this elected capacity, he/she is the spokesman for the Region and Areas to CoRA, as appropriate, and it is imperative that he/she receives maximum input from that Region and Areas in order that appropriate concerns and issues are presented to the Council.
- d. Further, CoRA action and organizational decisions must be interpreted and disseminated back to the Regional Operating Committee, Chapters and Sections for their information and response, if required.
- e. Becomes knowledgeable about Society activities and policies in order to coordinate and inform the Region.
- f. Following the Fall ROC meeting held, prior to September 30, submits the names of the elected Deputy Regional Vice President (DRVP), Assistant Regional Vice Presidents (ARVP) and other Regional Operating Committee Officers to the Director, Member/Region Affairs.
- g. Serves as a member of the Society House of Delegates.
- h. Maintains close liaison with Areas and Chapters in the Region through meetings, webinars/conference calls, periodic visits and Region newsletters.
- i. Attends meetings and conducts periodic visits, assuring that each chapter is visited, by the RVP or Area Director, once each two years, at a minimum. For Chapters in Non-US Regions, Chapter visits are completed through webinars/conference calls.
- j. Receives regular reports from Area Directors and evaluates Area Director performance, assuring effective support for Chapters in each Area.
- k. Chairs meetings of the Regional Operating Committee, a minimum of two per year.
- l. Attends all meetings of the Council on Region Affairs and of the House of Delegates.
- m. Trains incoming Area Directors and assists them in understanding their obligations and responsibilities.
- n. Provides for orderly nomination and election of the Regional Vice President and Area Directors, according to Society Bylaws.
- o. Coordinates optional Region activities (i.e., conferences, newsletters, awards, etc.).

- p. Serves on appointed task groups, ad hoc committees, etc., as required.
- q. Refers alleged breaches of the Code of Professional Conduct by a member within the Region, following Society Bylaws Professional Conduct Committee Operating procedures.
- r. Appoints Assistant Regional Vice Presidents and committee chairs as determined by the Regional Operating Committee.
- s. Ensures that all Area and Regional financial records are ready for a year-end audit within two (2) weeks of the end of the program year, but no later than July 15.
- t. Ensure that Area and Regional operating guidelines or bylaws are reviewed, revised as needed, and submitted to the Society Director, Member and Regional Affairs.

2. **Deputy Regional Vice President (Elected) Responsibilities:**

- a. The ROC shall elect one Deputy Regional Vice-President (DRVP) annually at the first ROC meeting, prior to September 30.
- b. Regions will select the Deputy Regional Vice President from Area Directors and qualified Chapter presidents who are currently Professional Members or Members who are eligible for Professional Membership and submit their application for Professional Membership within 30 days of their election.
- c. Deputy Regional Vice President responsibilities:
 - (1) Serves as Deputy Regional Vice President of the Region, acts for the RVP when necessary and requested, and may serve as Secretary as well as a voting member of the Regional Operating Committee.
 - (2) Chairs the Regional Nominations Committee (consisting of all Area Directors, and two Chapter Presidents in the Region) and supervises all Region nominating and election activities.
 - (3) Assists the RVP with evaluation and supervision of Areas.
 - (4) Helps maintain the flow of communications and reports among the Region, and from the Chapters to the Society.
 - (5) Supervises functions of Regional Committees and appointed Regional Committee Chairs, as requested by the RVP.

3. **Assistant Regional Vice Presidents**

- a. Qualifications and appointment:
 - (1) Shall have been a member of ASSP for three (3) years before taking office and/or has served as an elected Chapter Officer.
 - (2) Shall be appointed annually by the Regional Vice President (RVP) from among Society members in the Region.
 - (3) Shall serve until the end of the volunteer year during which appointed.
 - (4) 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

- (5) Responsible to the RVP.

- (6) Chair Standing Committees of the ROC as specified in Article VI.
 - (7) The Assistant Regional Vice President may appoint committees or project directors as necessary to carry out assigned duties.
 - (8) Serves as non-voting member of the ROC.
- b. Assistant Regional Vice President – Secretary (Optional) - Responsibilities:
- (1) Maintain Region records and correspondence.
 - (2) Record and distribute minutes of ROC meetings.
 - (3) Notify ROC members about meetings
 - (4) Assume the duties of the ARVP-Finance as necessary
- c. Assistant Regional Vice President – Finance (Optional) – Responsibilities:
- NOTE:** In Regions with limited cash flow, the chair may appoint him or herself as ARVP-Finance, when approved by the Regional Operating Committee.
- (1) Prepare a budget for approval by the Region at its first meeting of the year.
 - (2) Prepare and deliver a financial report at each Region meeting.
 - (3) Maintain all financial records of the Region.
 - (4) Supervise the receipt and disbursement of funds.
 - (5) Maintain Unit funds in an F.D.I.C. insured depository or reputable financial institutions approved by the Region.
- NOTE:** Area funds shall be combined with Region funds, with appropriate accounting records.
- (6) 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.
 - (7) Prepare the Unit accounting records for audit to be conducted prior to the first Unit meeting each year.
- d. Assistant Regional Vice President – Communication (Optional) – Responsibilities:
- (1) Maintain the Region Website
 - (2) Edit the Region Newsletter
- e. Assistant Regional Vice President – Student Affairs (Optional) – Responsibilities:
- (1) Work with local Chapters to ensure students are being engaged and invited to local Chapter meetings.
 - (2) Oversee Regional events targeted for students (i.e. Regional Future Safety Leaders Conference and/or scholarships) and/or the student member experience at Regional events.
 - (3) Influence programming to attract and offer value to Students.
 - (4) Help Chapters establish Student Affairs roles at the local level and support the local student affairs

liaisons.

(5) Reinforce the value of membership to ASSP Student Members, either directly or through Chapter Student Affairs liaisons.

4. **Area Director Responsibilities:**

- a. Represents the ROC to assigned Chapters and supports the decisions of the ROC.
- b. Should be knowledgeable about Society and Region activities and policies in order to support and inform assigned Chapters.
- c. Serves as a member of and attends all meetings of the ROC.
- d. Maintains a close liaison relationship with assigned Chapters through regular visits, phone calls and correspondence.
- e. Is responsible for the orderly and effective operation of assigned Chapters under their individual Bylaws. Assures that Chapter Bylaws are in harmony with Society and Model Chapter Bylaws.
- f. Receives regular reports from Chapters (including annual reports and financial statements) and evaluates Chapter performance as prescribed by CoRA, the Board of Directors or Society Bylaws. Assists Headquarters staff, as necessary, in following up on required Chapter reports.
- g. Assists in the development of Chapter Sections to improve service to members in diverse geographical locations.
- h. Trains incoming Chapter officers and assists them in understanding their obligations and responsibilities.
- i. Serves as a member of the Regional Nominations Committee.
- j. Coordinates optional Area activities through assigned Chapters (i.e., joint Chapter conferences, etc.).
- k. Serves on appointed Region task groups, and ad hoc committees, etc., as required.
- m. Appoints the Area Governmental Affairs and Professional Affairs/Intersociety Relations Committee Chairs and additional committee members as needed.

ARTICLE V — AREAS

1. 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.
2. Areas are administered by an elected Area Director (AD)
3. The number of Areas in the Region and the assignment of Chapters to Areas shall be determined by the Regional Operating Committee.

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

ARTICLE VI – COMMITTEES

1. Assistant Regional Vice Presidents will chair the optional permanent committees (Committee on Professional Affairs, Committee on Professional Development, Committee on Practices and Standards,

Committee on Member and Chapter Affairs when formed by the ROC. Area Directors may fulfill the committee chair role of these committees, if appointed by the RVP.

2. **Committee on Professional Affairs (Optional)**

- a. Maintains communications with Area, State, and Chapter Professional Affairs Committee respectively.
- b. Maintains liaison and communication with the Society Professional Affairs Committee.
- c. Maintains a Governmental Affairs sub-committee (required)
 - (1) Assists the RVP in providing oversight of Area, State, or Chapter Governmental Affairs Committees respectively and provides venues for cooperation on Governmental Affairs issues.
 - (2) Distributes legislative and regulatory information and coordinates electronic information services (when available) to Areas, States, and Chapters through newsletters, correspondence, special reports, meetings, etc.
 - (3) Maintains liaison and communication with the Society Governmental Affairs Committee.
 - (4) Promotes information gathering and development and formal or informal lobbying activities with governmental agencies on pending legislative and regulatory matters by Area, State, or Chapter Governmental Affairs Committees.
 - (5) Actively involve the RVP in activities described in (4) above when in the best interests of the Unit.
 - (6) Advises the RVP and the Society Governmental Affairs Committee on legislative and regulatory matters in the Region which may affect the entire Society.
- d. Identifies and fosters communications and liaison with entities of allied safety and health related organizations to share information and interests and to keep allied organizations informed about ASSP activities at the Region, Area and Chapter levels.
- e. Develops and coordinates joint Region, Area, State, or Chapter activities with other safety and health related organizations, working with RVP.
- f. Actively involve the RVP in activities described in d. above when in the best interests of the Region or Area.
- g. Advises the RVP and Society Professional Affairs Committee on profession-related matters in the Unit which may affect the entire Society.
- h. Advises the RVP and the Society President-Elect on allied organization matters in the Region which may affect the entire Society.

3. **Committee on Professional Development (Optional)**

- a. Coordinates and supervises planning and presentation of all Unit PDC's or similar activities and supervises the functions of Committees working on these activities.
- b. Maintains a Professional Development Conference Chair to coordinate efficient delivery of quality training and education throughout the Region.
- c. Works with the RVP, to develop goals for professional development and member education activities in the Unit and works with Chapters and Regional Operating Committee to accomplish them.
- d. Prepares and implements programs and materials that will assist Chapters in conducting local education and training activities.

- e. Carries out and/or supervises activities involving liaison or cooperation with educational institutions on matters of safety/health education.
- f. Ensures regional professional development training information is maintained on ASSP Master Calendar.
- g. Assists Areas in coordinating the professional development activities of and provides assistance to Student Sections in the Region in matters of Student Member professional development.
- h. Serves as a liaison between the Committee on Professional Development, Council on Professional Development and the RVP and will work with the Vice President of Professional Development.

4. **Committee on Member and Chapter Affairs (Optional)**

- a. Coordinates all Unit member development and retention activities, and provides assistance to Chapters in these areas.
- b. Serves as co-chair of the Awards and Honors subcommittee and shall:
 - (1) Coordinates all Unit Awards and Honors programs including Region nominations for the honor of Society Fellow, Regional Safety Professional of the Year, Chapter Performance Program, Long Service Recognition (LSR), and other programs.
 - (2) Promotes and encourages Chapter participation in Society Awards and Honors Programs and in development of Chapter performance recognition programs.
 - (3) Serves as a liaison for the RVP, and expedites communications between, the Society Awards and Honors Committees, Area Directors, Chapter officers, and Awards and Honors Chairperson.
 - (4) Advises and assists on all Region recognition matters.
 - (5) Trains Chapter officers and Awards and Honors Chairpersons in proper administration of local recognition programs and participation in Society Awards and Honors activities.
- c. Promotes participation in Society membership surveys and follows up as necessary.
- d. Keeps Units and Chapters informed of Society membership privileges/benefits/responsibilities.
- e. Maintains the Region's webpage when the Region does not have an ARVP-Communications.
- f. Edits and distributes the Region's newsletter when the Region does not have an ARVP-Communications.
- g. Serves as liaison between the Committee on Member and Chapter Affairs and the RVP.

5. **Committee on Practice Specialties and Standards (Optional)**

- a. Keeps Unit and Chapters informed of Society Practice Specialty and Standards information and issues.
- b. Provides assistance to Sections, Chapters, and Areas in the development of membership in the Society Practice Specialty and Standards.
- c. Provides assistance to Sections, Chapters, and Areas in the development of common interest groups.
- d. Serves as liaison between Committee on Practices and Standards, Council on Practices and Standards and the RVP and will work with the Vice President – Practices and Standards.

ARTICLE VII – VOTING

1. A quorum of the Regional Operating Committee shall exist when a majority of the Chapter Presidents or their proxy representatives and Area Directors, are present at the call to order. Business may be conducted when a quorum is present with a majority vote ruling, by online survey voting or by email or mail ballot.
2. The vote of the Chapter President or proxy shall be the official vote of his or her Chapter on all issues before ROC.
3. Region Committee Chairs and other committee volunteers shall be non-voting members of the ROC.

ARTICLE VIII – MEETINGS

1. Meetings of the Regional Operating Committee shall be conducted at least twice during the year.
 - a. A fall training and business session shall be conducted by the Region no later than September 30.
 - b. The meetings can occur via teleconference or in person and set by the Regional Operating Committee.
2. Preliminary agendas shall be prepared and forwarded to the members of the Regional Operating Committee and Area Operating Committee and its appointed committee chairs **at least 15 days prior** to the meeting.
 - a. The agenda shall be finalized as an item of business at the beginning of each meeting.
 - b. Items not included on the agenda may be brought up from the floor at the conclusion of the agenda as approved by the ROC.
 - c. Debate and rebuttal by each Chapter shall be limited to a time limit established by the ROC.
3. Business is placed on the Regional Operating Committee agenda by:
 - a. Regional Vice President
 - b. Area Directors or Chapter Presidents
 - c. Regional Operating Committee sub-committees and task forces.
 - d. By a petition signed by 30 Members/Professional Members, with no more than 15 from any one chapter.
 - e. Referrals from the Council on Region Affairs.
4. Each Area Director and Chapter President, including those who cannot be physically represented at their assigned meeting, shall prepare a written 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 IX - NOMINATIONS AND ELECTIONS

1. The Regional Vice President shall be nominated and elected under the procedures established by the Society Nominations and Election Committee, according to in Society Bylaws.
2. Area Directors shall be nominated and elected under rules and procedures established by the Society Nominations and Elections Committee, according to Society Bylaws.

ARTICLE X - STRATEGIC PLAN

1. A Strategic Plan for the Region shall be developed and updated annually at the spring meeting.
2. The RVP shall appoint a Strategic Planning Committee each year at the fall meeting.
3. The Region Strategic Planning Committee shall consist of the RVP and at least two Chapter Presidents and/or Area Directors.

ARTICLE XI – FINANCES (US Regions)

1. Area funds shall be maintained by the Region.

2. An ARVP-Finance shall be appointed by the chair, no later than July 1, each year.

NOTE: In Regions with limited cash flow, the chair may appoint him or herself as Treasurer, when approved by the Regional Operating Committee.

3. The ARVP-Finance and the Chair 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 8.9.
6. Regions are authorized to make unrestricted donations to and may maintain scholarship accounts with the ASSP Foundation, under the rules and procedures of the Foundation.
7. Each Region shall appoint an Audit Committee at its Spring Meeting each year, but not later than May 31. The Committee shall conduct the audit and deliver a report to the Regional Operating Committee at the first meeting each year.
 - a. The ARVP of Finance/Area Treasurer **may not** be a member of the Audit Committee.
 - b. The RVP shall ensure that the Audit Committee is provided with:
 - i. the audit report from the prior year
 - ii. the balances of the unit's financial accounts as of the end of the program year being audited
 - iii. a record of all transactions, including revenues as well as expenditures, occurring during the year being audited
 - iv. statements and other financial records from the financial institution where the unit's funds are deposited
 - v. the current balance of the units financial accounts
 - vi. all other records which may show how the unit's funds were received and disbursed during the current year
 - c. When a change in RVP occurs, the incoming RVP shall appoint a second Audit Committee to conduct a second audit of the unit's financial records. The Committee will be provided with the records and statements as listed in this Article.
 - d. All members of an Audit Committee must sign the Committee's report.
 - e. The RVP shall ensure that any deficiencies reported by the Audit Committee are reported within thirty (30) days of the report to the Chair of the Council on Region Affairs and the Director of Member and Regional Affairs.

ARTICLE XII – FINANCES (Non-US Regions)

1. Every Non-US Region will need to work with Society staff to ensure conformance with financial regulations pertaining to the respective Region.

2. An ARVP- Sponsorships shall be appointed by the chair, no later than July 1, each year.
3. The ARVP-Sponsorships and the Chair are responsible to seek sponsors to support the work of the Non-US Region and work with Society staff to ensure that all applicable non-US financial regulations are adhered to.
4. All funds of Non-US Regions shall be utilized to further the professional development of ASSP members, for Professional Development Conferences, scholarships or other educational opportunities for members.
5. Non-US Regions are authorized to make unrestricted donations to and may maintain scholarship accounts with the ASSP Foundation, under the rules and procedures of the Foundation.
6. Each Non-US Region shall appoint an Audit Committee at its Spring Meeting each year, but not later than May 31. The Committee shall conduct the audit and deliver a report to the Regional Operating Committee at the first meeting each year.
 - f. The ARVP of Sponsorships **may not** be a member of the Audit Committee.
 - g. The RVP shall ensure that the Audit Committee is provided with:
 - i. the audit report from the prior year.
 - ii. a record of all sponsorships occurring during the year being audited.
 - iii. all records which may show who has provided sponsorships, how sponsorships were received and how sponsorships were disbursed during the current year.
 - h. When a change in RVP occurs, the incoming RVP shall appoint a second Audit Committee to conduct a second audit of the Non-US Region's sponsorship records. The Committee will be provided with all records and statements as listed in this Article.
 - i. All members of an Audit Committee must sign the Committee's report.
 - j. The RVP shall ensure that any deficiencies reported by the Audit Committee are reported within thirty (30) days of the report to the Chair of the Council on Region Affairs and the Director of Member and Regional Affairs.

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 2/3 majority vote of the Council on Region Affairs and shall become effective upon approval of the Board of Directors .

ARTICLE XIII – REGIONAL ADDITIONAL PROCEDURE INFORMATION

1. Regions may attach and provide to the Chair of the Council on Region Affairs, additional procedural information particular to their Region such that it does not contradict or neglect procedural information contained in these Operating Procedures.