

**Amended Bylaws  
of the  
National Capital Chapter  
of the  
Alliance of Hazardous Materials Professionals**

**I. Name**

The name of this organization shall be the National Capital Chapter (hereafter called NCC) of the Alliance of Hazardous Materials Professionals (hereafter called the Chapter). The Chapter is a non-profit organization and an affiliated area chapter of the Alliance of Hazardous Materials Professionals (hereafter called AHMP).

**II. Mission and Objective**

The mission of the Chapter is to:

- provide leadership in developing professional skills in the management of hazardous materials.
- assist in the development of educational and competence certification programs for those professionals engaged in hazardous materials management.

The objectives of the Chapter are:

- To develop professional recognition for Certified Hazardous Materials Managers (CHMM).
- To provide, promote, sponsor, and encourage continuing education for members and professionals about hazardous materials management and related environmental interests.
- To broaden our understanding of prudent hazardous materials management in the interests of protecting the human health and environment.
- To provide a forum for information exchange among our peers in order to promote qualified environmental decision making.
- To transfer knowledge and experience about new hazardous waste technologies, government regulations, and community concerns to hazardous materials management personnel.

**III. MEMBERSHIP**

Members in good standing shall be those members who have fulfilled all obligations to the Chapter. Upon completion of the Chapter membership application and payment of Chapter dues members will be categorized as follows.

**Classification:** Chapter members shall be classified as either Regular, Associate, or Student.

**Regular Members:** Any Certified Hazardous Materials Manager (CHMM) or other Certified Environmental Professional shall be eligible to become a Regular Member of the Chapter. To qualify for the grade of Regular Member, a person shall have achieved certification as a hazardous materials manager at any level, as defined by the Institute of Hazardous Materials Management. A prospective Regular member shall submit an application for membership to the Chapter for review and acceptance.

**Associate Members:** A person with an interest in the field of hazardous materials management who does not meet the definition of a Regular Member may be an Associate Member. At the discretion of the Executive Committee, subcategories of Associate Members may be created, such as, but not limited to, Student, Corporate, Inactive or Honorary Member. A prospective Associate member shall submit an application for membership to the Chapter along with annual dues for acceptance.

**Student Members:** Any full time student at an accredited college or technical institution who is pursuing a degree in a discipline related to hazardous materials management may become a student member upon consent of the Executive committee and payment of the Chapter dues. A prospective Student member shall submit an application for membership to the Chapter along with annual dues for acceptance.

**Honorary Members:** An honorary member shall be a person who has attained acknowledged eminence in the general field of hazardous materials management and who has been accepted by a 75% vote of the Executive Committee of the Chapter. Nominations for honorary members shall be submitted by members during regular meetings.

#### **Rights of Members:**

**Regular Members** shall be entitled to:

- Vote for elective positions, changes to the By-Laws, and dissolution of the Chapter.
- Hold an elective or appointed office in the Chapter.
- Receive official Chapter publications.
- Attend and participate in Chapter meetings.
- Other rights as the Executive Committee may determine.

**Associate Members** shall be entitled to:

- Hold an appointed office in the Chapter.
- Vote for elective positions.
- Receive official Chapter publications.
- Attend and participate in Chapter meetings.
- Other rights as the Executive Committee may determine other than holding elective office, and voting for changes to the By-Laws and dissolution of the Chapter.

**Student Members** shall be entitled to:

- Vote for elective positions.
- Receive official Chapter publications.
- Attend and participate in Chapter meetings.
- Other rights as the Executive Committee may determine other than holding elective office, and voting for changes to the By-Laws and dissolution of the Chapter.

**Honorary Members** shall be entitled to:

- Have the requirement for paying dues waived by the executive board.
- Vote for elective positions.
- Receive official Chapter publications.
- Attend and participate in Chapter meetings.
- Other rights as the Executive Committee may determine other than holding elective office, and voting for changes to the By-Laws and dissolution of the Chapter.

**Application / Eligibility for Membership:** All applicants must complete and submit a Chapter Membership Application identifying the membership category they are applying to with the stipulated dues to the Treasurer of the Chapter. Applicants shall be a person whose principal place of employment or residence is in Virginia, Maryland or the District of Columbia (hereafter known as NCC area). Other persons whose principal place of employment or residence is outside the NCC area may become members if approved by a majority of the Executive committee.

**Revocation of Membership:** Chapter membership may be revoked by a two-thirds vote of the Executive Committee. Reasons for revocation shall be kept confidential and shall be of the nature of members not being in good standing, conducting themselves in a way detrimental to the Chapter, and/or a breach of the CHMM Code of Ethics.

#### **IV. Membership Dues Dues**

Dues for the Chapter are:

- Certified Members \$25.00 / year.
- Affiliate Members \$25.00 / year.
- Student \$20.00 / year.
- Honorary Free
- Corporate (Determined by Executive Committee)

Dues are payable to NCC-AHMP upon submission of a membership application. Dues shall be transmitted to the Treasurer. The schedule of payment and annual dues shall be determined by the Executive committee as necessary to maintain and expand the Chapter.

#### **Arrears**

Any member whose dues become 60 days in arrears shall be notified by the Chapter. A member whose dues remain in arrears for 120 days shall cease to become a member of the Chapter.

#### **Reinstatement of Membership**

Members may be reinstated as a member on show of good cause, tender of all past and current dues, within one year of the date of forfeiture, and upon approval of the President.

#### **V. Elections**

Officers shall be elected by the membership in November of each year. The installation shall be effective January 1st of the following year. Nominations for the Chapter Officers and committee persons shall be open to all voting members at the last regular Chapter meeting prior to the election of officers. The President shall not hold more than three consecutive one year terms as President; the Vice President shall not hold more than five consecutive one year terms as Vice President. In the event that any officer is unable to maintain his/her position during his/her term, the Executive Committee shall appoint an individual to maintain the position for the duration of the term.

#### **VI. Officers**

The elected officers of the Chapter shall be the President, Vice President, Secretary, and Treasurer. The Executive Committee will be made up of the Officers of the Chapter, the immediate past President when available, and the chairpersons of the committees.

#### **Duties**

The duties of the officers shall be:

##### **President**

Provide direction to the Chapter that is consistent with the Chapter's Bylaws as well as the AHMP Mission and Vision Statements, Goals, and Code of Professional Conduct.

- Chair all General Membership and Executive Committee meetings
- Appoint the Chapter Nominations and Elections Committee, standing committee chairs and special committees as needed
- Represent the chapter at meetings and events held by the Alliance of Hazardous Materials Professionals
- Represent the chapter at meetings of other organizations when official representation is of benefit to the Chapter
- Ensure that Chapter Bylaws are annually reviewed and consistent with the current Model Chapter Bylaws
- Submit the Chapter Annual Report summarizing his/her term of office to the national AHMP prior to January 31<sup>st</sup> of each year.
- Ensure an orderly transition and transfer all chapter records to the succeeding President

#### Peripheral Duties and Suggestions:

- Delegate wherever possible
- Recognize officers, volunteers and members for their participation
- Conduct meetings to allow time for networking as well as adequate time for a speaker
- Distribute information from other meetings and events to the membership as necessary

#### **Vice President**

- The Vice President will preside at Chapter meetings in the absence of the President, and fulfill the president's duties in the case of death or resignation of the President.
- Supervise the activities of all assigned committees
- Perform other duties as assigned by the President or Executive Committee
- Attend AHMP national meetings, as needed
- Start planning the upcoming chapter year calendar
- Assist the President in completing the Annual Reporting and Bylaws review
- Ensure an orderly transition and transfer all chapter records to the succeeding Vice President

#### **Secretary**

- The Secretary shall keep records of all committee activities and correspondence with the National Association (AHMP), record the minutes of the meetings, document Chapter sponsored training, and other duties as requested by the President.
- Issue notices of all chapter meetings and functions (can be accomplished via e-mail, fax, telephone, newsletter, or other means)
- Record and distribute minutes of all chapter meetings to chapter officers electronically or by mail
- Maintain chapter membership records and inform AHMP of member address changes or other changes to member information.

- Provide information about new chapter members to chapter officers and committee chairs
- Assist President in completing the Annual Reporting
- Retain custody of the chapter charter, Affiliate Agreement, Incorporation papers and ByLaws
- Act as monitor of all deadlines to ensure that the Chapter meets all minimum criteria for charter retention
- Assume Chapter Treasurer duties when necessary
- Ensure orderly transition and transfer of records to succeeding Secretary

### **Treasurer**

#### Manage Resources:

- Supervise the receipt and disbursement of funds
- Establish and manage funds in an approved depository
- Prepare chapter operating budget for the fiscal year (January 1 – December 31)
- Share opinions on the chapter financial position as an elected officer
- Present reports regarding current and long-term chapter finances to the Chapter Executive Committee
- Attend meetings involving fees to be disbursed or collected by the chapter
- Witness the annual audit performed on the chapter financial records
- 

#### Maintain and Update Records:

- Update signature cards for incoming officers for filing with the bank
- Transfer financial records from outgoing Treasurer to incoming Treasurer
- Maintain current year financial records
- Archive and maintain chapter financial records for the past seven years
- Retain files of bank statements, canceled checks, invoices and vouchers
- Keep and update a ledger of payments and receipts
- Deposit chapter funds
- Prepare the Annual Financial Report
- Prepare IRS Tax Forms (990EX and/or 990 EZ), as necessary
- Retain attendance records for chapter meetings
- Notify AHMP of any changes in dues payments for Regular Members that would be collected as part of national dues by August 31<sup>st</sup> of each year.

## **Executive Committee**

The Executive Committee will consist of the officers of the Chapter, the immediate Past President and the Chairpersons of the standing committees.

## **Standing Committees**

The following standing committees shall be maintained by the President. Committee names, responsibilities and functions may be changed at any time as deemed necessary by the President, with the concurrence of the Executive Committee.

- **Membership Committee**
- **Finance Committee**
- **Program Committee**
- **By Laws Committee**

## **VII. Administration**

### **Meetings**

The Chapter will hold four meetings or more during each year. The meetings will be announced to the membership by the Secretary. At least 15 days notice must be given to the membership prior to all meetings except special meetings called by the president. The Executive Committee will determine the time and place for all meetings. During the meetings the Chapter shall be governed by the President. All votes conducted at the meetings will be by majority count of those members present, except for election of officers, for which absentee ballots will be accepted. Voting on any issue before the membership or Executive Committee, including election of officers, may be conducted by electronic mail.

**Annual Meetings** The Annual Meeting will be held each year in November for the purposes of conducting Chapter elections. Results of elections will be reported to the Executive Committee by December 30<sup>th</sup> following the election.

### **Special meetings**

The President may call special meetings as needed to conduct the normal and/or special business of the committees.

### **Order of Business**

Meetings shall include the following:

- **Call to Order**
- **Roll Call**
- **Approval of Minutes (Last Meeting)**
- **Report of Officers**
- **Old Business**
- **New Business**
- **Election of Officers, when appropriate**

- **Installation of Officers, when appropriate**
- **Adjournment**

### **Quorum**

A quorum of the Executive Committee is required to conduct Chapter business. A Quorum consists of a least three members of the Executive Committee.

### **VIII. Miscellaneous**

#### **Chapter Dissolution**

If the Chapter should become dissolved, no part of the funds or property shall be distributed to or among the members. After payment of all indebtedness of the Chapter, its surplus and properties shall be forfeited to the Alliance of Hazardous Materials Professionals.

## **IX. Amendments Amendments**

### **to Bylaws**

Amendments to the Bylaws may be presented by any member at any regular meeting or at any meeting called for that specific purpose. Notice of the proposed amendment shall be transmitted to all members at least ten days prior to the meeting at which voting will take place. A 2/3 majority vote by the membership present is necessary to change the Bylaws.

**X. Approvals** These Bylaws of the National Capital Chapter of the Academy of Certified Hazardous Materials Managers are effective as of March 30, 1992 and have been Amended on March 2002; January 2004; November 2004; and April 2010.

Founding Executive Committee approval, 3/92

President: Lucas Polakowski  
Vice President: Ted Bedell  
Secretary: Fred Koozer  
Treasurer: Ron Lubcher

### **Current Executive Committee, April 2010**

President: Regina Mowad  
Vice President: James Spatarella  
Secretary: Bruce Donato  
Treasurer: Andrea Schuessler