

Bylaws of the National Capital Chapter of the Academy of Certified Hazardous Materials Managers

I. Name

The name of this organization shall be the National Capital Chapter (hereafter called NCC) of the Academy of Certified Hazardous Materials Managers (hereafter called the Chapter). The Chapter is a non-profit organization and a formal area chapter of the Academy of Certified Hazardous Materials Managers.

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 Certified or Affiliate.

Certified Members: Any CHMM shall be eligible to become a Certified Member of the Chapter. To qualify for the grade of Certified Member, a person shall have achieved certification as a hazardous materials manager at any level, as defined by the Institute of Hazardous Materials Management.

Affiliate Members: A person with an interest in the field of hazardous materials management who does not meet the definition of a Certified Member may be an Affiliate Member. At the discretion of the Executive Committee, subcategories of Affiliate Members may be created, such as, but not limited to, Student, Corporate, Inactive or Honorary Member.

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.

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 student member shall submit an application for membership to the Chapter.

Rights of Members:

Certified 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.

Affiliate 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.

Application / Eligibility for Membership: All applicants must complete and submit a Chapter Membership Application 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-ACHMM 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 applicable, and the chairpersons of the committees.

Duties

The duties of the officers shall be:

President The President shall preside over the Chapter meetings and interface with other Chapters, the Academy of Hazardous Materials Managers and other environmental organizations. The President will appoint subcommittees as needed. The President shall appoint Chairpersons of the four standing committees.

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 and assist the President as requested.

Secretary The Secretary shall keep records of all committee activities and correspondence with the National Academy, record the minutes of the meetings, document Chapter sponsored training, and other duties as requested by the President.

Treasurer The treasurer shall document membership in the Chapter, maintain the Chapter's financial records, interface with government regulators to maintain the Chapter's non-profit status, and issue reports as requested by the President.

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 30th 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 Academy.

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. Amended, 3/2002; 1/2004; 11/2004

Founding Executive Committee approval, 3/92

President: Lucas Polakowski

Vice President: Ted Bedell

Secretary: Fred Koozer

Treasurer: Ron Lubcher