

**PREAMBLE TO BYLAWS**

**THE WISCONSIN CHAPTER OF**

**CERTIFIED HAZARDOUS MATERIALS MANAGERS**

Whereas the "Federation of Environmental Technologists, Inc.", hereinafter referred to as the "FET" is a Wisconsin corporation dedicated to the principles of protection of the environment, the prudent management of hazardous materials, economic growth, and professional development of its members.

Whereas the "Academy of Certified Hazardous Materials Managers," hereinafter referred to as the "Academy" is a non-incorporated, voluntary, non-profit, professional society and is dedicated to providing leadership in developing professional skills in the management of hazardous materials and to the development of educational and competence certification programs for those professionals engaged in hazardous materials management.

Whereas the Academy, a national entity, and FET, a regional entity, share a common mission and sponsor programs which demonstrate a commonality of purpose and objectives.

Whereas the Board of Directors of FET have been petitioned by members, who also are diplomats in the Academy to form an FET affiliation with the Academy.

Whereas, the Board of Directors of FET authorize the establishment of a chapter to be called the "Wisconsin Chapter of Certified Hazardous Materials Managers," hereinafter called the "Chapter".

The Chapter, through its President, shall be responsible to the FET President and the FET Board of Directors and shall be charged with providing direct liaison with the Academy in matters pertaining to the joint training and professional development goals of FET and the Academy.

The "Wisconsin Chapter of Certified Hazardous Materials Managers" shall function as a local chapter of the Academy upon approval of the Board of Directors of the Academy and shall be governed by bylaws consistent with those of the Academy and FET.

**BYLAWS OF THE  
WISCONSIN CHAPTER OF CERTIFIED HAZARDOUS  
MATERIALS MANAGERS**

**CHAPTER I**

**Purpose and Mission**

The Academy is a professional membership organization for Certified Hazardous Materials Managers (hereinafter referred to as CHMMs). Chapters of the Academy are organized to provide CHMMs, and other members, with an environment fostering professional development through continuing education, peer group interaction, and exchange of ideas and information relating to hazardous materials.

The mission of the Chapter is to provide a balanced program for members of the Chapter in at least the following five (5) areas:

1. Environmental Health and Safety
2. Regulatory Compliance and Policy
3. Science and Technology
4. Material Handling, Emergency Response and Remediation
5. Strategic Environmental Management

This mission will be fulfilled by emphasizing:

- The achievement of professional recognition for CHMMs.
- The provision, promotion and encouragement of continuing education for maintaining certification status and to document related training as recognized by the Chapter.
- The provision of a forum for information exchange among peers in order to promote qualified environmental decision making.
- The broadening of the CHMM scope and understanding of prudent hazardous materials management, in the interest of protecting human health and the environment.
- The increase of the transfer of knowledge and experience with new technologies, government regulations and community awareness relating to hazardous materials management.
- The sponsorship of training programs and other educational opportunities to assist interested professionals in becoming CHMMs.
- The promotion of public awareness of environmental and hazardous materials management issues.

The Chapter acknowledges the Academy Code of Ethics for CHMMs and will promote them to Chapter members and all CHMMs.

## CHAPTER II

### Membership

**Section 1. Classification.** The members of the Chapter shall be classified as either voting or non-voting.

**Section 2. Voting Members.** (a) Active Member. Shall be a person who satisfies the minimum requirements for the grade of

active member as established under this section. In order to qualify for the grade of active member, a person shall provide satisfactory evidence of education and/or experience in hazardous materials management of a character deemed acceptable by the Board of Directors of the Academy. At a minimum, an applicant for active membership shall have achieved certification as a Certified Hazardous Materials Manager at either the Senior or Master level as defined by the Institute of Hazardous Materials Management and be a member in good standing of FET and the Academy.

**Section 3. Non-Voting Members.** Non-voting members shall be affiliate and student members.

(a) Affiliate Member. An affiliate member is a member with an interest in the field of Hazardous Materials Management but does not qualify for one of the classes of voting members and is not a student member.

Applicants for affiliate membership must be a member of FET and submit an application for membership under Chapter II, Section 6, of these bylaws.

(b) Student Members. A student member is a full-time student at an accredited college or technical institution who is pursuing a degree in a discipline related to Hazardous Materials Management.

Applicants for student membership must also be members of FET or an FET student chapter and submit an application for membership under Chapter II, Section 6, of these bylaws.

**Section 4. Rights of Voting Members.** Voting members of the Chapter shall be entitled to:

- (a) The right to vote on all matters requiring a vote by the members of the Chapter.
- (b) The right to hold an elective or appointive office in the Chapter.
- (c) Subscription to the official publication of the Academy and FET.
- (d) The right to make resolutions and participate in parliamentary proceedings at any meeting of the Chapter.
- (e) Admission to any general meetings of the Academy.
- (f) Such other rights as the Executive Committee and FET may determine.

**Section 5. Rights of Non-Voting Members.** Non-voting members shall be entitled to:

- (a) Subscription to the official publications of the Academy and FET.
- (b) Admission to any general meeting of the Academy.
- (c) Such other rights as the Executive Committee and FET may determine.

**Section 6. Applications for Membership.**

(a) Membership in the Chapter as an active member is contingent upon being a member in good standing of FET and the Academy.

(b) Applications for non-voting membership shall be made to the Secretary of the Chapter.

**Section 7. Dues.** Dues to FET shall be made payable to FET and payable as determined by Article II, Section 11, amended and restated bylaws of FET. Dues to the Academy become payable on the first day of January of each year and shall be set by the Board of Directors of the Academy on an annual basis.

**Section 8. Loss of Membership.** Membership in the Chapter shall be lost if membership in FET or the Academy is revoked.

**Section 9. Reinstatement of Membership.** Membership in the Chapter shall be reinstated upon once again becoming a member in good standing in both FET and the Academy.

**Section 10. Resignation.** Members may resign from the Chapter at any time submitting written communication to the Secretary.

**CHAPTER III**

**Government**

**Section 1. Voting.** Except as otherwise provided in these bylaws, every question which shall come before a meeting of the members of the Chapter shall be decided by a majority vote of those present and voting. Each voting member shall be accorded one vote.

**Section 2. Procedure.** The current edition of Robert's Rules of Order shall govern the Chapter in all cases in which it is applicable.

**Section 3. Meetings.**

(a) Sessions.

(i) Whereas the members of the Chapter serve as active members of FET committees and support other FET functions as program participants and attendees, such FET events shall be considered sanctioned events of the Academy through participation of the Chapter.

(ii) Annual Meetings. At a minimum, the Chapter will hold four meetings annually, exclusive of the FET general meetings, or other normally scheduled FET committee meetings (e.g., air, water, training, etc.). An annual business meeting will also be held in conjunction with the FET annual conference unless otherwise decided by the Executive Committee of the Chapter.

(iii) Special Meetings. The Executive Committee of the Chapter may call special meetings as needed to conduct the normal and/or special business required of the Chapter. The Secretary shall provide written notice of meetings through FET "Environotes" or other appropriate means.

(iv) Attendance at the special meetings along with the annual meetings will be considered in a member's CHMM recertification .

(b) Admissions. Members of the Chapter shall be entitled to admission to any meeting providing such member has good standing with FET and the Academy at the time of the meeting. Members of the Academy who are not members of the Chapter may attend Chapter meetings and their attendance will be noted in the meeting record. FET may impose a fee to prepare a report documenting maintenance points accrued by a non-Chapter member for use in their CHMM recertification.

(c) Order of Business. The normal order of business at all Chapter meetings shall include:

- (i) · Call to order
- Roll call
- Approval of minutes (last meeting)
- Reports of officers
- Old business
- New business
- Election of officers when appropriate
- Installation of officers when appropriate
- Adjournment

(ii) The Secretary of the Chapter or a designated alternate shall record the minutes of each meeting and distribute minutes from the previous meeting.

## **CHAPTER IV**

### **Officers**

**Section 1. Executive Committee.** The Executive Committee of the Chapter shall meet quarterly and shall consist of the following officers:

(a) Ex-officio Chair. The President of FET is the Ex-officio Chair of the Chapter and shall serve on the Executive Committee of the Chapter as a non-voting member.

(b) President of the Chapter. The President of the Chapter must be a voting member. Duties of the President shall include but are not limited to:

- Coordinate liaison activities between the Academy and FET.
  - Schedule and preside at all meetings.
  - Procure Academy sanctions for FET training activities.
  - Appoint committees as needed.
  - Conduct Academy business as an affiliated FET Chapter.
  - Perform the duties of an FET Chapter President.

The Chapter President shall automatically assume the office of Past President after the term as President is completed.

(c) President-Elect. The President-Elect must be a voting member. Duties of the President-Elect are:

- Preside at meetings in the absence of the President.
- Fulfill the unexpired term of the President in case of death or resignation.
  - Other duties as assigned by the Executive Committee of the Chapter.

The President-Elect shall automatically assume the office of President after the term as

President-Elect is completed.

(d) Secretary. The Secretary of the Chapter must be a voting member. Duties of the Secretary are:

- Keep records of all Chapter activities and correspondence with the Academy.
- Record the minutes of all Chapter meetings.
- Other duties as assigned by the Executive Committee of the Chapter.

(e) Past-President. The Past-President must be a voting member. Duties of the Past-President shall be as assigned by the Executive Committee of the Chapter.

**Section 2. Term of Office.** All officers shall serve a one-year term. Terms shall begin on the first day of July.

**Section 3. Vacancy.** In the event of the resignation or loss of membership in FET or the Academy of any officer, the vacancy shall be filled as follows:

(a) President. The President-Elect shall become President for the unexpired term of the departing President as well as the one-year term that the President-Elect would otherwise have served as President. The Executive Committee of the Chapter shall appoint a President-Elect in accordance with Section 3(b) to fulfill the remaining unexpired term of the President-Elect.

(b) President-Elect. The Executive Committee of the Chapter shall appoint a successor to fulfill the unexpired President-Elect's term.

(c) Secretary. The Executive Committee of the Chapter shall appoint a successor to fulfill the Secretary's unexpired term.

(d) Past-President. The Executive Committee of the Chapter shall appoint a successor, preferably a Past-President of the Chapter, to fulfill the Past-President's unexpired term.

(e) All appointments by the Executive Committee to fulfill vacant officer positions must only be those of voting members and members in good standing of the chapter.

**Section 4. Nominations.** A nominating committee consisting of three members shall make nominations for the offices of President-Elect and Secretary.

Upon the end of the Past-President's term, the Past-President will become chair of the nominating committee for a one-year term. The remaining two members shall be appointed by the President and approved by the Executive Committee of the Chapter. The nominating committee shall consider nominations submitted by the membership and shall attempt to submit at least two names for each position to be considered by the membership.

In the event that a President-Elect is appointed to the position in accordance with Chapter IV, Section 3(b) of these by-laws, the nominating committee shall also submit nominations for the position of President for consideration by the membership during the next election.

**Section 5. Elections.** Election ballots for the offices of President-Elect and Secretary (and President, in the event that the current President-Elect was appointed by the Executive Committee rather than elected by the membership) shall be forwarded to the membership by the Executive Director of FET. Voting shall be by return ballot. Results of the voting shall be tabulated and certified by the nominating committee and shall be approved by the Board of Directors of FET prior to installation of Chapter officers.

**Section 6. Installation.** Elected officers of the Chapter shall be introduced by the outgoing President of the chapter at the annual business meeting of the chapter.

**Section 7. Decisions.** Decisions by the Executive Committee of the Chapter shall be decided by a majority vote. In the event of a tie, the President's vote will determine the decision.

## **CHAPTER V**

### **Projects, Contracts and Business Transactions**

**Section 1. Projects and Contracts.** No member, officer or agent of the Chapter shall raise or attempt to raise money for any project or enter into any contract or agreement unless the project or contract or agreement has been previously approved in accordance with FET policy.

**Section 2. Business Transactions.** The Treasurer of FET or the Chapter President must authorize, in writing, any purchase, sale or other business transaction, for any purpose, in excess of One Hundred and no/100 Dollars (\$100.00), unless such purchase, sale or other business transaction is part of the Chapter's operating plan and budget previously reviewed and approved by the Board of Directors of FET.

## **CHAPTER VI**

### **Fiscal Year**

The fiscal year of the Chapter shall be the same as the fiscal year of FET.

## **CHAPTER VII**

### **Annual Report**

The Chapter shall present at its annual membership meeting a Chapter annual report and any other information requested by the FET Board of Directors. A copy of the annual report shall be submitted to the FET office within 45 days of the close of the fiscal year. A copy of the annual report shall also be submitted to the Academy of Certified Hazardous Materials Managers.

## **CHAPTER VIII**

### **Amendments**

These Bylaws may be amended at any time by a two-thirds vote of those members voting. The Chapter Secretary or the FET Executive Director may circulate proposed amendments at least thirty (30) days prior to voting by return letter ballot. The FET Board of Directors must sanction all proposed changes and reserves the right to amend proposed changes, which conflict with the stated goals and objectives of FET. All approved amendments must be sent to the Academy's office by the President of the chapter or the President's designee.