

BYLAWS

Roadrunner Chapter of the Alliance of Hazardous Materials Professionals



March 2018

Roadrunner Chapter of AHMP
New Mexico Society of Hazardous Materials Managers
P.O. Box 92132
Albuquerque, NM 87199

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Bylaws of the Roadrunner Chapter of the Alliance of Hazardous Materials Professionals

1.0 GENERAL

1.01 Name

The name of the association shall be the Roadrunner Chapter of the Alliance of Hazardous Materials Professionals, hereinafter referred to as the Chapter. The association is also known as the New Mexico Society of Hazardous Materials Managers or NMSHMM. The Chapter operates and serves members in New Mexico.

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1.02 Purpose

The purpose of the Chapter is to:

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1.02.01 Provide the membership with resources and information to support their practice in the hazardous materials management industry, including educational opportunities and instruction in the stewardship of hazardous materials related to environment, health and safety, hazardous materials transportation, disaster planning, emergency management, homeland security, and community service.

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1.02.02 Provide a forum for hazardous materials professionals to exchange information and ideas about the hazardous materials profession.

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1.02.03 Provide a meeting ground for members from academia, consulting, government, industry, business, transportation, and security who are practicing in varying areas of the hazardous materials profession.

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2.0 MEMBERSHIP

Members in good standing shall be those members that meet minimum requirements for membership including payment of Chapter dues, and other requirements established below or by the Board of Directors (BoD).

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2.01 Classification

The members of the Chapter shall be classified as Professional or Student. The BoD may designate membership sub-sets within these membership classifications.

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2.01.01 Certified Member

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Any individual who has achieved a hazardous materials management related certifying credential recognized by the Alliance of Hazardous Materials Professionals (AHMP). The applicant for membership in this classification shall provide proof of good standing with their certifying organization upon initial membership and/or renewal of the certification.

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2.01.02 Professional Member

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Any individual who does not meet the requirements in Section 2.01.01, but has achieved at least ~~ten~~ (10) years experience in the fields of hazardous materials management, environmental compliance, health, or safety may be admitted as a Professional Member. A

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bachelors degree, or higher, may count as 4 years of experience, and an associate degree as 2 years of experience. The BoD shall evaluate evidence submitted with the membership application to verify the required experience level.

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2.01.03 Associate Member

Associate Members are individuals who do not meet the qualifications in Section 2.01.01 or 2.01.02, but are a stakeholder in the hazardous materials management industry and meet the qualifications of Associate Member as defined by the BoD. Associate Members have less than ten (10) years experience in the fields of hazardous materials management, environmental compliance, health, or safety.

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2.01.04 Student Member

Currently enrolled university students shall be considered Student Members and eligible for reduced rate memberships. In addition, Student Members may be eligible for scholarship to subsidize the cost of attending the annual AHMP conference up to \$500. Student Members wishing to apply for Scholarships must complete a Scholarship Application Form, submit letters of reference, and will be required to establish/maintain a Student Chapter at their respective University. Scholarships will be awarded at the discretion of the BoD based on excellence and commitment to NMSHMM.

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2.02 Rights of Membership

All members of the Chapter shall possess the right to:

- Participate in elections for the BoD
- Hold appointed office in the Chapter/BoD
- Propose amendment(s) to the bylaws
- Other rights as the BoD may determine

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In addition to these rights, additional rights of specific membership classifications are stipulated below.

2.02.01 Certified Member

- Vote for changes to the Chapter bylaws, and/or dissolution of the Chapter.
- Hold an elected position, as officers of the Chapter.

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2.02.02 Professional Member

- Vote for changes to the Chapter bylaws, and/or dissolution of the Chapter.
- Hold an elected position, as officers of the Chapter.

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2.02.03 Associate Member

- Vote for changes to the Chapter bylaws, and/or dissolution of the Chapter.
- Hold an elected position, as officers of the Chapter.

2.02.04 Student Member

- Vote for changes to the Chapter bylaws, and/or dissolution of the Chapter.
- Hold an appointed position limited to Director-at-Large.

2.03 Application for Membership

Persons wishing to become members of the Chapter shall complete a Chapter Membership Application form. This form shall be signed and include contact information, membership category applying for, any required information to verify eligibility for the membership category applying for, and a commitment to the Alliance of Hazardous Materials Professionals (AHMP) Code of Ethics.

2.04 Revocation of Membership

Membership in the Chapter shall be automatically revoked, without action by the BoD, for failure to pay dues. The BoD may revoke membership by a simple majority vote for other valid reasons, including ethics infractions, as long as the member is provided advance written notice including the reason for revocation, and given the opportunity to contest the revocation in writing or in person before the BoD. Final written notice of the decision of the BoD shall be provided to the member.

2.05 Reinstatement of Membership

Any person who has had their membership revoked due to failure to pay dues may be reinstated as a member by paying current years dues. Chapter reinstatement fees shall be set by the BoD and collected in accordance with approved policy and procedure. The BoD may be petitioned for reinstatement due to revocation of membership for other reasons after five (5) years. Reinstatement will occur by a simple majority vote by the BoD.

3.0 GOVERNMENT

3.01 Quorum of the Directors and Standing Committees

A quorum of the BoD or standing committees shall be a simple majority of the meeting body, present in person, except as otherwise noted in these Bylaws. Directors may attend a BoD meeting, and standing committee members may attend a standing committee meeting, by telephonic or similar equipment by means of which all persons participating in the meeting can hear each other. Anyone attending in such a manner shall be considered “present in person,” shall be counted present in the quorum, and provided the right to participate in the in the meeting in the same capacity as persons in physical attendance.

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3.02 Meeting of the Members

There shall be at least four (4) meetings of the membership held annually, at a time and place fixed by the BoD.

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3.02.01 Notice of Meeting

Notice of any meeting of the members shall be given not less than ten (10) days, but no more than ninety (90) days prior to the time fixed for the meeting. Notice of a membership meeting shall be posted on the NMSHMM website (www.nmshmm.org), posted on social media (e.g. Facebook and/or LinkedIn), given by written notice delivered personally, electronic methods, or mail delivered to each member at his physical or electronic address as shown in the records of AHMP. The main method of communication from NMSHMM and the BoD is using electronic media, such as via email blast, social media, and direct email communication.

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3.02.02 Quorum

The presence in person or by proxy of one-third (1/3) of the voting members of the BoD shall constitute a quorum for the transaction of business.

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3.03 Voting

Except as otherwise provided in these Bylaws every question which shall come before a meeting of the members, the BoD, or any standing committee, shall be decided by a majority vote of the BoD once a quorum has been established.

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4.0 ELECTIONS

The elections of Officers and Directors shall be held on an annual basis during the first quarter of the year. The new term of office will begin during the second quarter of the same year. The term of office will run April thru March.

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4.01 Nominations

The President shall appoint a Nominating Committee to develop a slate of officers for presentation to the membership. Nominations will be solicited from the general membership during the first quarter of the current year. If there are nominees from the general membership, the Nominating Committee shall submit a ballot to the membership. If there are no nominees from the general membership, the slate presented by the Nominating Committee is elected.

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4.02 Qualifications for Positions

Candidates for elective position shall be qualified in accordance with the requirements and/or standards established by the BoD. At a minimum, candidates for elective positions must be members in good standing.

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4.03 Balloting Methods

Ballots for election of Officers can be accomplished by secret written ballot, verbal statement, or show of hands taken during the last regular meeting of the current term or by electronic means as established by the BoD.

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4.04 Election Results

When written ballots are used, they shall be returned to the Immediate Past President who, with the Secretary, will be responsible for tallying the vote. The election results shall be reported by the Immediate Past President to the membership no later than the close of the last regular meeting of the current term. Ties shall be resolved by lot.

4.05 Terms of Office

The terms of elective positions shall be staggered to preserve continuity of the BoD. All Elected positions shall begin their term once sworn into office, but no later than the first BoD meeting of the new year. Service in an appointed capacity to fulfill the remainder of a partial term shall not be considered in determining consecutive terms.

4.05.01 The President, Vice President, President-Elect, and Immediate Past President shall serve one (1) year terms. The terms may be extended one (1) year by decision of the BoD.

4.05.01.01 The President, upon completion of the term of office, shall succeed to the position of Immediate Past President, without election.

4.05.01.02 The Vice President, President-Elect, upon completion of the term of office, shall succeed to the position of the President, without election.

4.05.02 The Secretary and Treasurer shall be elected to two-year terms in alternating years. The same person may serve in this capacity no more than two (2) consecutive terms, unless no other candidate comes forward for nomination/appointment by the BoD.

4.05.03 There shall be three (3) Directors-at-Large elected to two (2) year terms, one being elected each year. The same person may serve in this capacity no more than two (2) consecutive terms, unless no other qualified candidate comes forward for nomination/appointment by the BoD. Directors-at-Large shall be responsible for the following:

- Membership
- Public Relations
- Essentials of Hazardous Materials Managers (EHMM) Course Chair

5.0 BOARD OF DIRECTORS

The governing body of the Chapter is the BoD, which has the authority and is responsible for governance of the Chapter. The BoD sets the direction of the Chapter through strategic planning, and establishes necessary policy and procedure.

Officers of the Chapter shall be members of AHMP. As members of the NMSHMM BoD, AHMP membership dues will be paid by the NMSHMM chapter.

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5.01 Composition of the Board of Directors

The BoD shall consist of:

- **President:** The President presides over Chapter meetings and interfaces with other chapters, AHMP, and other professional organizations. All committees report to the President, who is responsible for day-to-day Chapter management. In the absence of the Treasurer, the President shall disburse funds to pay Chapter obligations. The outgoing President is responsible for proposing nominations for the "Unsung Hero" award. The "Unsung Hero" award is presented to a Chapter member who goes above and beyond the normal call of duty to advance the Chapter.
- **Vice-President (President-Elect):** The Vice-President presides over Chapter meetings in the absence of the President and ensures the development and execution of an appropriate annual educational program for the Chapter.
- **Secretary:** The Secretary documents Chapter meetings, maintains and updates Chapter records and mailing lists, documents Chapter-sponsored training, and manages mailing of official notices to the membership.
- **Treasurer:** The Treasurer documents Chapter membership, manages the Chapter's financial affairs, maintains the Chapter's financial records, mails invoices, pays obligations, collects receivables, makes bank deposits, and interfaces with applicable government entities to maintain the Chapter's nonprofit and corporate status.
- **Immediate Past-President:** The Immediate Past President shall direct recruitment of Chapter members and assist the Board of Directors in achieving Chapter objectives. 2.05.01
- **Directors-at-Large:** Directors-at-Large are responsible for providing long term strategic guidance to the BoD, and contributing to the operations of the Chapter where possible. Directors-at-large are assigned focused responsibilities in Membership, Public Relations, and EHMM Course Chair. Directors-at-Large may work within a Committee to obtain Chapter objectives and focused direction set forth by the President and BoD.

5.02 Meetings

There shall be at least four regular BoD meetings per year of such duration as decided by the President of the Chapter after consultation with other members of the BoD. The President and any four (4) members of the BoD (acting together) may call a special meeting of the BoD. Special meetings may be held by conference call. Membership meetings shall be for the purpose of providing a professional development program to the membership, and conducting other business as required.

5.03 Due Notice

Thirty (30) days prior to a regular BoD meeting shall constitute due notice. Special meetings shall be called with at least five (5) days' notice.

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5.04 Vacancies

Vacancies on the BoD may be filled by the BoD. A member appointed to serve out the term of Vice-President or President shall complete the succession terms of office as described in Section 4.04.01.

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5.05 Removal

A member of the BoD may be removed for cause by a three-fourths (3/4) vote of the BoD, with the Director or Officer proposed to be removed not voting.

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6.0 COMMITTEES

Committees shall be established and operated to ensure the business of the Chapter is conducted according to the plans of the BoD. There shall be Standing Committees as described in these Bylaws, and Ad Hoc committees as established by the BoD from time-to-time.

No committee shall operate prior to the provision of a written charter by the BoD. Unless otherwise established in these Bylaws, the chairperson shall be responsible for appointing qualified committee members. No Ad Hoc Committee or Subcommittee shall supersede or duplicate the role, responsibility, or authority of a standing committee.

6.01 Standing Committee

6.01.01 Membership

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The Membership Committee, led by Director-at-Large-Membership, working in concert with the Immediate Past-President, is primarily responsible for recruiting new members for the Chapter and getting members and potential members to the Chapter Membership Meetings. The committee will develop and execute recruiting plans including the use of e-mail, website, direct mail, telephone campaigns, and membership development incentive.

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6.01.02 Public Relations

The Public Relations Committee, led by Director-at-Large-Public Relations, working in concert with the secretary, is primarily responsible for advertising the Chapter, Chapter events, maintaining social media sites, and getting members and potential members to the Chapter Membership Meetings. The committee will develop and execute recruiting plans, as appropriate, including the use of e-mail, website, direct mail, telephone campaigns, and chapter development incentive.

6.01.01 Essential of Hazardous Materials Management Course

The EHMM Course Committee, led by Director-at-Large-EHMM Course Chair, working in concert with the President, is primarily responsible for organizing the annual EHMM Course. The EHMM Course Chair will collaborate with other BoD members and Directors-at-Large to secure resources to conduct the course. The EHMM Course Chair will have the primary responsibility for recruiting instructors to teach the different modules and determine if a proctored CHMM exam will be offered as a part of the course. The EHMM course may be

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used to recruit new members for the Chapter and getting members and potential members to the Chapter Membership Meetings. The committee will develop and execute recruiting plans including the use of e-mail, website, direct mail, and telephone campaigns.

6.02 Subcommittees

A committee chairperson may from time to time establish subcommittees to address a specific opportunity, functional and/or organizational need. The committee chairperson shall appoint the chairpersons of subcommittees. All requirements of Section 6.05 apply to these subcommittees.

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6.03 Ad Hoc Committees

The BoD may from time to time establish ad hoc committees for a particular purpose or reason. These committees may be referred to as Committees or Task Groups. All requirements of Sections 6.05 apply to these committees.

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6.04 Committee Membership

The Chairperson shall appoint committee members, including a Vice-Chairperson. For a committee to be properly staffed it shall have at least three (3) members in addition to the chairperson.

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6.05 Committee Performance

In the event of non-compliance with the duties delineated in these Bylaws and/or the charter of a committee established by the BoD, or performance in achieving the objectives of the committee, the BoD, unless otherwise provided for in these bylaws, may remove an ad-hoc committee chairperson. Likewise, a standing committee chairperson may replace a subcommittee chairperson.

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7.0 FINANCES

The BoD shall manage the financial affairs of the Chapter.

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7.01 Tax Status

The Chapter shall operate as a tax-exempt corporation, organized and operated consistent with IRS Section 501(c) (3) and State of New Mexico requirements.

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7.02 Budget

The Chapter shall have an annual operating budget developed by, and maintained by, the BoD, and approved by the membership. This budget shall be consistent with any strategic or operating plans approved by the BoD. The budget shall cover the term of office (April thru March). The budget shall be voted on by the BoD prior to officer changeover.

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7.03 Accounting and Financial Records

Accounting and financial records of the Chapter shall be maintained using generally accepted accounting principles (GAAP). Resources may be committed, and money may be spent, only

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for items that conform to the approved budget within the bounds of Chapter policy.

7.04 Dues

Chapter dues shall be set by the BoD and collected in accordance with approved policy and procedure. The preferred method of Chapter dues collection is via electronic credit card or funds transfer using the NMSHMM website and "Square" technology or equivalent.

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8.0 AMENDMENT TO THE BYLAWS

Any member of the Chapter has the right to propose an amendment to the Bylaws. Amendments to be considered must be received by the Secretary in writing.

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8.01 Proposed Amendments

The BoD shall approve proposed amendments to the Bylaws by a majority vote prior to being presented to the membership for approval.

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8.02 Resolution for Amendment

A resolution of members represented by a written petition signed by at least ten percent of the Professional Members may propose amendments to the Bylaws. Any such proposal need not be approved by the BoD. The resolution of members shall be forwarded to the Chapter Secretary to be formally presented to the membership for a vote.

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8.03 Approval by the Membership

Proposed amendments shall be provided to the Members in good standing. Each Certified Member and Professional Member in good standing shall be given the opportunity to vote on acceptance of any proposed modification to the Bylaws. A two-thirds (2/3) majority of ballots received from Members in good standing, date and time stamped within (30) days after the date of member notification, shall be required for adoption. Ballots shall be tallied, and the count verified, using independent resources.

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9.0 DISSOLUTION

The Chapter may be dissolved by a two-thirds (2/3) majority of the voting Certified and Professional Members in good standing. If the Chapter is dissolved, no part of the funds or property shall be distributed to or among the members. After payment of all Chapter indebtedness, its surplus and assets shall be distributed for one or more exempt purposes within the meaning of IRS Section 501(c) (3). Such distribution shall be consistent with the purposes of the Chapter, as decided by a majority vote of the Certified Members and Professional Members in good standing, and in accordance with the requirements of the federal, state, and local laws and regulations.

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10.0 BOD CERTIFICATION TO ADOPT BYLAWS

These bylaws are approved by the membership of the Roadrunner Chapter on the 30th day of the month of March, in the year 2018 as attested to by signature below of each member of the current BoD:

<u>President</u>	<u>Vice President-President Elect</u>
<u>Secretary</u>	<u>Treasurer</u>
<u>Immediate Past President</u>	<u>Director-at-Large (Membership)</u>
<u>Director-at-Large (Public Relations)</u>	<u>Director-at-Large (EHMM Course Chair)</u>

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Vote for changes to the Chapter bylaws, and/or dissolution of the AHMP

Hold an elective position.

Student Member

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Director-at-Large