



Constitution and Bylaws

of the

Student Chapter **OCCUPATIONAL SAFETY AND HEALTH ASSOCIATION** known as **“OSHAssociation”**

Adopted December 11, 2011
Amended January 15, 2020

Article I: NAME

Section 1. The name of this organisation shall be the Student Chapter of **Occupational Safety and Health Association** known as **“OSHAssociation”**.

Article II: PURPOSE

Section 1. The purpose of this chapter shall be:

1. To promote the professional development of its members by its programmes and by its relations with other student chapters and organisations, and with the parent body, The Occupational Safety and Health Association in cooperation with the National Office.
2. To contribute to the career development of undergraduate students in the science departments of various institutions through educational activities involving the faculty and all classes of student members.

Article III: MEMBERSHIP

Section 1. Any student in science related department or students who are very passionate about health and safety from other departments in the institution shall be eligible for membership.

Section 2. Students who have enrolled in any related science programmes may be declared eligible to membership.

Section 3. All members must be currently enrolled in the college/polytechnic/university/ with valid student's identity card and pay student fees for admission into membership.

Section 4. Each member shall pay the chapter the sum of £10.00 as student's registration fee and £ 5.00 per annual dues.

Section 5. Membership shall not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status.

Article IV: OFFICERS

Section 1. The executive officers of the chapter shall be the Chapter President, Vice President, Secretary, Public Relation Officer, Welfare Officer and Treasurer.

Section 2. The duties of the executive officers shall be as follows:

1. **The Chapter President** shall preside over all meetings. The President shall be responsible for guiding the direction of the organisation and encouraging the generation of ideas for meetings and activities in the chapter. In the event of the President's resignation, the Vice President shall succeed to the presidency and appoint a replacement for the vacated office.

2. **The Vice President** shall preside at meetings in the absence of the President. The Vice President shall plan all meetings, provide speakers, prepare agendas for all activities, and organise trips to national and international conferences or activities. In a case if the president resigned, the vice president takes over the chapter as the president and appoints a replacement for the vacated office, with the support of the Chapter Leader.

3. **The Secretary** shall keep a record of all meetings and shall have the minutes typed up, sent to all officers, and posted for all chapter members within three (3) days. The Secretary shall preserve all papers relating to the chapter affairs, and prepare and submit all reports requested by the National Office, Student Involvement, the Chapter Leader, and the parent body (The Occupational Safety and Health Association). The Secretary shall keep a record of all student members who have paid dues.

4. **The Public Relation** shall keep the members of the chapter informed of upcoming events through the designing and placement of posters and flyers. Officer shall work closely with all the officers in the chapter and always ensure all members get the right information, updates and chapter activities in good time. The officer also makes sure the image of the Association is protected in the public domain, and always projects the image of the Association and encourages new students to join the chapter.

5. **Welfare Officer** plays a major role towards ensuring comfort, social unite and peace of all members in the chapter, through the engagement of caring, advising and counseling of chapter members when needed and necessary.

6. **The Treasurer** shall collect all dues and assessments promptly. The Treasurer shall keep adequate financial records and supply these to the officers or advisors upon request. The Treasurer shall be in charge of fundraising, also seek for support and donation towards executing the community projects of the chapter.

Section 3. First year students are not to hold executive positions in the chapter.

Section 4. The general officers of the chapter shall be Publications Editor, Business Manager, Outreach Coordinator, Industry Coordinator, Event Coordinator, and Class Representatives.

Section 5. The duties of these general officers shall be as follows:

1. **The Publications Editor** shall be responsible for publishing the student chapter newsletter on a quarterly basis yearly.

2. **The Business Manager** shall run the OSHA Association student store. It is his/her responsibility to: purchase and sell branding items like, official lapel pin, magazines, OSHA T-Shirts, etc and report revenues to other officers at meetings.

3. **The Outreach Coordinator** shall work with the Chapter Leader in planning and scheduling outreach activities and encouraging participation of new students in all activities by working closely with the chapter members and non members of the Association.

4. **The Industry Coordinator** shall contact major industries within the chapter and organise tours/excursion to for the chapter members to attend, building their skills, exposures and knowledge, also gaining networking opportunities in the industry of their choice.

5. **The Event Coordinator** shall organise all social events/activities for the chapter, invites guest speakers and presenters for the event. Organise chapter meetings and ensure the events are successful.

6. **The Class Representatives** shall be responsible for distributing any important announcements and membership promotion posters and flyers to their respective classes to keep the other members of the chapter and non members informed of upcoming events, opportunities, and training opportunities in the chapter.

Section 6. In the event of any vacancy of any of the above officers, a replacement shall be appointed by the President, with the support of other executive members.

Section 7. A provision for impeachment and removal from office shall be provided to be used against any officer guilty of academic deficiency or repeated absence from regular and/or Executive meetings. A petition with one third of the membership's signatures as well as justifiable cause must be presented at a regular meeting. The chapter Advisor has a major role to play to ensure peace of all the members by resolving any issue amicably.

Article V: MEETINGS

Section 1. Meetings will be held [Date and Time (i.e. once a week or every other Monday)] with the day to be determined at the beginning of each semester.

Section 2. General membership meetings shall be called by the President or acting President at any time deemed necessary.

Section 3. The Vice President shall preside at meetings in the absence of the President.

Section 4. Fifty percent of the total members of the chapter shall constitute quorum, and a majority vote of those present shall decide any question, with exception of those questions for which a greater proportion is specifically required in these bylaws.

Section 5. Within three (3) days after any special or regular meeting of the chapter, the Secretary shall make a report of the proceedings of the meeting, comprising a complete synopsis of all action taken, and shall transmit a copy thereof to the general membership, Chapter Leader, and all officers.

Article VI: ELECTIONS

Section 1. Officers shall be elected at a meeting at the end of an academic year and shall serve for one year beginning at the commencement of the following academic year.

Section 2. Election of candidates shall be by electronic ballot.

Section 3. Each chapter member who has paid his or her annual dues is eligible to vote or hold any position in the chapter.

Section 4. Within two (2) days after any election, the Secretary shall make a report of the election results, including a complete synopsis of all action taken and shall transmit a directory of the executive officer and general officers to the general members in the Chapter.

Section 5. In cases where the Election was not done successful, the National Office through the Chapter Leader has power to appoint a capable Chapter President to lead the chapter, till the next election.

Section 6. Chapter officers cannot succeed themselves in the same office for a second term; however, an officer is eligible to serve in another position.

Article VII: VACANCIES IN OFFICE BETWEEN ELECTIONS

Section 1. In the event of a vacancy between elections the office of President, the chapter leader shall appoint a qualified member of the chapter.

Section 2. Whenever it shall appear to the President that any general or appointed officer, Vice President, Secretary, Welfare Officer, Public Relation Officer or Treasurer is failing to perform the duties of his/her office as stated Article IV, the President shall give such officer immediate removal and provide any facts and circumstances why the office should not be declared vacant; and appoint a duly qualified replacement to serve the duration of the term.

The President shall report such recommendations and all facts immediately to the chapter officers by mail or electronic means.

Section 3. Whenever it shall become apparent to the chapter officers and the Chapter Leader that the President is failing to perform his/her duties as stated in Article IV, it shall be the responsibility of the Vice President, with the approval of the Chapter Leader, to call a special meeting of the chapter officers to consider all facts and any reasons why the office shall not be declared vacant. In the event that the chapter officers shall find the alleged facts to be true, the chapter officers will request the resignation of the President. In the event that a resignation is not voluntarily offered, the chapter officers shall with the approval of the Chapter Leader, declare the office vacant and the vacancy shall be filled in accordance with the provisions as contained in these bylaws.

Article VIII: REVENUE AND FINANCE

Section 1. Each member shall pay the chapter the sum of £10.00 as student's registration fee and £ 5.00 per annual dues.

Section 2. Evidence of payment must be submitted to the Treasurer. All students who wish to join will be granted membership upon payment of registration dues.

Section 3. The amount of chapter dues shall be established by majority vote of the Student Chapter, with the approval of the Chapter Advisor/Leader for the purpose of chapter activities, welfare, and execution of community projects.

Section 4. If a student is in arrears in Chapter dues after one semester (or quarter) the student is ineligible to vote; after one year, the student shall be dropped from Chapter membership.

Section 5. OSHAssociation student membership fees/dues shall be paid directly to National Headquarters account or Chapter secretarial account through the chapter treasurer.

Section 6. The Chapter membership shall be authorised to suggest a voluntary contribution to the Chapter Treasury, also seek financial support or contribution from available sources.

Section 7. For every new membership registration, the Chapter treasurer shall receive ten (10) percent for chapter activities through the chapter leader to support the activities of the chapter.

Section 8. The chapter bank official account shall have signatories of the treasurer and the Chapter Leader. In a situation where the Chapter leader is actively involved in the running of the chapter, he/she can be sole signatory to the chapter account following the national office approval.

Section 9. The Chapter bank official account and all financial transactions shall be audited annually by the national office account unit, following the submission of the financial report from the treasurer.

Article IX: PROCEDURE

Section 1. The conduct of each meeting shall be based on an informal procedure deemed appropriate by the Chapter President as best serving the needs of the organization.

Section 2. The chapter meetings and activities shall be conducted in a professional manner.

Article X: AMENDMENTS

Section 1. Amendments to the constitution may be proposed at any chapter meeting by any member of the chapter, for appropriate consideration by the Chapter Advisor/Leader.

Section 2. Any motion to amend or repeal any part of this constitution must be presented in writing to each officer and member and discussion therein at least seven (7) days prior to the meeting in which a vote will be taken; which the higher percent of members in the meeting takes final decision for approval of the Chapter leader, on behalf of the national office of the Association.