BYLAWS AND CONSTITUTION
DALLAS-FORT WORTH CHAPTER
OF HAZARDOUS MATERIALS MANAGERS, INC.
AMENDED VERSION
Effective 12-27-03

ARTICLE I – NAME AND CHAPTER

The name of this organization shall be the ***DALLAS/FT.WORTH CHAPTER OF HAZARDOUS MATERIALS MANAGERS, INC.*** (herein called "the Chapter"). The Chapter is a not-for-profit organization and a formal area chapter of the Academy of Certified Hazardous Materials Managers.

ARTICLE II – PREAMBLE AND OBJECTIVE

The mission of the chapter is to provide recognition and advancement of the technical competence in the field of Hazardous Materials Managers in the following areas:

- Environmental Health and Safety
- Regulatory Compliance and Policy
- Science and Technology
- Materials Handling, Emergency Response, and Remediation

The objective of the Chapter shall be:

1. To develop professional recognition for Certified Hazardous Materials Managers
2. To provide, promote, and encourage continuing education for maintaining certification status and to document related training as recognized by the Chapter.
3. To provide a forum for information exchange among peers on order to promote qualified environmental decision making.
4. To broaden the scope and understanding prudent hazardous materials management, in the interest of protecting human health and the environment.
5. To increase the transfer of knowledge and experience with new technologies, government regulations, and community awareness relating to hazardous materials management.
6. To sponsor training courses and educational opportunity to assist interested professionals in becoming Certified Hazardous Materials Managers.

ARTICLE III – MEMBERSHIP

1. Voting Member – Any Certified Hazardous Materials Manager (CHMM) residing in Texas shall become a voting member of the Chapter upon payment of chapter dues. These voting members may also serve as officers of the Chapter. Other CHMMs residing outside the stated geographical area may become voting members if approved by a majority of the Executive Committee.
2. Associate Member – Any person with a professional interest in Hazardous Waste Management may become a member of the Chapter upon consent of the Executive Committee and payment of Chapter dues. These members may not vote or serve as officers of the Chapter.

3. Student Member – Any full-time student at an accredited college, university, or institution, within the chartered area, may become a member upon payment of Chapter dues. These members may not vote or serve as officers of the Chapter.
4. Revocation – Any person may have their membership revoked following approval of he Executive Committee and written notification of the Secretary of the Academy of Certified Hazardous Materials Managers (ACHMM).

ARTICLE IV – OFFICERS (effective 12-27-03)

1. The officers of the Chapter shall be the President, President-Elect (Vice President), Secretary, Treasurer, At-Large, and Past President.

2. The six officers shall form the Executive Committee and shall act as the Board of Directors.

3. All officers must be CHMMs residing in Texas, and be members in good standing with the Academy.

4. The duties of the officers shall be:
    a. **President** shall preside over Chapter meetings and interface with other Chapters, the Academy of Hazardous Materials Management and other environmental organizations. The President also completes the Chapter's annual report and submits nominations for Champion of Excellence and/or other national awards.
    b. **President-Elect (Vice President)** shall preside over Chapter meetings in the absence of the President and shall act as the program director for Chapter meetings. The President-Elect assists the Secretary with coordination of Chapter-sponsored National Overview Courses.
    c. **Secretary** shall be responsible for documenting Chapter meetings, maintaining and updating Chapter records and documenting Chapter-sponsored training. The Secretary will issue all correspondence for the local Chapter.
    d. **Treasurer** shall be responsible for documenting membership in the Chapter, maintaining the Chapter's financial records and interfacing with government regulators to maintain the Chapter's non-profit status.
    e. **At-Large** ensures that a quorum will be established for chapter meetings, and generally fills in to assist other members of the executive committee as needed.
    f. **Past President** serves in an advisory role to the Executive Committee, particularly to the President, assists with membership development and promoting the Chapter, and is a voting member of the Executive Committee.

ARTICLE V – ELECTIONS (effective 12-27-03)

1. The President and President-Elect shall advance each calendar year after officer elections according to the following order:
    a. President shall become Past President upon the new President taking office.
    b. President-Elect (Vice President) shall become President upon election of new President-Elect (Vice President).
    c. President, Past President and President–Elect (Vice President) shall each serve a one-year term upon election.
    d. A Past President is not restricted from being elected to office again during subsequent years after having served a consecutive three year term as President-Elect (Vice President), President, and Past President.

2. Nominations for President-Elect (Vice President) and other Chapter Officers (Secretary, Treasurer, At Large) shall be opened to all voting members at the last regular Chapter business meeting prior to the election of officers. Write-in candidates and nominations shall also be accepted during the voting period specified by the Chapter Secretary after the election ballot has been distributed to chapter members.

3. The voting period specified by the Chapter Secretary shall begin after the last regular Chapter business meeting of the year, and shall not extent past December 31.

4. Officers shall be elected by a simple majority of voting members each year.

5. Installation shall be effective January 1, for all officers.

6. In the event any officer is unable to complete their term, the Executive Committee shall appoint an individual to serve for the duration of the remaining term of office.

7. The results of each election shall be reported to the ACHMM national office no later than December 31 by the Chapter Secretary.

ARTICLE VI – ADMINISTRATION

1. The local Chapter shall be governed by the Executive Committee.
2. All votes will be by majority count of those members present, except for election of officers, for which absentee ballots will be accepted.
3. Before the local Chapter publishes or otherwise issues publicly any statement which purports to represent the opinion of the Academy of Certified Hazardous Materials Managers, it must first obtain written consent of the Academy.

4. Before the local Chapter publishes or otherwise issues publicly any statement upon a policy matter that purports to represent the opinion of the local Chapter, he/she shall first obtain the written approval of the Board of Directors (the Executive Committee).
5. The local Chapter shall take no action in conflict with advice and direction of the Academy of Certified Hazardous Materials Managers.
6. The President shall preside at all meetings of the local Chapter.
7. A consensus of the Board of Directors (Executive Committee) can appoint standing committees as may be required to conduct Chapter business.
8. The Secretary shall record the minutes of all meetings and shall read these minutes prior to each meeting. Any corrections or deletionsl of the minutes requires approval of the Board of Directors (Executive Committee). The Secretary will receive all correspondence for the local Chapter.
9. The Treasurer shall be custodiam of all monies of the local Chapter. The signature of the Treasurer is required for disbursement of any funds. The disbursement of all funds in excess of $100.00 requires the approval of the Board of Directors (Executive Committee). The Treasurer shall not disburse greater than 50% of the local Chapter funds as exists on January 1 during any single year without approval of the Board of Directors (Executive Committee). The Treasurer shall the status of all funds at each membership meeting.

ARTICLE VII – MEETINGS (effective 9-24-98)

1. Meetings should be held at least four (4) times each year. The time and place of each meeting shall be approved by the Board of Directors (Executive Committee).
2. A quorum of the Executive Committee is required for the Executive Committee to conduct Chapter business. A quorum of the Executive Committee shall consist of at least four (4) members of the Executive Committee.
3. In order to conduct regular Chapter business, a minimum of four (4) members of the Board of Directors (Executive Committee), or their designated alternates, and three voting members of the Chapter must be present.
4. All meeting dates should be preceded by a notice to the membership of at least fifteen (15) days in advance of the meeting, except for special meetings called by the Executive Committee.
5. Potential Chapter members/meeting attendees who have not paid annual dues by the third meeting will not be considered members and thus forfeit the chapter affiliation credit for that year.
6. Elected officers who have not paid annual dues by the third meeting will forfeit the officer point credit for that year.

ARTICLE VIII – MISCELLANEOUS (effective 3-28-96)

1. The Executive Committee shall set the dues for the following year, establish committees, and organize other activities as necessary to maintain and expand the local Chapter.
2. If an officer is unable to attend a Chapter meeting or is temporarily unavailable to fulfill his/her responsibilities, he/she shall make arrangements for his/her duties to be handled by another CHMM until such time as he/she is able to resume his/her duties.
3. Elected Chapter officers who attend more than half of the Chapter meetings and who substantially fulfill their responsibilities as officers shall qualify for Certification Maintenance Points (CMP) which are accorded by the Institute of Hazardous Materials Management (IHMM). If an officer does not substantially fulfill his/her duties, regardless of meetings attendance, he/she shall not qualify for CMP. Any member of the Chapter may make a motion to review the elected officer's performance. The determination of "substantial fulfillment" will be made by a vote by a quorum of the remaining Board of Directors (Executive Committee) and at least three (3) other voting members.

ARTICLE IX – AMENDMENTS

1. Amendments to the Bylaws and Constitution may be presented by any member at any regular chapter meeting of at any meeting called for a specific purpose. A notice of the proposed amendment shall be transmitted to all members at least ten (10) days prior to voting. Voting will be by mail ballot. A two-thirds majority vote by the membership is necessary to change the Bylaws and/or Constitution.

ARTICLE X – APPROVAL

1. These Bylaws of the local Chapter are effective as of December 27, 2003
2. Board of Directors (Executive Committee) 2003:
   President - David A Wilson
   Vice President - Ron Wilkins
   Secretary - Diana L Lundelius
   Treasurer - Mike Clift
   At Large Member - Scott Fetter

Document History
Original 10-28-93; Article VIII Amendments Approved 3-28-96; Article VII Amendments approved 9-24-98; Article IV and V Amendments Approved 12-29-03.