



San Francisco Chapter

American Society of Safety Engineers

San Francisco Chapter By-Laws

ORIGINAL CHAPTER CHARTER 1921

By-Laws Adopted 1921

Approved by Exec. Comm. on February 11, 2013

Approved by Chapter Members on May 15, 2013

Bylaws Approved by Regional Vice President

Past Revision Dates	June 1999 June 2002 May 2004 August 2006 June 2010 February 2013
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Approved by RVP

Date 3/22/2013



San Francisco Chapter

Article I – Name

- Section 1: The name of this organization shall be the San Francisco Chapter of the American Society of Safety Engineers.
- Section 2: Hereinafter the San Francisco Chapter will be referred to as "The Chapter," and the American Society of Safety Engineers by the abbreviation ASSE or as the Society.

Article II – Purpose

- Section 1: The purpose of the Chapter is to promote the advancement of the Safety Profession and Safety Professionals in the geographical area served.
- Section 2: To fulfill this purpose, the Chapter shall use the subsequent Articles within the geographical area specified in Appendix 1.

Article III – Membership

- Section 1: Membership in the Chapter is open to those individuals who are members of the Society in good standing and who are located within the Chapter's geographical area or request membership in it. All individuals of the Chapter shall be members of the Society.
- Section 2: Membership is on an individual basis and not transferable.
- Section 3: All Chapter members are eligible to vote on all matters submitted to the Chapter membership.

Article IV – Organization

- Section 1: The Chapter is a not-for-profit organization Chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area. It shall operate in accordance with Society By-laws.
- Section 2: In order to maintain its Charter, the Chapter shall have a minimum of 25 active members
- Section 3: The Chapter is located in Region I, and the Chapter's geographical area is defined as follows:
- All areas in California counties of Del Norte, Humboldt, Trinity, Mendocino, Lake, Napa, Sonoma, Marin, San Francisco and Contra Costa. (Zip codes for these counties are listed within Appendix 1.)
 - The portion of Solano County west of a line drawn straight south from intersection of Highway 80 with the Napa-Solano County line north of Vallejo to the northern border of Contra Costa County. That portion of San Mateo County north of a line running from the Pacific Ocean near San Gregorio, along State Route 84 easterly to its junction with the Alameda County line. (Zip codes for these specified boundaries are listed within Appendix 1.)



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- c. All of Alameda County, except that portion of Fremont designated by zip codes 94540 - 94555. (Zip codes for these specified boundaries are listed within Appendix 1.)

- Section 4: There shall be an Executive Committee responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property (Storage Boxes of Records, Files – Secretary & Treasurer, Electronic Files – V.P.- Programs, V.P.- Membership, Pres.- Elect & President, Physical property – Screen, etc., as listed in Appendix 3) of the Chapter, and have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.
- Section 5: A majority of the Elected Officers present at a meeting shall constitute a quorum at Executive Committee meetings.
- Section 6: The Executive Committee shall consist of the following elected officers: Chapter President, President Elect, Vice President Programs, Vice President Membership, Treasurer, Secretary, Past President and Delegates.
- Section 7: The purpose as stated in Article II, Section 1 of these Bylaws shall be under the supervision of either a Chapter Officer or an appointed Committee Chairperson.
- Section 8: The Chapter President is a member of Region 1 Operating Committee. The President Elect shall be an alternate member of Region 1 Operating Committee should the President not be able to serve. Another professional member or member of the Chapter may serve in the stead of the President or alternate if so designated in writing to the Regional Vice President.
- Section 9: Delegates are the current President and the Immediate Past President, and shall represent the Chapter to the Society House of Delegates.
- Section 10: The Chapter activity year shall be from July 1 to June 30.

Article V – Officers

- Section 1: Elected Officers of the Chapter shall be:
- a. President
 - b. President Elect
 - c. Vice President - Programs
 - d. Vice President - Membership
 - e. Treasurer
 - f. Secretary
 - g. Delegates to the Society House of Delegates



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Section 2: Each elected Chapter Officer shall be a Society member for one year prior to taking office; exceptions must be approved by the Regional Vice President. However, only a Professional Member or Member may hold the offices of President, President Elect, or Delegate to the House of Delegates.

Section 3: The President shall:

- a. Preside at regular and special meetings of the Executive Committee and the membership.
- b. Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- c. Be a member of the Region I Operating Committee representing the Chapter.
- d. Provide leadership for programs and activities for the Chapter during the term of office.
- e. Coordinate and oversee the publication of the Chapter Newsletter.
- f. Provide on-going communication to Chapter membership related to Society, Region, and Chapter affairs.
- g. Appoint such committees as necessary to implement the objectives of the Chapter.
- h. Submit the Annual Financial Report of the Chapter to the Regional Vice President and the Society Secretary by May 31st.
- i. Submit the names of new Chapter Officers and Delegates elected for the ensuing year to the Regional Vice President and the Society Secretary by May 31st.
- j. Submit the annual Chapter Stars Report to the Regional Vice President by August 15th following the completion of the Chapter Year on June 30th.
- k. Submit Chapter Strategic Plan annually and By Laws revisions bi-annually to the Regional Vice President by August 15th.
- l. Submit Chapter Safety Professional of the Year (SPY) nominations to Regional Awards and Honors Vice President by December 1st.
- m. Ensure an orderly transition for the incoming President.
- n. Shall not serve more than three (3) consecutive terms of office.

Section 4: The President-Elect shall:

- a. Carry out the duties if the President is unable to serve.
- b. Assume responsibilities for the work of the Committees assigned by the President.
- c. Serve on Regional Operating Committee in the Absence of Chapter President.
- d. Chair the Committee for the Chapter's Annual Professional Development Conference.
- e. Ensure an orderly transition for the incoming President Elect.



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- f. Shall not serve more than three (3) consecutive terms of office.

Section 5: The Vice President Programs shall:

- a. Carry out the duties if both the President and President Elect are unable to serve.
- b. Develop a meeting program plan for the Chapter year to assist in fulfilling Society objectives of professional development.
- c. Ensure the notification of Chapter Members of meetings.
- d. Assume other responsibilities assigned by the President.
- e. Shall not serve more than three (3) consecutive terms of office.
- f. Ensure an orderly transition for the incoming Vice President Programs.

Section 6: The Vice President Membership shall:

- a. Carry out the duties if the President, President Elect and Vice President of Programs are unable to serve.
- b. Chair the Membership Committee, and assume the responsibilities for promoting membership growth and administering current membership records.
- c. Maintain the Chapter Roster and keep a Chapter Year-end electronic copy.
- d. Complete a monthly Chapter Member Status Report, including a list of New, Reinstated, In Grace Period and Lost Members.
- e. Complete electronic Chapter and Section Rosters for the President, and an electronic contact Roster for the Vice President Programs, on a monthly basis.
- f. Assume other responsibilities assigned by the President.
- g. Shall not serve more than three (3) consecutive terms of office.
- h. Ensure an orderly transition for the incoming Vice President Membership.

Section 7: The Treasurer shall:

- a. Maintain all financial records of the Chapter.
- b. Supervise the receipt and disbursements of funds as directed by the Chapter Executive Committee.
- c. Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
- d. Assure that checks are signed by two authorized officers.
- e. By May 31st, transmit to Society Headquarters the audited income and expense statement for the fiscal year ending March 31, and submit to the IRS any required tax documents.
- f. Prepare and file all required Federal and State Tax Reports with copies to the Chapter President and Regional Vice President on or before November 15th.



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- g. Prepare an Annual Proposed Chapter Budget by August 1st of the Chapter year and submit the Proposed Chapter Budget to the Executive Committee for any changes and approval.
- h. Assume the duties of the Secretary as necessary.
- i. Shall not serve more than five (5) consecutive terms of office.
- j. Ensure an orderly transition for the incoming Treasurer.

Section 8: The Secretary shall:

- a. Maintain permanent Chapter records and correspondence.
- b. Record and distribute Minutes and Motion Log of Chapter meetings and Executive Committee Meetings.
- c. Assume the duties of Treasurer as necessary.
- d. Shall not serve more than five (5) consecutive terms of office.
- e. Ensure an orderly transition for the incoming Secretary.

Section 9: The Vice President Special Events shall:

- a. Develop a Special Events Program plan for the Chapter year to assist in fulfilling Society objectives of professional development.
- b. Plan for a minimum of two (2) events (e.g., CHST Exam Prep Class, Training Seminar, Educational Seminar, or other events) during the Chapter year, in addition to the Chapter's Annual Professional Development Conference.
- c. Develop a rough budget, with the assistance of the Treasurer as necessary, for each event.
- d. Plan for each event, including selection of presenters/trainers, selection of location, and development of a Registration Flyer.
- e. Work with the Vice President Programs to create the content for a Constant Contact Announcement, and Vice President Membership to create content for a post card mailing.
- f. Create the Announcement content, for the Webmaster to post each event and registration on the Chapter's website.
- g. Assist the President Elect in planning for and holding the Chapter's Annual Professional Development Conference.
- h. Shall not serve more than three (3) consecutive terms of office.

Section 10: The Delegates to the Society House of Delegates shall:

- a. Be the President, and Immediate Past President, who are Professional Members or Members in good standing.
- b. Operate in accordance with House of Delegates procedure guidelines and Society Bylaws.
- c. Keep the Chapter informed of House of Delegates actions and proposed actions.
- d. Act on House of Delegates mail ballots on behalf of the Chapter following concurrence of Chapter Executive Committee.



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- Section 11: Immediate Past President shall:
- a. Chair the following Committee:
 1. Nominating Committee
 - b. Review the Chapter By-Laws for the purpose of assuring that they are current and in agreement with the Society By-Laws.

Article VI – Nomination and Election of Officers

- Section 1: The most recent immediate Past President available to serve shall be the Chairperson of the Nominating Committee. The Committee, including the Chairperson, will consist of no less than three (3) nor more than five (5) members, preferable Past Presidents. One member shall be selected by the current Chapter President and the Balance by the Committee Chairperson. The current Chapter President shall not be a member of the Nominating Committee.

Members of the Committee who are chosen to run for an office shall resign from the Committee and be replaced with non-candidate members appointed by the same officer who initially appointed the resigning member. This exclusion does not apply to the President Elect who is unopposed and may be a member of the Committee. The slate of officer candidates must be approved by the full final sitting Committee.

- Section 2: The Nominating Committee shall select qualified candidates for all elected offices. Candidates' names and qualification shall be published and distributed to the Chapter membership at least 60 days in advance of the election.
- Section 3: The names and qualifications of each candidate for office shall be posted to the Chapter website and/or distributed to the Chapter membership at least 60 days in advance of the election in April at the General Meeting, or by electronic means.
- Section 4: Any 15 Chapter Professional members or members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairman of the Nominating Committee 30 days in advance of the election. The name and qualifications of such nominees shall be published and/or distributed to the membership at least 15 days prior to the election.
- Section 5: The term of elected Chapter officers shall be for one year beginning on July 1.
- Section 6: Committee Chairpersons shall be appointed by the President at the beginning of each Chapter year. Each Committee Chairperson appointed by the Chapter President may be removed by the same authority which appointed them.



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- Section 7: Election of officers for the ensuing year shall be held at the April meeting. If there is more than one candidate for any office, election shall be by written ballot. If there is only one candidate for an office, election may be by voice vote. In the event a quorum is not present at the April Chapter meeting, a special electronic ballot will be sent to the Chapter Members and a return of at least 30 votes or 10% of the Chapter membership (whichever is smaller) is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from members and shall provide for an anonymous voter response.
- Section 8: Removal of an elected officer shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee or by 15 voting members of the Chapter. Notification of such meeting shall be in writing by the Chapter President or e-mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairperson appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.
- Section: 9: Vacancies in elected offices shall be filled by the succession designated in the various officer descriptions. If no succession is designated, or the designated successor declines to accept the position, the position shall be filled in the way specified below, according to the position and timing of the vacancy.
- a. Should a vacancy occur in any elected office, including Secretary, Treasurer, or any others, except President or President Elect, the President shall appoint, with the approval of the Chapter Executive Committee, an eligible member (see Article V, section 2) to fill the unexpired term of office, giving special consideration to current committee Chairpersons, and experienced Chapter leaders who have recently completed their terms of office.
 - b. Should a vacancy occur early in the term for the office of:
 1. President, the President Elect shall succeed to the Presidency.
 2. President Elect or other elected officers, the President shall:
 - a. Appoint a special Nominating Committee.
 - b. Publish notification of the election and the slated nominees for office at least 15 days in advance of the Chapter meeting at which the election is to be held.
 - c. Receive at the Chapter meeting any additional nominating petitions as may be rendered, and signed by the number of Professional Members and Members specified in Article VI, Section 3.
 - d. Conduct a voice vote at the Chapter meeting if there is only one nominee, and a written ballot if there is more than one nominee for office.
 - e. The successful candidate shall assume office immediately on



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election.

c. Should a vacancy occur at mid term or later, in the office of:

1. President, the President Elect shall serve the unexpired term of the President in addition to the term for which he/she was originally elected.
2. President Elect, if it is not an operational hardship for the Chapter, the position may remain vacant until the next election is conducted. If it is operationally necessary for the Chapter to have a President Elect, then the position should be filled as noted in this Article and Section, paragraph (b)(2).

Section 10: Candidates in appointed offices shall be filled for their unexpired term by appointees of the President then in office, with the approval of the Chapter Executive Committee.

Section: 11: (Inability to serve) If after election, but prior to taking office, an officer is unable to serve for any reason, the vacancy shall be filled in the manner set forth in this Article.

Article VII – Sections

Section 1: Sections may be formed by this Chapter to serve 10 or more dues paying Chapter members whose geographical location, within the Chapter area, constitutes an inconvenience to participate in Chapter affairs, and whose number is insufficient to permit the formation of a new Chapter.

Section 2: The group must petition the Chapter Executive Committee to form a Section of the Chapter, subject to approval of the Regional Operating Committee.

- a. The Petition should outline: (1) name of Section, (2) territory the Section will encompass, (3) the number of members currently in the territory; (4) plans for meetings to be held and the nature of the program; (5) justification for the creation of the Section; and (6) any dues arrangement between the Chapter and the Section.
- b. The Section shall operate in accordance with Society and Chapter Bylaws.
- c. The Section, upon approval by the Regional Operating Committee, shall elect a Chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. The Chairperson and Secretary/Treasurer shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee and shall attend at least two as a non voting participant.
- d. By April 15th of each Chapter year, the Section Treasurer shall submit a financial report to the Chapter Treasurer. By July 15th the outgoing Section Chairperson shall submit a summary report of Section activities to the Chapter President.



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- e. The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary and Chapter President; notify members of meetings, maintain such financial records as are necessary and keep the Chapter Officers informed of the Section financial status. The Chapter shall remit at least 30 percent of the Chapter dues of Section members to the Section for its use.
- f. The Chairperson of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for a maximum of two years beginning July 1st. Election of these officers shall be held at a Section meeting prior to July 1st.
- g. If the Section ceases to function as a viable organization, the Chapter Executive Committee, after investigation, may recommend its dissolution to the Regional Operating Committee, and any funds in the Section Treasury shall be remitted to the Chapter Treasurer for Chapter use.
- h. Student members attending an educational institution may join together to form a Student Section of the Chapter within whose boundary the institution lies.

Article VIII – Dues

- Section 1: Each member, except students, Emeritus and Honorary members, shall be Assessed annual dues as determined by Chapter members in addition to Society dues.
- Section 2: All Society and Chapter dues shall be paid annually in advance by the anniversary of each member's election date.
- Section 3: Chapter dues shall be determined by the vote of the Chapter membership at any regular or special meeting where a quorum is present. All Chapter members shall be notified at least 30 days in advance regarding dues proposals.

Article IX – Meetings

- Section 1: Meetings that define or discuss methods, procedures, systems, devices and/or standards towards the reduction, control or elimination of hazardous exposures to people, property or the environment, and which foster the technical, scientific, and managerial knowledge and skills of attendees, shall be held at least four times during the year for the interchange and acquisition of professional knowledge among members.



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- Section 2: Special meetings of members may be called by the Executive Committee. The notice calling such a meeting shall state the purpose of the meeting, such notice to be sent to each member at least two weeks in advance.
- Section 3: Fifteen (15) members in good standing shall constitute a quorum at any regular or special meeting or a quorum can be established through a special electronic ballot sent to the Chapter Members and a return of at least 30 votes or 10% of the Chapter membership (whichever is smaller) is required. The ballot process should take less than 30 days with at least 15 days as a minimal period for response from members and shall provide for an anonymous voter response.
- Section 4: The latest edition of Robert's Rules of Order, Newly Revised Edition, shall govern the transaction of business at all meetings of the Chapter unless otherwise provided in these By-Laws.

Article X – Miscellaneous

- Section 1: The Chapter may be dissolved by Chapter members in the Following manner:
- A resolution to dissolve the Chapter shall be acted upon at a meeting of the Chapter Executive Committee. The resolution shall set forth the reasons for dissolution.
 - Within thirty (30) days following the Executive Committee action, a mail ballot shall be sent to all members of the Chapter setting forth the reason for the dissolution. Thirty days after the ballots are mailed, they shall be counted by the Executive Committee. A two-thirds (2/3) majority of the ballots received are required for approval of the action.
 - Upon the adoption of the resolution to dissolve, the Officers shall carry out the dissolution of the Chapter in conformance with applicable laws and Society Bylaws.
- Section 2: The Chapter shall be dissolved by the Society Board of Directors after failure of the Chapter to conform with minimum Society requirements for activities or upon performance of actions contrary or detrimental to the Society and after a reasonable probation period. Upon notice the officers shall carry out the act of dissolution of the Chapter.
- Section 3: The official Society symbol may be used by the Chapter on correspondence, publications and other official documents in accordance with the provisions for use and reproduction in the Society Bylaws.
- Section 4: Any fund raising projects or activities shall be limited to those activities which are consistent with the purpose of the Society and the Chapter.
- Section 5: Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are hereby authorized to dispose of the records at the end of the retention period.



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- a. Minutes of meeting - permanently.
- b. Correspondence - two year following the completion of the Chapter year.
- c. Financial Records - ten years following completion of the Chapter year.
- d. Annual Report consisting of Presidents Report, Meeting Agenda, Financial Report, Tax Returns, Roster of Members, one (1) copy of all published Newsletter, Minutes of Executive Committee meetings with all Motion Logs will be retained in the permanent chapter files.

- Section 6 Amendments to these Bylaws may be proposed by the Chapter Executive Committee or by 15 Chapter members. Amendments proposed by the latter shall be presented to the Chapter Executive Committee.
- Section 7 The Chapter Executive Committee shall publish any proposed amendments to the membership at least thirty (30) days in advance of the meeting at which action will be taken.
- Section 8 Amendments shall be voted on at a regular or special Chapter meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote will be required for passage of the amendment.
- Section 9 All amendments to these By-Laws will become effective after the approval by the Regional Vice President.

Article XI - Amendments

October 2010 Amendments:

- Article II, Section 2: To fulfill this purpose, (In fulfilling its purposes,) the Chapter shall use the subsequent (following) Articles within the geographical area specified in Appendix 1.
- Article III, Section 2: Membership is on an individual basis (personal) and not transferable.
- Article IV, Section 4: There shall be an Executive Committee responsible for the operation and management of the Chapter. It shall be responsible for the supervision and care of all property (Storage Boxes of Records, Files – Secretary & Treasurer, Electronic Files – V.P.- Programs, V.P.- Membership, Pres.-Elect & President, Physical property – Screen, etc., as listed in Appendix 3) of the Chapter, and have full authority to commit the Chapter to action in consonance with resolutions adopted at meetings of the Chapter, and may cooperate with other organizations on such basis that will not impair the ability of the Chapter to pursue its purposes independently.
- Article IV, Section 7: The purpose as stated (Each major objective as listed) in Article II, Section 1 (2) of these Bylaws shall be under the supervision of either a Chapter Officer or an appointed Committee Chairperson.
- Article V, Section 3.e.: Coordinate and oversee the publication of the Chapter



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Newsletter. (Moved from the Secretary's responsibilities.)

Article V, Section 3.j.: Submit the annual Chapter Stars (Activity) Report to the Regional Vice President by August 15th following the completion of the Chapter Year on June 30th.

Article V, Section 3.k.: Submit Chapter Strategic (Long Range) Plan annually and By Laws revisions bi-annually to the Regional Vice President by August 15th (June 30).

Article V, Section 3.l.: Submit Chapter Safety Professional of the Year (SPY) nominations to Regional Awards and Honors Vice President by December 1st.

Article V, Section 3.n.: Shall not serve more than three (3) consecutive terms of office.

Article V, Section 4.d.: Chair the Committee for the Chapter's Annual Professional Development Conference. (Added this responsibility.)

Article V, Section 4.f.: Shall not serve more than three (3) consecutive terms of office.

Article V, Section 5.c.: Ensure the notification of Chapter Members of meetings. (Moved from Secretary's responsibilities.)

Article V, Section 5.e.: Shall not serve more than two three (3) consecutive terms of office.

Article V, Section 6.c.: Maintain the Chapter Roster and keep a Chapter Year-end electronic copy.

Article V, Section 6.d.: Complete a monthly Chapter Member Status Report, including a list of New, Reinstated, In Grace Period and Lost Members. (Added this responsibility.)

Article V, Section 6.e.: Complete electronic Chapter and Section Rosters for the President, and an electronic contact Roster for the Vice President Programs, on a monthly basis. (Added this responsibility.)

Article V, Section 6.g.: Shall not serve more than two three (3) consecutive terms of office.

Article V, Section 7.g.: Prepare an Annual Proposed Chapter Budget by August 1st of the Chapter year and submit the Proposed Chapter Budget to the Executive Committee for any changes and approval. (Added this responsibility.)

Article V, Section 7.i.: Shall not serve more than two five (5) consecutive terms of office.

Article V, Section 8.d.: Shall not serve more than two five (5) consecutive terms of office.



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Article V, Section 9: The Vice President Special Events shall:

- a. Develop a Special Events Program plan for the Chapter year to assist in fulfilling Society objectives of professional development.
- b. Plan for a minimum of two (2) events (i.e., Exam Prep Class, Training Seminar, Educational Seminar, or other events) during the Chapter year, in addition to the Chapter's Annual Professional Development Conference.
- c. Develop a rough budget, with the assistance of the Treasurer as necessary, for each event.
- d. Plan for each event, including selection of presenters/trainers, selection of location, and development of a Registration Flyer.
- e. Work with the Vice President Programs to create the content for a Constant Contact Announcement, and Vice President Membership to create content for a post card mailing.
- f. Create the Announcement content, for the Webmaster to post each event and registration on the Chapter's website.
- g. Assist the President Elect in planning for and holding the Chapter's Annual Professional Development Conference.
- h. Shall not serve more than three (3) consecutive terms of office.
(Added new Executive Committee Position.)

Article V, Section 11.a. Chair the following Committees:

1. Nominating Committee
2. Long Range Plan Committee (No longer in place.)

Article VI, Section 6.: Committee Chairpersons shall be appointed by the President at the beginning of each Chapter (fiscal) year. Each Committee Chairperson appointed by the Chapter President may be removed by the same authority which appointed them.

Article VI, Section 8.: Removal of an elected officer shall be by vote of Chapter members at any regular or special meeting upon presentation of a signed petition from either the Chapter Executive Committee or by 15 voting members of the Chapter. Notification of such meeting shall be in writing by the Chapter President (and) or e-mailed to each member at least 30 days in advance of the date of the meeting. Committee Chairperson appointed by elected officers or the Chapter Executive Committee may be removed by the officer on the Executive Committee who appointed them.



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Article VII, Section 2.c.: The Section, upon approval by the Regional Operating Committee, shall elect a Chairperson and a Secretary/Treasurer and must abide by the Bylaws of the Chapter. The Chairperson and Secretary/Treasurer shall be a Professional Member or Member. The Chairperson of an authorized Section shall be invited to attend all meetings of the Chapter Executive Committee and shall attend at least two as a non voting participant.

Article VII, Section 2.d.: By April 15th of each Chapter year, the Section Treasurer shall submit a financial report to the Chapter Treasurer and Regional Vice President. By July 15th the outgoing Section Chairperson shall submit a summary report of Section activities to the Chapter President and the Regional Vice President.

Article VII, Section 2.e.: The Section Secretary/Treasurer shall keep records of meetings, sending copies to the Chapter Secretary and Chapter President; notify members of meetings, maintain such financial records as are necessary and keep the Chapter Officers informed of the Section financial status. The Chapter shall remit at least 30 percent of the Chapter dues of Section members to the Section for its use.

Article VII, Section 2.f.: The Chairperson of the Section shall appoint a Nominating Committee annually to select nominees for the offices of Chairperson and Secretary/Treasurer for the year beginning July 1. Both officers' terms shall be for one year a maximum of two years beginning July 1st. Election of these officers shall be held at a Section meeting prior to July 1st.

Article X, Section 1.b.: Within thirty (30) days following the Executive Committee action, a mail ballot shall be sent to all members of the Chapter setting forth the reason for the dissolution. Thirty days after the ballots are mailed, they shall be counted by the Executive Committee. A two-thirds (2/3) majority of the ballots received are required for approval of the action.



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APPENDIX 1 – Zip Codes for the San Francisco Chapter

Alameda County							
Ashland	94541						
Cherryland	94541						
Fairview	94541						

San Mateo County					
Hillsborough	94010				
Highlands-Baywood Park	94402				
North Fair Oaks	94025	94063			
Princeton-by-the-Sea	94019				
Sky Londa	94062				

APPENDIX 3 – San Francisco Chapter Property

In Rental Storage Space:

- 4 – 5 drawer metal file cabinets of S.F. Chapter documents
- 15 boxes of S.F. Chapter documents

1 – Portable Projector Screen

1 – S.F. Chapter Banner



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APPENDIX 1 Zip Codes for the San Francisco Chapter

Del Norte County	Zip Codes	
Crescent City	95531	95532
Northcrest	95531	
Fort Dick	95538	
Gasquet	95543	
Klamath	95548	
Smith River	95567	

Humboldt County					
Arcata	95518	95521		Loleta	95551
Blue Lake	95525			Manila	95521
Eureka	95501	95502	95503	McKinleyville	95519
Ferndale	95536			Miranda	95553
Fortuna	95540			Myers Flat	95554
Rio Dell	95562			Orick	95555
Trinidad	95570			Orleans	95556
Alderpoint	95511			Petrolia	95558
Bayside	95524			Phillipsville	95559
Blocksburg	95514			Redcrest	95569
Bridgeville	95526			Redway	95560
Carlotta	95528			Scotia	95565
Cutten	95534			Samoa	95564
Garberville	95542			Shelter Cove	95589
Honeydew	95545			Weott	95571
Hoopa	95546			Whitethorn	95589
Hydesville	95547			Willow Creek	95573



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Trinity County					
Hayfork	96041	Burnt Ranch	95527	Salyer	95563
Lewiston	96052	Douglas City	96024	Trinity Center	96091
Weaverville	96093	Junction City	96048	Hyampom	96046
Big Bar	96010				

Mendocino County					
Albion	95410	Fort Bragg	95437	Philo	95466
Anchor Bay	95445	Gualala	95445	Piercy	95587
Boonville	95415	Hopland	95449	Point Arena	95468
Branscomb	95417	Laytonville	95454	Potter Valley	95469
Calpella	95418	Leggett	95585	Redwood Valley	95470
Caspar	95420	Little River	95456	Rockport	95488
Cleone	95437	Manchester	95459	Talmage	95481
Comptche	95427	Mendocino	95460	Ukiah	95482
Covelo	95428	Navarro	95463	Willits	95490
Dos Rios	95429	Noyo	95437	Westport	95488
Elk	95432	Old Hopland	95449	Yorkville	95494

Lake County					
Adams	95496	Harbin Springs	95461	Lower Lake	95457
Anderson Springs	95461	Hidden Valley Lake	95467	Lucerne	95458
Bartlett Springs	95443	Highlands Harbor	95457	Middletown	95461
Clearlake	95422	Hobergs	95496	Nice	95464
Clearlake Highlands	95424	Hough Springs	95443	Shadow Hills	95461
Clearlake Oaks	95423	Kelseyville	95451	Upper Lake	95485
Cobb	95426	Lakeport	95453	Whispering Pines	95461
Glenhaven	95443	Loch Lomond	95426		



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Napa County					
American Canyon	94503 95712	Berryessa Pines	94567	La Barr Meadows	95945
Calistoga	94515	Circle Oaks	94599	Oakville	94562
Napa	94558 94559 94581	Deer Park	94576	Orchard Shores	95423
St. Helena	94574	Forest Springs	95945	Pope Valley	94567
Yountville	94599	Gordon Valley	95633	Rutherford	94573
Angwin	94508	Grass Valley	95945	Salvador	94558
Aetna Springs	94567	Higgins Corner	95603	Spanish Flat	94558
Berryessa Highlands	94558	Knoxville	95637	Vichy Springs	94558

Solano County				
Benicia	94510			
Vallejo	94589	94590	94591	94592
Mare Island	94592			

Sonoma County					
Santa Rosa	95401 95402 95403 95404 95405	Camp Meeker	95419	Jenner	95450
Petaluma	94951 94952 94953 94954 94955	Cazadero	95421	Kenwood	95452
Rohnert Park	94927	Duncans Mills	95430	Lakeville	94952
Windsor	95492	El Verano	95433	Monte Rio	95462
Healdsburg	95448	Eldridge	95431	Occidental	95465
Sonoma	95476	Fetters Hot Springs	95416	Penngrove	94951
Sebastopol	95472 95473	Forestville	95436	Rio Dell	95562
Cloverdale	95425	Freestone	95472	Rio Nido	95471
Cotati	94926 94931	Fulton	95439	Roseland	95407
Agua Caliente	95476	The Geysers	95425	Salmon Creek	94923
Asti	95425	Geyserville	95441	Schellville	95476



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Sonoma County (Cont.)					
Bloomfield	94952	Glen Ellen	95442	Sea Ranch	95497
Bodega	94922	Graton	95444	Soda Springs	95724 95728
Bodega Bay	94923	Gualala	95445	Valley Ford	94972
Boyes Hot Springs	95416	Guerneville	95446	Vineburg	95487

Marin County					
Belvedere	94920	Marin City	94965	San Anselmo	94960 94979
Bolinas	94924	Marshall	94940	San Geronimo	94963
Corte Madera	94925 94976	Mill Valley	94941 94942	San Quentin	94964 94974
Dillon Beach	94929	Muir Beach	94965	San Rafael	94901 94903 94912 94913 94915
Fairfax	94930 94978	Nicasio	94946	Santa Venetia	94903
Inverness	94937	Novato	94945 94947 94948 94949 94998	Terra Linda	94903
Kentfield	94914	Bel Marin Keys	94949	Sausalito	94965 94966
Lagunitas-Forest Knolls	94933 94938	Olema	94950	Stinson Beach	94970
Larkspur	94939 94977	Point Reyes Station	94956	Tiburon	94920
Greenbrae	94904	Ross	94957	Tomales	94971
				Woodacre	94973

San Francisco City and County							
94101	94102	94103	94104	94105	94112	94114	94115
94116	94117	94124	94125	94126	94127	94128	94135
94136	94137	94138	94139	94146	94147	94150	94151
94152	94159	94160	94161	94162	94163	94170	94171
94172	94175	94177					



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Contra Costa County					
El Cerrito	94530	Clayton	94517	Clyde	94520
Hercules	94547	Concord	94518 94519 94520 94521 94522	Diablo	94528
Pinole	94564	Danville	94506 94526	Mountain View	94035 94039 94040 94041 94042
Richmond	94801 94802 94804 94805 94807	Lafayette	94549	Pacheco	94553
San Pablo	94806	Martinez	94553	Antioch	94509 94531
Crockett	94525	Moraga	94570 94575 94566	Brentwood	94513
El Sobrante	94803 94820	Orinda	94563	Oakley	94561
Kensington	94706 94707 94708	Pleasant Hill	94523	Pittsburg	94565
North Richmond	94801	San Ramon	94582 94583	Bay Point	94565
Port Costa	94569	Walnut Creek	94595 94596 94997 94998	Bethel Island	94511
Rodeo	94572	Alamo	94507	Byron	94514
Tara Hills	94806	Canyon	94516	Discovery Bay	94505 94514
				Knightsen	94548



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Alameda County							
Alameda	94501	94502					
Albany	94706						
Berkeley	94701	94702	94703	94704	94705	94707	94708
	94709	94710	94712	94720			
Dublin	94568						
Emeryville	94608	94662					
Hayward	94540	94541	94542	94543	94544	94545	94557
Livermore	94550	94551					
Newark	94560						
Oakland	94601	94602	94603	94604	94605	94606	94607
	94609	94610	94611	94612	94613	94614	94615
	94617	94618	94619	94621	94622	94623	94624
	94625	94649	94659	94660	94661	94666	
Piedmont	94620						
Pleasanton	94566	94588					
San Leandro	94577	94578	94579				
Union City	94587						
Ashland	94541						
Castro Valley	94546	94552					
Cherryland	94541						
Fairview	94541						
Sunol	94586						
San Lorenzo	94580						



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San Mateo County					
Atherton	94027				
Belmont	94002				
Brisbane	94005				
Burlingame	94010	94011			
Colma	94014				
Daly City	94013	94014	94015	94016	94017
Foster City	94404				
Half Moon Bay	94019				
Hillsborough	94010				
Menlo Park	94025	94026			
Millbrae	94030				
Pacifica	94044				
Redwood City	94061	94062	94063	94064	94065
San Bruno	94096	94098	94066		
San Carlos	94070				
San Mateo	94401	94402	94403	94404	94497
South San Francisco	94080	94083			
Woodside	94062				
Broadmoor	94015				
El Granada	94018				
Emerald Lake Hills	94062				
Highlands-Baywood Park	94402				
Montara	94037				
Moss Beach	94038				
Princeton-by-the-Sea	94019				
San Gregorio	94074				
West Menlo Park	94025				



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APPENDIX 2 Past Presidents San Francisco Chapter

Past President's for 1920's			
Walter A Chowen	1920-1921	S.C. Dickinson	1925-1926
William S. Wollner	1921-1922	J.P. Dunphy	1926-1927
E.W. Bullard	1922-1923	R.E. Donvan	1927-1928
C.H. Fry	1923-1924	G.E. Kimball	1928-1929
B.O. Pickard	1924-1925	A.C. Andersen	1929-1930
Past President's for 1930's			
H.G. Hodgins	1930-1931	A.F. Reimke	1935-1936
E.A. Spitzer	1931-1932	Alpheus Bull	1936-1937
E.C. Barr	1932-1933	R.H. Nobmann	1937-1938
Stanley C. Davis	1933-1934	A.L. Anderson	1938-1939
George Morris	1934-1935	H.W. Brendlin	1939-1940
Past President's for 1940's			
C.G. Caskey	1940-1941	E.M. Trucco	1945-1946
Robert Stille	1941-1942	J.C. McDonald	1946-1947
K.S. Butler	1942-1943	Karl Schulze	1947-1948
J.W. Thompson	1943-1944	A. Milton Green	1948-1949
Warren E. Lovejoy	1944-1945	E.F. Lange	1949-1950
Past President's for 1950's			
J.H. Travers	1950-1951	S. Kirk Collins	1955-1956
George Washburn	1951-1952	C.W. Dreyer	1956-1957
F.H. Kobely	1952-1953	A.H. Carrier	1957-1958
R. Matison	1953-1954	Norval MacDonald	1958-1959
Gilbert Rhodes	1954-1955	John H. Brooke	1959-1960
Past President's for 1960's			
C.D. Calkings	1960-1961	Warren E. Webb	1965-1966
Bruce E. Freet	1961-1962	Edward L Brubaker	1966-1967
B.L. Lonsdale	1962-1963	Frank Williams	1967-1968
Nelson B. Nissen	1963-1964	Harold Cochran	1968-1969
Edward L. Carroll	1964-1965	Dan R Barber	1969-1970
Past President's for 1970's			
Robert F. Osborne	1970-1971	Albert Shady	1975-1976
Donald Bull	1971-1972	Ronald E. Early	1976-1977
Clair E. Hay	1972-1973	Alfred B. Barnes	1977-1978
Albert S. Perry	1973-1974	Williams S. Tickle	1978-1979
James Gratz	1974-1975	Kenneth H. Geiser	1979-1980



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Past President's for 1980's			
Howard Brownson	1980-1981	Bob Bergquist	1985-1986
Gerald Hermens	1981-1982	Harold Juhala	1986-1987
Charles Friedman	1982-1983	John Clatworthy	1987-1988
Wilson Applegate	1983-1984	Dawn Sedam	1988-1989
Susanne Ventura	1984-1985	Bill Field	1989-1990
Past President's for 1990's			
David L. Counts	1990-1991	Terrance McMahon	1995-1996
Charles Orekar	1991-1992	Jerry Ledbetter	1996-1997
Theodore R. Weller Sr.	1992-1993	Gerald D. Shurts	1997-1998
Steve McConnell	1993-1994	Patrick Gleason	1998-1999
Gregory Pallotti	1994-1995	Don Dains	1999-2000
Past President's for 2000's			
Richard Sands	2000-2001	Mark Stone	2005-2006
Theodore R. Weller Sr.	2001-2002	Tanil Matosian	2006-2007
Tanil Matosian	2002-2003	Kathy Hart	2007-2008
Richard Epp	2003-2004	Reginald Whitaker	2008-2009
Larry Crowder	2004-2005	Mark Stone	2009-2010
Past President's for 2010's			
Mark Stone	2010-2011		2015-2016
Ken Clark	2011-2012		2016-2017
John L. Messing	2012-2013		2017-2018
Jessica Ellison	2013-2014		2018-2019
	2014-2015		2019-2020



San Francisco Chapter

APPENDIX 3 **San Francisco Chapter Property**

In Rental Storage Space:

- 4 – 5 drawer metal file cabinets of S.F. Chapter documents
- 15 boxes of S.F. Chapter documents

1 – Portable Projector Screen

1 – S.F. Chapter Banner

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