

**Constitution and By-Laws
of the
LaCrosse Area Occupational Health and Safety Council**

ARTICLE I – NAME

Section 1. The name of this organization shall be the LaCrosse Area Occupational Safety and Health Council and hereinafter be referred to as the Council.

ARTICLE II – LOCATION

Section 1. The Council's principle office shall be the Council's post office box.

ARTICLE III – OBJECTIVES AND GENERAL OPERATING POLICIES

Section 1. The Council shall operate as a non-profit, non-political association devoted to the accident prevention and occupational safety and health interests. The Council shall be the local affiliate of the Wisconsin Council of Safety, a branch of the National Safety Council.

Section 2. The objective of the Council shall be:

- To promote occupational safety and health in cooperation with all local, regional, state, and national organizations, which have similar objectives.
- To focus on providing safety and health education to our members as a key component of reducing injuries, illness, and fatalities in the workplace.
- To promote occupational safety and health by offering scholarships to individuals furthering their education in the fields of safety and health
- To provide grants for employers and organizations promoting safety and health in their communities.
- To grow membership in an effort to bring sound health and safety practices to the local business community.

Section 3. The Council shall operate in the general public interest, serving the businesses and organizations within approximately a fifty-mile radius of the city of LaCrosse, Wisconsin.

Section 4. The Council shall work closely and cooperatively with official agencies having responsibilities for occupational safety and health. This organization will not assume or usurp any responsibility of a government agency. It shall advance

constructive plans for improving occupational safety and health and shall actively work for their application.

Section 5. No officer, individual, or group of individuals shall appear before any legislative body as a representative of the Council without an authorization by the Executive Committee.

Section 6. The Council shall encourage and assist responsible local agencies, organizations, groups, and individuals to engage in occupational safety and health activities within their sphere of influence.

Section 7. The Council shall make a formal appraisal of its operation in terms of objectives and program goals at least annually. (Change to every 2 years?)

Section 8. The fiscal year of the Council shall coincide with the calendar year.

ARTICLE IV - MEMBERSHIP AND VOTING

Section 1. There shall be **three (?)** types of membership in the Council:

- Each organization in the area served by the Council is eligible for regular membership.
- Individuals may be accepted as Associate Members without voting privileges. **Why?**
- **Certain individuals (define?)** may be granted a Lifetime/Honorary membership without voting privileges. **All officers?**

Section 2. Each member organization (A. above) shall be entitled to one vote on any subject at any business meeting of the Council. The representative holding voting privilege (or one of up to three alternates) shall have been designated by his or her organization, or shall present a letter signed by an officer of his organization changing that organization's representation. (Current practice, all attendees from member companies vote versus one vote per member organization – discuss)

Section 3. It shall be the duty of the Board to revoke the membership of any member organization which does not administer an occupational safety and health program consistent with the spirit and intent of the Council. No such membership shall be revoked except by a majority vote of the Board of Directors.

ARTICLE V – OFFICERS AND COMMITTEES

Section 1. The officers of the Council shall be a President, Vice President, and a Secretary-Treasurer. **define roles**

Section 2. Officers shall be elected by majority vote of the voting representatives present at the annual meeting and serve for two years or until their successors are elected and take office. They shall be subject to removal from office for cause by majority vote of the Executive Committee. The President and Vice President shall serve terms beginning in even-numbered years, and the Secretary-Treasurer shall serve terms beginning in odd-numbered years.

Section 3. Officers shall serve without remuneration.

Section 4. The affairs of the Council shall be directed by a Board of Directors, including an Executive Committee.

The Board of Directors shall be composed of **10 members**:

- Seven individuals occupying positions with member organizations
- The executive committee

The Executive Committee shall be composed of:

- The elected officers (President, Vice President, and Secretary- Treasurer)
- The retiring President who becomes a member for one year.

Section 5. The Board of Directors may fill all Board vacancies, which arise, and the appointees shall hold office until the next annual meeting of the Council, at which time vacancies shall be filled by election for the remainder of the unexpired term(s).

Section 6. The President shall preside at all regular and special meetings.

Section 7. The Vice President shall act in the absence of the President and may perform designated duties of the Secretary-Treasurer.

Section 8. The Secretary-Treasurer shall keep records of all regular and special meetings and send a copy of these to each member organization (**who takes meeting notes?**); he/she shall perform such other duties as are connected with the office. She/he shall collect all funds or dues and pay all bills for expenditures under guidelines established by the Executive Committee. All checks over the amount of (**what's the amount?**) shall be signed by the Secretary-Treasurer and the President. Checks under the amount of (**\$??**) require the signature of the Secretary Treasurer **or President**. He/she shall make a semi-annual financial report to the Board of Directors. The Secretary-Treasurer shall make a financial report at each membership meeting.

Section 9. The Executive Committee shall have general supervision over all financial affairs and the business administration of the Council. An outside auditor will be appointed by the Board of Directors. An audit of the account(s) will be made prior to the annual meeting of the Council, and a financial report shall be made available for each member organization.

- Section 10. The Executive Committee shall prepare for the membership a program of occupational safety and health activities for the coming year and shall present the same at the first meeting following the annual meeting.
- Section 11. The following standing committees may be appointed by the President unless otherwise instructed by the Executive Committee: Nominating, Membership, Program, Auditing, and such other committees as may be deemed necessary by the President. (Revise ?)

ARTICLE VI – MEETINGS

- Section 1. Roberts' Rules of Order shall govern in all parliamentary matters when not in conflict with this Constitution.
- Section 2. Twenty-five percent of the eligible voting representatives shall constitute a quorum for transaction of Council business.
- Section 3. The Council shall hold **seven** meetings during the year, and the time and place of said meetings shall be designated by the Executive Committee and at such other times as said Committee shall designate. The Vice President (**practice versus By-Law?**) shall notify the member organizations of the Council of each meeting at least 10 days in advance.
- Section 4. The last regular meeting of the calendar year shall be the annual meeting of the Council.
- Section 5. All regular meetings of the Council shall include a meal unless otherwise directed by the Executive Committee.
- Section 6. The Board of Directors shall meet **twice or more each year** at the call of the President, who shall serve as its presiding officer.

ARTICLE VII – DUES

- Section 1. Annual dues for regular member organizations shall be determined by the Board of Directors and shall be based on the average regional monthly employment for the previous year (including office employees).
- Section 2. Dues for individual Associate Members shall be determined by the Board of Directors.
- Section 3. There shall be no dues for Lifetime/Honorary Members

- Section 4. All memberships shall be continuing unless cancelled by the Executive Committee. Annual membership dues shall become due and payable upon receipt of the membership application.
- Section 5. Dues of new members joining the Council after the beginning of the calendar year shall be determined by the Executive Committee.

ARTICLE VIII – SOCIAL MEDIA AND COMMUNICATIONS (NEW)

ARTICLE IX – ATTENDANCE POLICY (NEW)

ARTICLE X – ELIGIBILITY CLAUSE (NEW)

ARTICLE XI – GRIEVANCE PROCESS (NEW)

ARTICLE XII – AMENDMENTS

- Section 1. This Constitution may be amended by a majority vote at the annual meeting of the Council or at any special meeting called by the President. In either case, 10 days notice shall be given of the meeting, and the notice shall contain the wording of any proposed amendments.
- Section 2. The By-Laws may be amended at any regular meeting of the Council if approved by two-thirds of the voting representatives present.

BY-LAWS

- Section 1. Member organizations may designate additional non-voting representatives to attend meetings of the Council.
- Section 2. Additional meal tickets may be purchased from the Secretary – Treasurer.
- Section 3. The cost of meals for Lifetime and Honorary Members shall be borne by the Council, except if she/he so desires to pay for her/his own meal.

Section 4. The price per meal ticket shall be determined by the Executive Committee.

Section 5. The order of business at all Council meetings (**membership and Board Meetings both?**) shall be by Roberts' Rules:

- Approval of minutes of previous meetings.
- Report of Officers
- Report of committee chairpersons
- Unfinished business
- New business