



**SOCIETY OF CASUALTY SAFETY ENGINEERS**

Organized 1935  
Chicago, Illinois  
www.scseschicago.org

**The Constitution and By-laws of the Society of Casualty Safety Engineers  
Organized February 15, 1935 as  
CASUALTY ENGINEERS ASSOCIATION**

**ARTICLE 1 Name**

**SECTION 1** The name of this Society shall be the Society of Casualty Safety Engineers, hereafter referred to as “the Society”.

**ARTICLE 2 Objective**

**SECTION 1** The objective of the Society is to promote advancement of its members in aspects of safety, health, and overall risk management through education, cordial member relationships and ethics.

**ARTICLE 2 Confidentiality**

**SECTION 2** Members shall agree that everything discussed at meetings of the Society and or of the committees shall be held in confidence except when otherwise agreed. Further, that the knowledge gained through membership in the Society shall not be used against the interest of any individual member nor any company having a duly accredited representative in the Society.

**ARTICLE 3 Membership**

**SECTION 1** Any person who is currently employed or has been previously employed in a safety or health profession is eligible for membership.

**ARTICLE 3 Application Process**

**SECTION 2** Any eligible person may apply to be a member upon filing a written application with the Secretary of the Society. The Application shall bear the recommendation of a member in good standing who shall serve as their sponsor. If the application is approved by a majority of the Board of Directors, it shall be announced by the Second Vice President to the Society for approval by a majority of the members at the next meeting.

**ARTICLE 3 Member Expulsion**

**SECTION 3** A member may be expelled from the Society if it is found that they do not abide by the objectives of the Society listed in ARTICLE 2: SECTION 1, and in so doing, adversely affect the reputation of the Society or its members. A member in good standing shall make a written request for expulsion to the Society. The Board will notify the member in question in writing of the charges and provide them thirty days to submit a written rebuttal to the Board. If the Board of Directors, after review of the request for expulsion and the rebuttal, approve the expulsion by two-thirds vote, the Second Vice President will announce at the next Society meeting that a vote will take place at the following Society meeting. If the Society members approve the expulsion by a two-thirds vote, the expulsion is immediate, with no refund of dues paid.

**ARTICLE 3 Rejoining the Society**

**SECTION 4** Any person wishing to rejoin the Society after being dropped from membership for non-payment of dues shall be obligated to pay the entire annual dues for the current year’s membership.

**ARTICLE 3 Change in Employment or Mailing Address**

**SECTION 5** Any member who changes their employment or mailing address shall inform the Secretary of the Society of the change for their records.

**ARTICLE 3 Life Membership**

**SECTION 6** A member in good standing who is being retired by his/her employer and who is no longer pursuing gainful employment or a member in good standing (with ten years or more of service to the organization) who has moved from the area and has expressed an interest in maintaining an affiliation with the organization, may be voted to a Life membership. The name of the member must be presented to the Board of Directors and pass by a majority Vote. The candidate's name will then be presented to the membership present at the next Society meeting for a majority affirmative vote. The approved Life Member Continues to receive all rights and privileges of a member, including a copy of the monthly newsletter, but is relieved of further payment of annual dues or assessments. (Lunch costs incurred at Society meetings will still be paid by the Life Member.)

**ARTICLE 3 Dues Due Date**

**SECTION 7** Each Member of the Society shall pay dues annually at or by the September meeting. Society newsletters will be sent to all dues paying who shall be deemed "members in good standing."

**ARTICLE 3 Delinquent Dues**

**SECTION 8** Any member who has not paid their dues by January meeting of the current year will be dropped from the Society membership roster.

Newsletters will not be sent to any members whose dues are excessively delinquent. The President has the final decision as to the eligibility for newsletters to delinquent dues members.

**ARTICLE 3 Half Year New Member Dues**

**SECTION 9** New members joining the Society after January 1st of any year will be charged only one half (1/2) of the annual dues.

**ARTICLE 3 Late Registration**

**SECTION 10** Members should register for the monthly meeting on or before the Tuesday before the meeting. Late registrations will be accepted through the day of the meeting; however, members will not be charged for the lunch and be registered for the speaker-only. If late registrants arrive in time for lunch and if the venue can provide a meal, they are welcome to have lunch and will be charged luncheon fee.

**ARTICLE 3 No Show Policy**

**SECTION 11** No-shows without a valid reason will be charged \$20. The Treasurer will reach out to no-shows after the meeting to discuss the reason for not attending the meeting and, if necessary, charge the member \$20.

**ARTICLE 4 Officers**

**SECTION 1** The officers of the Society shall be President, First Vice President, Second Vice President, Third Vice President, Secretary, (Assistant Secretary– optional,) Treasurer, (Assistant Treasurer – optional,) and a maximum of eight (8) Directors. All officers and Directors must attend at least seven (7) meetings per year to include summer planning meetings, Board meetings, General membership meetings, December event, June Officer's Installation event to sustain their position.

**ARTICLE 4 Election of Officers**

**SECTION 2** The election of officers shall be the preferred order of business at the annual May meeting of the Society. They shall be elected by majority votes cast by those members in good standing who are present at the annual meeting. Any member in good standing shall be eligible to hold office. Absentee ballots are available from the Secretary of the Society for members who cannot make the May meeting.

**ARTICLE 4 Terms of Office**

**SECTION 3** Each officer shall take office at the first regular meeting in June and shall continue in office until his or her successor is elected and installed.

**ARTICLE 4 Inability to Serve a Complete Term**

**SECTION 4** If an officer is unable to serve a complete term, the President shall determine if the position will remain unfilled the next election, or how the position will be filled. The President may appoint an officer from the membership or ask for an election of the officer from the membership or promote another officer to the position.

**ARTICLE 5 Duties of the President**

**SECTION 1** The President shall preside at all the meetings of the Society. He or She may call special meetings of the Society whenever such meetings seem necessary or advisable.

**ARTICLE 5 Duties of the First Vice President**

**SECTION 2** The duties of the First Vice President shall be to perform in the capacity of the President when the latter is absent or incapacitated, to act as program chairman {see ARTICLE 8; SECTION 2 (A)}, and to perform such other duties as may be assigned by the President.

**ARTICLE 5 Duties of the Second Vice President**

**SECTION 3** The duties of the Second Vice President shall be to perform in the capacity of the First Vice President when the latter is absent or incapacitated, to act as Membership Chairman {see ARTICLE 8; SECTION 2 (B)}, and to perform other such duties as may be assigned by the President.

**ARTICLE 5 Duties of the Third Vice President**

**SECTION 4** The duties of the Third Vice President shall be to perform in the capacity of President when the latter is absent or incapacitated, to act as publicity and public relations chairman {see ARTICLE 8; SECTION 2 (C)}, and to perform such other duties as may be assigned by the President.

**ARTICLE 5 Duties of the Secretary and Assistant Secretary**

**SECTION 5** The duties of the Secretary shall be to keep an active register of membership showing names, addresses, and companies represented to assist the Treasurer in the collection of dues, as necessary, and to perform all other duties ordinarily incident to the office of Secretary.

The Duties of the Assistant Secretary are to assist the Secretary whenever necessary.

**ARTICLE 5 Duties of the Treasurer and Assistant Treasurer**

**SECTION 6** The Duties of the Treasurer shall be to be custodian of all funds of the Society and be prepared to make a report at any Board of Directors or regular meeting of the Society, collect dues, and to maintain a copy of the active membership records. The Treasurer has the authority to sign Society checks for the disbursement of Society funds.

The duties of the Assistant Treasurer are to assist the Treasurer whenever necessary. The Assistant Treasurer Also has the authority to sign Society checks for the disbursement of Society funds.

**ARTICLE 6 Board of Directors**

**SECTION 1** The Board of Directors will consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Assistant Secretary (if applicable), Assistant Treasurer (if applicable), and a maximum of eight (8) members in good standing voted in as Directors.

**ARTICLE 6 Duties of the Board of Directors**

**SECTION 2** The Board of directors shall be empowered:

- To vote on the eligibility of proposed members and their election to the current membership;
- To authorize the payment of current bills and to approve proposed expenditures;
- To determine the place and times of meetings;
- To read at each meeting the highlights of any meetings of special committees intervening since the last regular meeting of the Society;
- To arbitrate requests for member expulsion;
- And to act on other matters for the general improvement or betterment of the Society.

**ARTICLE 7 Society Meetings**

**SECTION 1** Regular meetings of the Society shall be held on the First (1st) Friday of the month.

**ARTICLE 7 Board of Directors Meetings**

**SECTION 2** A meeting of the Board of Directors shall be conducted just before the regular meeting scheduled for the first (1st) Friday of the month.

**ARTICLE 7 Special Meetings**

**SECTION 3** Special meetings of the Society or the Board of Directors shall be held subject to the call of the President.

**ARTICLE 7 Quorum Requirements – Membership**

**SECTION 4** A simple majority of members present at a regular meeting shall constitute a quorum for voting purposes.

**ARTICLE 7 Quorum Requirements – Board**

**SECTION 5** A simple majority of Directors present at a Board of Directors meeting shall constitute a quorum for voting purposes.

**ARTICLE 8 Committee Appointment**

**SECTION 1** It shall be the duty of the President, upon accession to office, or any time during his or her administration, to appoint standing committees.

**ARTICLE 8 Committee Titles**

**SECTION 2A** Program: To arrange programs that will bring up for discussion the phases of engineering work and/or other safety-related subjects of interest and value to the members, to secure suitable

speakers for the Society meetings, to notify the membership of the time and place of all meetings via the Society monthly newsletter, and to create an R.S.V.P. list and provide to the Treasurer prior to each meeting.

**SECTION 2B** Membership: To conserve and increase the membership, to review the qualifications of applicants for membership, to report recommendations for acceptance of applicants for membership to the Board of Directors, to present applicants approved by the Board of Directors to the membership for their approval at regular society meetings, and, upon approval of new members, to send contact information to the Secretary to update membership roster.

**SECTION 2C** Publicity and Public Relations: To use social media (e.g., Society web page, Facebook, LinkedIn, Twitter) to faithfully and accurately chronicle the activities of the Society or its Committees, to arrange for joint gatherings or meetings with other societies, to cultivate and maintain good will with public officials and other organizations, to develop within the Society a corps of speakers to be available for functions and meetings of other organizations.

**SECTION 2D** Legislative: To keep the members of the Society advised of national, state and local laws that have been passed affecting insurance, safety, health, and environmental professionals.

**SECTION 2E** Grievances: To act as an arbitration board to adjudicate any complaints, differences and disputes which arise among the members or which may be presented by any member.

**SECTION 2F** Webmaster: To update and ensure functionality and efficiency of the Society web site and web servers.

**SECTION 2G** Historian: To maintain the historical files of the SCSE, document SCSE and member achievements through the year, collect items such as pictures and news clippings about the SCSE and its members, periodically update history to SCSE website or social media postings, provide historical information to members as needed, periodically write articles for the newsletter about the history of the SCSE.

## **ARTICLE 9 Procedure of Meetings**

**SECTION 1** The order of business at Society meetings shall be as follows:

- President's opening comments
- Introduction of guests
- Summary of important issues from previous meeting
- Election of Officers (Annual meeting – May)
- Reports of committees (if applicable)
- The Second V. P. will present new members for vote by members
- Unfinished business
- New business
- General discussion
- Program
- Brief comments on future meeting – speaker, etc.
- Adjournment

**ARTICLE 9 Meeting Conduct**

**SECTION 2** The conduct of the meetings of the Society shall be governed by Roberts Rules of Order. See Appendix A.

**ARTICLE 10 Amendments to the Constitution and By-laws**

**SECTION 1** Proposed amendments to the Constitution and By-Laws must be submitted in writing to the President or Secretary. Any proposed amendment(s) shall be given due consideration at the next meeting of the Board of Directors and if deemed appropriate by a majority of the Board of Directors, the amendment shall be read by the Secretary at the next regular meeting and voted on by the membership at that time.

**ARTICLE 11 Safety Professional of the Year (SPY) Award**

**SECTION 1** An annual Safety Professional of the Year Award should be Presented at the June Society meeting to a member in good standing.

## APPENDIX A

### ROBERT'S RULES FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor. When debating your motions:

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

Step	What to say
<p><b>Obtaining and assigning the floor</b>                      A member raises hand when no one else has the floor                      The President recognizes the member by name</p>	<p>"Mr./Madam President."                       "The President recognizes Mr./Ms. ____."</p>
<p><b>How the Motion is Brought Before the Assembly</b>                      The member makes the motion and resumes his seat.                      Another member seconds the motion.                      The President states the motion.</p>	<p>"I move to ____."                       "Second."                      "It is moved and seconded to _____. Are you ready for the question?"</p>
<p><b>Consideration of the Motion</b>                      1. Members can debate the motion.                      2. Before speaking in debate, members obtain the floor.                      3. The maker of the motion has first right to the floor if he claims it properly                      4. Debate must be confined to the merits of the motion.                      5. Debate can be closed only by order of the assembly (2/3 vote) or by the President if no one seeks the floor for further debate.</p>	<p>"The President recognizes Mr./Ms. to speak to his/her motion. . . ."</p>
<p><b>The President puts the motion to a vote</b>                      The President proceeds to take the vote.</p>	<p>"The question is on the adoption of the motion that ... As many as are in favor, say 'Aye.' [pause] Those opposed, say 'Nay. Those abstained please say 'Aye' .'"</p>
<p><b>The President announces the result of the vote.</b>                      The President announces the result of the vote.</p>	<p>"The ayes have it, and the motion carries. (indicating the effect of the vote)."                       or                      "The nays have it and the motion fails."</p>