



National Safety Management Society College Campus' Student Chapter Formation Guidelines

Student Chapter Guidelines

These guidelines are designed to provide guidance for the Student Chapter operating under the auspices of the National Safety Management Society (NSMS). The Chapter should identify and appoint a Faculty/Professional Advisor(s) to assist the Student Chapter. These guidelines are intended for use by the Student Chapter Faculty/Professional Advisor(s) and the Student Chapter officers.

What is an NSMS Student Chapter?

The NSMS Student Chapter is designed for students who are planning a career in the safety, health, loss prevention and environmental management fields. NSMS seeks to provide additional opportunities for students to learn more about their chosen areas of study as well as promote interaction between students and professionals.

A Student Chapter may be formed at any accredited institution of higher education that offers a minimum of a two-year Associate degree in SH&E or a minimum of a two-year Associate degree with courses offered in SH&E. Other requirements include an initial membership of ten (10) or more NSMS Student Members.

NSMS Student Chapter Bylaws

Student Chapters must develop, adopt and function under a formal set of Bylaws that govern their operations. Bylaws set forth the name, purposes, membership requirements, structure and leadership of the Section, and define the responsibilities and functions of officers and members. Visit the NSMS website at <http://nsms.us> for a copy of the Student Chapter Bylaws Template.

NSMS Student Chapter Organizational Structure

The organizational structure of NSMS Student Chapter is quite similar to that of many others: primary student officers are the President, Vice President, Secretary, and Treasurer. In addition, a Section Faculty and/or Professional Advisor **must be a current dues-paying NSMS full member and in good standing**. The Faculty/Professional Advisor(s) serves as the coordinator and must verify and sign all applications for membership.

Responsibilities of the NSMS Student Chapter Officers

President:

- Presides at meetings, convening special meetings
- Appoints committees
- Convenes executive officer sessions when needed

Vice President:

- Presides in the President's absence
- Responsible for planning and coordinating the Student Section's programs for the year

Secretary:

- Keeps all records and handles any official correspondence
- Records minutes of all business meetings and executive officer sessions should be prepared, distributed to the student members and Faculty Advisor, and filed for future reference

Treasurer:

- Responsible for all financial transactions
- Submits names and fees for membership to ASSE Headquarters

Committees which might be appointed:

- Program
- Membership
- Special projects

Student Chapter Member Benefits

- Interaction with safety professionals - NSMS members may attend Student Chapter meetings, and Student members are eligible to attend NSMS workshops and conferences at reduced rates. These benefits provide networking opportunities between students, professionals, employers and prospective employees.
- Membership in a professional safety management-focused organization
- Interaction with other students who have similar interests
- Job availability announcements - The NSMS Website offers job announcements and our "fast blast" email notification system will distribute job opportunity notices to all members. There is an eventual goal of creating a Resume Search Center which lists job opportunities and allows members to post their resumes for viewing by employers, as well as mentoring opportunities.
- **NSMS Safety Digest** - Members receive and have online access to NSMS' monthly publication at no cost or may subscribe to a paper copy at a reduced cost..
- Scholarships - ASSE, ASSE Foundation, and many of its Chapters sponsor scholarship programs involving Student Sections. The Foundation also sponsors research grants.
- Conferences and Professional Development Workshops - NSMS-sponsored conferences and seminars are available to student members at a reduced rate.

Eligibility for Student Chapter Membership

Requirements for student membership are:

- Enrollment in an accredited college degree program intended to prepare the applicant for practice in the safety management profession or one of its related fields.
- A declaration of intention to enter the occupational safety and health practice or one of its affiliated specialties.

- Not presently employed full-time as a safety professional, and thereby not eligible for consideration as a regular member

Reclassification of Student Membership

- The Student Membership Classification may be retained up to one year following graduation
- Or until the Student Member becomes employed full time in the safety profession, or one of its related practices, whichever comes first.

The Faculty/Professional Advisor(s)

The key to a successful Student Chapter is the Faculty/Professional Advisor(s). The Advisor(s) must be a member of NSMS and strongly believe in the functions and goals of the Society.

A Faculty/Professional Advisor(s) should be affiliated with the higher educational institution that offers the academic degree program to prepare students in the safety profession or one of its related specialties, and/or be part of the dedicated administrative department providing safety/health/risk/environment support services to the campus community.

Responsibilities of the Faculty/Professional Advisor(s)

- Provide liaison and continuity for the organization
- Be aware of university policies and be able to interpret them
- Know NSMS' basic philosophy and purpose
- Attend regularly scheduled meetings and social events
- Offer advice and suggestions to the officers of the Student Chapter
- Meet with the Executive Committee before regular meetings
- Monitor the financial activities of the Student Chapter
- Be familiar with NSMS and Student Chapter's Bylaws
- Sign social permits, speaker forms and money-making forms
- Encourage members to participate in activities of the Chapter
- Suggest suitable projects for service
- Advise members, particularly on program planning
- Help students develop leadership skills and grow professionally by offering opportunities to acquire greater knowledge and practical experience
- Advise student officers and members on program planning

Responsibilities of the Student Chapter to the Faculty/Professional Advisor(s)

The Faculty/Professional Advisor and student chapter officers must work together. The student chapter officers are responsible to perform the following:

- Inform the Advisor, in advance, of meetings and social events
- Inform the Advisor of any changes in meeting times or social functions
- Plan meetings and programs with the Advisor
- Inform the Advisor of any problems that may arise, whether with the members of the Student Chapter or at the school
- Keep the Advisor informed of all issues pertinent to the Chapter
- Provide the Advisor with meeting minutes and other documents
- Provide the Advisor with a list of all officers including telephone numbers and addresses. This list might also include the roster of section members.
- Consider the Advisor as a resource person in matters of university policy

NSMS Support to Student Chapters

Assistance from NSMS Headquarters

Administrative Assistance:

NSMS HQ maintains a database of Student Chapter members, handles distribution of *NSMS Safety Digest* hardcopy subscriptions and keeps the Student Chapter officers and Faculty/Professional Advisor(s) aware of Society activities.

Timely Communication:

As needed, NSMS Headquarters will e-mail Student Chapter members, Student Chapter officers, and faculty/professional advisor(s) of the latest Society information on an as-available basis in order to keep the Student Chapter members up to date on career opportunities, development program information, and other relevant issues of interest to Student Chapter members.

Student Chapter Meetings and Hosted Events

The Student Chapter's organized programs and functions provide hands-on and first-hand opportunities for interaction with safety management professionals, tours, and in-depth discussions of topics that may not be discussed in the classroom. The program may be developed independently, with other Student Chapters, or with the NSMS Headquarters. The following are some suggested program ideas

- Invite alumni/graduates of the safety degree program as speakers;
- conduct a program on school time as part of the existing courses scheduled at that time;
- have a short business session with longer time devoted to program discussion.
- Topics can vary depending upon interest levels of students.

The first meeting of the year should cover the purpose of the Student Chapter, goals, and services, and the role of the Faculty/Professional Advisor, including required training and potential job opportunities. All other meetings should be scheduled monthly. Annual program planning is necessary and should be accomplished before the start of the next school year.

The regular meeting should include a business session as well as a program. Robert's Rules of Order Newly Revised shall be followed.

The Student Chapter may also want to investigate social and service activities. Seasonal social events, banquets or get-acquainted parties may be effective means of recruiting new members or highlighting special accomplishments of the Student Chapter. Service activities can provide good publicity for the Student Chapter as well.

Contact Phone Numbers and E-Mail Addresses:

Phone #: Email Address:

Faculty/Professional Advisor, Student Chapter:

NSMS Headquarters:

Student Chapter Officers:

- President -
- Vice President -
- Secretary -
- Treasurer -

NSMS Student Chapter Formation: Requirements and Checklist

A group of student members may be organized to allow emphasis on activities pertinent to students; Student Chapter formation requires NSMS Headquarters and College Campus Administration approval.

_____ Student Chapter Name

_____ Signatures of ten (10) or more active dues paying NSMS Student Members (include printed names and member numbers)

_____ Faculty/Professional Advisor(s) at an accredited college or university with an occupational safety and health-related curriculum.

_____ The name of the University _____

_____ The name of the curriculum offered _____

_____ Plans for meetings to be held

_____ Elected Officers (President, Vice President, Secretary and/or Treasurer)

_____ Bylaws

_____ Any necessary University Administration approval

_____ Send complete packet to:

NSMS
Student Chapter Services
P.O. Box 4460
Walnut Creek, CA 94596-0460

_____ Approval by the NSMS Board of Directors:

COLLEGE STUDENTS CAMPUS CHAPTER BYLAWS TEMPLATE

Bylaws of the National Safety Management Society Student Chapter at:
_____ (Higher Educational Institution Name)

Date Bylaws Adopted: _____

Date Bylaws Approved by NSMS Headquarters: _____

NSMS Student Chapter Faculty/Professional Advisor(s):

_____ (Faculty) / (Professional) [Circle One]

_____ (Faculty) / (Professional) [Circle One]

ARTICLE I - NAME

Section 1. The name of this Student Chapter shall be the

(name of school)

Student Chapter of the National Safety Management Society (NSMS)
and be referred to as the "Chapter".

ARTICLE II - PURPOSES

Section 1. The purposes of this Chapter shall be to promote the advancement of the safety management profession and safety management education and to foster the professional well-being and development of its student members within its campus and community.

Section 2. In fulfilling its purposes, the Chapter shall have the following objectives:

- a) To further the professional preparation of the members by sponsoring programs for the advancement of safety management and acquisition of technical knowledge.
- b) To improve scholarship and the general quality of work in the Safety Management Profession by fostering a concern for progress in all areas of safety, among safety educators and practitioners.

- c) To encourage greater professional and social cooperation and interaction among students of safety and allied fields and disciplines.
- d) To unite the resources and skills of students, faculty and campus EH&S professionals in programs to benefit Chapter members, the school and its community.
- e) To assist NSMS in the development of effective and relevant educational programs for the preparation of future safety management professionals.
- f) To provide encouragement and support to society student activities and foster student member development and retention on its local campus.
- g) To promote participation and entrance into safety/health technical and management careers by high school and college students.

NOTE: Other specific objectives may be added here

Section 3. Nothing in these Bylaws is intended to substitute for, or supersede, rules or procedures established by the school that impact upon the Student Chapter.

ARTICLE III - MEMBERSHIP

Section 1. Chapter membership is open to all current dues-paying student members of the National Safety Management Society, who are enrolled in the safety or related curricula at the school identified in the Chapter's name. To be eligible as a Chapter member, an individual shall be enrolled in an accredited undergraduate or graduate degree course intended to prepare the individual for practice in the safety management or related profession or one of its relevant specialties, shall pay an annual renewal student membership fee, and shall declare in writing the intention to enter the Safety Profession upon graduation.

Section 2. Chapter Member status may be retained up to one year following graduation, or until the individual is employed in the field of safety, whichever comes first.

Section 3. Chapter membership is individual-specific and non-transferable.

NOTE: A section discussing annual (supplemental) Chapter membership dues or fees as condition of Campus Student Chapter membership may be inserted here.

Section 4. Chapter members are eligible to vote on all matters brought before them. A majority affirmative vote is necessary for action unless

otherwise specified in these Bylaws. On National Safety Management and Society issues, Student Chapter Members are eligible to vote only on the election of officers.

ARTICLE IV - ORGANIZATION

- Section 1. The Chapter shall have and maintain a minimum of ten (10) members in order to maintain its charter.
- Section 2. In order to maintain its charter, the Chapter shall identify an advisor (defined in Article V, Sec. 3) and shall provide the Chapter and Society annually with information on the advisor's name, address and telephone number.
- Section 3. The Student Chapter may be dissolved by the Chapter members and/or the NSMS Headquarters, if such action is deemed to be in the best interests of the Society. Voluntary dissolution of the Section shall be by two-thirds vote of Student Chapter members after a 30-day advance written notice by the Student Chapter Officers (Executive Committee. Upon dissolution, all Student Chapter funds and assets shall be returned to the National Safety Management Society, school, or other NSMS entity, depending on the funding source.
- Section 4. The Student Chapter's fiscal year shall begin on July 1 and end June 30. The Section activity year shall begin on _____ and end _____. **NOTE: Insert dates which apply to your School's academic calendar year.**

ARTICLE V - OFFICERS

Section 1. Elected Student Chapter officers shall be:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

NOTE: As options, the President may be designated as Chairperson, the Vice President may be designated as Vice Chairperson or President-Elect, and the offices of Secretary and Treasurer may be combined into one.

Section 2. Duties of officers:

- a) The President (Chairperson) shall call, set agendas for, and preside at meetings of the Executive Committee, and preside and set agendas for meetings of the Student Chapter membership; shall set goals and objectives for the Student Chapter and provide leadership, guidance and direction to officers, committees and members to see that they are met;

shall appoint members of the Nominating Committee; shall serve as chief spokesman and representative of the Student Chapter to NSMS Headquarters and allied groups; and shall submit an annual report of Student Chapter activities to the Faculty/Professional Advisor(s) and NSMS Headquarters.

- b) The Vice President (Vice Chairperson or President-Elect) shall succeed to the office of the President if the President is unable to serve; shall act for the President when requested to do so by the Executive Committee or members; and shall in general prepare to ascend to the Student Chapter Presidency in the following year.

NOTE: The Vice President (President-Elect or Vice Chairperson) may also supervise the work of Student Chapter-appointed working or standing committees or project Chairpersons, if desired.

- c) The Secretary shall record, transcribe and distribute minutes of all Student Chapter meetings, prepare and distribute meeting notices, maintain all Student Chapter records and conduct membership outreach and retention activities under the supervision of the Executive Committee.
- d) The Treasurer shall collect and disburse all Student Chapter funds, maintain Student Chapter financial records including all income and expense activities, collect Student Chapter-generated membership fees and dues, handle all business with financial institutions, submit an annual report of all Student Chapter financial activities to the Executive Committee, and keep the Student Chapter members, Faculty/Professional Advisor(s) and NSMS Headquarters regularly informed as to the Chapter's financial status.

Section 3. There shall be a Chapter Faculty/Professional Advisor(s) who shall be either:

- a) An current dues-paying NSMS member who is a faculty member of the school where the Student Chapter is located, and/or
- b) An current dues-paying NSMS member who is a safety manager or technical professional of the administrative safety department where the Chapter is located.

The Faculty/Professional advisor(s) shall be an ex-officio member of the Student Chapter Executive Committee, and shall serve as liaison between the Student Chapter, appropriate school officials, and the NSMS Headquarters. The Faculty/Professional advisor(s) shall approve Student Chapter

activity and financial reports, fund-raising activities, and be consulted on all matters relating to Student Chapter dues, fees and Bylaws. The advisor shall ensure that Student Chapter activities do not violate School rules and regulations governing on-campus clubs, groups and activities.

NOTE: Any other responsibilities of advisors as required by the school may be added here.

ARTICLE VI - COMMITTEES

- Section 1. Elected Student Chapter officers and the Student Chapter Faculty/Professional advisor(s) shall make up the Executive Committee, which shall govern the Student Chapter according to these Bylaws and within the authority delegated to it by Student Chapter members.
- Section 2. The Student Chapter shall have a Nominating Committee, appointed by the President (Chairperson), for the purpose of developing a slate of Student Chapter officers annually for member election. The committee shall consist of three Student Chapter members, one of whom shall be a current or past Student Chapter officer. The committee shall elect its own Chairperson.
- Section 3. Other Student Chapter working committees may be appointed by the Student Chapter President (Chairperson), as needed.

ARTICLE VII - NOMINATION, ELECTION AND REMOVAL OF OFFICERS

- Section 1. The Nominating Committee shall be appointed by the Student Chapter President/Chairperson annually for the purpose of recommending a slate of one or more nominees for each Chapter elective office. Publication of the slate, including background and qualifying information on each nominee, shall be completed no less than thirty (30) days before the election is conducted. The election and installation of officers for the succeeding Student Chapter activity year shall be completed before the end of the current year.

NOTE: A specific date may be substituted as an election deadline.

- Section 2. The term of service for officers shall be for one (1) year beginning July 1.
- Section 3. Any (insert # here*) _____ Student Chapter members may submit a signed petition nominating one or more members for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Nominating Committee Chairperson no less than fifteen (15) days before the election is conducted. The names and qualifications of the petition nominees

shall be distributed to all members within seven (7) days of their receipt.

NOTE: *Insert any number desired; however, it must be specific. It is recommended that the number be 3-4 for Sections under 20, 5-7 for Sections up to 50; 8-10 for Sections up to 100.

- Section 4. All Student Chapter members shall be given the opportunity to vote on the election of officers, through written ballots distributed on campus and/or at a Student Chapter meeting.
- Section 5. Three Student Chapter members, who are neither candidates for elective office, nominating committee members, nor current Student Chapter officers, shall be appointed as Tellers to count ballots, confirm the propriety of election/nomination procedures, and announce election results.
- Section 6. Elected Student Chapter officers may be removed by majority vote of Student Chapter members at any regular or special meeting upon presentation of a signed petition from the Student Chapter Executive Committee or (insert # here) _____ Student Chapter members. Notification of such meeting shall be made to all members at least fifteen (15) days in advance of the meeting. Appointed Student Chapter officers may be removed by the officer who appointed them, or by the Student Chapter Executive Committee.

NOTE: Insert a specific number; see Note Article VII, Section 3.

- Section 7. Vacancies in elected Student Chapter offices occurring during the elected term shall be filled by the succession designated in Art. V, Sec. 1. The resulting vacancy in the office of Treasurer shall be filled by affirmative vote of a majority of Student Chapter members upon a nominating slate of one or more candidates submitted by a special (**optional number**) member Nominating Committee appointed by the President (Chairperson). The election shall be held at a regular or special Student Chapter meeting, notice for which shall be published at least 15 days in advance.

ARTICLE VIII - DUES AND FINANCES

- Section 1. Student Chapter members shall be assessed an supplemental annual chapter renewal fee by the Chapter as determined by its Executive Committee. In addition, applicants for Student Membership will be assessed national membership (student-level) dues. Fees shall be paid annually and due on or before the first day of the new calendar year.
- Section 2. The Student Chapter may assess its members additional fees and dues, upon recommendation of the Student Chapter Executive

Committee and approved by a majority of Student Chapter members voting at a meeting where a quorum is present.

Section 3. The Student Chapter Executive Committee, through the Treasurer, is responsible for all Student Chapter financial activities, under guidelines established by the NSMS Headquarters, these Bylaws, and the Student Chapter Executive Committee.

Section 4. The Student Chapter shall provide an annual financial report to the Faculty/Professional Advisor(s), NSMS Headquarters and Chapter members describing all Student Chapter income and expense activities for the preceding twelve (12) months. This report shall be reviewed and signed by the Section Advisor and submitted to the Chapter by July 15.

ARTICLE IX – MEETINGS

Section 1. The Student Chapter Executive Committee shall meet upon the call of the President/Chairperson or upon a majority vote of its members.

Section 2. The Student Chapter shall hold at least two (2) meetings of its members annually, to acquaint them with its activities and conduct necessary business. (insert number here) ____ Student Chapter members at a meeting shall constitute a quorum.

NOTE: A quorum is the minimum number of members that must be present at meetings in order that business may be legally transacted. A specific number should be inserted. Generally the quorum should be as large a number of members as can be reasonably be depended on to be present at any regular meeting.

Section 3. Special meetings of Student Chapter members may be called by the Student Chapter Executive Committee or by written petition of ten (10) members, submitted to the Student Chapter President/Chairperson.

Section 4. Student Chapter member meetings and votes shall be required to accomplish the following actions: amendment or these Bylaws, establishment of or change in Student Chapter dues or fees, removal of elected officers, and Student Chapter dissolution.

NOTE: A 2/3 affirmative vote requirement may be established for any of these actions.

Section 5. Robert's Rules of Order Newly Revised shall govern the transactions of business at Student Chapter meetings, unless otherwise specified in these Bylaws.

NOTE: A section describing the required order of business at meetings may be added here.

ARTICLE X - AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Student Chapter Executive Committee or by written petition of at least seven (7) members. Amendments proposed by members shall be presented to the Student Chapter Executive Committee.
- Section 2. Amendments shall be published at least fifteen (15) days in advance of the meeting at which action will be taken on them.
- Section 3. Amendments shall be voted on at a regular or special Student Chapter meeting where a quorum is present. A majority **(insert option - two-thirds)** affirmative vote is required for approval.
- Section 4. All amendments approved by Student Chapter members are subject to approval of the Student Chapter Executive Committee and NSMS Headquarters.