



Hawaii Chapter of American Society of Safety Engineers

CHAPTER STANDARD OPERATING GUIDELINES

Created as of November 2013

Revision determined and voted on by the Hawaii Chapter Executive Committee
Original Document

Document History: These SOG's were formerly included in the Hawaii Chapter Bylaws. During the 2013/14 Chapter year, the RVP suggested that the Chapter Bylaws be revised to mirror National's, and anything that dealt with the basic chapter operating procedures be relocated to these Standard Operating Guidelines. Doing this would enable the Executive Committee to modify operating procedures as needed without the need to get a vote by the chapter members

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Appendix A: Mailing List Promotional Use Policy

Responsible Party: Secretary

Target Audience: All Chapter members

Available to: Professional organizations and other not-for-profit organizations

Fees: None

1. The Hawaii Chapter may provide its mailing list to safety-related not-for-profit organizations (including other Chapters of the SOCIETY) free of charge with Executive Committee approval.
2. Requests for use of the Chapter mailing list shall be made in writing and must disclose the purpose for use of the mailing list. All requests must include an example of the printed mailing material that will be sent to Chapter members. This documentation will be reviewed by the Executive Committee prior to their approval.
3. Requests from for-profit companies and organizations for the Chapter's mailing list shall be referred to the SOCIETY's Mailing List Rental Department.
4. The requesting organization shall be informed that permission to use the list is limited to a single use per request.
5. The Chapter will seek to exchange mailing information with the requesting organization so that the Chapter can utilize the requesting organization's mailing list to promote future Chapter events.
6. If any member does not wish to participate in this program. Please inform the Responsible party as soon as possible.

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Appendix B: E-mail List Promotional Use Policy

Responsible Party: Secretary

Target Audience: All Chapter members with e-mail access

Available to: Professional organizations, other not-for-profit organizations,
for-profit organizations promoting an event

Fees: None

1. The Hawaii Chapter may provide use of its e-mail list to safety-related not-for-profit organizations (including other Chapters of the ASSE) free of charge with Executive Committee approval.
2. Requests for use of the Chapter e-mail list shall be made in writing and must disclose the purpose for use of the e-mail list. All requests must include an example of the printed mailing material that will be sent to Chapter members. This documentation will be reviewed by the Executive Committee prior to their approval.
3. Requests from for-profit companies and organizations whose principals are ASSE members seeking to promote an event, service, or other opportunity that directly or indirectly benefits the members of the Orange County Chapter for use of the Chapter's email list shall be considered on a case-by-case basis by the Executive Committee. Such use shall be limited to one time per organization per fiscal year.
4. If approved, the Secretary will forward the promotional e-mail via "blind carbon copy" (bcc) addressing to all Chapter members on the e-mail list and via "carbon copy" (cc) addressing to the contact from the requesting organization. Under no circumstances will the e-mail list be provided directly to the requesting organization.

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Appendix C: Promotional Use Policy

Responsible Party: Promotional Chair

Target Audience: All chapter members

Available to: All organizations

Fees: Per promotion:

- \$30 monthly chapter communication
- \$150.00 for website spotlight of the month and meeting sponsorship
- \$120.00 meeting sponsorship includes:
 - Table at monthly meeting
 - Time in front of members
 - Lunch

1. The Hawaii Chapter will accept promotional assignments which may include:
 - *Hawaii Chapter Newsletter*
 - *Hawaii Chapter Website*(See Appendix D)
 - *Meeting Sponsorship*
2. Advertisements must be in the form of camera-ready electronic graphics files or MS Word based electronic document files capable of being inserted with minimal reformatting. All advertisements (and appropriate payment) must be received before any promotions are exhibited.
3. The fee may be waived with Executive Committee approval for advertisements from a not-for-profit organization, or for other low-cost or no-cost opportunities deemed by the Executive Committee to be beneficial to the chapter membership.
4. The fee may be waived or modified with Executive Committee approval for advertisements of a specified size (as determined by the Executive Committee) for organizations providing financial sponsorship of a Chapter event.
5. The treasurer shall confirm that payment from the advertising organization has been received prior to including the promotional materials.

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Appendix D: Website Promotional Use Policy

Responsible Party: Promotional Chairperson or Webmaster

Target Audience: General public

Available to: All organizations and members in good standing

Fees:

- No Charge for hyperlinks to not-for-profit organizations or government agencies under the "Links" page
- No charge for listing as a "Consultant" provided listed person is a member in good standing. \$30 per month for a hyperlink.
- \$30 per month for a hyper-linked text or banner advertisement, unless this service is included as part of another agreement as permitted below in number 3 of this Appendix.
- \$300 per year for a hyper-linked text or banner advertisement

1. The Hawaii Chapter will accept advertisements for inclusion on the Chapter Webpage at the rates listed above.
2. Advertisements must be in the form of electronic graphics files or other suitable files capable of being uploaded with minimal re-formatting.
3. The fee may be waived or modified with Executive Committee approval for advertisements of a specified size (as determined by the Executive Committee) for organizations providing financial sponsorship of a Chapter event.
4. Treasurer shall confirm that payment from the advertising organization has been received prior to uploading advertisements to the Chapter website.
5. The Webmaster shall not upload to the website any promotional materials until it has been approved by the executive board.
6. The Webmaster shall ensure that advertisements are removed from the Chapter website at the end of the specified period (generally one month unless otherwise specified by the Executive Committee).

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Appendix E: Treasurer's Best Accounting Practices

PURPOSE: To ensure the Chapter's Treasurer understands and adheres to industry Best Accounting Practices. Adherence to these guidelines will also streamline annual auditing activities.

GUIDELINES:

1. The treasurer should not make a check payable to him or herself. Another authorized chapter officer should review the reimbursement and then write the check.
2. Check the monthly bank account on-line to ensure the membership automatic deposits are made by Society to the chapter's banking account.
3. The check register should record the expense category to which the amount is being charged, and any appropriate details, i.e. Travel-Officer; ROC meeting.
4. The expense category used should reflect those listed on the annual budget.
5. The expense categories used on the income statements and annual financial report should reflect those on the annual budget. The chapter should review the Annual Financial Report from Society to determine if these expense category titles would work on the annual budget.
6. Reimbursement requests and/or invoices with receipts shall be obtained prior to making distribution of reimbursement checks. **RECEIPT REQUIREMENTS:** All expense items over \$10.00 must be supported with a receipt or invoice.
7. The check number and date of check issue should be recorded on all invoices and reimbursement requests.
8. Officers and members are encouraged to find other sources of sponsorship for travel reimbursement. Many companies support professional society involvement as part of their employee continuing education efforts. These companies may also reimburse their employees for travel as part of their professional activities.

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Appendix F: Travel Reimbursement Policy

PURPOSE: To ensure efficient processing of travel reimbursement for Hawaii Chapter ASSE officers or members who have been authorized to officially represent the Chapter.

POLICY: The Chapter will reimburse members for reasonable and necessary expenses incurred in connection with authorized chapter business.

PROCEDURES:

- a) Prior approval must be obtained from the Chapter President and Chapter Executive Committee for all reimbursable trips. Approval must be noted in the executive committee meeting minutes.
- b) Expense reports using the Chapter's Reimbursement Request form (Appendix G) must be submitted to the Chapter Treasurer within 30 days of the conclusion of a trip.
- c) Travel arrangements must be made in advance when possible to avoid extra expense for booking hotels, planes and rental cars.

EXPENSE ALLOWANCE:

a) Transportation:

1. Air travel: Officers and members should travel by economy class. Effort should be made to secure the most economical fare available. To obtain this, **travel arrangements must be made at least 14 days prior to the trip; except in emergencies. Emergency travel must be approved by two Executive Committee Officers.** Airline Baggage fee will be reimbursed on a case by case basis as determined by two members of the Executive Committee Officers. Airline seating upgrades will not be reimbursable.
2. Rental car: Rental car expenses typically are not reimbursable. If a rental car is necessary, prior authorization is required from two Executive Committee Officers. The maximum size/class of vehicle that is reimbursable is an intermediate/mid-sized or similar vehicle. Upgrades will not be reimbursable. Collision Damage waiver insurance must be obtained if a rental car is necessary for chapter business and approved by the executive committee. Collision Damage waiver coverage is reimbursable.
3. Other modes of transportation: All other modes of transportation must have prior approval from the Chapter President. In order to be considered these modes of travel must be less expensive than available airfares or personal automobile transportation.
4. Travel insurance: The Chapter does not provide personal travel insurance.

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- b) Lodging costs: Hotel or motel expenses incurred when traveling on Chapter business are reimbursable expenses. Accommodations should be obtained whenever possible at a moderately priced, respectable hotel or motel. An exception is when the Chapter officer or representative elects to stay at the conference hotel.

- c) Personal meals: When traveling on Chapter business, the reasonable cost of meals -breakfast, lunch and dinner, including tips, is reimbursable. Personal meals, including drinks and snacks, should not exceed a total of \$40.00 (forty dollars) per day per member, including tax and gratuity, and will not be reimbursed over and above that amount. If the meeting being attended includes meals, additional receipts for the same meals will not be accepted.

- d) Personal expenses: Personal expenses are not reimbursable, i.e., movies, event entrance fees, cigarettes, alcoholic beverages, reading material, medicine, and laundry chargers. This list is not all-inclusive. Most other expenses are not reimbursable unless they fall under the category of transportation, lodging, meals.

- e) Personal break in travel: The chapter understands that during an authorized chapter business trip, the traveler may be able to combine his or her trip with a personal break in travel. The traveler understands that the chapter will only reimburse for that portion of the travel expenses involving official chapter business. All other expenses are the responsibility of the traveler. Prior approval must be obtained from the Chapter President and Chapter Executive Committee for all breaks in travel.

- f) Other expenses: Other reasonable and necessary expenses to conduct official Chapter business may be reimbursable at the discretion of the Chapter President. Prior approval from the Chapter President is required before incurring such costs.

- g) Personal Credit Cards: Each member is responsible for the payment of his/her personal credit card accounts.

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Appendix G: Expense Reimbursement Form

Check Request/Expense Reimbursement

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Appendix H: Communication Tools

Section 1. The Chapter shall maintain certain tools for communicating with the membership (herein referred to as communication tools). These tools shall include the following:

- a) A list of electronic mail addresses (herein referred to as an e-mail list) for all members having e-mail access, all Regional Operating Committee members and members of other ASSE chapters who wish to receive information about Chapter events. The e-mail list is to be maintained by the Secretary or other individual appointed by the chapter president.
- b) A webpage containing information regarding the Chapter, its purpose and activities. The webpage is to be maintained by a Webmaster who may be any Chapter member (including current Executive Committee members) who serves in this capacity as an appointed member of the Executive Committee. If a Chapter member with the necessary skills is not available to serve as Webmaster, a paid contractor may be used if so approved by the Executive Committee.
- c) A periodic newsletter containing information about the upcoming technical meetings/events, items of Chapter business and other information of interest to the membership. The newsletter shall be prepared by a Newsletter Editor who may be any Chapter member (including current Executive Committee members) who serves in this capacity as an appointed member of the Executive Committee.

Section 2. Routine communications shall include the following:

- a) Mailing of newsletters to Chapter members who do not have e-mail or internet access, and request such service.
- b) E-mailing a monthly announcement that the newsletter has been updated, to Chapter members who do have e-mail access.
- c) Mailing and/or c-mailing announcements of any upcoming Chapter events.
- d) Mailing and/or c-mailing announcements and reminders (as needed) of any upcoming Chapter events.

Section 3. Communications listed in Section 2 of this Article shall be performed at the discretion of the responsible person(s) listed in Section 1 of this Article. Any other communications to Chapter members must be approved by the Executive Committee.

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Section 4. Procedures for promotional use of communication tools by other entities shall be as follows:

- a) The entity requesting the use of Chapter communications tools must contact any member of the Executive Committee to submit their request.
- b) The request for use of the Chapter communications tools will state the purpose of the promotion and disclose the name of the person or organization that will benefit from the event or service provision. Additional information must include, but not be limited to, a media-ready example of the promotion, the duration of the promotion, the communications tools requested, and the benefit to our members for permitting the use of the Chapter's communications tools.
- c) The Executive Committee member that receives the request will present the matter to the Executive Committee either at an Executive Committee Meeting or by other means.
- d) When necessary, e-mail voting on an issue will be permitted with all votes being sent to the President. The President will be responsible for printing and sharing the results of the vote with the Executive Committee at the next meeting of the Executive Committee.
- e) The Executive Committee will enter into a written agreement with the promoter by completing the Promotion Agreement form (Appendix E).
- f) The Chapter shall develop and maintain specific use policies for each communication tool to be used for promotional purposes. These policies shall ensure that Chapter communication tools remain under the control of the Chapter and that the conditions of their use are consistent with these Bylaws.
- g) The Executive Committee member identified as being responsible for a specific communication tool are be responsible for ensuring that the Executive Committee authorizes each promotion prior to running the promotion.
- h) The Executive Committee will announce the Chapter's Communication Policy annually to the membership via the newsletter and web page.

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Appendix I: E-Motion Procedures & Form

History: These procedures have been developed to standardize the process of submitting "motions" through e-mail in order to allow adequate time for all members of the executive committee to access and review the motion and respond. It was also established to ensure that the individual submitting the motion has given complete thought to the potential financial and/or staff time impacts. The ultimate goal is to ensure the Executive Committee remains good stewards of the Chapter's finances and time. The total time frame of the e-motion review and vote period should not exceed 14 days.

E-Mail Motion.

Since the Board meets on a monthly basis, the need for an e-motion/e-vote should be clearly restricted to only time-sensitive items. In no case should the discussion be less than one week and a vote deadline is less than another week.

- 1) Actions on e-motion issues shall follow Roberts' Rules of Order, and Chapter's By-Laws.
- 2) The EC member who wishes to make a motion via e-mail must complete the *Motions, Recommendations and Proposals* form located on the following page.
- 3) This form shall be sent to the President and copy the Secretary and President Elect. As is standard with all motions, an e-motion will require a "second" and be open for discussion.
- 4) E-Motion Review Period: If the e-motion meets the requirements in item 2, it is then **distributed by the Secretary** to the body of voters (i.e., the Executive Committee) for a **7-calendar-day review and comment period**. A list of EC names with confirmed email addresses of record, plus any alternate e-mail address, should be maintained by the Secretary.

Order of business: E-mails sent requesting a motion review and vote should be sent with return receipt requested to confirm delivery. If a member does not have access to the internet or e-mail, then that member shall receive a fax.

During this 7-day review period, EC members may comment on the e-motion. Questions and/or comments shall be sent to the Secretary to collect and compile. (This is to avoid LONG e-mail strings of comments/questions/answers, which can become confusing, and also to protect the EC's valuable time.)

- 5) Amendments: If an "amendment" to the motion is required, then the individual submitting the motion shall amend it on the required form and send to the Secretary for distribution.

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E-Motion Voting Period: Once the 7-calendar day review period has concluded, the Secretary shall prepare the e-motion with incorporated questions/comments from the 7-day review period and send it out to body of voters.

The e-motion **voting period** shall be an additional 7 **calendar days**. If the Secretary receives c-votes from all members of the EC before the end of the 7-calendar days, then the Secretary should send an e-mail to the EC stating that the voting has been complete and advising what the results were.

If the Secretary receives a majority vote (i.e., minimum 51 percent) either "for" or "against" the motion, then technically the motion is so moved, and the Secretary will inform the EC via e-mail.

If a majority has not been established, then the Secretary will follow-up 3 days before the c-vote is due and remind those that haven't returned their vote to do so before the voting period ends. Extensions to the ballot return deadline are permitted only by the President.

Please note that a vote may be cast by e-mail or by phone (in case someone is traveling). The vote must be provided to the Secretary so that it can be properly recorded.

- 7) The Secretary will compile the votes and create a summary report showing the names of all voters and their vote. The summary report will be distributed to the entire Executive Committee.

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