



SYSTEM SAFETY SOCIETY

Organized 1962
Incorporated 1973

Professionals Dedicated to the Safety of Systems, Products & Services

INTERNATIONAL SYSTEM SAFETY SOCIETY

OPERATIONS MANUAL



NOTICE OF CHANGES

#	Date of Change	Description of Change	Approval Received
1	6/23/99	Added new Section 3.4. New section describes actions necessary during transition of Officers/Directors	EVP
2	7/16/99	Clarify text in Section 11.1 to state that the EC is notified of the Awards Board's selection. The Awards Board does not need the approval of their selections from the EC.	Director of Education and Professional Development
3	6/4/99	Add updated Travel Policy, Appendix M, to include a local travel form. Add new Form D.19, Expense Report for Mileage Only Reimbursement	Treasurer
4	6/23/99	Update zip code boundaries and applicable states for TV Chapter	TV Chapter President
5	5/6/08	Name changed to International System Safety Society	President
6	5/6/08	Deleted references to Constitution.	President
7	6/30/08	Incorporated portions of the Bylaws and Constitution.	President
8	6/30/08	Changes publication name from Hazard Prevention to Journal of System Safety.	President
9	6/30/08	Added Appendix C. Fundamental Principles and Canons.	President
10	6/30/08	Added Appendix T. Proxy Template.	President
11	8/01/08	Increased membership dues.	President
12	8/01/08	Added International Development Director.	President
13	4/07/10	Revised Director of International Development (EC 2009-2010 e-vote 4)	President
14	12/8/11	Added Director of Mentoring, Research and Development (2011-2012 evote 2)	President



15	9/30/14	<p>Reformat document and update content as follows:</p> <ul style="list-style-type: none">• New font, style, and page header applied throughout the document• Update Table 3-1: Change in membership criteria• Change eligibility concurrence requirements• Update requirements for Senior Member in Section 3.3.1.2• Update definition of student in Section 3.3.2.1• Update member upgrade requirements in Section 3.4• Update dues and fees in Section 3.5• Updated description of officer terms in Section 4.1.1• Update job description for Director of Member Services in Section 4.1.2.1• Update EVP job description to indicate that EVP rolls into President automatically in Section 4.1.1.3• Update Treasurer term to four years in Section 4.1.1.4• Update Executive Secretary term to four years in Section 4.1.1.5• Removed references to “Membership Committee” and replaced them with references to “Director of Member Services”• Updated Section 4.3 to reflect changes in officer terms• Updated Section 4.2.4 to reflect the Journal schedule	President
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FOREWORD

This manual serves as the International System Safety Society operating procedures. As such the document is prepared primarily to assist members of the Executive Council in carrying out their duties. It is also a resource for members engaging in Society business. This document is a guide to assist in the coordination and conduct of Society business.

Under the direction of the Executive Secretary, this manual will be updated annually by the Headquarters Office Manager to ensure the contents of this manual remain current. Routine changes, such as updates to the listings of Key Members, new Chapters, Society Awards and Society Officers, will be done annually by the Executive Secretary upon approval of the Officer or Director responsible for that area. More significant changes, such as new or revised policies or procedures or changes in Officer/Director responsibilities require Executive Council (EC) approval. The President may decide, at his or her discretion, that significant changes (e.g., changes to Officer/Director responsibilities or changes to the Bylaws) require approval by the entire EC. Major rewrites to the Operations Manual require EC approval. It is intended that Executive Officers, Directors and Chapter Presidents, as well as members in appointed positions, will receive a copy of this manual and provide input or review their specific sections and provide revisions as necessary.

This manual is intended to comply, at a minimum, with the Society's Articles of Incorporation and Bylaws.



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ACRONYMS

AAES	American Association of Engineering Societies
ATTN	Attention
BCSP	Board of Certified Safety Professionals
CEU	Continuing Educational Unit
CHP	Certified Health Professional
CIH	Certified Industrial Hygienist
CSP	Certified Safety Professional
EC	Executive Council
EIT	Engineer In Training
EO	Executive Order
EVP	Executive Vice President
HQ	Headquarters
IPP	Immediate Past President
IRS	Internal Revenue Service
ISSC	International System Safety Conference
ISSS	International System Safety Society
NA	Not Applicable
NSC	National Safety Council
NSPE	National Society of Professional Engineers
OVP	Operating Vice President
PDC	Professional Development Committee
PE	Professional Engineer
RVP	Regional Vice President
SAE	Society of Automotive Engineers
SS	System Safety
SSS	System Safety Society
TBD	To Be Determined
US	United States
VA	Virginia



1 History of the System Safety Society

This section of the Operations Manual outlines the Society purpose, mission, and bylaws. It provides definitions of key terms and formulation of the Society.

1.1 Purpose

The International System Safety Society (ISSS) is a non-profit organization (IRS Classification 501(c)(6)) of "Professionals Dedicated to the Safety of Systems, Products and Services." The system safety profession draws from a broad range of engineering, behavioral, scientific, legal and managerial skills. The Society is international in scope and draws members from throughout the world and is affiliated with major corporations, educational institutions and other agencies in the United States and abroad.

1.2 Definitions

1. **Safety.** Safety is the state of being "safe" (from the French, sauf), the condition of being protected against physical, social, spiritual, financial, political, emotional, occupational, psychological, educational or other types or consequences of failure, damage, error, accidents, harm or any other event which could be considered non-desirable. This can take the form of being protected from the event or from exposure to something that causes health or economic losses. It can include protection of people or of possessions.
2. **System.** System refers to any product, service or activity developed, produced or managed by a specific person, agency or organization for a specific purpose.
3. **International System Safety Society.** The name of the organization is defined as the International System Safety Society and can be referred to as the Society.

1.3 Society Mission

The mission of the Society is to:

1. Advance the state-of-the-art of System Safety,
2. Contribute to a meaningful managerial and technological understanding of System Safety,
3. Disseminate newly developed knowledge to all interested groups and parties,
4. Improve the public understanding of the System Safety process and discipline,
5. Promote System Safety to all levels of management, engineering and other professional groups,
6. Foster communication within the System Safety profession and with other scientific, legal, public and professional groups,
7. Encourage research into the development and application of new safety management, scientific or engineering techniques and
8. Encourage System Safety professional development and education.

1.4 Formulation

In the early sixties, a small but dedicated group of managers, scientists, and engineers became personally involved in the initial implementation of System Safety engineering in some of the major



aerospace programs. They began to meet to share their common interests and visions for the cost saving potential of the system safety process for accident reduction. It soon became apparent to these system safety pioneers that existing professional organizations and societies did not provide a sufficiently receptive and stimulating environment, in which the long-range objectives envisioned for the System Safety concept could be suitably nourished and brought to maturity. Therefore, in 1962, the System Safety Society was organized and chartered in California through the dedicated efforts of Mr. Roger Lockwood and the founding pioneers. As the society enjoyed a steady growth in numbers, scope and influence, it was incorporated as a non-profit professional organization (IRS Classification 501(c)(6)). The membership now exceeds a thousand members and extends to over a dozen different countries.

1.5 Articles of Incorporation

Articles of Incorporation typically specify the purpose, professional, and technical limitations of the organization. On October 24, 1973 the System Safety Society was incorporated as a non-profit professional organization in the District of Columbia (Appendix A). The initial registered agent was Gordon F. MacDougal. The registered office was 1200 18th St. NW. Signers of the articles of incorporation were:

1. Mr. Emerson Harris (McLean, VA)
2. Mr. E. T. Driver (Reston, VA)
3. Mr. C. O. Miller (McLean, VA)

The original Board of Directors was:

1. Mr. E. T. Driver
2. Mr. Donald "Red" Layton
3. Mr. C. O. Miller
4. Mr. Loran W. Sapp
5. Mr. D. A. Smith

1.6 Bylaws

Bylaws are the specifications of the overall structure and operations of the organization. They are initiated or revised by a two-thirds vote of the entire Executive Council. Each bylaw or revision shall have an effective date that does not exceed six months from the date adopted. At least two months prior to the effective date, the new bylaw provisions or wording will be made available to the membership. Should written objections to the new bylaw or wording be received from 20% or more of the membership, the Executive Secretary will declare the bylaw null and void. The current Bylaws are provided in Appendix B.



2 Organization

The organization of the Society (Figure 1) consists of the relationships of the members, chapters, and the Executive Council; with duties, powers, rights and responsibilities assigned to each.

The Executive Council is voted on by the Society members. The EC consists of the President, Executive Vice-President, Treasurer, Executive Secretary, up to 10 Directors, immediate Past-President, and President or Chairperson of each active Chapter.

Directors of the Society include Government and Intersociety Services, Member Services, Publicity and Media, Education and Professional Development, Conferences, Chapter Services, and International Development.

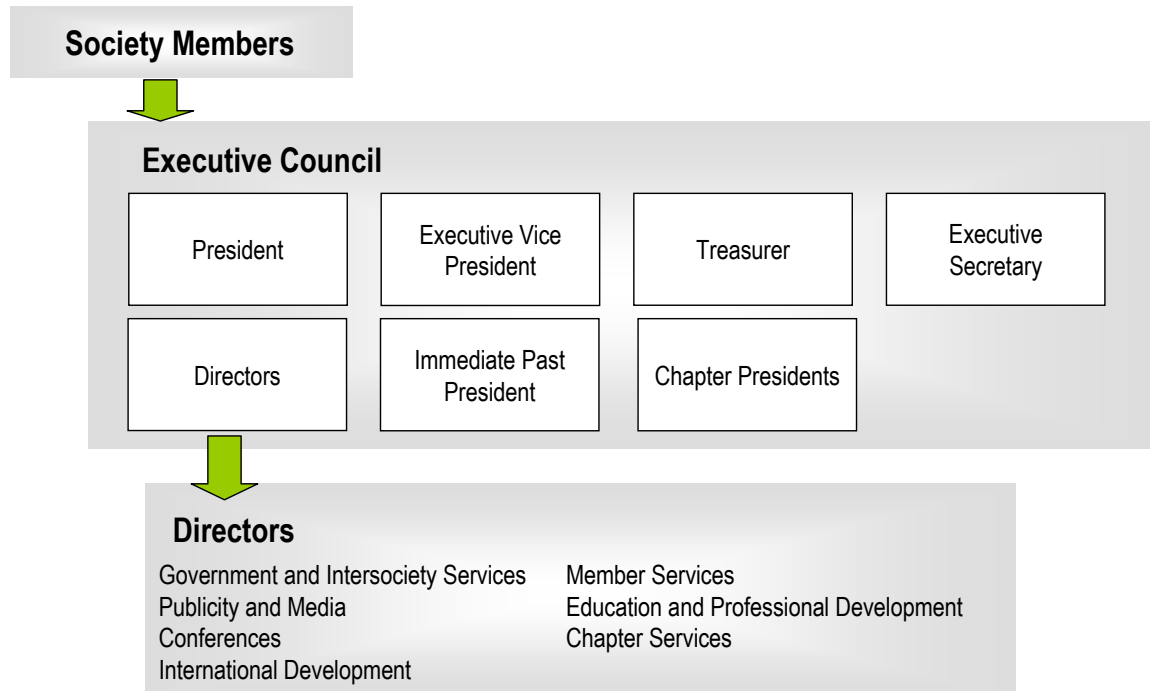


Figure 1. International System Safety Society Organization



3 Society Membership

The System Safety Society is a scientific, engineering and management membership association. The Society has several membership grade levels which are keyed to professional development. Society membership is also open to companies, corporations, educational institutions, affiliated individuals, cooperating organizations, or other appropriate associations. Requests for professional upgrades are reviewed by the Professional Development Committee on behalf of the Director of Education and Professional Development which makes a recommendation to the Executive Council (EC) for the final approval. Eligibility and upgrade guidelines are provided below. The Society seeks to expand its membership to professionals from other related disciplines such as all fields of engineering, human factors, medicine, science, law, education, and management.

The Director of Member Services and Director of Education and Professional Development are responsible for the management of the services stated in the following sections. Detailed responsibilities of this position are included in Section 4.0.

3.1 Eligibility

The Society is open to:

1. Safety professionals engaged in professional practice related to product and system safety,
2. Persons associated with or interested in the advancement of safety engineering or management,
3. Students enrolled in related studies, and
4. Firms, agencies, foundations, or organizations that wish to support or share in the activities of the Society.

Membership eligibility is contingent on the individual's compliance with the Society's Fundamental Principles and Canons (Appendix C).

3.2 Membership Applications

The Membership Committee, in coordination with the Education and Professional Development Committee and with Executive Council approval, prepares, maintains, and distributes appropriate membership application forms and instructions. The membership application forms required are listed below. Each can be found in Appendix D or on the Society website (<http://www.system-safety.org>).

- Form D.1 Individual Membership Application with Instructions (for Professional Status)
- Form D.2 Reclassification Form with Instructions
- Form D.3 Application for the Honor of Emeritus
- Form D.4 Corporate Membership Information and Application

3.3 Membership Grades

Categories of membership within the Society consist of Professional Membership, Associate Membership, and Organization Membership (Figure 2). The Professional Development Committee



prepares, maintains, and distributes a handbook which defines the qualification evaluation and weighting factors for individual applications as well as membership upgrades. The criteria for professional membership grades are specified in the subsequent section (Section 3.4) as well as the Reclassification Form (Form D.3 of Appendix D).

The Director of Member Services will notify members in good standing within 60 days of their having attained eligibility to apply for promotion to a higher grade of membership. The Director of Member Services will establish eligibility through review of membership records. A member will be considered eligible to apply for promotion upon achieving the required years of experience or upon approval of any Bylaws amendment that creates a new grade of membership or changes eligibility requirements for existing grades of membership.

The Director of Member Services will notify the Headquarters Office Manager of the approval of initial Professional or Affiliate member applications within 10 days of receipt of the application. This approved member will be put into the membership database maintained by Headquarters.

Upon any change in membership grade classes or criteria for membership grades instituted by changes to the Bylaws, the EC shall establish appropriate interim rules by Executive Order for the fair and orderly conversion of existing membership grade assignments to new ones as required.

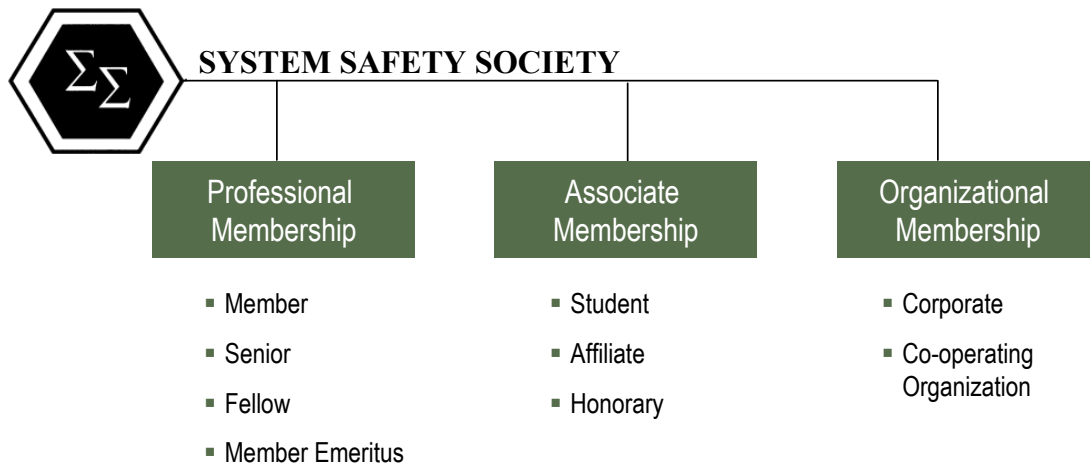


Figure 2. Society Membership Grades

3.3.1 Professional Membership

Professional Membership consists of four grades: Member, Senior Member, Fellow Member, and Member Emeritus. Professional Members of the Society are eligible to vote, hold Society and Chapter Offices represent themselves as Members of the Society, and receive fee discounts that may be established for Society members. A summary of required criteria is shown in Table 3-1.

Table 3-1. Professional Membership Qualifying Criteria



Grade	Criteria	Qualifying Points
Member	Qualified by combination of education and experience	None required
Senior Member	<ul style="list-style-type: none"> • Demonstrate a high level of professional competence. • At least 6 years qualified experience • Significant SS achievement evidence • Society member for 4 years 	35 point minimum, of which at least <ul style="list-style-type: none"> • 12 points must be from educational, experience, and contributing achievements • 23 points from professional achievements
Fellow Member	<ul style="list-style-type: none"> • Demonstrate outstanding contribution to the SS profession • Senior Member for 5 years (minimum) • Three letters of recommendation from ISSS Fellow members 	70 point minimum <ul style="list-style-type: none"> • 35 points under Senior Member criteria • 35 from contributing achievements
Member Emeritus	<ul style="list-style-type: none"> • Members of the ISSS who have devoted substantial efforts to the improvement of the Society • Retired from gainful employment 	Executive Order of the Society President

The following requirements apply to individuals applying for Society membership.

1. **Profession.** The individual must have been engaged for two years in: 1) the professional practice of the art, science or technology of system safety or; 2) engaged in a discipline which relates to system safety or its advancement.
2. **Education.** Members must have at least a bachelor’s degree in an accredited institution of higher learning or the equivalent experience, training, and academic courses totaling four years of academic equivalency.

Applicants who cannot immediately meet the professional or educational requirements or are waiting for an upgrade ruling from the Director of Member Services may be accepted as a Student or Affiliate Member upon recommendation of the Director of Member Services.

3.3.1.1 Member

To be eligible for the grade of Member the applicant must provide evidence that he or she has engaged in the professional practice of the art, science, or technology of system safety, or has engaged in another discipline which relates to system safety and contributes to its advancement; and has received at least a Bachelor's Degree in an accredited institution of higher learning or a combination of experience, training and academic courses totaling four years of academic equivalency. Membership is also contingent upon the individual’s adherence to the Society’s Fundamental Principles and Canons (Appendix C). System safety is considered to include, in addition to the physical protection of humans



and man-made things, the safeguarding of health, the environment and ecology. This individual shall in the normal course of his or her primary occupation have applied such education or experience to the identification, evaluation, and control of product or system/service hazards, or risks and/or management related to accident prevention activities for a minimum of two years in at least one of the six system safety functional areas (i.e., Management, Analysis, Design, Research, Operations or Use, or Accident/Mishap Investigation). A complete description of experiences and verification of such experience is to be provided with references in each functional area claimed.

Eligibility requires concurrence of the Director of Member Services. Forms and supporting material (resume) must be provided in accordance with Section 3.4.

Successful applicants for Member grade are provided an appropriate certificate of their accomplishment.

3.3.1.2 Senior Member

Upon completion of four years of Society membership at the professional grade of Member individuals are eligible for application for upgrade to Senior Member. Applicants for Senior Member shall, in addition to the requirements for grade of Member, provide evidence that he or she is a technically qualified individual who can demonstrate a high level of competence through experience, professional level achievement, and continuing education in System Safety related subjects. This includes courses at the graduate or undergraduate level as well as education or training programs sponsored by companies or organizations. Evidence of education not directly related to System Safety will be evaluated based on relative contribution to the applicant's professional development in the System Safety profession.

In addition, the applicant shall provide evidence of significant professional achievement which has contributed to the applicant's professional development, and to the overall advancement of the System Safety profession.

Successful applicants for Senior Member grade are provided an appropriate certificate of their accomplishment.

To qualify for grade of Senior Member, applicants must show a minimum of 12 educational and contributing achievements, and 23 professional achievement points (according to criteria set by the Professional Development Committee (PDC)) for a cumulative total of 35 points.

NOTE: Educational and experience weight factors are not interchangeable with achievement factors. However, experience weight factors are interchangeable with educational weight factors.

Reclassification requires concurrence of the Education Committee, the Professional Development Committee, the Director of Member Services, and a majority vote by mail or electronic receipt ballot of the Executive Council. Forms and supporting material must be provided in accordance with Section 3.4.



3.3.1.3 Fellow Member

Fellow Member is the highest grade available to Society Members, and cannot exceed 3% of the total Society membership in any Society year.

The designation of Fellow may be granted only to a highly qualified applicant who has served the Society for five or more years as a Senior Member who has made significant contributions to the operations and functions of the Society and to the advancement of the system safety profession. The application shall provide proof of Society service and advancement of the profession (e.g., letter of appointment, etc., or list of contributions and accomplishments) upon demand. Applications must show a total of 70 points (35 points of which are in addition to those accumulated for senior membership and have been earned for service to the System Safety Society). Minimum weight factors for each grade are contained in the Professional Development Committee handbook. Applicants for Fellow must have three professional written references who are Fellows of the Society. Applicants will not be processed until recommendations from all references have been received.

Reclassification requires concurrence of the Educational Committee, the Professional Development Committee, the Director of Member Services, and majority vote of the Executive Council. Forms and supporting material must be provided in accordance with Section 3.4.

Successful applicants for Fellow Member grade are provided an appropriate plaque of their accomplishment. See Section 12.11.1.

3.3.1.4 Member Emeritus

The honor of Emeritus may be extended to members of the Society who have devoted substantial efforts to the improvement of the Society, and have retired from gainful employment. The status of Fellow Emeritus, Senior Member Emeritus, or Member Emeritus will be designated depending on the member's classification when applying for the honor of Emeritus. An application requesting the honor of Emeritus must be submitted in writing (certifying the above qualifications) by the requesting member to the Education Committee, the Professional Development Committee, and the Director of Member Services for concurrence. Upon committee concurrence the President of the Society will issue an Executive Order conferring Emeritus status.

3.3.2 Associate Membership

Associate Membership consists of three categories: Student, Affiliate, and Honorary. Categories are assigned upon application and payment of applicable fees and are awarded to those applicants whose education, experience, or professional achievement are not sufficient to qualify them for one of the Professional Member grades.

Associate Members may serve on Society or Chapter committees but are not eligible to hold a Society office or vote. Student members may vote and hold office in student chapters only.

To qualify for Associate Membership approval of the Director of Member Services must be granted. Forms and supporting material must be provided in accordance with Section 3.4.



3.3.2.1 Student

Persons who are enrolled in an accredited educational institution and taking at least nine semester units each regular academic period (excluding summer school), may be accepted in the Student Member category. The student must provide proof of current enrollment, such as a currently dated student id or other valid endorsement of student status provided by a school official. Students must reapply each year and include evidence of student status with the application. The Director of Member Services may, if it is deemed in the best interests of the Society, grant Student Member status for a particular individual taking less than nine semester unit equivalents. ISSS headquarters will send a reminder letter to students who do not renew membership. If appropriate materials and payment are not received, the ISSS will drop the student from membership. Students experiencing financial hardship may request a fee waiver utilizing the student grant procedure (TBD).

3.3.2.2 Affiliate

The category of Affiliate will be assigned to those who have paid the required fees/dues, and who fall into one of the following situations:

1. Has submitted required application forms for evaluation and is waiting for approval of a professional membership grade designation.
2. Has insufficient weight factors required to become a Member.
3. Has not submitted the required application forms for reclassification to a Professional Membership grade as stipulated by the Bylaws and subordinate criteria approved by the Executive Council.
4. Has been denied professional membership status for failure to fulfill all qualifications criteria, but is continuing to prepare for professional member status.
5. Elects to remain in the Affiliate category.

3.3.2.3 Honorary

Persons who are not members of the Society, but who have made a significant contribution to the objectives of the Society may be elected as an Honorary Members of the Society. Any member may submit a nomination for Honorary Member status in letter form to the Society. The person nominated shall be granted Honorary Member status upon endorsement of the Director of Member Services and approval by a two-thirds majority vote of the Executive Council. The Honorary Member status will be conferred only by Executive Order of the Society President. No more than two individuals in the Honorary Member category may be elected in any one Society year.

3.3.3 Organizational Membership

Organizational Membership consists of two categories: Corporate Members and Co-operating Organizations. Organizational Memberships are those firms, agencies, foundations, or other organizations that wish to support and/or share in the activities of the Society.

3.3.3.1 Corporate Member



Corporations, firms, company components, agencies, foundations and/or any other organizations or entities that wish to provide financial support and share in the objectives or activities of the Society, may apply for recognition as a Corporate Member. The acceptance of this application will be based on a determination of the Director of Member Services that the applicant's activities, motives, and reputation are consistent with the Society's purposes and standards. The requirements for a Corporate Membership are:

- Applicant's wish to provide financial support and share in the objectives or activities of the Society and
- Applicant's activities, motives and reputation are consistent with the Society's purposes and standards.
- The current benefits of a Corporate Membership are:
 - Ten copies of each issue of the Journal of System Safety which may be distributed as requested (limited to two different addresses),
 - A feature article in the Journal of System Safety detailing the safety-related activities of the Corporate Members (copy to be prepared by member and submitted to the Editor for final review and approval), and
 - Listing of your organization on the inside front cover of each issue of the Journal of System Safety.

3.3.3.2 Co-operating Organization

Co-operating organizations are professional institutions and societies that are interested in System Safety and desire a relationship with the Society. Typically, they are non-profit professional organizations similar to the Society. Examples are the American Society of Safety Engineers, Human Factors Society, American Nuclear Society, Health Physics Society, American Industrial Hygiene Association, Society for Risk Analysis, Academy of Occupational and Environmental Medicine, and the Association of Occupational Nurses. The Society is interested in promoting relationships with such organizations to better understand how all interested agencies approach and contribute to safety. Such relationships usually revolve around a specific event such as a conference, symposia, or a Chapter meeting.

The requirement for a Co-operating Organization is that the applicant has mutual interests to those of the Society. Acceptance of a Cooperating Organization may be made by recommendation of the Director of Member Services and approval from a majority vote of a quorum of the EC.

3.4 Professional Membership Qualification Criteria Grades and Membership Reclassification Criteria

The documentation provided on a Membership Reclassification Form (Form D.3 of Appendix D) is used for initial classification of a new member seeking a professional membership grade and for upgrades of existing members to the Member, Senior Member, and Fellow Member classifications. Supporting documentation is necessary on factors claimed for qualifying points as well as the accompanying fee for the upgrade. The types of required documentation are:



- **Educational Factors.** Copies of transcripts, diplomas or certificates earned.
- **Experience Factors.** Full description of functional responsibilities for each qualifying position held, including employer, immediate supervisor, and dates of employment. Copies of applicant’s official job descriptions should be submitted when available.
- **Achievement Areas.** Full description of each claimed factor, with copies of supporting certification programs, copies of Journal extracts covering papers presented: letterheads, business cards, and newsletters. Letters from employers or committee chairmen that verify professional services claimed. Failure to provide sufficient documentation may result in being denied claimed points. Each claimed factor must be backed up with a suitable reference/verification.

The minimum point criteria and other qualifications necessary for Professional Membership and Membership Upgrades are as follows:

- **Member.** Minimum of two years in system safety. A resume must accompany the application.
- **Senior Member.** Minimum four years of Society Membership at the Professional Grade of Member; minimum of six years of experience system safety; minimum of **35 points**, of which at least 12 points must be from combined Educational and Experience Factors (Table 3-2 and Table 3-3), and at least 23 points from the Professional Achievement Factors (Table 3-4).
- **Fellow Member.** Minimum of five years of Society Membership as a Senior Member; minimum of **70 points**, at least 35 points of which must qualify under the Senior Member criteria and the additional 35 points from the Contributing Achievement Factors (Table 3-5).

Table 3-2. Educational Factors

Educational Factors	Points
1. Doctorate degree in Engineering, an applied Science or System Safety	6*
2. Master’s degree in Engineering, an applied Science or System Safety	5*
3. Bachelor’s degree in Engineering, an applied Science of System Safety	4*
4. Associate degree in an applied Science or technology field	2*
5. A degree in a non-technical area	3^
6. College level educational units not resulting in a degree	3^
7. Completion of non-credit courses in system safety related areas	3^

* Credit allowed only for highest degree claimed.

^ Credit allowed will be based on evaluation of contribution of applicant’s professional development in relation to that afforded by a degree

Table 3-3. Experience Factors



Experience Factors	Points
1. Full-time professional level employment in one or more of the system safety functional areas	1/yr. *
2. Less than full-time professional level employment in one or more of the system safety functional areas (minimum 50%)	½/yr. *
3. Instructor of system safety courses	¼/yr. *

**Experience claimed for points must be reflected in completed qualifying experience block found on form.*

Table 3-4. Professional Achievement Areas

Achievement Factors	Points
1. Registered Professional Engineer – Safety	15*
2. Registered Professional Engineer – other than Safety	12*
3. Certified by an acceptable board in a System Safety-related profession (CSP, CHP, CIH, etc.)	10
4. Recipient of a ISSS Professional Development Award	10 [^] *
5. Responsible for development/implementation of new System Safety technique	10 [^]
6. System Safety-related technical paper presented at an approved conference of symposium	8 [^]
7. Chairman of a System Safety-related group or committee sponsored by a technical society or organization, Governmental agency or industry association not part of primary job duties	7/year [^]
8. Active participant in above-type group or committee	5/year [^]
9. Passed EIT examination, but not yet a PE	8
10 Promotion to position having increased System Safety responsibilities	3 [^]
11. Author of text book or technical paper on a System Safety-related subject published in a recognized journal	5/paper [^]
12. Other professional achievement factors	Specify: [^]

** Credit allowed only for one type of Registration / Certification*

[^]Credit allowed based on evaluation of relative contribution to the advancement of system safety

Table 3-5. Contributing Achievement Factors



Contributing Achievement Factors	Points
1. Served as President of the Society	20*
2. Served as elected Society officer or Director other than President	15*
3. Served as appointed Society Operating Vice President or Chairman	12*
4. Served as member of a Society committee established by Executive Order	5/year ^
5. Served as the technical editor of the Journal of System Safety	5/year served ^
6. Served as Session Organizer for Society sponsored conference or symposium	5/ activity 10^
7. Subcommittee chairman for a Society conference or symposium	10^
8. Served as Organizer for a local Society Chapter	10
9. Provided outstanding service to a local Society Chapter:	
a. Served as a Chapter President/Chairman	10
b. Served as elected Chapter Officer or Director (other than as President/Chairman)	8
c. Service in appointed chapter function	5^
10. Any other acceptable contributing Achievement Factors	Specify: ^

* Credit allowed for highest level claimed.

^ Points awarded will be based on relative contribution to the Society and advancement of the system safety discipline.

3.5 Dues and Fees

Dues and fees for initial membership applications, upgrades, or reinstatement and membership renewals are required to be fair and consistent. Fees are officially approved and published. Appendix D contains the following forms for collection of dues:

- Form D.6 Individual Annual Membership Dues Renewal
- Form D.7 Individual Annual Membership Dues Reminder Letter
- Form D.8 Corporate Member Dues Invoice

The Dues and Fees for the various grades and categories of individuals and organizations affiliated with the Society are as follows:

Category	Application Fee	Annual Dues
Member	\$20.00	\$130.00
Senior Member	\$35.00	\$130.00



Category	Application Fee	Annual Dues
Fellow	\$45.00	\$130.00
Member Emeritus	N/A	N/A
Undergraduate Student	\$10.00	25% of Member Rate
Graduate Student	\$10.00	50% of Member Rate
Affiliate	\$20.00	\$130.00
Honorary Member	N/A	N/A
Corporate Member	N/A	\$500.00

A reinstatement fee of \$5.00 is charged for a membership which has lapsed for three months to three years. The full membership fee is charged if there has been over a three year lapse in dues.

3.5.1 Membership Privileges without Annual Membership Dues

The Society provides membership privileges without payment of dues to Member Emeritus (Fellow, Senior, and Member) and Honorary Members. The qualification criteria for each category are found in Section 3.4.

3.5.2 Prorated Annual Membership Dues

In an on-going effort to encourage current Society members to recruit new members to the Society, the Society offers a \$5.00 reduction in the annual membership dues of the sponsoring member. For a member to qualify for a reduction, the initial application of the new member must include the sponsor's name. The discount will be shown in the next annual membership renewal notice and the discount cannot exceed the amount of membership dues in one year.

3.5.3 Reduction in Annual Membership Dues

Those individuals accepted for new membership in the second (October-December) or third (January-March) quarters of the membership year will receive a 25% or 50% credit, respectively, on the following year's dues renewal notice.

3.6 New Member Packages

3.6.1 Professional Grade

Once the application has been approved by the Director of Member Services for a professional grade the following information will be sent:

- Welcome New Member Letter (Form D.9a)
- ISSS Certificate
- Bylaws (Appendix B)
- Publications for Sale Order Form (Form D.17)



3.6.2 Affiliate

Upon Affiliate application acceptance by the Director of Member Services the following information will be sent:

- Welcome New Member Letter (Form D.9b)
- Membership Application Form (Form D.2)
- Bylaws (Appendix B)
- Publications for Sale Order Form (Form D.17)

The ISSS certificate is sent once the member completes the application form and is approved as a member at a professional grade.

3.7 Fundamental Principles and Canons

Society members are obligated to abide by the *Fundamental Principles and Canons* (Appendix C). Membership at any level may be denied or revoked for violations of the fundamental principles and canons after investigation and review by the Professional Development Committee and approval of at least two-thirds of the Executive Council.

3.8 Membership Directory

The Director of Member Services is responsible for maintaining a current Membership Directory. The Headquarters Office Manager maintains the membership database. Neither the Membership Directory nor the Membership database shall be distributed or sold to any person or organization.

3.9 Key Members List

The Executive Secretary is responsible for maintaining a Key Members List (Appendix E). This list provides phone numbers and addresses of all Executive Council Members (Executive Officers, Directors and Chapter Presidents), the Society Founder, OVPs, Regional Vice Presidents (RVP), Committee Chairpersons, Liaison Representatives to other Professional Organizations, and the Journal of System Safety Editor. The list is prepared and maintained by the Headquarters Office Manager.

3.10 Membership Renewal

Society membership must be renewed annually. The Society year extends from July 1 to June 30. The Headquarters Office Manager sends out renewal notices (Form D.6) in April. As necessary, a reminder notice is sent out in July (Form D.7). The OVP Membership may modify these forms as necessary. An objective is to use this opportunity to remind members of the advantages of belonging to the Society.

The Headquarters Office Manager will prepare a list of non-renewing members for the Director of Member Services who uses this information for follow-up. Chapter Presidents will be notified of non-renewing members. Phone calls and other communications may be used to further follow up and determine the reasons for non-renewing. An effort will be made to identify trends and root causes.



After failure of the above efforts, a member will be dropped for non-payment of dues in accordance with the following paragraphs.

3.11 Dropping or Suspending Members

Members will be dropped for non-payment of dues or a violation of the fundamental principles and canons.

3.11.1 Non-Payment of Dues

Members who are 60 days or more in arrears will be dropped from the active roster. The Treasurer will be responsible for notifying the Executive Secretary of the delinquency. The Headquarters Office Manager will assist both officers in identifying delinquent members. The Director of Member Services will be notified. Special circumstances such as job loss or illness may warrant a longer grace period.

Annual dues are due and payable July 1 of each fiscal year. First billing shall be submitted by separate letter to the member by April 15th of the previous fiscal year. A reminder billing shall be sent 60 days later on August 1st of each fiscal year notifying the member that they will be removed from membership should their payment not be received by September 1 of that fiscal year. Also, at the time the final reminder goes out, a notice will be sent to each chapter president with a list of their delinquent members, encouraging the chapter president's to personally notify each of these members. This notice will also be sent to the Chapter Services Chairman. On September 1st the delinquent members will automatically be removed from active status in the Society. Reinstatement after September 1st by making payment with a reinstatement fee of an additional \$5.00.

3.11.2 Fundamental Principles and Canons Violation

Any member may be suspended for a period of time or expelled for cause as a result of conduct or acts contrary to the Society's fundamental principles and canons, or otherwise deemed prejudicial to the Society. Such suspension or expulsion shall become effective upon the two-thirds vote of the entire Executive Council after service by registered mail of the written charges to the member, and after hearing upon these charges by a quorum of the Executive Council. Notice of the meeting for conducting such hearing shall be given not less than sixty days before the actual meeting date, with such notice advising the time and place of the meeting. The action of the Executive Council either upon suspension or expulsion shall be final, and during the suspension period, or after expulsion, the member shall forfeit all rights, privileges and benefits of membership without refund or *pro rata* of dues.

The Professional Development Committee and the Director of Member Services will investigate suspected violations of the principles and canons. All investigations will be conducted in strict confidence and in a manner that will not jeopardize the rights of individual(s) or the integrity of the Society. These committees are responsible for publishing investigation procedures. Until a recommendation is made to the Executive Council, all investigation findings will be closely held. If the investigation committee recommends a suspension or expulsion, a two-thirds vote of the entire Executive Council is required for the suspension. Prior to the vote, the individual or organization must be notified of the proposed action by registered letter not less than 60 days prior to a hearing held



before a quorum of the Executive Council. After a vote, the action is irrefutable and all membership rights, privileges, and benefits are suspended without refunding or *pro rata* of dues.

3.12 Member Services

Each member in good standing will be entitled to:

- ISSS Welcome Letter (Form D.9a or Form D.9b in Appendix D) and ISSS membership certificate (when initially joining the Society);
- Issues of the Journal of System Safety
- Reduced fees at affiliated conferences, symposium and Society published materials when offered



4 Executive Offices and Elections

Elected and appointed officers and committee chairpersons manage the Society through the Executive Council. Only elected officers have a vote on the Executive Council. Appointed officers, chairpersons and liaison representatives assist in developing and implementing policy and procedures and assist the Society in carrying out Executive Orders, membership services and promotion. The Key Members List (Appendix E) provides a current listing of the names and addresses of all elected officers and appointed positions. Appendix F provides a listing of Past Society Officers and Directors.

4.1 Executive Council

The Executive Council consists of all elected officers: President, Immediate Past President (IPP), Executive Vice President (EVP), Executive Secretary, Treasurer, elected Directors and the Chapter Presidents. The Society's founder serves as a Special Advisor to the EC.

The EC shall document the policies and direction for Society operations by publishing a System Safety Society Operations Manual. This Operations Manual shall establish guidelines for chapter organization, standing committees, guidelines for periodic reporting to the members, and financial management of the Society. The Operations Manual shall be provided to each Executive Council member, OVPs, RVPs, and committee chairpersons.

As used in this document, expressions such as “approved by;” “authorized by;” “with the consent of; or established by the Executive Council (unless otherwise indicated), shall mean a majority vote by a quorum, during an official meeting or voting by electronic media with receipt and vote recorded. Minutes of each official Council meeting, shall be distributed to all Council members, Vice-Presidents, Committee Chairpersons, and active Chapter Presidents or Chairpersons as soon as practicable. When a motion requires a vote of the entire Council, a written or electronic ballot shall be submitted. All returned ballots will be exhibited and counted at a subsequent Council meeting (at least 20 days after voting notification) and recorded in the minutes of that meeting. A majority for two-thirds vote where stipulated, of Council members responding, to the mail or electronic ballots, shall be sufficient to approve a motion requiring a vote of the entire Executive Council.

Should a vacancy occur in any Society elective office except the Presidency, the President may appoint, with the advice and consent of the Executive Council, a Professional Member to fill the vacancy until the next regular election. Should a vacancy occur in the Presidency, the Executive Vice-President shall succeed to the office of the President for the remainder of the elected term. Such appointment or election for an unexpired term shall not be considered a term of office, nor shall it be in any way a restriction against serving for more than one term of office.

For the purpose of serving the professional interests of the membership, Technical Specialty, Groups or Committees may be established by the Executive Council by Executive Order. The EC may also terminate the existence of any such group.

4.1.1 Executive Officers and Directors



Newly elected Society Officers take office at the beginning of the Society's fiscal year, July 1. Tenure of the elected Society Officers is four years for the office of Treasurer and Executive Secretary. The office of President, Executive Vice President, and Immediate Past President are two year terms. These offices are filled in succession. The office of the Executive Vice President is elected; the office of President is filled by the Executive Vice President after the completion of the two year term. The office of the Immediate Past President is filled by the President after the completion of the two year term. Tenure of the elected Society Directors is four years. Officer expectations are detailed below.

Newly elected Officers and Directors of the society shall start to interface with current Society Officers as soon as practicable prior to taking office so that they will be aware of programs started which should be continued, and the business of the Society, in order that there will be an effective transition from one administration to the next and to assure that the progress of the Society will not be delayed. Outgoing Officers and Directors shall prepare a transition turnover package to facilitate transfer of all pertinent information within the limited time period for transition.

4.1.1.1 President

The President shall function as the chief executive of the Society during his or her term of office. He or she shall preside at meetings of the Executive Council, and officially represent the Society in all functions, The President may, with the approval of the Executive Council, issue Executive Orders which shall be binding on the Society until specifically voided or superseded. Executive Orders shall be used to appoint special committees or technical specialty groups, make special assignments and define other matters of a temporary nature as defined herein. The President shall prepare and deliver to the membership, a report to the membership at the close of each fiscal year that describes the goals accomplished, and the plans or recommendations for the next year's activities.

The President shall, with the advice and consent of the Executive Council, appoint OVPs in the area deemed appropriate. The President may also, with the advice and consent of the Executive Council, appoint RVPs and committee chairpersons as deemed necessary to carry out the business of the Society. The designation of operating or regional vice-president or committee chairperson shall be accomplished by Executive Order which shall set forth the mission, operating constraints, budget limitations, reporting frequency, and other information as appropriate. Operating and regional vice-presidents and committee chairpersons are functional managers, and as such are advisory members of the Executive Council, and shall not exercise voting rights within the EC unless they hold proxy of an Executive Council member.

Specific responsibilities of the President include:

- Lead the membership in developing clarity about the Society's vision, mission, and role;
- Create a team from the elected and appointed officers;
- Focus the Society on its mission and defining its unique value;
- Preside over all Executive Council meetings;
- Establish the annual business operating plan;
- Lead the Society into new areas and applications;



- Maintain open and cultivate new lines of communication among the elected officers, the general membership, and appropriate external organizations;
- Provide mentoring opportunities to Chapter Officers at the national level;
- Make the Society more visible to our key customers; represent the Society at official functions and activities; and maintain a positive image for the Society and its leadership;
- With EVP, provide annual performance review of Headquarter (HQ) staff;
- Appoint Nominating Committee;
- Issue Executive Orders; and
- Build goodwill with and represent the Society to external groups, societies and organizations.

4.1.1.2 Immediate Past President

The Immediate Past President is a voting member of the EC. The term of office is for two years after a new president is elected. The IPP shall serve as an advisor to the President and shall be assigned duties commensurate for a senior position within the Society. Specific responsibilities of the IPP include:

- Share lessons learned from the previous administration;
- Lead the Past-President's and Fellow Members Council as an advisory group to the EC;
- Work with Director of Intersociety Affairs to establish protocol for participation and reporting on intersociety activity;
- Assist with the development of broad policy guidelines; and
- Carry out duties as assigned by the President.

4.1.1.3 Executive Vice President

The Executive Vice President is an elected official of the System Safety Society and is a voting member of the EC. The term of office lasts two years and begins the first of the fiscal year following an election. The EVP duties are to:

- Help the President fulfill his or her responsibilities;
- Ensure Society abides by its Bylaws;
- Establish reporting format;
- With President, provide annual performance review of HQ staff; and
- Perform internal effectiveness review of all committees and appointed positions.

The EVP automatically becomes the President after two years.

4.1.1.4 Treasurer

The Treasurer is an elected official of the System Safety Society and is a voting member of the EC. The term of office is four years beginning with the start of the fiscal year in which elected. The duties of the Treasurer are to:

- Develop budget request, approval, and reporting process;



- Ensure Society funds are managed in accordance with appropriate tax laws and accountabilities are clearly identified and adhered to;
- Ensure financial records are maintained in a manner that is amenable to external audit;
- Perform annual financial audit;
- Provide written financial statements for the regularly scheduled EC meetings;
- Provide monthly treasury status reports;
- Provide guidance for Chapter Treasurers;
- Develop an annual operating budget based on inputs from the EC members;
- Collect dues and other funds owed to the Society;
- Conduct an annual inventory on Society physical and financial assets;
- Maintain checking, savings and escrow accounts as needed;
- Provide advice and counsel to the EC regarding potential sources of funds and income or expenditure projections; and
- Publish an annual financial report to the membership.

4.1.1.5 Executive Secretary

The Executive Secretary is an elected official of the System Safety Society and is a voting member of the EC. The term of office is four years beginning with the start of the fiscal year in which elected. General duties of the Executive Secretary are to: (a) publish minutes of the meetings, (b) distribute mail ballots, (c) perform other tasks as directed the Executive Council and (d) assure the effective administrative conduct of the Executive Council and Society affairs. Specific duties of the Executive Secretary include, but are not limited to:

- Coordinate EC meeting agenda;
- Write and distribute minutes of EC and other official Society meetings;
- Coordinate with Society Tax Advisor and lawyer;
- Ensure HQ operations are providing timely response to customer requests;
- Be the custodian for Society Operations Manual;
- Verify voter eligibility and distribute and coordinate counting of mail ballots;
- Conduct census of members disciplines;
- Supervise the Headquarters Office Manager;
- Sign off on key corporate records such as bank accounts and membership certificates;
- Publish a Key Members List (prepared by the Headquarters Office Manager); and
- Declare bylaw changes void if more than 20% of the membership objects after proper advertisement.

4.1.2 Directors

Directors are elected officials of the System Safety Society and are voting members of the EC. The term of office is four years. Director elections are split between two election cycles to assure continuity. General duties of the Directors are to:

- Assist the President in establishing strategic goals for the Society;



- Develop plans to execute the strategic goals;
- Provide direction to the appointed officials within their assigned areas;
- Monitor progress on assigned goals and reporting to the EC; and
- Represent the Society at official functions and activities.

Specific director responsibilities are detailed below.

4.1.2.1 Director of Member Services

The specific duties of the Director of Member Services are to:

- Recruit, process, and maintain individual and corporate memberships;
- Review membership activities and respond to trends and root causes to enhance membership;
- Develop and oversee publication of Society membership applications;
- Evaluate Society membership and upgrade applications;
- Perform member services satisfaction surveys;
- If appointed, supervise OVP Membership and OVP Corporate Members;
- Identify and implement member services that promote and enhance the Society's goals; and
- Maintain a continuity binder to pass on to the next Director.

4.1.2.2 Director of Chapter Services

The specific duties of the Director of Chapter Services are to:

- Engage Chapter Presidents to enhance membership benefits;
- Facilitate establishing new Chapters where there is sufficient interest and a critical mass of members/potential members;
- Develop and promote roadmap to organize and form new chapters including materials to support the formation;
- Maintain the Chapter Management Guide;
- Help Chapters recruit speakers for meetings, solicit bimonthly chapter reports for EC meetings and the Society's Journal;
- Monitor the health of Society Chapters;
- Develop intervention strategy for chapter rescue and advise EC whenever a Chapter is experiencing difficulties;
- Help chapters develop pertinent projects and goals that support the Society's strategic goals and objectives;
- Develop a Plan of Action and Milestones to restore inactive chapters to active status;
- If appointed, supervise RVP;
- Create new chapters as opportunities arise;
- Coordinate development of chapter annual reports, review the reports, and provide a summary to the Executive Council annually; and
- Maintain a continuity binder to pass on to the next Director.

4.1.2.3 Director of Education and Professional Development



The specific duties of the Director of Education and Professional Development are to:

- Establish Professional Development and Educational Committees
- Develop member professional development plan;
- Define opportunities for member licensing and professional certification;
- Coordinate nomination and selection of Society awards;
- Develop professional courses and establish committee of instructors; and
- Develop system safety certificate program;
- Provides direction to liaison representatives to the Board of Certified Safety Professionals (BCSP) and accreditation organizations;
- Monitors new and existing initiatives of state registration boards;
- If appointed supervise OVP Professional Development, OVP Education, and OVP Awards;
- Develop criteria for educational credits (CEUs, upgrades, etc.);
- Assist Universities and safety educational providers in establishing a system safety educational need and curricula materials; and
- Maintain a continuity binder to pass on to the next Director.

4.1.2.4 Director of Publicity and Media

The specific responsibilities for the Director of Publicity and Media are to:

- Develop international and domestic marketing plans;
- Oversee the Journal of System Safety publication;
- Issue public information of Society events;
- Coordinate “outreach program;”
- If appointed, supervise OVP Communications
- Provide the focal point for external media interfaces to include issuance of news releases for member/society achievements;
- Develop and publish an information brochure for the Society; and
- Maintain a continuity binder to pass on to the next Director.

4.1.2.5 Director of Government and Inter-society Services

The specific responsibilities of the Director of Government and Inter-society Services are to:

- Develop guidance on Society interface and reporting requirements for committee representatives;
- Identify appropriate society liaison opportunities;
- Monitor and respond to appropriate government issues, standards development, etc.;
- Issue position statements and raise awareness of system safety in appropriate arenas;
- Nominate Society candidates to serve on appropriate federal committees and inter-society committees;
- Maintain coordination with US National Research Council and National Academy of Engineering;
- If appointed, supervise OVP Government and Intersociety Services



- Coordinate with professional societies - NSPE, AAES, SAE, etc.;
- Develop peer review process; and
- Maintain a continuity binder to pass on to the next director.

4.1.2.6 Director of Conferences

The specific responsibilities of the Director of Conferences are to:

- Develop and maintain a guide for conducting Society conferences/symposia. This document will include minimum Society expectations, helpful hints and suggestions, lessons learned and will be updated periodically to reflect Society expectations and accommodate conference demographics;
- Maintain historical records of past conferences/symposia, including financial records, hotel counts, award recipients, hotel points of contact, conference/symposia points of contact, etc.;
- Assist in the management of conferences/symposia as required;
- Supervise OVP Conferences;
- For the annual International System Safety Conference (ISSC):
 - Prepare and maintain a 3-5 year plan for conference sites;
 - Provide guidance to each conference committee;
 - Monitor the progress of conference committee;
 - Conduct a post conference financial audit; and
 - Seek opportunities for cooperation with other complementary organizations for joint conferences or representation at their conferences (i.e., with the NSC).
- For other conferences and symposia:
 - Encourage and assist Chapters and regions (through Regional VPs) to sponsor mini-conferences and symposia in their geographical areas on topics of specific interest;
 - Arrange Society support, as necessary, for such conferences/symposia;
- Arrange contractual agreement with sponsors for use of the Society's name and support;
- Approve, with the concurrence of the Executive Council, all symposia, conferences or technical meetings sponsored singly or jointly by the Society, or with which the Society otherwise becomes affiliated either actively or by name; and
- Coordinate with Director of International Service of Foreign Conferences and Symposia.
- Maintain the Conference Planning Guide.

4.1.2.7 Director of International Development

All candidates for Director of International Development shall have resided outside of the continental U.S. for at least 36 of the 60 months preceding their nomination. The specific responsibilities for the Director of International Development are:

- Review and update the ISSS Strategic Plan prior to the Annual EC meeting consistent with goals directed and approved by the EC to include trending of international membership and events;



- Coordinate with the Director of Conferences to evaluate the potential benefits to be derived from travel, setting up conferences, and establishing training symposia to make potential professional members aware of the Society and its benefits;
- Based upon the current Strategic Plan, evaluate the needs, and develop and execute a marketing plan oriented towards an increase of 10% international memberships per year based upon the ISSS professional membership;
 - Such Plan to include a budget approved by the Executive Council;
- Solicit international members to seek elected ISSS office;
- Coordinate with the Director of Chapter Services and International OVPs to evaluate the potential and to assist in the growth and development of chapters located outside of the United States, and,
- Coordinate with the Director of Member Services to encourage application for and renewal of memberships

4.1.2.8 Director of Mentoring, Research and Development

The specific responsibilities of the Director of Mentoring, Research and Develop are to:

- Develop and maintain a system for Society members to request a mentor from the Society.
- Establish a training program for mentors to promote mentorship at all levels of membership.
- Establish a Technology Roadmap for the Society working with the Society Fellows. The Technology roadmap shall communicate the Society's goals, objectives, and priorities on System Safety research and development. The Roadmap shall be updated annually and presented at the Annual Executive Committee (EC) meeting held in conjunction with the Annual ISSC.
- Promote the Technology Roadmap to those educational institutions possessing research and development capabilities.

4.1.3 Chapter Presidents

The specific responsibilities of each Chapter President are to:

- Manage and lead their Chapter in furthering the Society's and Chapter's goals;
- Conduct a minimum of two Chapter meetings per year, give final approval of Chapter newsletters and coordinate Chapter projects;
- Disseminate the Society's Executive Council's news to Chapter members;
- Provide quarterly Chapter reports to the Executive Council (via the Executive Secretary) and Journal of System Safety Technical Editor;
- Maintain a Chapter membership roster;
- Provide personal welcome letter to new members;
- Mentor new members;
- Send published Chapter newsletters and meeting minutes to Director of New Chapter Formation and Chapter Services and Headquarters;



- Submit a Chapter Annual Report (including a chapter financial statement) and/or “Chapter of the Year” Package; and
- Contact Chapter members that did not renew their membership as requested by the Director of Member Services.

4.2 Appointed Positions

Appointed positions consist of Operating Vice Presidents, Regional Vice Presidents, Committee Chairpersons, Society members assigned to monitor the activity of another professional organization, and the Journal of System Safety editor. These appointed positions have no voting privileges. Tenure of appointed positions is in accordance with the Executive Order that appoints the individual. A current list of all appointed positions is provided as part of the Key Members List in Appendix E.

4.2.1 Operating Vice Presidents and Regional Vice Presidents

The President, with the advice and consent of the EC, may appoint Operating and Regional Vice Presidents and committee chairpersons by Executive Order as deemed necessary to carry-out the Society's business. OVPs and RVP do not have voting privileges on the EC. OVPs who wish to resign should recommend a replacement to their respective Director and to the Society President. An OVP may be removed or replaced by a majority vote of a quorum of the EC. OVP positions are shown below.

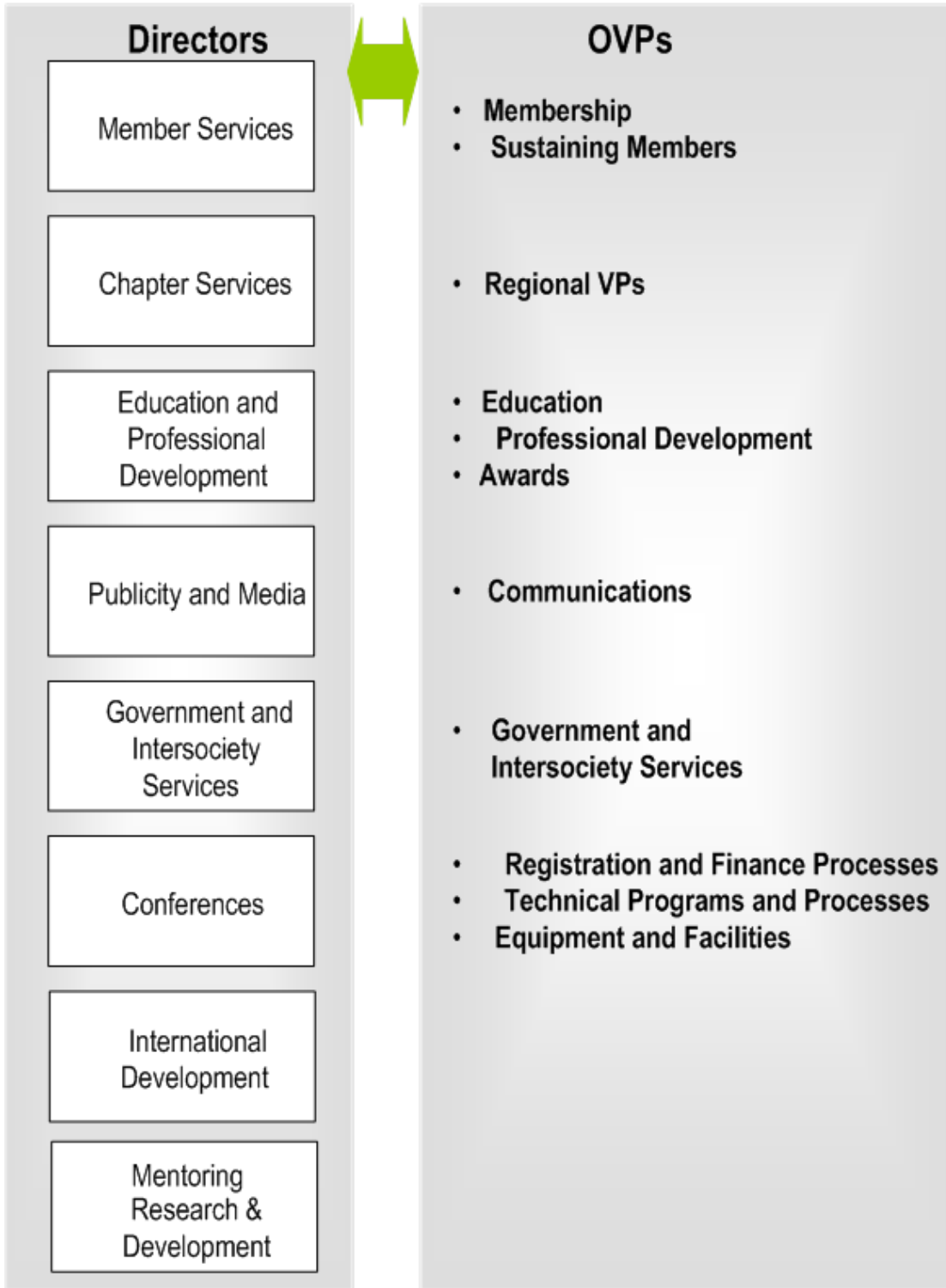


Figure 3. Directors and OVPs



OVPs and RVPs are responsible for choosing their committee members, if required. Job descriptions for the OVPs and RVPs are described in the following sections.

4.2.1.1 OVP for Membership

The position of OVP for Membership is guided by the Director of Member Services. The responsibilities of the OVP for Membership include:

- Develop and update member application forms, brochures and promotional materials;
- Assist in membership services;
- Monitor the Journal and Newsletter;
- Suggest policy recommendations;
- Review all initial membership applications and their processing;
- Develop criteria and evaluating submission for the Chapter of the Year Award; and
- Support all Chapters and members-at-large.

The OVP for Membership will select the members for the Membership Committee. The responsibilities of the Membership Committee include:

- Screen all applications for member status;
- Notify members of eligibility for membership upgrades;
- Work with the Professional Development Committee to develop upgrade criteria;
- Review upgrade applications;
- Work with the Professional Development Committee in investigation of ethics violations; and
- Prepare and distribute appropriate application forms and instructions.

4.2.1.2 OVP for Corporate Membership

The position of OVP for Corporate Membership is guided by the Director of Member Services. The responsibilities of the OVP for Corporate Membership will be assigned by the Director of Member Services.

4.2.1.3 RVPs (for Regions I through V)

The positions of RVP are guided by the Director of Chapter Services. There are five RVP positions with areas defined by regions. The responsibilities of each RVP include:

- Promote the formation of new chapters within the geographical region of responsibility;
- Maintain an awareness of the activities and health of existing Chapters in the region;
- Assist Chapters in obtaining good speakers and in their matters as appropriate to support the operation of the Chapter,;
- Rekindle enthusiasm in Chapters where needed;
- Promote individual and organizational membership in the Society and the system safety concept in the region; and
- Promote regional conferences/symposia.



4.2.1.4 OVP for Education

The position of OVP for Education is guided by the Director of Education and Professional Development. The responsibilities of the OVP for Education include:

- Maintaining an awareness of the safety-related curricula and training, particularly those related to system safety, that are available in the educational institutions and other organizations;
- Explaining to the heads of these and other such institutions and organizations, the system safety concept and the importance of incorporating system safety into their programs;
- Encouraging the development of new or updated educational materials and courses in system safety;
- Preparing appropriate draft documents for consideration by the Executive Council;
- Developing recommendations for incorporation of system safety and related disciplines into college level engineering curricula; and
- Evaluating recommendations of the Educator of the Year Award.

4.2.1.5 OVP for Professional Development

The position of OVP for Professional Development is guided by the Director of Education and Professional Development. The responsibilities of the OVP for Professional Development will be assigned by the Director of Education and Professional Development.

The OVP for Professional Development will select members for the Professional Development Committee. The responsibilities of the PDC include:

- Develop and publish membership upgrade criteria;
- Review applications for member upgrades;
- Provide upgrade recommendations to the Executive Council; and
- Investigate in consort with the Membership Committee suspected violations of the Societies Fundamental Principles and Canons.

4.2.1.6 OVP for Awards

The position of OVP for Awards is guided by the Director of Education and Professional Development. The responsibilities of the OVP for Awards include:

- Update the evaluation criteria for all awards, except the Educator of the Year, President's, and Chapter of the Year;
- Assist, as appropriate, those responsible for other awards in the interest of attaining consistency in the Society's awards policy;
- Develop proposed criteria for additional appropriate awards;
- Evaluate the submissions for candidates for the awards under this OVPs jurisdiction;
- Prescribe the inscription on the awards and purchasing them;



- Have all awards available at the time and place of presentation in coordination with the other involved officials; and
- Work with the chapters in the development of appropriate awards and evaluation criteria.

4.2.1.7 OVP for Communications

The position of OVP for Communications is guided by the Director of Publicity and Media. The OVP for Communications is responsible for establishing and maintaining a communication infrastructure within the Society including management of the Society web site. The web site address is <http://www.system-safety.org>. Specific duties of the OVP for Communications include:

- Work to automate and streamline communication through the Society Headquarters by:
 - Planning for an automated phone answering system with voice messaging and or call forwarding for each EC member.
 - Planning paperless systems for office work to improve track ability and quality control.
 - Establishing system and data backup procedures that will be workable and dependable.
- Explore and work to create a secure Web Council meeting environment for EC meetings to include video conferencing by:
 - Contacting EC members to determine degree of net access and current member capability to support conferencing software.
 - Beginning prototype tests with selected EC members
- Envision and establish a communication infrastructure from the Society to the world at large by developing, managing and providing support for National and Chapter web pages including content and advertising by:
 - Keeping web site up to date and professional.
 - Developing on line membership submission forms.
 - Soliciting and posting web advertising such as Job postings.
 - Developing and implementing on-line society store for society wares like lapel pins, past conference proceedings, handbooks, etc.

4.2.1.8 OVP for Government and Inter-Society Affairs

The position of OVP for Government and Intersociety Affairs is guided by the Director of Government and Intersociety Affairs. The responsibilities of the OVP for Government and Inter-Society Affairs include:

- Maintain a current awareness of legislative and other Government activities (e.g., regulatory and programmatic), which are safety-related;
- Advise appropriate members of the Society, consolidating pertinent comments and taking the lead role in developing appropriate System Safety Society draft responses and recommendations in these matters;
- Explore opportunities to interface the Society with other professional organizations and explaining the system safety concept to such groups; and



- Increase the cooperation with, and coordination between them and the Society

4.2.1.9 OVP for Conference Registration and Financial Processes

The position of OVP for Conference Registration and Financial Processes is guided by the Director of Conferences. The responsibilities of the OVP for Conference Registration and Financial Processes include:

- Suggesting procedures and processes improvements for registration and finance management to the Director of Conferences;
- Management of the registration process and providers of software services and reports to improve the user interface and standardization of the process for efficiency and repeatability;
- Coordinate the process and be the interface between the Society Headquarters and each conference team;
- Responsible for registration databases and management in support of the Society Headquarters;
- Provide aid to each conference team with budget development, expense tracking, and submittal of a financial report; and
- Maintain the Registration and Finance sections of the Conference Planning Guide.

4.2.1.10 OVP for Conference Technical Programs and Processes

The position of OVP for Conference Technical Programs and Processes is guided by the Director of Conferences. The responsibilities of the OVP for Conference Technical Programs and Processes include:

- Suggesting procedures and processes improvements for quality improvement of technical programs to the Director of Conferences;
- Management of the paper submittal process and providers of the software services to improve the user interfaces and standardize the process for efficiency and repeatability;
- Coordinate the process and be the interface between the software support provider and each conference team;
- Aid each conference team with paper submittal databases and the management of the technical program; and
- Maintain the Technical Program section of the Conference Planning Guide.

4.2.1.11 OVP for Conference Equipment and Facilities

The position of OVP for Conference Equipment and Facilities is guided by the Director of Conferences. The responsibilities of the OVP for Conference Equipment and Facilities include:

- Acquire replacements, maintain, and track all society equipment (projectors, screens, easels, etc.) between each conference;
- Coordinate storage and transportation of equipment from one conference site to the next;



- Coordinate the process and be the interface between the Society Headquarters and each conference team;
- Suggest procedure and process improvements for quality improvement of facilities and customer experiences to the Director of Conferences;
- Aid each conference team with setting up and using the equipment and help with technical difficulties; and
- Maintain the Equipment and Facilities sections of the Conference Planning Guide.

4.2.2 Committee Chairpersons

Committee chairpersons are assigned tasks that may or may not be of a continuing nature. The Society President with the advice and consent of the EC may, by Executive Order, appoint committee chairpersons. The Executive Order will define the reporting authority. Committee chairpersons are responsible for selecting their committee members. The current listing of Committee Chairpersons is defined in the Key Members List.

4.2.3 Liaison Representatives to Other Professional Organizations

Liaison representatives are assigned to monitor related organization's activities and report back to the EC. Two permanent liaison positions exist for the Society on the BCSP and the California State Board of Registration. Representatives to these two positions are nominated by the Professional Development Committee. All appointments must be approved by the EC, related boards and an Executive Order issued confirming the appointments.

4.2.4 Journal of System Safety Editor

The Journal of System Safety editor is responsible for managing the publication and distribution of the Journal. The publication schedule is:

Issue	Inputs Due By	Publish Date
Spring	February 10	April 10
Summer	June 10	August 10
Fall	October 10	December 10

Distribution of the Journal falls into four categories: U.S. Members, International Members, Corporate Members and Subscribers. Subscribers are typically public libraries and other institutions where a large body of information is maintained (e.g., law libraries). Form D.10 of Appendix D is the form used to renew Journal for a subscriber. Duties for the Journal of System Safety Editor are to:

- Develop and maintain a standard operating procedure and quality content for publication;



- Solicit and screen articles submitted for publication;
- Recommend and work with a publications company;
- Establish and manage a budget; and
- Select associate editors and submitting articles to the editors for review and comment.

4.3 Elections

Elections are held every two years. Half of the Society's Directors and the Executive Vice President are put up for vote every election. The Treasurer and Executive Secretary are put up for vote every other election since their terms are four years. Since the Executive Vice President automatically becomes President, the position of President is not voted on except in situations in which the current Executive Vice President is unable or unwilling to fulfill the duties of President. No Officer or Director may serve consecutive terms or concurrent offices on the EC.

4.3.1 Elected Officer Nominations

The Society President with the advice and consent of the EC appoints a Nominating Committee to identify officer candidates. The Nominating Committee consists of at least five voting members, one of whom must be the Immediate Past President or a past Society President. The committee will seek the assistance of the Society Chapters to identify worthy candidates. The Committee will strive to submit at least two candidates for each open office to the EC. Candidates must be Professional Members in good standing to seek and hold office. Candidates will be approved by the EC and submitted to the Executive Secretary no less than seven months prior to the end of the Society year in which the vacancies occur. Each candidate shall submit suitable biographical information and a photograph for publication in the Society journal, or on the ballot form.

In addition to nominations made by the Nominating Committee, nominations for Officers or Directors may be submitted by written petition of at least 30 members to the Executive Secretary for consideration by the Nominating Committee and Executive Council not less than nine months prior to the end of a term of office. Nominating petitions shall be accompanied by acceptance of the nomination by each nominee.

4.3.2 Ballots

The Executive Secretary shall submit a ballot to the voting members not less than five months prior to the time the newly elected officers are to take office. The ballots shall contain the names of all candidates for the Officers and Directors as approved by a quorum of the Executive Council and shall, in the instance of candidates for Directors, include more candidates than the number of positions to be filled. A space for write-in candidates shall also be included.

4.3.3 Election Results

Ballots will be counted 30 days after membership submission. Pluralities of the votes received are necessary for election of officers and directors. The votes will be counted by a committee of no less than three professional members. Members will be notified of the results. Typically, results will be



published in the Journal of System Safety. Ballots will be retained for at least a year following the election and will be available for review.

4.4 Transition of Executive Committee

Elections of the Executive Committee occur every two years. The term of the newly elected Executive Committee starts on July 1. In order for a smooth transition, several actions are necessary prior to July 1 and are the primary responsibility of the Office Manager under guidance of the Executive Secretary. The Office Manager must obtain: (1) signature stamp of the newly elected Treasurer, (2) electronic signature of the President and (3) officer signatures for bank signature cards. Ideally, these actions should occur around June 1. In addition, an updated Key Members List will be distributed on July 1 as well as notification of appropriate web site passwords to the newly elected Executive Committee.



5 Business Voting and Implementation of Voting Results

5.1 Executive Council Quorum

An official quorum is a combination of five Officers or Directors including the President or Executive Vice President. The President, or in his or her absence the Executive Vice President, shall preside at EC meetings.

5.2 Bylaw Changes

Bylaw changes are initiated by the EC. A quorum vote of EC members is required for passage. Changes to the Bylaws must be advertised to the membership at least two months before taking effect. If more than 20% of the membership objects to the wording of the Bylaw revision in writing prior to the effective date, the Executive Secretary will declare the change void. All ballots will be retained for at least two years following the vote.

5.3 Executive Orders

Executive Orders (EOs) are administrative procedures for the Society. EOs are used to appoint special committees, technical subgroups and define Society procedures that are not covered by the Bylaws. The President issues them after approval by a vote of a quorum of the EC. EOs are binding on the Society until canceled or superseded. The Executive Secretary will record the vote and retain the vote results for at least one year. After acceptance of a motion, the President will issue an Executive Order stating the action to be taken and the effective time period of the order. A copy of the EOs will be sent to the affected individual/organization and the Headquarters Office Manager. EOs will be retained at the Society Headquarters for at least two years after expiration.

5.4 Budget Approval

The recommended Society budget is submitted to the EC by the Treasurer 30 days prior to the end of the Society fiscal year. Budget approval requires a quorum vote of the EC. Only essential monies will be disbursed prior to budget approval. Non-budgeted expenses in excess of \$500 require prior EC approval.

5.5 Voting Procedures

Voting procedures vary depending on the importance of the vote and geographical considerations. Vote considerations are described in the following sections.

5.5.1 Eligibility

5.5.1.1 Executive Council

Only elected Officers, Directors, and Chapter Presidents in good standing may vote. If a Chapter is declared inactive, the president of that Chapter is ineligible to vote on EC motions. Proxy voters must have a written and signed authorization by the Officer granting the proxy. The Executive Secretary



will verify voter eligibility and retain proxy voter authorizations. A proxy template is included as Appendix T.

5.5.1.2 Membership

All members in good standing are eligible to vote on motions brought before the members.

5.5.2 Motions

Motions are brought before the EC by either a written motion or by a motion by a Society Officer at an EC meeting. Written motions are provided in meeting announcements and may not be amended prior to a vote. Verbal motions must be seconded. The motion will be recorded and read back by the Executive Secretary prior to the vote. If the motion is amended, the amendment will be voted upon first. If the amendment is accepted, the Executive Secretary will make the necessary changes and read them back to the EC.

5.5.3 Voter Quorum

The Executive Secretary will verify that a quorum exists for meetings.

5.5.4 Ballots

Ballots may be in the form of hardcopy or electronic.

5.5.5 Record of Vote

A written, verbal, or electronic record of vote is acceptable for routine EC business. The vote will be recorded and a record of the vote maintained by the Executive Secretary.

5.5.6 Vote Results

The Executive Secretary will count the votes and post the results in the meeting minutes. Except for special circumstances, i.e., selection of conference locations, all votes will be open. The Executive Secretary will maintain the ballots for two years after the vote.



6 Meetings

The EC is required to hold an annual business meeting open to all members as close to the end of the fiscal year as possible. *Robert's Rules of Order* will be followed for all Society meetings.

6.1 Annual Business Meeting

An annual business meeting of the Society is held prior to and in sequence with the annual International System Safety Conference at a date, time, and place to be determined by the Society President. A quorum for these meetings shall consist of five Officers, Directors, or Members holding specified written proxies. Notice of the meeting shall be distributed to all voting members of the Society no less than 30 days prior to the selected date. Business to be conducted at the meeting includes:

- Formal installation of new Officers and Directors;
- Report on Society activities for the prior two fiscal years;
- Report on the financial position of the Society for the prior two fiscal years; and
- Release of the membership roster through 30 June of the current year.

Minutes of meetings will be recorded and made available to the Executive Council and entire membership. The activities and financial position reports shall be included as part of the meeting minutes. A summary report will be made available to all members.

6.2 Executive Council Meetings

EC meeting can be held face-to-face or electronically. Advance notice of meetings will be provided thirty days before the meeting. The advance notice will solicit input (reports, motions and newsworthy items) for the meeting. Two weeks will be allocated for EC member input or comments. The meeting notice will contain any EC member motions, reports, or material as received. EC member comments will be included in the meeting notice. The Executive Secretary will allow two weeks for EC member votes. The Executive Secretary will count and verify the votes and publish the results in the meeting minutes. The President will be provided with an advance copy of the vote results.

6.2.1 Face to Face EC Meetings

Generally, face-to-face meetings are only possible at the Annual Meeting. An official EC meeting requires a quorum to be present and the meeting to be announced at least 30 days in advance. The President, or in his or her absence the Executive Vice President, shall preside at EC meetings. The Executive Secretary shall record the results of the meeting and publish the minutes in a timely fashion.

6.2.2 Electronic EC Meetings

EC meetings can be conducted electronically. Four separate e-mails are necessary to complete an electronic meeting: (1) Request for Agenda Items; (2) Request for Comments; (3) Request for EC Vote;



and (4) Results of EC Vote. The specific procedures for conducting an electronic EC meeting are included in Appendix G.

6.3 Special Executive Council Meetings

Special EC meetings may be called by the President or Executive Vice President, two Society Officers, or at the request of a majority of the EC. A quorum must be present for the meeting. The Executive Secretary shall record the minutes and distribute them in a timely fashion to the EC members.



7 System Safety Society Chapters

Local Society Chapters are essential to the overall well-being of the Society and to individual Chapter members. They must be carefully established to ensure that operating areas don't overlap and that the associated members have an equitable and viable Chapter. The Chapter Management Guide (Appendix H) provides useful information on how to successfully operate a Chapter.

For the purpose of serving the needs of the membership and promoting the work of the Society, the membership may organize chapters within boundaries. The geographical regions and districts as defined by Executive Order.

Chapters which fail to hold at least two meetings during, the Society Year shall be considered inactive. Inactive chapters shall not be eligible for financial reimbursement and their President or Chairperson shall not have a vote on the Executive Council. Chapters which are inactive for three consecutive years shall have their charter revoked.

For the purpose of assisting students to advance towards the practice of the arts, sciences and technologies of System Safety, the EC may authorize the establishment of student chapters at recognized colleges or universities offering curricula and studies acceptable to the Society. A student chapter of the Society shall be under the sponsorship of an active chapter nearest to the area.

7.1 Chapter Purpose

Local Chapters benefit the Society by implementing Society objectives on a local basis and fostering an interaction between System Safety Professionals and Practitioners.

Local Chapters benefit members by:

- Providing opportunities for continuing professional development;
- Allowing members an opportunity to develop management and leadership skills;
- Providing a forum for networking; and
- Fostering an environment for technical interchange.

7.2 Chapter Activities

Normal Chapter activities include but are not limited to:

- Providing information to Chapter members via meetings and newsletters;
- Encouraging the professional development of Chapter members; and
- Providing information to the members on the latest developments in System Safety procedures and technology.

7.3 Chapter Charters

Each Chapter is required to have a Chapter Charter. The EC must approve each Chapter Charter and may revise or revoke charters. Current Chapter Charters are included in Appendix I.



7.4 Chapter Bylaws

Each Chapter must have a written set of Bylaws that define the Chapter's organization, objectives and operating procedures. The local Chapter Bylaws must not be in conflict with the Society's Bylaws.

7.5 Geographical Boundaries

Each local Chapter is assigned a territory from which to draw members. Members residing in the Chapter boundaries are automatically assigned to the Chapter. If a member desires to join or remain a member in another territory, he or she may request assignment to that local Chapter. Postal Zip Codes (first three numbers only of the zip code are preferred) are used to define Chapter boundaries. Boundary selection must take into consideration natural boundaries and the effect on existing local Chapters. Applications for new Chapters must address desired boundaries. The boundaries for each Chapter are defined and shown graphically in Appendix J.

7.6 Forming New Chapters

New Chapters may be formed whenever a:

1. Sufficient number of members in an area not currently served by a Chapter that desire to form a Chapter;
2. Chapter size has grown to a point where establishment of another Chapter can better serve their needs; or
3. Local Chapter's charter has been revoked due to inactivity.

The following steps are recommended for initiating a new Chapter.

1. Establish a steering group of five Society members or potential members to establish a need for a new Chapter and prepare a draft Chapter Charter, Constitution and Bylaws.
2. Submit the proposed Chapter Charter, Constitution and Bylaws to the EC for approval. Include a list of the preparers and supporting members for the request.
3. Upon EC approval, request a listing of Society members in the approved boundaries and mailing labels of those members and announce a meeting to nominate Chapter Officers.
4. Elect Chapter Officers by a mail ballot.
5. Formulate a year's program of meetings, meeting locations, speakers and projects.
6. Hold regularly scheduled meetings (monthly meetings are recommended but only two meetings per year are required to maintain Chapter active status).

7.7 Required Chapter Officers

As a minimum, each Chapter will have the following Officers.

1. **President.** The Chapter President is a voting member of the Executive Council and directs all Chapter activities. The Chapter President may not hold an elected national Society Officer or Director Position as this would give one individual two votes on the Society EC. The immediate past President of the Chapter serves as a member of the Chapter's Executive Committee.



2. **Vice President.** The Chapter Vice President serves as the Chapter's program director. The Vice President assumes the President's position in the event the President is no longer eligible or cannot carry out his or her duties.
3. **Secretary.** The Chapter Secretary serves as the recorder for all Chapter meetings. The Secretary prepares and distributes Chapter ballots, newsletters, member rosters and meeting notices.
4. **Treasurer.** The Chapter Treasurer maintains financial records for the Chapter. The Treasurer collects all Chapter monies and keeps the Chapter Secretary advised of all paid-up members and members in arrears for either local or national dues.

7.8 Optional Chapter Officers

The following optional Chapter Officer positions are recommended.

1. **Directors.** Up to three Chapter members may be appointed or elected to serve as a member of the Chapter Executive Committee.
2. **Program Chairman.** The Program Chairman may be elected or assigned. The Chapter Vice President serves as the Program Chairman in-lieu-of an elected or appointed chairman. The Program Director arranges for all speakers and plans all Chapter programs and meetings.
3. **Membership and Awards Chairman.** This appointed or elected individual promotes Chapter membership, membership upgrades and nominations for Society Awards.

7.9 Chapter Programs

Chapter programs should be conducted with a formality befitting a professional society. An annual or quarterly theme in line with the Society's Strategic Plan is recommended. Experience has shown that membership participation in local meetings and activities are directly proportional to the quality of the programs. Invite quality speakers or expert panels. Speakers do not have to be safety professionals. Experts in other related areas such as legislative affairs or environmental issues make for an interesting program.

Monthly meetings should be held if possible. Bimonthly meetings are recommended as the minimum to maintain Chapter continuity and momentum. Meetings should be restricted to two hours (or less for a luncheon meeting) and should be conducted on a fairly strict time table. A suggested agenda, for a dinner meeting, would include a short social with cocktails, dinner, short business meeting, program speaker and a short question and answer session.

7.10 Active Chapters

Chapters that have at least two meetings a year and submit an Annual Chapter Report (including a Chapter financial statement) are considered active. The Chapter's Annual Report will include a completed Society Chapter Reimbursement Request Form (Form D.11 of Appendix D). Additionally, an annual financial statement must be submitted. Form D.12 is the format to be used for preparing financial statements. Electronic versions of the form can be obtained from the Society Administrator. A guide for completing this form is found in Appendix Q, Chapter Annual Financial Statement.



7.11 Inactive Chapters

Chapters which fail to have at least two meeting per fiscal year or fail to submit a complete annual report are considered inactive. The Director of New Chapter Formation and Chapter Services shall notify the Chapter officers in the event that a Chapter becomes inactive. If no action is taken within two months of the notification, the Director may poll the respective Chapter members to determine their wishes. If the members desire to reactivate the Chapter, the Director, with EC concurrence, can establish a nominating committee for that Chapter and administer over a Chapter election and installation of new officers. Chapter officers whose terms have not expired may be asked to resign or start fulfilling their obligation to the Chapter. While inactive the Chapter President will be ineligible to vote on EC matters. Reinstatement requires the Chapter to provide proof that two official meetings were held. Chapters which are inactive for three consecutive years will have their Charters revoked by the EC.

7.12 Chapter Annual Report

Each Chapter shall produce an annual report for the Society that requires submission to Headquarters by July 15. The recommended content of the annual report includes summary of the:

1. Chapter's goals;
2. Activities/special events held to support the Chapter's goals and promote system safety and the Society;
3. Number of Chapter meetings held (include chapter newsletters, chapter meeting minutes, percentage of chapter members attending meetings);
4. New members to the Chapter;
5. Participation in the Society's awards program;
6. Articles submitted by chapter members that are published in Journal of System Safety; and
7. Financial activities of the Chapter (an annual financial statement and a completed ISSS Chapter Reimbursement Request Form (Form D.11 in Appendix D)).

The purpose of the Chapter's annual report is to provide the input for preparation of the Society's Annual Report and preparation of the Society's taxes. In addition, the annual report serves as input for ensuring the minimum requirements for an active chapter have been fulfilled. It also serves as the primary input for evaluation of the Chapter of the Year Award (see Section 11 for more information).

The minimum requirements of the Chapter's annual report to remain an active chapter are documentation of two Chapter meetings (copy of chapter newsletter and meeting minutes), an annual financial statement and a completed ISSS Chapter Reimbursement Request Form.

7.13 Chapter Reimbursement

Each year, the EC will determine the amount of funds to return to the Chapters. Inactive chapters are not eligible for reimbursement. Such determinations shall be made annually, not later than March 1 for the year for which disbursement is to be made, and shall require concurrence of the Executive Council. To be eligible for reimbursement a Chapter must provide:



- Copies of at least two newsletter/meeting announcements and minutes for each meeting held during this fiscal year.
- Submit an Annual Chapter Report

The Chapter's Annual Report must include a completed ISSS Chapter Reimbursement Request Form (Form D.11 in Appendix D) to receive reimbursement for their Chapter members.

7.14 Chapter Oversight and Services

At a minimum, the following Society positions and offices are available to support/assist local Chapters as needed:

1. **Society Headquarters.** Responsible for membership rosters, mailing labels, etc...
2. **Director for Chapter Services.** Provides financial assistance to the Chapters.
3. **Director for Member Services.** Provides brochures, newsletter articles, reclassification forms, and facilitating information to members.
4. **Director for Conferences.** Provides information on sponsoring symposia, mini-conferences, or the international conference.
5. **Regional Vice President for the assigned region.** Available to appear as a speaker at Chapter meetings.



8 Record Keeping

Proper record keeping is essential to the efficient operation of the Society, particularly for a smooth transition to a new administration.

8.1 Executive Secretary Responsibility

The Executive Secretary is responsible for maintaining Society records. Originals of all key documents and ballots will be kept at Headquarters. Copies of key Society documents and computer files will be maintained off-site by a Society official, preferably the Executive Secretary.

8.2 Headquarters Office Manager's Responsibility

The Headquarters Office Manager is responsible for the orderly filing and safeguarding of Society documents. Originals of key documents and computer files will be maintained at Society Headquarters. The Headquarters Office Manager will maintain all Headquarters' file indices (alphabetical and numerical) and make backup files of all computerized records. The current indices are in Appendix K. If possible, copies of key documents and computer files will be maintained off site. Detailed responsibilities are included in Section 14.

8.3 Society Headquarters

All originals of Society records will be maintained on file at Society Headquarters. Originals may only be removed with the permission of the EC.

8.4 Release of Information

Personnel information (address labels, etc.) may only be released with permission of the EC unless otherwise stated in a written policy which has been approved by the EC.



9 International System Safety Conferences

The System Safety Society's *International System Safety Conference* is an annual event. It is the desire of the Society to have an active chapter host the conference, and act as a voluntary planning committee for the conference. The conference should be held within the geographic boundaries of the chapter, but this is not mandatory. The goal of the conference is to enhance and advance the principles of System Safety and to provide an opportunity for Society members to meet and discuss the state of their profession.

The Society does have a minimum set of expectations related to the conduct and success of the annual conference. The areas of expectations include technical program quality and quantity, financial success, attendee services, and promotion of the Society's professional name.

The Society has prepared a guide for conducting successful conferences (Appendix L). The guide provides minimum Society expectations as well as lessons learned from the past successful conferences. Chapters or persons interested in hosting a conference should make their interest known to the Society's President.

Official conference records will include the Conference income and disbursement. When the final Conference financial report is completed, the Conference bank account will be closed out with one final check to the Society. This check will be for the entire amount of the Conference profits. Included in the final financial statements from the Conference will also be the percentage breakdown for the profits being sent to the Chapter(s). The remaining monies will be held in the Society's bank account.



10 Internal Controls

10.1 Audits

An annual financial review will be conducted by a Certified Public Accountant. Audits are initiated by approval of the Executive Council.

10.2 Conflicts of Interest

Conflicts of Interest may occur at times due to the need for services for the Society where a member of the Society is paid to perform that service. The guidance by which members are directed is specified in Appendix C of this document. Even the appearance of such conflict of interest is unacceptable.

10.3 Involuntary Removal from Office

Person elected to an Office or Directorship who does not perform their duties may be removed from that Office or Directorship. Requirements for such removal are:

1. Review initiated by a call for a special EC meeting of a quorum of the EC.
2. Formal EC committee established to perform a review of the circumstances.
3. Motion and second for removal.
4. Affirmative vote of at least 75% of the entire EC.



11 Budgeting and Business Expenses

The annual budget proposal is prepared by the Treasurer and requires EC approval. The Treasurer submits the proposal to the EC at least 30 days prior to the end of the Society's fiscal year.

11.1 Income

Society income is derived from:

1. International System Safety Conferences;
2. Membership Dues;
3. Corporate Members;
4. Sales of Society Publications (other than the Journal);
5. The Journal of System Safety subscriptions and advertising; and
6. Interest from bank accounts.

11.2 Expenses

Operational expenses for the Society are:

1. Maintaining Society Headquarters;
2. Preparation and mailing of member materials; dues notices, handbooks, directories, etc.;
3. Sponsorship of related conferences;
4. Seed money for the International System Safety Conferences;
5. Publication of the Journal of System Safety;
6. Awards;
7. Local Chapter Reimbursement;
8. Publication of newsletters; and
9. Travel.

11.3 Expense Approval

Pre-signed checks are not authorized. No Society Officer or Director shall commit the Society to any service or supplies without prior EC approval (via the annual budget) and the acknowledgement of the Treasurer. Authorization for disbursing of Society funds requires the following:

1. \$5000 and above: Requires approval of two thirds of the entire Executive Council.
2. \$100 to \$5000: Requires approval of the Society President.

Approval for these amounts is typically granted annually when the annual budget is approved. For items that were not included in the annual budget, a vote will be solicited.

11.4 Travel Expenses and Trip Reports

All travel where the Society is expected to incur an expense must be approved in advance by two of following three Officers: President, Executive Vice President or Treasurer. Travel expenses incurred in



the conduct of Society business that have received prior Society approval (Form D.13) must complete a Travel Expense Form and Trip Report. The Travel Policy is included in Appendix M. The Travel Expense Forms are included as Forms D.14 and D.19 of Appendix D.

Each expense report should be accompanied by a trip report and submitted within 21 days after completion of the trip. Form D.15 provides the format for a trip report. The trip report should be prepared with consideration for inclusion in the Journal.

11.5 Budget Preparation

The Treasurer prepares the budget at least 30 days prior to the end of the Society fiscal year (June 30). As a minimum the budget should contain the following information:

1. Current status of funds;
2. Financial Commitments (contracts, etc.);
3. Planned Income;
4. Planned expenses; and
5. Net income.

11.6 Elected Officer and Director Expenses

No elected Officer or Director shall receive direct or indirect salary, travel expenses, emolument or other compensation unless authorized by a two-thirds vote of the entire EC. Pre-authorized travel expenses and reasonable expenses of less than \$100 may be reimbursed, without EC approval, upon submittal of receipts to the Society Treasurer.

Elected officers and directors who expect to incur task related expenses during the fiscal year should submit a budget request to the Treasurer by May 1 of the prior fiscal year. This gives the EC the opportunity to approve the expenses with the Society's budget.

11.7 Treasurer Responsibility

The Treasurer shall submit a report on the financial standing of the Society at each regularly scheduled EC meeting. He or she shall prepare a proposed budget and submit it to the EC by the May 31 of each year for approval.

11.8 Executive Secretary Responsibilities

The Executive Secretary will include the Treasurer's report in each meeting minutes. He or she shall also sign the bank check authorization form.

11.9 Bank Accounts (Checking, Savings, Certificates of Deposits, etc.)

The EC shall approve the type and location of all savings, checking and other bank accounts in which Society funds are deposited and the prerequisites for their withdrawal. Withdrawal of Society funds



from Society Savings accounts or CDs shall require at least two Officer signatures. Pre-signing of checks is not authorized. The Office Manager with approval of the Society President shall have single signature authority on checking account disbursement of no more than \$3000.

11.10 Financial Interests

No Society Officer or Director shall have a financial interest in any contract or supplies relating to Society business unless authorized by a two-thirds vote of the entire EC.

11.11 Current Budget

Only elected EC Directors and Officers and the Office Manager have access to budgets and budget history.

11.12 Federal, State and Local Taxes

At the end of each fiscal year close out, the Headquarters Manager shall forward all necessary records to the Society tax preparer for preparation and filing. These records include documentation of all income/expense transactions (checks written and deposits made) as well as bank statement reconciliation.



12 Society Awards and Selection Process

This section sets forth the awards nomination and selection criteria and the nomination, selection and presentation process of the System Safety Society.

12.1 Awards Selection Process

The awards selection process has been formalized to provide structure and control and to assure the integrity of the awards program. Nominees for awards are first screened by the Awards Committee for proper compliance with awards criteria. The Awards Committee coordinates with appropriate officers on the acceptability of nominees (e.g., the Committee Chairman will coordinate with OVP Education on the Educator of the Year Award). Suitable nominees are sent to the Awards Board for final voting and selection of the winners. On completion of the selection process, the results are sent to the OVP Awards who forwards the selected list to the Society Executive Council for notification. Once the EC approves the recipients, awards are purchased by the OVP Awards or by the Society Headquarters staff and forwarded to the OVP Awards. The OVP Awards notifies the winners of their selection and, once the awards are received, coordinates their presentation either at the winners place of employment or at the Awards Banquet as part of the International System Safety Conference.

The generic milestones, schedule and associated files for conduct of the tasks (included in Appendix S) for the annual awards process is shown below.

Milestones	Example	Generic Date for Milestones	Time Prior to Conference
Mail Awards Package to Chapter Presidents	S.1-Letter to Chapter Presidents S.2-Awards Criteria and Nomination Process	15 January	6 months prior
Phone Call Follow-up to Chapter Presidents and Awards Board		1 February	5 1/2 months prior
Receive Packages from Chapter Presidents		15 March	4 months prior
Mail Thank You Letter to Nominator	S.3-Nominator Thanks Letter	1 April	2 1/2 months prior
Mail Packages to Awards Board	S.4-Award Ballot Cover Letter	1 April	2 1/2 months



Milestones	Example	Generic Date for Milestones	Time Prior to Conference
	S.5-Award Ballot S.6-Award Instructions to Award Board		prior
Phone Call Follow-up with Awards Board Members		15 April	3 months prior
Receive Awards Board Member Recommendations		15 May	2 months prior
Finalize Selection of Awardees		21 May	1 3/4 months prior
Award Board Notifies ISSS President	S.7-Award Board Notifies ISSS President	1 June	1 1/2 months prior
Notify Recipient by Phone Notify Recipient, Nominator, and Employer by Letter	S.8-Receipt Notify Letter S.9-Nominator Notify Letter S.10-ISSS President Notification to Recipient's Employer	15 June	1 months prior
Thank Award Board	S.11-Award Board Thanks	21 June	3 weeks prior
Prepare/Order Plaques	S.12-Award Plaque Instructions	15 June	1 month prior
Presentation at Conference	S.13-Awards Script	15 July	0

12.2 Awards Committee Chairman

The OVP for Awards is the committee chairman. He or she must have been a past recipient of one of the following awards:

- Professional Development Award;
- Manager of the Year Award;



- Engineer of the Year Award; or the
- Educator of the Year Award,

If the function of the Awards Committee Chairman is delegated, it may only be delegated to a past recipient of one of the above awards.

12.3 Awards Committee Members

The Awards Committee Chairman may appoint as many committee members as necessary to effectively accomplish the task. Awards Committee members need not be past Society award recipients.

12.4 Awards Board

The Awards Board is the final selecting body for all Society Awards except:

- President's Award - Society President; and
- Chapter of the Year Award - OVP Membership.

The Awards Board is made up of a minimum of five but not more than seven members. Only former recipients of one the following awards may be appointed to the Awards Board:

- Professional Development Award;
- Manager of the Year Award;
- Engineer of the Year Award;
- Educator of the Year Award;
- International Award; or
- Scientific Achievement.

12.5 Awards Board Chairman

The OVP Awards is the chairperson of the Awards Board. The chairperson duties may be delegated as the chairperson sees fit. If the Awards Board Chairperson delegates the duties and functions, they may only be delegated to a former recipient of the Professional Development Award. The OVP Awards does not need to have been a former recipient of the Professional Development Award.

12.6 Awards Cycle

The awards cycle is from May 15 of the previous year to May 14 of the current year. The Chapter of the Year Award cycle is from July 1st of the previous year to June 30th of the current year. Nominations for a given year are accepted in the Society Headquarters between March 1st and May 15th following the end of the award period. In the case of the Chapter of the Year Award, chapter entries may be submitted during the period May 15th - June 15th. The Chapters annual report may be used for the entry. The Membership Committee must submit its' evaluation through the chairperson to the EC by June 30. The evaluation and selection cycle is conducted between May 15th and June 30th so that all awards nominations can be presented to the EC by June 30th and the awards presented at the Annual Meeting.



12.7 Awards Available

There are nine (9) awards available to be presented to deserving safety professionals. Nominations may be submitted by individuals, committees, or groups. Some nominations are specifically for individuals while others may be for individuals, groups, committees, or organizations. System Safety Society professional awards are available in the following categories:

1. Professional Development Award;
2. Manager of the Year Award;
3. Engineer of the Year Award;
4. Educator of the Year;
5. Scientific Achievement Award;
6. Chapter of the Year Award;
7. Presidents Achievement Award;
8. International Award;
9. System Safety Technology Innovation Award ; and

The EC may approve other awards as they see fit.

12.8 Awards Description and Selection Criteria

12.8.1 Professional Development Award

The Professional Development Award is the highest achievement awarded by the Society. It is presented annually to an individual for sustained, significant achievement in the advancement of the System Safety profession. The purpose of the award is to recognize individuals for sustained activity and contribution during the course of his or her career. No individual may receive this award more than once.

12.8.1.1 Eligibility

Only Fellow and Senior members are eligible for the award.

12.8.1.2 Selection

Selection is based on individual (working alone or as part of a group) contributions that have significantly advanced System Safety as a profession. Contributions which affect only a small segment of the profession, or which were accomplished for a single program, are not eligible. Examples of worthy contributions follow.

- Individual effort in working with state or federal bodies for official recognition of system safety as a profession.
- Individual effort with government and/or private entities to incorporate system safety concepts into the procurement, acquisition or operating process for major segments of the national or international business, industrial or public segment of the system safety community;.
- Individual effort which brings national recognition of system safety as a profession.



12.8.1.3 Screening

Nominee screening will be performed by the Awards Committee and the OVP for Professional Development.

12.8.1.4 Selection

Selection will be made by the Awards Board.

12.8.2 Manager of the Year Award

The Manager of the Year award is presented annually to an individual member of the Society who has made significant contributions through the implementation of an effective system safety management program for a major system effort. System safety managers manage other engineers or are managers of a specific program. They are primarily responsible for the system safety functions of that program.

12.8.2.1 Eligibility

All members in good standing are eligible.

12.8.2.2 Selection Criteria

Selection is based on individual system safety management actions which significantly contributed to the success of a major system effort. Examples follow.

- The planning and development of a major program where the achieved risk reduction demonstrates significant contributions to the safety and effectiveness of the end product.
- Demonstration of management actions which made significant contributions to the safety of a system, product or operation of a government or private organization.
- Development and implementation of an outstanding system safety management approach which promulgates system safety management policies and programs for a major segment of the system safety community.
- Development of management methods or procedures for a major program which are applicable to a wide variety of system or product safety programs.
- Outstanding performance which brings national recognition and credit to the system safety profession.
- Development and implementation of outstanding system safety policies and programs which are promulgated throughout a major portion of the system, safety community and significantly enhance the professional status, recognition or effectiveness of a major segment of the system safety community (i.e., Aerospace, Petroleum, Nuclear, etc.).
- Long term contributions which have significantly enhanced large segments of the system safety or product safety.
- Individual effort in promoting/implementing the development and presentation of system safety educational and training courses which have improved the level and quality of system safety implementation and understanding in a large segment of the system safety or product safety professions.



12.8.2.3 Screening

Screening of nominees is made by the Awards Committee.

12.8.2.4 Selection

Selection is made by the Awards Board.

12.8.3 Engineer of the Year Award

The Engineer of the Year award is presented annually to an individual member of the Society who has made significant contributions to System Safety by the development of engineering methods, standards or designs which have contributed significantly to the safety of operations or use of systems or products. System safety engineers are those who perform the system safety engineering function (analysis, safety engineering design review, etc.) on a particular project. They are primarily responsible for the development and application of engineering standards for the safe interface and interaction between systems, within system and between systems and people.

12.8.3.1 Eligibility

All members in good standing are eligible for the award.

12.8.3.2 Selection Criteria

Selection is based on individual actions which significantly contributed to the safe design or operation of a major effort. Examples follow.

- Development of a major system or product design where it can be demonstrated that a significant contribution to the safety of the user has been achieved through the use of engineering practices.
- Development of engineering standards which contribute significantly to the safe design and operation of a major segment of system or product safety.

12.8.3.3 Screening

The OVP for Professional Development and the Awards Committee will screen the nominees.

12.8.3.4 Selection

Selection is made by the Awards Board.

12.8.4 Educator of the Year Award

The Educator of the Year award is presented annually for outstanding contribution to system safety education and the advancement of the state of knowledge in system safety.

12.8.4.1 Eligibility



Any member in good standing who has made significant contributions as a teacher or lecturer is eligible to receive the award.

12.8.4.2 Selection Criteria

Selection will be based on individual contributions to an educational program which make significant advances to the state of system safety knowledge. The award may be presented for activity over the course of a single year or that spans several years. Examples follow.

- Planning and development of a system safety educational program for a major educational institution to train engineers or managers in the application of system safety principles in their specific area.
- Planning, developing and implementing an educational program on a continual basis for a corporation or government agency where it can be demonstrated that a significant advancement of system safety knowledge was achieved for a large segment of the system safety community.

12.8.4.3 Screening

Screening of the nominees is made by the OVP for Education and the Awards Committee.

12.8.4.4 Selection

Selection is made by the Awards Board.

12.8.5 System Safety Award for Achievement in Scientific Research and Development

This award is presented to an individual or group of members or "non-members who have made contributions to the advancement of system safety through research and development programs.

12.8.5.1 Eligibility

This award is open to individuals (members or non-members) or a group of individuals who meet the criteria.

12.8.5.2 Selection Criteria

Selection is based on individual or group actions which significantly contributed to the effectiveness of the application of system safety programs in research and development. Examples follow.

- Direction or coordination of a major research project which led to the development of new approaches to the application of system safety principles or techniques to a major system (transportation, nuclear, etc.) or products (automobiles, aircraft, or other major consumer products) where significant increases in the safety to the user can be demonstrated.
- Development of testing methods or standards which have contributed significantly to the safe interface between the system and its operator or the product and the consumer



- Development of test methods or standards that have been adopted as standard practice in a major system or organization which have clearly enhanced the safety of research and development testing operations.
- Significant development in the process of evolving system safety as a true discipline.

12.8.5.3 Screening

Screening of nominees is performed by the Awards Committee.

12.8.5.4 Selection

Selection is made by the Awards Board.

12.8.6 Chapter of the Year Award

The chapter of the year award is presented annually to recognize exceptional effort on the part of chapter membership to promote system safety and the Society. Currently selection is based on the following factors:

12.8.6.1 Eligibility

All active chapters are eligible.

12.8.6.2 Selection Criteria

Selection is based on the results of a questionnaire which is mailed to the chapters. The OVP for Membership manages the selection process. Selection criteria are based on:

- Number of meetings held (15%);
- Ratio of the percentage of chapter members attending meetings (10%);
- Quality and number of chapter newsletters (10%);
- Special events conducted by the chapter (10%);
- Number of activities held to promote system safety and the Society (10%);
- Number of new members (20%);
- Participation in the awards program (10%); and
- Articles submitted by chapter members submitted and published in Journal of System Safety (15%).

12.8.6.3 Screening

The OVP for Membership screens the nominees.

12.8.6.4 Selection

The OVP for Membership makes the selection.

12.8.7 President's Achievement Award



The President's Achievement Award is presented annually to a person(s) or group(s) and or organization(s) for outstanding achievement in performing service for the System Safety Society or for special organizational achievements in support of system safety.

12.8.7.1 Eligibility

Any member may recommend a nominee for this award.

12.8.7.2 Selection Criteria

Selection of the award recipient rests solely with the Society President. He or she may appoint a selection committee of their choosing to recommend an award recipient.

12.8.7.3 Screening

Screening of the nominees is made by the President's Nomination Committee if extant.

12.8.7.4 Selection

Final selection of the award recipient is made by the Society President.

12.8.8 International Award

The international award is presented to a person(s) and/or organizations for outstanding achievement or performance of special service in the advancement of the discipline of system safety in a country other than the United States of America. The purpose is to recognize and foster the growth of system safety outside of the USA.

12.8.8.1 Eligibility

Any person(s) or organization(s) residing outside of the USA including US citizens are eligible for this award. Non-US citizens are not eligible for work performed in the US. The same guidelines apply to corporations, institutions, societies and agencies.

12.8.8.2 Selection Criteria

Selection is based on such issues/contributions such as:

- Significant representation of the international community at System Safety Conferences;
- Papers on system safety that were published by the nominee in countries other than the USA;
- Participation and contribution at other international conferences on safety;
- Clear demonstration of excellence in the application of system safety in countries other than the USA; and
- Papers on system safety submitted and published in Journal of System Safety.

12.8.8.3 Screening

Screening of nominees is performed by the International Vice President and the Awards Committee.



12.8.8.4 Selection

Selection is made by the Awards Board.

12.9 Awards Nomination

A single award submission and instruction accommodates all of the awards. A letter format is accepted as long as all the information is covered. All the required information must be provided in the format requested with adequate justification for the nomination. The most frequent problem encountered is insufficient information in which to judge the validity of the nomination. The submission must contain the following information in the order shown below:

1. Name the award for which the nomination is being made;
2. Name of the nominee;
 - a. If nominating an individual, provide name, address, telephone number, employer and work phone of the recipient.
 - b. If nominating an organization or firm, provide the name, address and telephone number of the firm and the name, address and phone number of the chief executive officer, president or owner.
 - c. If nominating a group or committee, provide the name of the group or committee, organization it is affiliated with and the name, address and phone number of the chairman of the group or committee.
3. Name, address and telephone number of the person making the nomination.
4. Brief description of the current position and employer of the nominee. If a group is being nominated, provide a description of the purpose of the group and the primary organization it supports.
5. Description of the key outstanding accomplishments of the nominee. It must be clear exactly how the nominee meets the criteria of the award nominated for:
6. For individuals, provide a summary of the nominee's educational and system safety related professional accomplishments. Enumerate the nominee's contributions to the System Safety Society, safety profession and his or her employer and community.
7. For organizations, groups or committees, provide a summary of the nominee's contribution to the advancement of system safety.
8. Name, address and phone number of three references who can provide comments concerning the nominee's performance. At least one reference must be a system safety society member. Persons listed as references can't be related to or employed by the nominee.
9. Supporting documentation to support the nomination, as appropriate. If the nomination is based on published works, provide a copy or copies of the document.

12.10 Awards Committee Address

All nominations must be submitted to the OVP Awards for consideration.

12.11 Award Specifications



All Society awards will be of a high quality in keeping with the importance of the awards. All awards will be dated for the year presented. Specifications for each award follow.

12.11.1 Fellow Member Achievement Award

Senior Members who have achieved the status of Fellow Members shall be awarded a plaque to commemorate their achievement. The plaque is walnut back, scripted in white letters, with System Safety Society LOGO. Font is Lucida Calligraphy.

Font Size 36 (Bold)	Certificate of Membership
Font Size 18 1"	Organized/incorporated LOGO
Font Size 48 (Bold)	Recipient Name
Font Size 14	Is a
Font Size 22(Bold)	Fellow Member
Font size 14	in the System Safety Society: having given satisfactory evidence of qualification and in recognition of (his or her) efforts to advance the principles and techniques of System Safety
Font Size 14	Witness the signatures of its duly authorized officers
Font Size 11	Affixed this __ day of <u>Month</u> , 20__
	Executive Secretary President (Font 18 Lucida handwriting signatures)

12.11.2 Professional Development Award

The Professional Development award shall consist of a high quality engraved plaque.

12.11.2.1 Plaque

The plaque shall be a black faced, engraved brass sheet (9 1/2 x 6 1/2 inches), mounted on an uncolored brass back plate, all on a black background mounted in a frame of quality wood molding (15 1/2 x 12 1/2 x 2 inches wide). The upper center shall contain a System Safety Society symbol 2 inches in



diameter. The year presented will be the current year or the year the plaque is awarded. The engraving shall be as follows:

5/16 inch bold
letters

1/4 inch fine
letters

3/8 inch bold
letters

1/4 inch fine
letters:

3/16 fine
lettering

The System Safety Society
Professional Development Award is
Presented to
(Recipients Name)
For Outstanding Professionalism During
His or Her
Career in System Safety
Presented in the Year 20__
President's Signature John A Doe
President

12.11.3 Manager of the Year Award

The Manager of the Year Award shall consist of an engraved plaque.

12.11.3.1 Plaque

The plaque shall be identical to the PDA plaque in appearance and dimensions. The year presented will be the current year or the year the plaque is awarded. The wording for the plaque shall be as follows:

The System Safety Society
Manager of the Year Award
20__
Presented to
(Name of Recipient)
In Recognition of Outstanding Performance
In
System Safety Management
President's Signature



12.11.4 Engineer of the Year Award

The Engineer of the Year Award shall consist of an engraved plaque.

12.11.4.1 Plaque

The plaque shall be identical to the PDA plaque in appearance and dimensions. The year presented will be the current year or the year the plaque is awarded. The wording for the plaque shall be as follows:

The System Safety Society
Engineer of the Year Award
20__
is presented to
(Name of Recipient)
In Recognition of
Outstanding Performance
In
System Safety Engineering
President's Signature

12.11.5 Educator of the Year Award.

The Educator of the Year Award shall consist of an engraved plaque.

12.11.5.1 Plaque

The plaque shall be identical to the PDA plaque in appearance and

The System Safety Society
Educator of the Year Award
20__
Presented To
(Name of Recipient)
In Recognition of
Outstanding Performance In
System Safety Educational Programs
President's Signature



12.11.6 Scientific Achievement Award

The Scientific Achievement Award shall consist of an engraved plaque. The year presented will be the current year or the year the plaque is awarded.

The System Safety Society
Scientific Research and Development Award
20__
Presented To
(Name of Recipient)
In Recognition of
Outstanding Development
Of
System Safety Engineering Methods
President's Signature

12.11.7 Chapter of the Year Award

The Chapter of the Year Award has that Chapters name and the award year engraved on a plaque. The plaque is permanently secured to a master award plaque. The winning Chapter retains possession of the master award plaque until the next year's award winner is determined.

12.11.8 President's Achievement Award

The President's Achievement Award shall consist of an engraved plaque.

12.11.8.1 Plaque

The plaque shall be identical to the PDA plaque in appearance and dimensions. The year presented will be the current year or the year the plaque is awarded. The wording for the plaque shall be as follows:

The System Safety Society
President's Award
20__
Presented to
(Name of Recipient)



SYSTEM SAFETY SOCIETY

Organized 1962
Incorporated 1973

Professionals Dedicated to the Safety of Systems, Products & Services

In Recognition of Outstanding Achievement
In Performing Service for the
System Safety Society
President's Signature



13 Calendar of Events

The Society is required to hold regular meetings, submit annual reports, budget proposals, etc.

13.1 Executive Council Meetings

The EC is required to hold one official annual meeting (quorum) each fiscal year to be held in conjunction with the International System Safety Conference. Meeting notices are required 30 days prior to the meeting.

13.2 International System Safety Conference

The International System Safety Conference is held in August or as close to August as possible.

13.3 Membership Dues Notices

Members are billed for annual dues and dropped for non-payment according to the following schedule.

1. Membership dues notices: no later than July 1.
2. Membership Late Dues Payment Notices: August 1.
3. Membership Drop Notices for Non-Payment of Dues: September 1.

13.4 Nominations for Society Awards

Nominations, selection, and giving awards follow.

1. Awards Cycle: January 1st through December 31st except for the Chapter of the Year Award.
2. Chapter of the Year: July 1st through June 30th (Society fiscal year).
3. Awards Nominations: February 1st through May 15th.
4. Chapter of the Year Nominations: May 15th through June 15th of the current fiscal year.
5. Selection of Award Recipients and Chapter of the Year: May 15th through June 30th.
6. Awards Presentation: July and August and at the International System Safety Conference.

13.5 Tax Payments and Filing Requirements

1. Federal Insurance Contributing Act (FICA)/Employee Federal Income Payroll Withholding/Unemployment Compensation Taxes (Headquarters Office Manager): TBD
2. Federal Income Tax/Form 990: No later than the 15th day of the 5th month after the end of the Society fiscal year (November 15th)
3. State and Local Taxes: TBD
4. Business Licenses: TBD
5. Incorporation Fee: TBD

13.6 Officer and Committee Reporting Requirements

The following are the general requirements for Officer and committee activities.



1. **Bylaw Changes.** Changes to the Bylaws follow:
 - a. *Membership Comment Period/Advertising:* no less than three months prior to effectivity.
 - b. *Effectivity:* No later than six months after EC approval
2. **Issuance of Executive Orders.** 30 days after motion approval by the EC
3. **Committee Reports.** As specified in the Executive Order
4. **Treasurer Report.** Bimonthly at the EC meeting
5. **Officer Reports.** Annually (prefer no less than quarterly)
6. **Budget Submittal.** May 31st
7. **Selection of the next International System Safety Conference Host Society and Location.**
 - a. *Host Chapter Proposals:* January, 2.5 years before hosting conference
 - b. *Host Chapter Selection:* Two years prior to the next conference at the current International System Safety Conference
8. **Membership Roster.** Updated annually and issued no less than biannually
9. **Officer Pass Down.** two months prior to end of the fiscal year
10. **Audits.** as ordered by the EC
11. **Officer and Director Elections.** Held every odd year at least five months prior to the end of the Society year (June 30)
 - a. *Nomination Committee:* establish at the beginning of the Society year (July 1st) preceding the election
 - b. *Nomination Submittal:* Submitted by the nominating Committee to the EC for approval nine months (end of September) before the election
 - c. *EC Approval:* Seven months (end of November) prior to the end of the Society year
 - d. *Ballots Available to Members:* Five months (end of January) prior to the end of the Society year
 - e. *Ballots Counted:* One month (end of February) after submittal of the mail ballot
 - f. *Results Published:* before the end of the Society year in Journal of System Safety or by a newsletter to the members
 - g. *Installation of new Society Officers and Directors:* Start of the Society fiscal year (July 1st) and at the International System Safety Conference
 - h. *July 15:* Chapter financial statement due to Society Headquarters.



14 System Safety Society Headquarters

The permanent headquarters of the System Safety Society is located in the Washington DC metropolitan area.

14.1 Current Location

The current address of the Society Headquarters is:

System Safety Society
P.O. Box 70
Unionville, VA 22567-0070

The historical files are stored near the Society Headquarters. The complete address is:

Orange Self Storage
P.O. Box 1267
Orange, VA

14.2 Society Staff

Headquarters is staffed by the Office Manager. The Headquarters Office Manager is the only paid position in the Society.

14.3 Headquarters Office Manager Responsibilities

The responsibilities of the Headquarters Office Manager are detailed below.

1. Maintain the Society Membership database (to include but not be limited to entry of new members, deletion of non-members, maintaining member status and contact data)
2. Collect and disburse funds from individuals and Corporate entities
3. Recordkeeping for the Society
4. Maintain and store Society records
5. Prepare tax information
6. Coordinate an annual audit of Society funds to be conducted by a registered Certified Public Accountant (CPA) if approved by the EC
7. Assist with Conference registration to ensure Society data is collected, proper charging for products and services are made and collected
8. Provide report of Headquarters status to the EC at their annual meeting (to include audit results)
9. Maintain Society banking accounts
10. Assist the Society Treasurer in budget tracking and provide the Society President a bi-monthly status of receipts and expenditures
11. Make reports specified in Section 15.7 through of this Operations Manual

14.3.1 Membership Support Responsibilities



The Headquarters Office Manager is responsible for the following in support of the Society membership.

1. Prepare and mail dues notices for membership, Journal of System Safety subscribers and Society Corporate Members annually.
2. Notify Director of Members Services and the Chapter Presidents of those members who have not paid (1) before mailing a Reminder Notice and (2) just prior to being dropped for non-payment.
3. Maintain the Society Membership Database. To include:
 - a. Documenting receipt of dues payment
 - b. Updating member's information as required
 - c. Updating member status (member drops/reinstatements/upgrades)
4. Track and report membership statistics monthly to the Director of Member Services.
5. Receive membership dues and deposit money in bank in a timely manner.
6. Update the Key Members List monthly (as a minimum).
7. Create the ISSS Membership Directory for Director of Member Services. After approval from the Director of Member Services, arrange printing and mailing of Directory to membership.
8. Forward all new membership applications to Director of Member Services for approval.
9. Create new member certificates and mail certificate and welcome packages in a timely manner after approval from Director of Member Services.

14.3.2 Treasurer Support Responsibilities

The Headquarters Office Manager is responsible for the following in support of the Treasurer.

1. Maintain all checkbook transactions, guided by Treasurer, including records of all Society income/expenses.
2. File monthly IRS and related tax information.
3. Settle monthly bank account and credit card statements.
4. Provide documentation to tax preparer for year-end filing and close out fiscal year finances, banking and taxes.
5. Prepare status for Chapter reimbursement for Treasurer and write and mail Chapter reimbursement checks to Chapter Presidents.
6. Maintain an "Awaiting Monies" tracking for invoices from the Society.
7. Provide advice to Treasurer regarding potential sources of income or cost savings.
8. Provide input to the Treasurer for developing the annual operating budget.
9. Provide routine reporting (monthly balanced statements and budget/actual reports) to Treasurer on the status of Society funds and financial soundness.

14.3.3 Executive Secretary Support

The Headquarters Office Manager is responsible for the following in support of the Executive Council and Executive Secretary.

1. Update ISSS Operations Manual per request of ISSS Officers.



2. Verifying voter eligibility.
3. Maintain a filing system of all EC meeting minutes.
4. Notify Award OVP when to send out nomination requests, take requests and forward to OVP.
5. Notify the Treasurer when to send out budget requests from the EC for next fiscal year budget preparation.
6. Notify Director of Member Services when to notify Chapter Presidents for their annual report and other various items.
7. Notify ISSS President when to notify EC of when to prepare a Nominating Committee for next biannual elections.
8. Prepare, as directed by OVP Membership, Chapter of the Year packages and mail to committee members.
9. Forward SS Handbook orders and process upgrades to Handbook for the New Mexico Chapter.
10. Report annual status of Chapters (active/inactive) to Director of New Chapter Formation and Services.

14.3.4 Office Management

The Headquarters Office Manager is responsible for the following.

1. Answer phone/faxes/e-mails for information requests. These requests include: Journal of System Safety articles, Conference Proceedings, SS Analysis Handbooks, RAMS mailing labels, mailing labels for Journal and Chapters,
2. Pick up/drop off mail at the post office.
3. Assist customer by guiding them to the proper sources for help.
4. Maintain office supplies.
5. Maintain all corporate records including all EC meeting minutes, financial data, Executive Orders, all membership applications (individual, corporate, and Journal of System Safety), and master copies of all Conference Proceedings (hard copy and electronic).
6. Conduct an annual inventory of ISSS materials and equipment
7. Record daily accounting of time with established categories.

14.3.5 Conference Support

The Headquarters Office Manager is responsible for the following in support of the annual conference.

1. At the request of the conference committee, attend and work the registration booth and ISSS exhibit booth for each annual conference.
2. Work the ISSS exhibit booth at other conferences as requested.
3. Support the annual conference planning efforts such areas: registration and updating the conference mailing list database.
4. Support the completion of the conference financial report.

14.4 Society Lawyer



Legal advice is provided by Mr. Gordon MacDougal. He also provides the necessary filing to maintain incorporation status in D.C. Contact information follows.

Gordon MacDougal
1025 Connecticut Avenue, Suite 410
Washington, D.C. 20036
(202) 223-9738

14.5 Tax Advisor

Tax advice is provided by Ms. Tammy Schaffer who files all of the Society taxes. She prepares monthly and quarterly filing of all taxes associated with Society employees and end of the fiscal year filing of income taxes. Contact information follows.

Schaffer's Accounting and Tax Services
Tammy Schaffer
12074 King's Highway
King George, VA 22485-4201
(540) 775-3276

14.6 Credit Card Services

The System Safety Society has two credit card machines one is used for various Society functions including Headquarters and Chapters functions. The other one is used for the system safety conferences. Income from a credit card transaction is electronically deposited in the bank account. The Administrator at Headquarters maintains all credit card records and payment reconciliation.

The credit card service is also available for use by Society Chapters. Chapters requesting the use of the credit card service and/or machine must receive prior approval from the Treasurer. If a SSS Chapter receives approval from the Treasurer to use the credit card service, the credit card transaction will be done by the Headquarters Office Manager. The Chapter will receive the income, less the actual merchant service fee, once the Headquarters Office Manager has reconciled the monthly bank records to ensure that the money was actually deposited into the bank account.

14.7 Society Web Site

The Society web site is managed by the OVP Communications under guidance from the Director of Publicity and Media. The Society provides Chapters the opportunity for World Wide Web access to assist chapters in meeting their individual web and/or Chapter objectives. This space is granted pursuant to the guidelines outlined below. The right to remove web content and/or web privileges is reserved by the Society based upon compliance to the guidelines or based upon the Society's changing needs and objectives.

14.7.1 Content Guidelines

Guidelines for the content of information posted on the Society web site are as follows.



1. Web content should reflect system safety interests.
2. Advertising within the Society web space and any chapter space is reserved for the Society. Contracts for advertising within the Society web space must be negotiated through the OVP of communications. The OVP communications must inform and take direction from the EC regarding advertising and is NOT permitted to issue advertising space without approval from the EC. Chapters are not discouraged from generating advertising contacts and chapters may be rewarded for securing profitable advertising leads.
3. No content can be allowed on the Society's web space that:
 - a. Is discriminatory
 - b. Is defamatory
 - c. Is profane
 - d. Expresses content not directly related to system safety or the system safety society.
 - e. Information that may have a political or private issue attached or which may not support the strategic objectives of the Society (if in doubt, check with the Society President).
 - f. Is private information (such as an individual's photos, employer, and positions) or public information (such as telephone numbers, e-mail addresses, and physical addresses) that is not expressly approved by the interested individual(s) and the OVP of communications.

These restrictions apply to the use of links and indirect references as well.

14.7.2 Web Posting Procedures

Posting content on the web by chapters will comply with the following guidelines.

- All web postings will be made with software compatible with the society's current web management software.
- Only Chapter Presidents or their authorized designees may post to the web space. The user ID and Password to access the Chapters space will be issued to this person and must be kept secure.
- Following a posting, an e-mail must be sent to the OVP communications. This e-mail should inform the OVP of the nature and date of the content posted.
- Any content changes that the OVP communications may make to this posting will also require an e-mail with equivalent content back to the chapter representative.

14.7.3 Web Council

A web council of the OVP Communications and Chapter Presidents or their designees and any other web users will be assembled to assist in the generation, maintenance, and planning of the Society web space. Use of Society web space shall be considered the determining characteristic of membership in this council. Council participation is a requirement for web space use.

The Council will establish and maintain common "look and feel" requirements for the web space, such as buttons backgrounds and themes. As a general rule, the council will operate under a majority rule



basis with the caveat that the OVP when acting under the direction of the EC, may preempt or prohibit council decisions in the interest of the Society.

The OVP will have the responsibility to convene and chair the council. It is anticipated that the council will operate via e-mail, secure web postings, web chat, telephone or other means that are efficacious. Minutes of these meetings will be distributed to council members and the EC.

14.8 Publications for Purchase

The Society offers several items for purchase including past issues of Hazard Prevention, the Journal of System Safety, International System Safety Conference Proceedings, System Safety Analysis Handbook and books authored by ISSS members. Purchase of these items is available through the Society Headquarters. A listing of all the publications for purchase and their prices are located in Form D.17.

14.9 Requests for Society Information

The following package of information is sent when a request for information about the Society is received at Headquarters:

- Society Background Information (Appendix Q)
- Membership Application Form (Form D.2)
- Corporate Membership Application Form with Instructions (Form D.5)
- International System Safety Conference Information
- System Safety Analysis Handbook Information (Appendix R)
- System Safety Analysis Handbook Order Form (Form D.18)

14.10 Society Records/Journals

All essential Society Records and copies of journals are maintained at Society Headquarters.

14.11 Headquarters Files

Indices of Headquarters files are prepared and maintained by the Executive Director. A copy of the current index files is provided in Appendix K.

14.12 Society Equipment

General office equipment is owned by the Society.



15 Reports

The following reports are essential for the smooth functioning of the Society:

15.1 Treasurer's Financial Report

The Treasurer shall report on the financial standing of the Society at each regularly scheduled EC meeting.

15.2 Treasurer's Annual Budget Submittal

Thirty days prior to the end of the fiscal year, the Treasurer will submit a proposed budget to the EC for the upcoming fiscal year.

15.3 Meeting Notices

The Executive Secretary will provide notice of meetings and request agenda items 30 days prior to a scheduled meeting.

15.4 Meeting Minutes

The Executive Secretary will publish meeting minutes no later than 30 days after a meeting.

15.5 Report to the District of Columbia

Every two years, the Society's legal counsel, Mr. MacDougal, files the necessary forms to maintain our status as incorporation in Washington, D.C.

15.6 Report to the Commonwealth of Virginia

An annual filing to the Commonwealth of Virginia is necessary to maintain our status as a non-profit organization operating in Virginia.

15.7 Report to the Federal Government

Schaffer Accounting and Tax Service provides end of the fiscal year tax filing to the Federal Government.

15.8 Insurance

Various insurance coverage, including indemnification insurance, is available to Society Directors and Officers through Insurance Exchange, Inc.

15.9 Trade Mark Renewal

The SSS logo is trademarked for our areas of use by the office of Ray R. Regan, P.A.

15.10 International Conference Committee



The Committee Chairman will submit periodic and a final report as required by the written agreement with the EC.

15.11 Chapter Minutes and Annual Reports

Local Chapters should submit Chapter minutes and an annual report describing activities, accomplishments and plans for the upcoming year.

15.12 Annual Chapter Financial Statement

Each active Chapter is required to submit an annual financial statement, which is due on July 15 and covers the previous fiscal year. Because the Society files a single set of tax returns which include the incomes and expenses of each of the Chapters, it is vital that Chapter's financial statement be submitted to Headquarters in a timely manner. The Chapter Annual Financial Statement Form and Guide are found in Appendix D, Form D.12.



16 Listing of Current Executive Orders

Appendix P contains the current Executive Orders.