

CHARTER

for the

BAY AREA CHAPTER of the SYSTEM SAFETY SOCIETY

ARTICLE I - NAME

Section 1. The name of the Chapter shall be the Bay Area Chapter (herein referred to as the Chapter) of the System Safety Society (herein referred to as the Society).

ARTICLE II - JURISDICTION

Section 1. The Chapter's boundaries shall incorporate zip codes within the counties of Alameda, Contra Costa, San Francisco, Santa Clara, and Santa Cruz in the state of California. (A listing of cities and towns and their respective zip codes is attached.)

ARTICLE III - OBJECTIVES

Section 1. The objectives of the Chapter are to provide leadership in the management and technology of System and Product Safety in all areas of human endeavor where a systematic approach and analytical evaluation directed toward hazard control can be applied, to improve the dissemination of information between individuals in this field and related fields, to improve public understanding of the discipline, to promote and improve System and Product Safety as a profession, and to promote within the Chapter's jurisdiction the activities and objectives of the System Safety Society.

ARTICLE IV - CHAPTER-SOCIETY RELATIONSHIP

Section 1. The Chapter shall function under the direct sponsorship of the System Safety Society and shall be governed by the provisions of the Society Constitution and By-laws and those of the Chapter.

Section 2. The Charter shall be prepared in duplicate form. The original shall be in the custody of the officers of the Chapter; the duplicate copy shall be retained by the executive secretary of the Society. The duly authorized signature of the President of the Society appearing on the Charter obligates the Chapter to the provisions of the Charter.

Section 3. The Chapter shall not use the name of the System Safety Society or obligate in any way the officers or members of the Society without first obtaining the approval of the duly authorized representatives of the Society.

Section 4. Any conflict requiring an interpretation of the provisions of the charter shall be resolved by the Executive Council of the Society.

Section 5. The Chapter president shall submit to the president of the Society an Annual Report concerning the activities of the Chapter by July 1st of each year.

Section 6. The Executive Council of the Society may, at its discretion, discontinue the Charter of the Chapter when in its opinion, the Chapter has ceased to exist or its actions are considered detrimental to the objectives of the Society.

ARTICLE V - MEMBERSHIP

Section 1. Every person who is listed on the official roster^{of} the Society and whose address is located within the geographical jurisdiction automatically becomes a member of the Chapter. Society members outside of this jurisdiction may become a member by written request and approval of the Chapter Executive Council

ARTICLE VI - ADMINISTRATION

Section 1. The Executive Council of the Chapter shall administer the affairs of the Chapter in accordance with its objectives, performing those functions as may be customary with the office and as further defined in the By-laws of the Chapter.

Section 2. The Executive Council shall consist of the elected Chapter officers, the immediate past president, appointed directors, and standing committee chairpersons. The officers shall be persons who hold a membership grade in the Society.

Section 3. The officers of the Chapter shall be a president, vice-president, secretary, and treasurer.

Section 4. The president shall be chosen by vote of the membership for a two (2) year term.

Section 5. The vice-president shall be chosen by the vote of the membership for a two (2) year term.

Section 6. The secretary shall be chosen by the vote of the membership for a two (2) year term.

Section 7. The treasurer shall be chosen by the vote of the members for a two (2) year term.

Section 8. The term shall begin on July 1st of each year and end on June 30th of the following year. The actual transfer of administrative responsibilities will occur at the chapter's annual meeting.

Section 9. The By-laws of the Chapter shall provide for the election or appointment of persons and committees to assist in the administration of the affairs of the Chapter,

Section 10. An office shall be declared vacant in the event that an officer resigns or ceases to be a member of the System Safety Society, or is removed from office by vote. The vacated office may be filled as provided for in the By-laws of the Chapter,

ARTICLE VII - ELECTION PROCEDURES

Section 1. Nominations for all elective offices shall be made by the Nominating Committee (appointed by the Chapter president) consisting of a chairperson and at least two other members. Nominating Committee members shall not be eligible for nomination.

Section 2. The Nominating Committee shall select at least one nominee for each elective office and the membership given an opportunity to nominate additional members. In no case shall an individual's name be placed in nomination for more than one elective office. No member shall have their name placed in nomination without their consent.

Section 3. The polling of the membership shall be done by means of a letter or electronic mail ballot, with provisions for write-in candidates. Balloting shall be conducted for a period of not less than 30 days following the mailing of the last ballot to the membership. A plurality vote of the membership voting shall constitute election. Ties will be decided by lottery.

BAY AREA CHAPTER CITY AND ZIP CODE LISTING (1998)

COUNTIES: Alameda, Contra Costa, San Francisco, Santa Clara, and Santa Cruz

CITY/TOWN	ZIP CODE	CITY/TOWN	ZIP CODE	CITY/TOWN	ZIP CODE	CITY/TOWN	ZIP CODE
Alameda	94501 - 94502	Diablo	94528	Moss Beach	94038	San Bruno	94066 - 94067
Alamo	94507	Discovery Bay	94514	Moss Landing	95039	San Bruno	94096 - 94097
Albany	94706	Dublin	94568	Mountain View	94035 - (Moffet)	San Carlos	94070 - 94071
Albany	94710	El Cerrito	94530	Mt Hermon	95041	San Francisco	94101 - 94188
Antioch	94509	Elgranada	94018	New Almaden	95042	San Gregorio	94074
Antioch	94531	Felton/Lompico	95108	Newark	94560	San Jose	95101 - 95103
Aptos	95001	Foster City	94404	Oakland	94601 - 94621	San Jose	95106
Aptos	95003	Fremont	94536 - 94539	Oakland	94623 - 94527	San Jose	95108
Aromas	95004	Fremont	94555	Oakland	94643	San Jose	95109 - 95142
Belmont	94002 - 94003	Gilroy	95020 - 95021	Oakland	94649	San Jose	95148
Ben Lomond	95005	Gonzales	93926	Oakland	94650	San Jose	95150 - 95161
Berkeley	94701 - 94710	Gorda	93920	Oakland	94659 - 94662	San Jose	95164
Berkeley	94712	Greenfield	93927	Oakland	94666	San Jose	95170 - 95173
Berkeley	94720	Half Moon Bay	94019	Oakley	94561	San Jose	95190 - 95196
Big Sur	93920	Hayward	94540 - 94545	Pacific Grove	93950	San Leandro	94577 - 94579
Blackhawk	94506	Hayward	94552	Pacifica	94044 - 94045	San Lorenzo	94580
Boulder Creek	95006	Hayward	94557	Palo Alto	94031 - 94310	San Lucas	93954
Bradley	93426	Hollister	95023 - 95024	Parkfield	93451	San Martin	95046
Brentwood	90049	Holy City	95006	Pescadero	94060	San Mateo	94401 - 94409
Brentwood	94513	Jolon	93928	Piedmont	94602	San Mateo	94497
Bunny Doon	95060	King City	93930	Piedmont	94610 - 94611	San Pablo	94806
Burlingame	94010 - 04012	La Honda	94020	Piedmont	94618	San Ramon	94583
Byron	94514	Livermore	94550 - 94551	Piedmont	94620	Sand City	93955
Campbell	95008 - 95009	Lockwood	93932	Pinole	94564	Santa Clara	95050 - 95056
Campbell	95011	Loma Mar	94021	Pittsburg	94565	Santa Cruz	95060 - 95067
Capitola	95010	Los Altos	94022 - 94024	Pleasant Hill	94523	Saratoga	95070 - 95071
Carmel by the Sea	93921	Los Altos Hills	94022 - 94024	Pleasanton	94566	Scotts Valley	95060
Carmel Highlands	93923	Los Banos	93635	Pleasanton	94568	Scotts Valley	95066 - 95067
Carmel Valley Village	93924	Los Gatos	95030 - 95033	Pleasanton	94582	Seaside	93955
Chualar	93925	Lucia	93920	Pleasanton	94588	Soledad	93960
Concord	94518 - 94524	Marina	93933	Prunedale	93907	Soquel	95073
Concord	94527	Martinez	94553	Redwood City	94059 - 94065	South San Francisco	94080
Concord	94529	Menlo Park	94025 - 94029	Redwood Estates	95044	Spreckels	93962
Corralitos	95076	Milipitas	95035 - 95036	Richmond	94801 - 94808	Sunnyvale	94086 - 94091
Crockett	94525	Millbrea	94030 - 94031	Richmond	94820	Sunol	94586
Cupertino	95014 - 95016	Montara	94037	Richmond	94850	Tres Pinos	95075
Daly City	94014 - 94017	Monterey	93940	Rio Delmar	95003	Union City	94587
Danville	94506	Moraga	94556	Rodeo	94547	Walnut Creek	94595 - 94598
Danville	94526	Moraga	94570	Rodeo	94572	Watsonville	95076 - 95077
Davenport	95017	Moraga	94575	Salinas	93901		
Del Rey Oaks	93940	Morgan Hill	95037 - 95038	San Ardo	93450		

22 Jan 1998

CHARTER REVISION AUTHORIZATION

The enclosed revised Bay Area Chapter Charter has been approved by the membership of the Bay Area Chapter as attested to by the undersigned Chapter officers on this the ____ day of _____, 19__.

Chapter Officers

Chapter President Name

Chapter Secretary Name

Chapter President Signature Date

Chapter Secretary Signature Date

The Charter of the Bay Area Chapter is hereby amended in accordance with the above submittal as approved by the System Safety Society Executive Council on the ____ day of _____, 19__, as witnessed by the signatures below.

Society Officers

SSS President Name

SSS Exec. Secretary Name

SSS President Signature Date

SSS Exec. Secretary Signature Date

CONSTITUTION AND BY-LAWS

for the

BAY AREA CHAPTER
of the
SYSTEM SAFETY SOCIETY

ARTICLE I - GENERAL

Section 1.1. The objective of the Chapter as stated in the Charter shall be accomplished through meetings, publications, lectures, and such other means as are approved by the Chapter Executive Council. Every member is encouraged to pursue these objectives; however, no member shall do so in the name of the Chapter without prior approval of the Executive Council.

Section 1.2. Every member and affiliate of the System Safety Society whose residence is located within the geographical jurisdiction of the Chapter is automatically a member of the Chapter. Society members outside of this jurisdiction are members by written request and approval of the Chapter Executive Council

Section 1.3. Basic control of the Chapter rests with the voting members whose rights, privileges and obligations are defined by this Constitution and the Constitution of the Society. This control is manifested through the election of Professional Members of the Society as officers; through the approval or disapproval of proposed amendments to this Constitution; and through the exercise of the right of petition.

Section 1.4. The determination of policy and the overall direction of the Chapter affairs shall be the responsibility of the Executive Council.

ARTICLE II - OFFICERS

Section 2.1. The officers of the Chapter shall be a president, vice-president, a secretary, and a treasurer. Officers must be professional grade members of the System Safety Society.

Section 2.2 The term of office for all elected officers shall be two years. The term shall begin at the Annual Meeting of the expiring term of the presiding officers.

Section 2.3. The president shall guide the Chapter in the formulation of constructive activities and shall preside over meetings of the Chapter. The President shall appoint directors and necessary committees. The office of president, if vacated, shall not be filled. Instead, the vice-president shall assume the duties of the president for the remainder of the Chapter year.

Section 2.4. The vice-president shall perform duties delegated by the President and in the absence of the president shall assume the duties of the president. Unless a program chairperson is appointed by the president, the vice-president shall function as the program chairperson. The office of vice president, if vacated shall be filled as quickly as possible by special election performed in a manner specified in Article IV.

Section 2.5. The secretary shall prepare and appropriately distribute minutes of all Chapter and Executive Council meetings and shall maintain all the records of the Chapter. The secretary shall prepare and distribute other correspondence as and in a manner directed by the president. The secretary

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shall be an ex-officio member of the Membership Committee. The office of secretary, if vacated, shall be filled by appointment by the president with approval by the Executive Council.

Section 2.6. The treasurer shall maintain custody of all moneys of the Chapter in a manner approved by the Executive Council and shall pay all authorized bills against the Chapter. He/She shall be an ex-officio member of the Finance Committee. Within 15 days after the Annual Meeting, he/she shall submit a written financial report and his/her books for audit. Chapter finances will be audited by a non-officer of the Chapter and a report presented to the Chapter and the SSS by 15 August following the end of the FY. Upon final audit, he/she will then turn over all funds; financial records and other properties of the Chapter to his/her successor. The office of treasurer, if vacated, shall be filled by appointment by the president with approval by the Executive Council.

Section 2.7. An elective office shall be declared vacant by the Executive Council in the event that an officer or director resigns or ceases to be a member of the Chapter or the System Safety Society, or is removed from office by vote. A vote will be in accordance with Article IV.

Section 2.8. Up to three additional Chapter members may be appointed by the President to serve as Directors during his/her term of office.

Section 2.9. The three Directors will assist the President in the operations of the Chapter.

ARTICLE III - EXECUTIVE COUNCIL

Section 3.1. The Executive Council is the governing body of the Chapter. Officers serving a term of office shall remain in office until their elected or appointed successors take office at the Chapter Annual Meeting.

Section 3.2. The Executive Council shall consist of the president, vice-president, secretary, treasurer, the most recent past president, directors and standing committee chairpersons. Three members of the regular Executive Council shall constitute a quorum.

Section 3.3. No member may commit the Chapter for services or supplies except upon authorization of the Executive Council. A majority vote of a quorum of the Executive Council may authorize single expenditures or budgets up to five hundred dollars. A two-thirds majority of the entire Executive Council shall be required for any single expenditure or commitment totaling over five hundred dollars.

ARTICLE IV - ELECTIONS

Section 4.1. Elections, both Annual and Special, of officers shall be performed in the manner specified by the Charter of the Chapter and by this Article.

Section 4.2. Nominations for elective offices shall be made by the Nominating Committee or vote of the membership and the ballot shall provide for write-in candidates.

Section 4.3. The Nominating Committee shall select at least one nominee for each elective position with an opportunity given to the membership to nominate additional members at a Chapter meeting prior to the Annual Meeting. In no case shall a person's name be placed in nomination for more than one elective position during any one election. No person shall be elected without their prior consent.

Section 4.4. The Nominating Committee shall deliver, in writing, its nominations and a brief resume of each candidate's background to the Secretary no less than two weeks prior to the Chapter meeting preceding the Annual Meeting.

Section 4.5. The secretary shall prepare the final ballot, nominee resumes, voting instructions, and suitable return envelopes no less than three weeks (21 days) prior to the Annual Meeting and shall mail the ballot package to all members eligible to vote.

Section 4.6. Ballots shall be counted by at least three Chapter members, no more than two of whom are members of the Executive Council. All ballots received by the opening of the Annual Meeting shall be counted. In the event of a Special Election, only those ballots received within 30 days after ballot mail-out by the secretary shall be counted. Election shall be accomplished by a plurality vote of the membership voting. Ties shall be settled by lottery.

Section 4.7. Elected officers may only be removed from office by either a unanimous vote of the remaining members of the Executive Council or a two thirds vote of the membership in a Special Election.

ARTICLE V - MEETINGS

Section 5.1. Chapter meetings shall be held at least four times each Chapter year, or more often as determined by the Executive Council. The nature, time, and place of each meeting shall be determined or approved by the Executive Council, except that Special Meetings can be required by written petition signed by 25% or more of the members.

Section 5.2. Members shall be notified of all Chapter meetings by written announcement mailed (either postal or electronic) by the secretary at least 14 days prior to each meeting.

Section 5.3. The Annual Meeting shall be the last meeting of the Chapter year and held during the month of June each year. The Chapter year shall be from July 1st through June 30th of the following year to coincide with the Society year.

Section 5.4. At the annual meeting, the President shall submit the Annual Report to the membership summarizing the accomplishments of the Chapter over the year. The president shall submit a written report to the President of the System Safety Society by July 1st.

Section 5.5. Within 120 days after the annual meeting, the secretary shall distribute to all Chapter members a membership roster containing such information as name, address, affiliation, and telephone number of individual members.

Section 5.6. At the Annual Meeting the Treasurer shall submit a brief report on the financial status of the Chapter.

Section 5.7. Robert's Rules of Order, Revised, shall govern Chapter meeting conduct when not in conflict with the Constitution or By-laws of the System Safety Society or the Charter or By-laws of the Chapter.

ARTICLE VI - COMMITTEES

Section 6.1. The executive council shall appoint chairpersons and members of committees deemed necessary to accomplish the objectives of the Chapter, and shall notify the membership of such appointments.

Section 6.2. The membership may, by a majority of a quorum of voting members, form and appoint members to a committee to accomplish the needs of the Chapter; and shall notify the Executive Council of such appointments.

SYSTEM SAFETY SOCIETY

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CHARTER

for the

BAY AREA CHAPTER

of the

SYSTEM SAFETY SOCIETY

By the authority conferred upon the duly elected officers of the System Safety Society and with the approval of the Executive Council thereof, there is hereby issued this certificate of Charter to the Bay Area Chapter of the System Safety Society, hereafter referred to as the "Bay Area Chapter".

The Bay Area Chapter is established pursuant to the Constitution and Bylaws of the System Safety Society, the Statutes of the State of California pertaining to Non-Profit corporations, and the Bylaws of the Bay Area Chapter. The Bay Area Chapter President, elected in accordance with the Chapter Bylaws, shall be a voting member of the Society's Executive Council.

The Bay Area Chapter shall have as its membership, members in good standing of the System Safety Society who reside in this state and members who reside in adjacent states as may be assigned by the Society's Executive Council.

This Chapter shall strive for the attainment of the objectives of the System Safety Society and shall provide for member needs on the local level.

OSCAR OVERTON JR
Chapter President Name

David E. Adams
Chapter Secretary Name

[Signature] 1/22/98
Chapter President Signature Date

[Signature] 1/22/98
Chapter Secretary Signature Date

Perry L. D'Antonio
SSS President Name

Mark B. Anderson
SSS Exec. Secretary Name

[Signature] 2/8/98
SSS President Signature Date

[Signature] 2/17/98
SSS Exec. Secretary Signature Date