



**BYLAWS  
Of  
Public Agency Safety Management Association**

A California Nonprofit Organization

## **ARTICLE I - NAME**

This organization shall be known as Public Agency Safety Management Association.

## **ARTICLE II - PURPOSE**

**Section 1. General.** The organization (hereinafter sometimes referred to as "PASMA ") is organized and will be operated exclusively for charitable, educational, and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.)

**Section 2. Operation of The Public Agency Safety Management Association.** The organization will at all times be operated exclusively for the benefit of or to carry out the purposes of Public Agency Safety Management Association, a California nonprofit organization, composed of geographical Chapters created, designated and approved by the Association. Subject to this general limitation, the specific purposes for which the Association is organized will include, without limitation, the following:

1. Assist member agencies in improving their safety, health and environmental compliance programs.
2. Provide a forum for member agencies to exchange information on mutual problems that occur in the safety and health programs and other programs within the members' responsibilities.
3. Provide united support for or against proposed legislation affecting workers' compensation, industrial safety, health, environmental compliance and other programs of member agencies.
4. Develop a field of expertise that deals exclusively with the unique safety and risk management concerns and experiences faced by public agencies.
5. Develop effective accident prevention programs and systems that will be mutually beneficial to member agencies.
6. Further professionalism among members.

## **ARTICLE III - MEMBERSHIP**

**Section 1 - Three Classes of Members.** The association shall have three classes of members: Regular Members, Associate Members and Affiliate Members. The designation of such classes and the qualifications and rights of the members of such classes shall be set forth in these Bylaws.

1. Regular membership is open to all employees of public agencies who are interested in improving their safety and health programs. Regular membership shall be limited to individuals.
2. Associate membership may be granted upon the recommendation of the membership committee and approved by the members. Associate membership will include past members who represented a public agency and who continue in the safety/risk management field. Associate Members are not eligible to hold office. Associate membership shall be limited to individuals.
3. Affiliate membership may be granted to vendors and non-public agencies upon payment of four (4) times the annual dues for regular/associate membership. Affiliate Members are not eligible to hold office.

## **Section 2 - Privileges.**

Each member shall have the privilege of participating in all activities of the Chapter and Association, receiving association material, and having access to sources of information that may be available through the Chapter concerning records and information management, debate, discussion, and introduction of motions. Each member shall have the privilege of inviting guests to attend any Chapter meeting or activity unless otherwise directed by the Executive Board. Members may be members of all Chapters approved by the Association. Each Regular Member shall have the privilege of standing for office.

## **Section 3 - Obligations.**

Each member is expected to demonstrate a continuing interest in the aims, objectives, mission and activities of the Chapter and the Association. Such interest may typically be demonstrated by, but is not limited to:

- Attendance at meetings;
- Participation in Chapter sponsored activities; or
- Being a member of, or otherwise supporting Chapter committees.

## **Section 4 -Voting Rights.**

Each Regular Member shall be entitled to one vote on each matter submitted to a vote of the Chapter and shall be entitled to one vote on each matter submitted to the entire Association. Associate and affiliate members are not entitled to vote on any matter submitted to a vote. Except to the extent that the rights of third parties acquired by action of the board may be impaired, the members may amend or rescind the actions of the board, in the best interest of the Association.

## **Section 5 –Membership Admission**

PASMA shall be a membership association. Admission to membership shall be accomplished by submitting an application for membership and payment of annual dues to the Chapter Secretary. Agencies in good standing will be placed on the Chapter roster.

## **Section 6 – Membership Dues**

Dues shall be assessed from each Regular Member and Associate Member at the rate approved by vote of the members in attendance at the March and April Chapter meetings. Dues are collected for membership on a calendar year basis, January 1 through December 31, however, the Executive Board, in its sole discretion, may waive the membership dues on a case by case basis, in the event of hardship, or other extenuating circumstances. Affiliate members shall pay four (4) times the Regular Membership fee that is approved at the March and April Chapter meetings. Each Chapter shall be responsible for the collection of dues for membership in that Chapter and maintaining their own separate bank account.

## **Section 7 - Resignation.**

Any member may resign by filing a written resignation with the President or the Secretary of the Chapter, but such resignation shall not relieve the resigning member of the obligation to pay any dues, assessments or other charges accrued and unpaid.

**Section 8 - Termination.** Membership and/or specific membership rights, may be suspended or terminated if a member does not pay the required membership dues, in full, by the due date established by the Executive Board, or pursuant to other procedures established by the

Executive Board. In addition, the membership of any member may be suspended or terminated at any time for just cause, by the affirmative vote of a majority of the voting Officers in office, whenever in their judgment the best interests of the Association would be served.

### **Section 9 - Reinstatement.**

Any member who resigns, or otherwise discontinues their membership, shall be eligible to apply for reinstatement by submitting a new application for membership.

## **ARTICLE IV – MEMBER MEETINGS**

### **Section 1 – Regular Business Meetings**

The Association shall hold at least ten meetings each year. Chapter meetings, including designation as to time and place, may be called by the Chapter President or by a majority of the Chapter's members.

### **Section 2 – Annual Conference**

A conference shall be planned on an annual basis (usually September or October), alternating responsibility for the conference between the Chapters's. The entire Board (from both Chapter's) should meet at the annual conference to discuss Association business, review bylaws and present ideas for the next conference. Board members will be reimbursed by their respective Chapter's for expenses up to one night's lodging, per diem, and actual travel costs. Reimbursement shall be based on the federal government rate for the meeting location. Board members are expected to obtain the lowest rate available for travel and lodging.

### **Section 3 – Special Meetings**

Special meetings of the members will be called at the written request of, (a) any two Officers, or (b) five voting members.

### **Section 4 – Notice**

Notice of the time and place of all meetings shall be given to all members at least one week prior to the meeting. Notice of any meeting of the Association shall be sent to the last known address, e-mail, fax, location and/or telephone number of each member as it appears in the Association records, and notice shall be deemed completed. Such notice may be included as part of a newsletter, magazine or other Association publication.

### **Section 5 – Quorum**

The members present at called Chapter meetings shall constitute a quorum for transaction of Chapter business in any meeting.

### **Section 6 – Majority Rule**

Action shall be by a majority vote of the legal votes cast, with each regular member limited to one vote.

### **Section 7 - Proxies.**

At any meeting of the members, a member entitled to vote may vote by proxy executed in writing by the member, or by such member's authorized attorney-in-fact, and delivered to the President or the Secretary of the Chapter prior to or at such meeting. Votes received by the

President or Secretary after the question has been decided shall be null and void. Once duly created, a proxy shall remain in effect until it expires, is revoked or another proxy is subsequently given to another person.

## **ARTICLE V – OFFICERS**

### **Section 1 – Officers**

There shall be an Executive Board (Board) for each Chapter of the Association. The minimum number of officers shall be seven (President, Vice President, Secretary, Treasurer, Member at Large, Historian, Webmaster.)

### **Section 2 – General Powers**

The affairs of the Chapter shall be managed by its Board. It shall be the Board's duty to carry out the objectives and purposes of the Association, and to this end the Board may exercise all powers of the Association. The Board shall be subject to the restrictions and obligations imposed by law and as set forth in the Bylaws and Chapter Rules, Policies and Procedures.

### **Section 3 – Election and Term of Office.**

The elected officers of the association shall be elected annually by the voting members at the annual meeting of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is reasonably convenient. The election and balloting shall be completed prior to the December meeting. No Association expense shall be incurred for the preparation, copying, or mailing of any candidate statements or endorsements. No such literature shall be included with any ballot. New offices may be created and filled at any meeting of members or the Board, as appropriate. Each officer shall hold office until the next annual meeting of members and until their successor shall have been elected and qualified. The term of the office of each of the officers, with the exception of the treasurer, shall commence on the first day of January of each year and shall end on the last day of December of the same year. With the exception of the Treasurer, officers may serve no more that two consecutive years in any one position. The Treasurer may serve up to three consecutive terms if so elected by the Chapter. An officer must also be a member. The out-going President will automatically fill the Member at Large position on the Executive Board, for one year. The out-going Member at Large will automatically fill the Historian position, for one year.

### **Section 4 - Votes to Elect**

A plurality of votes cast by regular members shall elect the officers. Ballots shall be mailed to an address designated by the Nominating Committee of each Chapter for counting. Electronic or facsimile submission of ballots shall be acceptable with proper authentication controls.

### **Section 5 - Removal.**

Any officer may be recommended for removal from office by a majority of the Board whenever in its judgment the best interests of the Chapter would be served and have that recommendation approved by a vote of the Regular Members present at a Chapter meeting

## **Section 6 - Vacancies.**

A vacancy in any elected office because of death, resignation, removal or otherwise, may be filled as follows.

1. If a vacancy occurs in the Office of a Chapter President, the Chapter Vice-President shall ascend to that office, upon approval of the remaining Chapter Executive Board Members.
2. If a vacancy occurs in the Office of the Chapter Vice-President, Chapter Secretary or Chapter Treasurer, the Chapter Executive Board Members shall recommend a replacement to that Chapter Office and have that recommendation approved by a vote of the members present at the next regular meeting of the voting members of the association.

## **Section 7 - President.**

The President shall be the principal executive officer of the Chapter and shall in general supervise and control all of the business and affairs of the association. The President shall preside at all meetings of the members and of the Executive Board. The President also shall supervise fundraising activities, public demonstrations, missions, and other official interactions between PASMA and the general public. The President must approve all correspondence of the association. The President may sign, with the Secretary or any other proper officer of the association, contracts or other instruments. In general the President shall perform all duties incident to the office of President and such other duties as may be necessary. The President shall appoint such committees and chairpersons as are necessary to implement the objectives of the Chapter. The President shall submit an annual report of Chapter activities to the Chapter members by December 30.

## **Section 8 - Vice President.**

In the absence of the President or in event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President also shall perform such other duties as from time to time may be assigned to such person by the President.

## **Section 9 - Treasurer.**

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the association from any source whatsoever, and deposit all such monies in the name of the association in such banks, or other depositories; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President.

1. Collect membership, conference and other fees and to distribute funds as directed by the executive board.
2. To maintain all records of collection and disbursement of funds.
3. Carry out all general banking duties (deposits and check writing) and processes as required by bank for Chapter account and report to its Executive Board Officers and general Chapter membership on a biannual basis or as deemed necessary

## **Section 10 - Secretary.**

The Secretary shall keep the summaries of the meetings of the members and of the Executive Board; see that all notices are duly given in accordance with the provisions of

these bylaws or as required by law; be custodian of the association records and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President.

1. To record and maintain a record of proceedings at Chapter meetings and to submit a meeting summary to the Chapter President for review prior to mailing to general membership.
2. To maintain up-to-date membership mailing and emailing lists, including members by city, county, state, special districts, vendors, associates, and affiliates. To respond to inquires for PASMA information.
3. Send notices of the time and place of all Chapter meetings.
4. This position may be paid in advance against expenses as recommended by the President, Vice President, and Treasurer of said Chapter.
5. Transmit e-mail messages and promotions to Chapter members pursuant to the E-Mail List Use Policy (Appendix A).
6. Disseminate the Chapter member mailing list in accordance with the Mailing List Use Policy (Appendix B).

### **Section 11 – Member at Large.**

The immediate Past-President of the association, if not otherwise a member of the Board, shall serve as a member of the Board for one year following the expiration of his term as President. The Member at Large will assist the newly elected President during the transition period after election and to assist the other officers in their duties because of his/her past experience as President. He shall not serve as ex officio but as a full member with right to vote.

### **Section 12 - Historian.**

To maintain historical information regarding the formation of PASMA, revisions to bylaws, etc. This is not an elected position and is not a voting member of the Executive Board (North Chapter Only).

### **Section 13 - Webmaster.**

Each Chapter will have a Webmaster appointed by each Chapter president. By agreement, one will be designated as the primary Webmaster when conducting business with the host site. This is not an elected position and is not a voting member of the Board.

## **ARTICLE VI – MEETINGS OF OFFICERS**

### **Section 1 - Regular Meetings.**

A regular annual meeting of the Board shall be held without other notice than this bylaw, immediately before or after, and at the same place as, the annual meeting and the regular business meeting of the members. The Board may provide by resolution the time and place, within the State of California, for the holding of additional regular meetings of the Board without other notice than such resolution.

**Section 2 - Special Meetings.** Special meetings of the Board may be called by or at the request of the President or any two Officers. The person or persons authorized to call special meetings of the Board may fix any place, within the State of California, as the place for holding any special meeting of the Board called by them.

**Section 3 - Notice of Meetings.**

Notice of each meeting of the Board, whether annual, regular or special, shall be given to each Officer. If such notice is given either (a) by personally delivering written notice to an officer or (b) by personally telephoning or other oral notice to such Officer, it shall be so given at least two (2) days prior to the meeting. If such notice is given either (a) by depositing a written notice in the United States mail, postage prepaid, or (b) by transmitting by facsimile or otherwise electronically, in all cases directed to such Officer at his residence or place of business, it shall be so given at least four (4) days prior to the meeting. The notice of all meetings shall state the place, date and hour thereof, but need not, unless otherwise required by statute, state the purpose or purposes thereof.

**Section 4 - Quorum.** A majority of the voting officers of the Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the officers are present at said meeting, a majority of the officers present may adjourn the meeting from time to time without further notice.

**Section 5 - Manner of Acting.**

The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these bylaws.

**Section 6 - Compensation.**

Officers as such shall not receive any stated salaries for their services.

**Section 7 - Informal Action by Officers.**

Any action required by law to be taken at a meeting of officers, or any action which may be taken at a meeting of officers, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the officers

**Section 8 - Meetings by Telephone, Electronic or Wireless Communication.**

Members of the Board or any committee designated thereby may hold or participate in a meeting of the Board or such committee by means of conference telephone or similar communications equipment provided that all such persons so participating in such meeting can hear each other at the same time, or have access to all electronic correspondence and communiqués.

**ARTICLE VII – COMMITTEES**

**Section 1 - Designation of Committees**

The President may create and appoint Standing Committees and Special Committees (ad hoc) and designate a Chair to serve on Committees to assist in the conduct of the Association's affairs. The Board may create and appoint other committees, to assist and/or advise the Board in the governance of the Association; provided, however, that such committees shall not have and may not exercise any of the powers and authority of the Board.

## **Section 2 – Membership Committee**

There shall be a Membership Committee to make recommendations to the Board and membership on matters relating all applications for membership.

1. If the Membership Committee determines that an applicant or prospect should be excluded from membership for whatever reason, and not issued an invitation or presented to the Membership as a new applicant, this issue will be presented to the Board for final determination. The reasons for exclusion might relate to a conflict with the nonprofit goals, or disruptive behavior, or a criminal background that would reflect on the nonprofit or place the Membership in danger, or any other reason deemed by the Board sufficient to warrant exclusion.
2. If two Board members object to a particular applicant - an open vote by the general membership on the issue of accepting that applicant will be held. If the need for the described vote arises - the Applicant will be informed that his application is being decided in a vote, and will be given a chance to convince the Membership to accept him or her.

## **Section 3 –Nominating Committee.**

There shall be a Nominating Committee appointed from each Chapter consisting of the current Chapter President, and two other members from the Chapter. The Nominating Committee is responsible for preparing the slate of candidates for election to the Board. The Nominating Committee shall nominate one or more such representatives from each of the Chapter offices of President, Vice President, Secretary and Treasurer. No candidate running for office shall be involved in any way in the election process. Nominations from the floor shall be accepted during each Chapter's business meeting held immediately prior to the distribution of Chapter ballots by the Nominating Committee, thus allowing those names to be placed on the Chapter ballot.

## **Section 4 - Members**

Committee members shall be members of the Association and shall be selected by the President, or by the Chair of such committees.

## **Section 5 - Term**

The term of the Chair of each Committee and the members of each Standing Committee shall run concurrently with the term of office of the Officers of the Association. The term of service for a member of a Special Committee shall begin upon election and continue until the individual is replaced, recalled or until the committee is discharged.

## **Section 6 – Committee Powers, Rights and Duties**

The powers, rights and duties of each committee are provided by the motion creating them. A committee has the power to appoint subcommittees of its own members to which it may delegate authority. Subcommittees are directly responsible and report only to the committee that created them.

## **Section 7 – Removal**

The members of a committee may be removed or replaced by the President, Committee Chair or by the body that appointed the committee.

## **ARTICLE VIII – RULES, POLICIES, AND PROCEDURES**

### **Section 1 - Rules.**

The membership may adopt rules to establish direction for the Association not addressed by the law or Association Bylaws. Rules may be altered, amended, or repealed by the membership at any Regular or Special meeting, provided the change has been presented at a previous meeting of the membership. This rule may be waived by a majority vote of the membership at the meeting at which a policy change is presented.

### **Section 2 - Policies.**

The membership may adopt policies for the Association not addressed by the law or Association Bylaws. Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented.

### **Section 3 - Procedures**

The membership may adopt procedures and guidelines for the Association not addressed by the law or Association Bylaws. Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented.

## **ARTICLE IX – FINANCES**

### **Section 1 - Fiscal Year.**

The fiscal year of the Association shall be January 1 - December 31 but may be changed by resolution of the Executive Board.

### **Section 2 - Signing Officers.**

The four designated Chapter Officers to have financial signing authority for the Association Chapter shall be: President, Vice-President, Secretary, and Treasurer.

### **Section 3 - Contracts.**

The Board may authorize any officer or agent of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances.

### **Section 4 - Checks and Drafts.**

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by such officer or officers or such agent or agents of the Association and in such manner as shall be determined by the President.

### **Section 5 - Deposits.**

All funds of the Association shall be deposited to the credit of the Association in such banks, trust companies, or other depositories as the Chapter Board may select.

**Section 6 - Gifts.**

The Board may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

**Section 7 - Power to Waive.**

The Board may cancel or waive payment of any dues or other indebtedness of a member for any period.

**Section 8 – Conference Costs.**

Dues shall not be used to support conference costs. The Chapter hosting the Annual Conference may seek funds from a non-host Chapter Treasury upon approval of the non-host Board for conference costs. The non-host Chapter Treasury shall be reimbursed by the Host Chapter from the fees charged for the conference. Annual conferences should be self-sufficient and any funds earned over and above the conference costs shall also be deposited into the respective PASMA Chapter Treasury for future needs.

**Section 9 – Conference Discounts.**

Tier discount/ pricing for more than one participant from the same agency will be at a rate of full price for the first person and 2/3 price for additional attendees from the same organization. If one attendee is a member and the remaining attendees are non-members, the applied rates will be that as charged to non-members. The respective Chapter will collect membership dues during January of each year.

**Section 10 – Use of Funds.**

All funds received by the Chapter from membership fees, and conferences shall be used for normal operating expense, personal development conferences, speakers and other reasonable outlays necessary to provide services to the Association. The Board will, through the members of the Association, dispense these funds.

**ARTICLE X – WEBSITE**

PASMA may contract with an individual for developing, maintaining, and administering the PASMA Website. The Website will, at a minimum, consist of PASMA Bylaws; Membership lists (limited to members); events calendar, such as the annual conference, meeting dates, safety seminars sponsored by member agencies; meeting summaries, and special interest items.

**ARTICLE XI - BOOKS AND RECORDS**

The association shall keep correct and complete books and records of account and shall also keep meeting summaries of the proceedings of its members, Board and committees having any of the authority of the Board, and the Secretary shall keep and maintain a record giving the names and addresses of all of the members. Any member or his agent or attorney may inspect all books and records of the association for any proper purpose at any reasonable time. The Secretary shall maintain a record of all rules, policies and procedures adopted by the Board and Chapter. All records of the Association shall remain the property of the Association and shall be returned to an officer of the Association upon request.

## **ARTICLE XII – PARLIAMENTARY PROCEDURE**

The Association is empowered to establish its rules of order through the adoption of some form of parliamentary authority in all cases not provided for in the Bylaws or other Polices or Procedures adopted by the Association.

## **ARTICLE XIII - LIMITATION OF LIABILITY**

No officer or member shall make or incur any debt or liability in the name of his or her Chapter or in its behalf or for its interest, except as duly authorized by the membership of said Chapter to do so. No employee/employer relationship is created between any member and the Association. All officers and members are deemed to be volunteers in their Association activities.

## **ARTICLE XIV - AMENDMENTS OF BY-LAWS**

The by-laws may be amended by Article, by all Chapters of the Association at anytime, by means of a two-thirds vote for each amended Article, determined by those ballots returned by mail. Amendments shall take effect upon adoption.

## **ARTICLE XV - REIMBURSEMENT FOR TRAVEL EXPENSES OF BOARD MEMBERS**

Should it be necessary for an officer from one Chapter to travel to meet with representatives of the other Chapter, their cost for travel may be reimbursed from the Chapter Treasury upon a majority vote of those members present at a regularly scheduled Chapter meeting. The Treasury's annual travel expenses must be reimbursed from annual conference fees. Travel should only occur when no other means of communication will suffice.

## **ARTICLE XVI - IRS EXEMPT STATUS REQUIREMENTS**

This association is organized exclusively for Safety Networking, Training and Educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or any corresponding future U.S. Internal Revenue law) or (b) by Association contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or any corresponding future U.S. Internal Revenue law).

Upon the dissolution of this Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the Association is located, exclusively for such purposes or to such association or associations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XVII – REVISION HISTORY**

October 5, 2001 Revisions approved and accepted per general board membership.

**CERTIFIED:**

Claudia Alstrom, President, PASMA - Northern Section  
Marynka Rojas, Vice President, PASMA - Northern Section  
Steve Smith, Secretary, PASMA - Northern Section  
Judy Hayes, Treasurer, PASMA - Northern Section (not present)  
Zoanne Swank, Member-at-Large, PASMA - Northern Section (not present)  
Kerry Adamo, Historian (not present) Brett Beaman, President, PASMA -  
Southern Section  
Junius Pierson, Vice President, PASMA - Southern Section (not present)  
Eileen Gallagher, Secretary, PASMA - Southern Section  
Leanna Williams, Treasurer, PASMA - Southern Section  
Ann Garcia, Member-at-Large, PASMA - Southern Section

April 5, 1994 Approved and accepted per general membership vote tallied:

**CERTIFIED:** Alice Jernigan, President, PASMA - Northern Section  
Jeannie Oliver, Vice President, PASMA - Northern Section  
Deb Cornwell, Secretary, PASMA - Northern Section  
Dick Mangum, Treasurer, PASMA - Northern Section  
Stephen Brooks, Member-at-Large, PASMA - Northern Section

## Appendix A: E-mail List Promotional Use Policy

<b>Responsible Party:</b>	Chapter Secretary
<b>Target Audience:</b>	All Chapter members with e-mail access
<b>Available to:</b>	Professional organizations Other not-for-profit organizations For-profit organizations promoting an event
<b>Fees:</b>	None

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

## Appendix B: Mailing List Promotional Use Policy

<b>Responsible Party:</b>	Chapter Secretary
<b>Target Audience:</b>	All Chapter members with e-mail access
<b>Available to:</b>	Professional Organizations Other not-for-profit organizations For-profit organizations promoting an event
<b>Fees:</b>	None

1. The Chapter may provide its mailing list to safety-related not-for-profit organizations (including other Chapters of PASMA) free of charge with Executive Board approval.
2. Requests for use of the Chapter mailing list shall be made in writing and must disclose the purpose for use of the mailing list. All requests must include an example of the printed material that will be sent to Chapter members. The Executive Board prior to their approval will review this documentation.
3. The requesting organization shall be informed that permission to use the list is limited to a single use per request.
4. The Chapter will seek to exchange mailing labels with the requesting organization so the Chapter can utilize the requesting organization's mailing list to promote future Chapter events.

## Appendix C: Website Promotional Use Policy

**Responsible Party:** Chapter Webmaster

**Target Audience:** General Public

**Available to:** All Organizations

**Fees:** Per Month

- None for hyperlinks to not-for-profit organizations or government agencies under the “Links” page;
- All other links will be approved by a majority vote of the Executive Officers.

1. The Association will accept advertisements for inclusion on the Association WebPages (<http://www.pasmaonline.org>) at the rates listed above.
2. Advertisements must be in the form of electronic graphics files or other suitable files capable of being uploaded with minimal re-formatting.
3. The Webmaster shall ensure that advertisements are removed from the Chapter website at the end of the specified period (generally one month unless otherwise specified by the Executive Board)..