**ASSE Central Illinois Chapter Operating Guide**

***Source: Executive committee and chapter meeting minutes - July 1998 to April 2015.***

***Updated June 15, 2015***

**ASSE Foundation**

Board approved $500 gift to foundation – (May 2007)

**By-Laws**

Need to remove Adams, McDonough, and Hancock counties from Chapter Boundaries at next revision (March 2001)

Latest version of the by-laws were approved (February 2014)

**Chapter Boundaries**

Adams, McDonough, and Hancock counties ceded to Quad Cities Chapter (July 2000)

**Chapter Meetings**

Set up annual budget for meeting fees and speakers. $1000 suggested (May 2005)

September meeting should be technical kickoff instead of a social meeting (May 2005)

Meeting Fees

* Meeting fees set at $15 flat charge. State Farm will cover cost of students (October 2002)
* Non-member fees set at $20 (May 2003)
* We will adjust fees to other group’s fees with joint meetings Will lower November fees to $14 to be consistent with AIHA (October 2005)
* Bill members who make reservations, but not show up at the meeting (October 2000)
* Meetings free for current chapter members effective with the 2015-2016 chapter year. This is in conjunction with the chapter dues increase (February 2015)

OK to pay $500.00 or mileage plus expenses for speaker from Chicago to come to one of our future meetings. (December 2002)

Membership approved proposal to fund meeting fees for active board members who are not reimbursed for meeting fees. (May 2004)

New Central Illinois Chapter members receive free meal at their first meeting. (November 2006)

Vendor presentations – We will allow for $100 fee for a 15 minute presentation (July 1999)

Speaker honorariums set in the range of $20 per speaker (September 2005) Amount increased from $20 to $30 and changed to VISA gift cards.

Board members need to respond to Evite invitations indicating their attendance at the meetings. (January 2007)

$100 bank of change authorized to make change for cash payments (September 2007)

Board approved purchasing a video projector to make it available for meetings, rather than pay expensive rentals that some meeting sites charge. The chapter treasurer will be responisible for bringing the projector. (April 2014)

**Chapter Dues**

Board approved raising chapter dues from $15 per year to $20, and then making all dinner meetings free for members. This will be re-evaluated after 2015-2016 chapter year. (December 2014)

New chapter dues structure approved by membership at February 2015 meeting.

**CSP Review Class**

Honorariums should be given to volunteers. They ranged from $25 to $100 (May 2000)

Only 2 people showed interest in 2003

**Delegates**

The chapter will reimburse the elected delegate’s reasonable travel expenses, not to exceed $1000, to attend the House of Delegates meeting and represent the chapter. (November 2012)

**DIOSH**

* Board agreed to reimburse DIOSH representative for out of pocket expenses (March 2000)
* Chapter Revenues from DIOSH

2001 - $3300 2008 $4120

2003 - $ 2700 2009

2005 - $2500 2010 $3078

2006 - $4162 2011 $3519

2007 - $4585 2012 $4728

* Chapter paid $400 for a DIOSH day booth (February 2013)

**Executive Committee Meetings**

Send out executive committee minutes to board members before the next meeting for review (September 2003)

Executive Committee meetings will be held via conference call at noon on the day before the chapter meeting. (October 2009)

**Financial Controls and Reports**

Internal Audit (May 2005)

* Headquarters says most Chapters do internally
* Audit Committee established within 60 days of transfer
* Review of bank signature cards and authorizations

External Audits

* Board authorized an external audit with costs not to exceed $300. (January 2004).
* CPA firms were contacted in spring of 2004 but would not give firm quotes. No further activity.

1099’s (March 2008)

The chapter needs to fill out a 1099 if we provide more than $600 in payments to any individual during the year. This may apply to newsletter editor.

* + This form needs to be in their hand by 1/31 of the following year.
	+ Our filing to the IRS needs to be complete by 2/28
* We need to send a W-9 form (Request for taxpayer ID)
	+ They suggest doing this before we make payment
* No information on ASSE website – go to IRS website

**Leadership Conference**

Chapter will cover room expense and meal expense up to $30 per day for chapter attendees. (October 1999)

Board reaffirmed room expense meals and gas expense for conference and proposal was approved by membership at the chapter meeting. (September 2005)

**Membership Surveys**

Latest Membership experience survey results are available on Officer Central (April 2014)

**Newsletter**

Preparation fee set at $150/issue (July 1999)

Employers can post job openings for free. Charge employment agencies. (December 2001) These postings should be on a “space available” basis at the newsletter editor’s discretion (September 2005)

The deadline for submitting articles is the 20th of the month. (May 2004)

Headquarters might be able to link to our newsletter if it is in .pdf format (July 2005)

Suggested Newsletter length is 5 pages plus meeting minutes (July 2005)

**Professional Development Conference**

The chapter will reimburse the current chapter president’s reasonable travel expenses, not to exceed $500, and PDC registration fees to attend the annual Professional Development Conference, if the president’s employer does not pay for these expenses.  (November 2012)

**Student Section**

Scholarships

Authorized amounts

* $1500 for future awards with the committee determining how to disburse awards. (April 2007)
* Student Section Chair Scholarship set at 4.5% of the principal of the Foundation Scholarship fund (September 1998)
* Scholarship Awards Presented

2001 - 1 award for $500 2010 – 1 $400 award

2002 - 1 award for $500 2011 - 1 $1200 award

2003 - 1 award for $250 2012 – no applications

2004 - 3 awards 2015 – 1 $1500 award

2005 - 2 awards for $375 each

2006 - 2 awards, 1 @ $500, 1 @ $250

2007 – No awards - incomplete submissions

2008 – 3 awards, 1 @ $1000; 2 @ $250

2009 – No awards

* Scholarship Guidelines (December 2001)

 No GPA requirement – (1998 guideline was 2.5)

 500 word minimum – (1998 guideline was 300)

 Undergrad only

 Full time student – however the university defines full time

 Safety Major

 ASSE Student Section Member

Application will grant parent chapter right to publish winning article in newsletter

* Students will send scholarship submissions to secretary of parent chapter (May 2007)
* Scholarship renamed as the Dr. Gary Erisman memorial scholarship. (November 2014)
* Board discussed paying student section member’s PDC fees (currently $75) iinstead of a student scholarship. The board elected to revisit this topic at a later date. (March 2013)

Safety Career Day

Board voted to rename from “Student Exchange Day” to “Safety Career Days” (April 2003)

Future Safety Leaders Student Conference

Board agreed to pay gas expenses to conference trip as long as receipts were provided. (2005, 2006, 2007, 2013)

Research Funding

Board agreed to fund a $1500 Student Section research proposal. (October 2010)

Printing Equipment Loan

The parent chapter provided a $1750 loan for the student section to purchase high speed printing and binding equipment. They will use this equipment to print course reference guides. Proceeds from these sales will be a fundraiser and willrepay the loan in 3 years. Other similar student organizations provide similar course guides as fundraisers. $1830 will be due in March 2015 (1.5% interest). (March 2012)

1/3 of loan repaid (October 2013)

Loan was fully paid off one year early. ( March 2014)

**ROC Meetings**

* Central Illinois Chapter hosted the April 2006 ROC Meeting
* Board approved reimbursing car travel expense to the Chicago area ROC Meeting (October 2006)
* Board approved offering to host the September 2010 ROC Meeting

**Social Media**

A chapter Linkedin page was developed (November 2013)