

***Alliance for Central Florida Safety (ACFS)***  
***Bylaws***

**Approved June 2002**  
**Revised July 2009**  
***June 2013 Draft Revisions***

**Article 1**  
**Name and Office**

The name of this organization is the Alliance for Central Florida Safety (herein referred to as ACFS). Allianceforcentralfloridasafety.com (primary) and acfs.org are the official websites and addresses.

The name and/or abbreviation will not be changed or altered when used by members, committees, chapters, etc., of the organization.

**Article 2**  
**Mission**

The mission of the ACFS is to promote workplace safety in the Central Florida community through educational events.

**Article 3**  
**Objectives**

The objectives of the ACFS are:

- Annually coordinate and conduct a “Safety Day” event primarily for, but not limited to, small and medium sized businesses that are not able to otherwise send representatives to large conferences or for people with safety and health as an ancillary duty. The registration fee for Safety Day attendees will be as low cost as possible, given expenses required to execute the event.
- Offer throughout the year, either independently or in conjunction with or complimentary to other organizations, other relevant free or low cost safety educational opportunities.
- Promote other safety related events in the community.
- Continually develop and maintain the Safety Resource Guide, which is shared freely to all members and the general public.

**Article 4**  
**Scope / Organization**

The ACFS is comprised of volunteer members only, including but not limited to safety and health professionals, vendors, and other relevant persons. The aim is not for personal profit or gain or to compete with any organization, consultant or vendor.

**Article 5**  
**Membership**

“Active Membership”, those with voting privileges, must attend at least six meetings per year. In lieu of required attendance, a member may also be considered active if they are actively involved in a committee (at the discretion and consensus of the BOD). Any member of the general public is eligible to attend meetings.

**Article 6**  
**Duties of Board of Directors (BOD)**

**Chairperson** – Provides leadership and vision to the organization through the following: fosters productive relationships internally and externally for the good of the organization, presides over the annual Safety Day Event, leads monthly meetings, communicates with all other members and officers, is the contact person for Committee leaders, and monitors the function of others. The Chairperson will serve as the nominating committee chairperson at the end of their official term. Along with the Treasurer, the Chairperson is designated as a signatory party on the organization financial accounts or other legal documents. The chairperson is responsible for the annual review process of the bylaws and the necessary publishing and voting on proposed changes as needed. In the event the Chairperson resigns prior to the end of their term, the Vice Chairman would fill the role of Chairperson.

**Vice Chairperson** – Assists Chairperson as needed with sub-committee contacts and general communication to members and leads meetings in Chairperson’s absence. The vice chairperson will succeed the Chairperson at the end of chairperson’s term or should the Chairperson resign prior to the end of their term. Vice Chairperson also serves as the chairperson of the Event Logistics/Education Committee. In the event the Vice Chairperson resigns prior to the end of their term, the Chairperson will take over the Vice Chairperson duties until a replacement is elected by active members. Should the Vice Chairman be required to assume the Chairperson role, elections will be held to permanently fill the Vice Chairperson role at the next regular meeting.

**Treasurer** – Maintains financial responsibilities, coordinates vendor/sponsor payments, retrieves correspondence from ACFS Post Office Box and file all paperwork for non-profit status, 501(c) (3). The Treasurer coordinates and leads all auditing of financial records. In the event the Treasurer resigns prior to the end of their term, the Vice Chairman serves as Interim Treasurer until a permanent Treasurer is elected by active members. Along with the Chairman, the Treasurer would have designation as a signatory party on the organization accounts or other legal documents.

**Secretary** – Records and distributes meeting minutes, creates monthly meeting agendas, copies and prepares meeting materials, including sign in sheets, tracking active members and ensures all appropriate recordkeeping requirements are met. The Secretary is designated as a member of the Marketing Committee. In the event the Secretary resigns prior to the end of their term, the Treasurer will take over duties until a permanent replacement can be elected by active members.

**Chairperson Emeritus** – The immediate past chairperson serves this role as advisor and mentor for the incoming chairperson, including ensuring a smooth transition of duties.

## Article 7 **Committees**

The general ACFS Chairperson shall confirm a volunteer Chairperson to each committee at the beginning of their 2 year term. The Committee Chairperson is responsible for developing the membership of their respective committees.

- **Nominating Committee** creates the slate of candidates for each voting term, conducts the election including but not limited to ensuring voters are qualified to do so. This will be the responsibility of the outgoing general Chairperson unless that person intends to run for office for an additional term. In that event, the Chairperson will appoint another active member to this responsibility.
  
- **Marketing Committee** is responsible for:
  - Developing and executing focused strategies related to promoting ACFS events.
  - Developing and executing focused strategies related to promoting ACFS membership.
  - Developing and executing focused strategies related to promoting fundraising activities – including recommendations for potential funding sources (“products”).
  - Maintaining a database of ACFS contacts.
  - Maintaining the ACFS Resource Guide.
  
- **Event Logistics/Education Committee** is responsible for:
  - Compiling and executing a list of recommendations for the development of all ACFS events annually.
  - Compiling a comprehensive priorities list (or “things to do list”) identifying the requirements associated with each event.
  - Selecting the technical content and speakers for all events, including requirements for continuing education units (CEU’s).
  - Appoint and manage a representative(s) to coordinate “Vendors” for Safety Day and all other events as needed.
  - Requesting bid proposals related to event venues, catering, audio/visual services and other items needed as appropriate.
  
- **Social Media / Web Management Committee** is responsible for:
  - Making recommendations related to the ongoing maintenance of the website including rebuilds as needed.
  - Developing and executing the annual strategy for the organization’s ongoing social media presence.
  - Actively engage via the ACFS Facebook page and ACFS LinkedIn group and with other groups as needed.

## Article 8 **Liability**

The organization shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as a member of the BOD, Chair, Vice Chair, Secretary, Treasurer, Committee Chair, Member, Volunteer or Employee of the corporation against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any

threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

### **Article 9** **Meetings**

ACFS will meet on a monthly basis. Meetings are conducted in-person at a predetermined location and time. Attendees may also join monthly meetings via conference call or other technology as available. Committees are responsible to provide an update monthly to those in attendance. The BOD and its committee chairs will meet as needed. The Chairperson may call special meetings as needed. Committees are subject to the call of their respective chairperson. The active members present at any properly announced meeting shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those eligible voters present at the meeting in which the vote takes place.

### **Article 10** **Terms of Service/Nominations/Elections**

The term of service required for the BOD will be 2 years with the option for one additional term should that be the decision of the voters. The Vice Chairperson position is required to succeed the Chairperson for at least one term of service.

The succession plan for ACFS is as follows:

- Chairperson to Chairperson Emeritus
- Vice Chairperson to Chairperson
- Active member to Treasurer
- Active member to Secretary

All outgoing Chairpersons will assist their replacements with a smooth transition of duties for a minimum of 30 days. In the event this scheme is not possible for any reason, the Chairperson Emeritus and the nominating committee will request volunteer nominations to ensure all positions have at least one nomination to be voted upon in the annual elections. Should an incumbent resign prior to the end of their term and leave an unfilled vacancy, the Chairperson will solicit volunteer replacement candidates for election.

The nominating committee will present the slate of candidates, who must be active members, to the Chairperson by the April meeting of each voting term and in May the candidates will be announced both at the meeting and on the website. Elections will take place annually at the June meeting. New officers will assume their official duties in July. Only “Active members” will be eligible to vote. A simple majority of those eligible voters present is needed to confirm a nomination.

In the event of non-performance of one of the board members or committee chairpersons, the ACFS Chairperson may ask that board member or committee chairperson to voluntarily resign. If

the Board member chose not to resign voluntarily, then it will be voted upon by a majority vote of the remaining BOD. In the event of nonperformance of the Chairperson, the Vice-Chairperson will ask for a voluntary resignation, with a majority vote of the remaining BOD should they decline voluntary resign.

**Article 11**  
**Dues**

No dues are required of the members of ACFS.

**Article 12**  
**Bylaws**

These bylaws will be reviewed annually or at special request by an active member, by all board members. Should any changes be deemed necessary by the BOD, the bylaws may be amended after the proposed changes are posted on the website for 30 days prior to the next meeting at which time they will be voted upon and passed by a simple majority of these active members present. Any changes or amendments will be effective immediately after approval.

**Article 13**  
**Audit**

Annually, financial information will be reviewed by an active member who does not otherwise hold an office in an effort to ensure all financial responsibilities are being properly executed. This designated person will then report back to the Chairperson and the membership at large, their findings. As needed, an external auditing person or organization will be engaged to audit records of the organization.

**Article 14**  
**Donations**

From time to time, requests for donations of funds to organizations complimentary to the mission of ACFS may be made. It is the discretion of the BOD to approve donations \$500 or less. Any amount above that must also be approved by vote of active members at the next available general ACFS meeting.

End of ACFS Bylaws