

CONSTITUTION AND BY-LAWS OF THE GERMAN 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, electronic communication, publications, lectures, workshops, conferences and such other means as are approved by the Chapter Executive Committee. 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 Committee.

ARTICLE II - OFFICERS

Section 2.1. The officers of the Chapter shall be a president, a vice president and a secretary. The duties of a treasurer, if needed, are managed by the secretary.

Section 2.2. The president shall guide the Chapter in the formulation of constructive activities and shall preside over the meetings of the Chapter. Unless a chapter membership chairperson is appointed by the president, the president shall function as the Chapter membership chairperson. He/she shall appoint directors and necessary committees.

Section 2.3. In the absence of the president the vice 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.

Section 2.4. The secretary shall prepare and appropriately distribute minutes of all Chapter and Executive Committee meetings (within 30 days after the meeting) and shall maintain all the records of the Chapter, including a membership roster containing such information as name, address, affiliation, e-mail and telephone number of individual members. He/she shall prepare and distribute other correspondence in a manner directed by the president. The preferred way of communication is by e-mail or through the Chapter's website. Unless a public relations chairperson is appointed by the president, the secretary shall function as the public relations chairperson. This duty includes maintenance of the Chapter's website.

Section 2.5. The Chapter will not manage any budget or funds. Therefore all costs shall be kept at the absolute minimum, e. g. by using electronic means of communication (e-mail, website) only. Every member shall pay his/her or her own expenses, e. g. for meetings or other events. The Chapter actively seeks sponsors for Chapter events, wherever possible.

Section 2.6. The Executive Committee 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.

Section 2.7. The Executive Committee shall consist of the president, vice president, secretary, the most recent past president, directors and committee chairpersons. Three members of the regular Executive Committee shall constitute a quorum. If an officer's post is vacated this restriction does not apply.

Section 2.8. An elective office shall be declared vacant by the Executive Committee in the event that an officer or director resigns or ceases to be a member of the Chapter or the System Safety Society.

Section 2.9. 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 term.

Section 2.10. The office of vice president, if vacated, shall be filled by appointment by the president with approval by the Executive Committee.

Section 2.11. The office of secretary, if vacated, shall be filled by appointment by the president with approval by the Executive Committee.

Section 2.12. Up to three additional Chapter members may be appointed by the president to serve as directors during his/her term of office.

ARTICLE III - ELECTIONS this Article.

Section 3.1. Nominations for the elective offices for the initial Chapter term shall be made and voted on by attending members at the first Chapter meeting. Thereafter, 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 3.2. The Nominating Committee shall select at least one nominee for each elective position with an opportunity given to the membership to nominate additional members. 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 his/her prior consent.

Section 3.3. The Nominating Committee shall deliver, in writing, its nominations and a brief resume of each candidate's background to the secretary.

Section 3.4. The secretary shall prepare the final ballot, nominee resumes and voting instructions no less than three weeks (21 days) prior to the end of the Chapter term and shall e-mail the ballot package to all members eligible to vote.

Section 3.3. Ballots shall be counted by at least three Chapter members. All ballots received by the end of the Chapter term shall be counted. Election shall be accomplished by a plurality vote of the membership voting. Ties will be decided by the president of the next Chapter term (the former vice president).

Section 3.6. The president for the initial Chapter term shall be chosen by the vote of the membership.

Section 3.7. The vice president shall be chosen by the vote of the membership for a Chapter term at the conclusion of which his/her ascension to the office of president for the next Chapter term becomes automatic.

Section 3.8. The secretary shall be chosen by the vote of the membership for a Chapter term.

Section 3.9. The initial Chapter term shall not exceed 24 months and will terminate on June 30th following the first full year. Subsequent Chapter terms shall begin on July 1st of each year and end on June 30th of the following year.

ARTICLE IV - MEETINGS

Section 4.1. Chapter meetings shall be held at least once each Chapter term, or more often as determined by the Executive Committee. The nature, time and place of each meeting shall be determined or approved by the Executive Committee, except that Special Meetings can be required by written petition signed by 25% or more of the members. Chapter meetings will be usually held jointly with a lecture, workshop or conference. All Chapter meetings are public.

Section 4.2. Members shall be notified of all Chapter meetings by e-mail announcement by the secretary at least 14 days prior to each meeting.

Section 4.3 Meetings for administrative purposes shall be avoided, as far as possible due to the extent of the Chapter. Electronic communication means are preferred to meetings.

Section 4.4 The languages used in communication and meetings will be German or English, as most appropriate for the purpose. The Chapter's website should be bilingual.

ARTICLE V - COMMITTEES

Section 5.1. The president shall appoint the chairpersons and committee members of committees necessary to accomplish the objective of the Chapter, and shall notify the membership of such appointments.

Section 5.2. Each committee shall maintain records of the activities of the committee and shall submit these records to the president on his/her request. The committee records will be bound over to the successor chairperson.

Section 5.3. The membership of all committees appointed by the president shall terminate at the end of the Chapter term.

ARTICLE VI - AMENDMENTS

Section 6.1. Amendments to these By-Laws may be presented by any member at any regular meeting of the Chapter or at an Special meeting called for that specific purpose. They shall be presented in writing to the president for inclusion on the program agenda and shall be offered to the membership present at that meeting on motion for consideration and circulation to the membership. A simple majority of those present shall be necessary to pass the motion. Amendments accepted for further consideration and circulation shall be circulated with a ballot to all members. A two-thirds (2/3) affirmative vote of all ballots returned within 30 days of the mailing shall be necessary for adoption of any amendment.

Date: 24 March 2003

Approved:

A handwritten signature in black ink that reads "Bob Ericson". The signature is written in a cursive style with a large initial 'B' and 'E'.

President, System safety Society