

State of Ohio
Capital Area Safety Council

Bylaws

Article I

Name, Purpose and Mission

Section I: Name

The organization shall be known as the Capital Area Safety Council (CASC).

Section II: Purpose

To establish, implement, and disseminate the bylaws that govern the conduct of the State of Ohio, Capital Area Safety Council [herein “Capital Area Safety Council” or “CASC”] and its Steering Committee.

Section III: Mission

The mission of the Capital Area Safety Council is to promote workplace safety awareness and the reduction of occupational injuries and illnesses for employers located in Central Ohio Area.

Article II

Membership

Membership in the Capital Area Council is done by company status; individuals do not join the CASC, companies do. All employees of member companies receive the same privileges of membership. Companies that are eligible for membership include both the self-insured and state-funded companies recognized by the Ohio Bureau of Workers Compensation. Membership categories are active or inactive. Active members are recognized by the BWC as having completed participation requirements and been in good standing with the Bureau. Inactive companies have not fully paid workers’ compensation premiums or are not participating in the BWC’s incentive program for rebates.

The BWC requirements for participation are:

- Enroll with local safety council by July 31, 2007
- Attend ten meetings or events, eight of which must be through local safety council
Employers have the option to gain credit for up to two meetings through attendance at WCU, Ohio Safety Congress, DSH safety training courses or industry-specific training.
- CEO must attend any one safety council sponsored function or meeting (CEO attendance counts as credit toward one of ten meetings required).
- Submit semi-annual reports for the 2007 calendar year.

Employers can earn 2% for meeting all of the eligibility requirements and a 2% performance bonus for reducing either frequency or severity by 10%, or with maintenance of both frequency and severity at zero. Employer must meet all eligibility requirements outlined above to be eligible for the performance bonus. (Self-insuring employers and state agencies are excluded

from the discount offer but are encouraged to participate in the safety council program.) This discount may be added to any existing Drug Free Workplace, Premium Discount Program + and/or group rating discount.

Participating companies will be required to identify a primary contact person within their company or organization. This individual will be the person receiving meeting and program announcements, reminders about submission deadlines, and serving as the first point of contact between the Council and the member. It is the ultimate responsibility of member companies to notify any changes of the primary contact to remain eligible for membership and/or incentive requirements. A secondary contact will be made available in the event the primary contact leaves the company or takes on a different role.

The Steering Committee reserves the right to remove any company from membership during the beginning of the new fiscal year that did not attend at least half of the required meetings for participation during the most recent BWC fiscal year. Any company that fails to attend a mandatory meeting may also be disqualified for membership.

ARTICLE III Management of the Organization

Section I: Sponsoring Organization

In cooperation with Safex, Inc., the administrator of the council, the Council will comply with the requirements and support the mission of its sponsor, the Ohio Bureau of Workers' Compensation (Ohio BWC), Division of Safety & Hygiene under the direction of the Policies and Guidelines Manual for the Ohio Bureau of Workers Compensation.

Section II: Steering Committee

The Capital Area Safety Council will be governed by a Steering Committee comprised of representatives of member companies, representatives of the Ohio Bureau of Workers Compensation and the Ohio BWC sanctioned administrator, Safex, Inc., 140 N. Otterbein Ave., Westerville, Ohio 43081.

Section III: Officers

The officers of the Steering Committee will include president, vice president, secretary, and treasurer. The immediate past president will serve as an ex officio officer. Each position will be elected by a majority rules decision of the current members of the Steering Committee. Individuals wishing to serve on the Steering Committee must be an employee of a member in good standing firm; however, to serve as an officer, or member of the executive committee, he or she must have served one year on the Steering Committee prior to taking office.

Officers shall hold one-year terms, unless otherwise provided here, or until their successors have been elected and qualified. Officers may not serve more than three consecutive terms in the same position, but the individual may be re-elected after a one year period of inactive service. A partial term may not be considered as consecutive terms. If at any time a vacancy exists, the Steering Committee president (or vice president in the case of a president vacancy) shall make an

announcement at the next meeting of the general membership soliciting for interested individuals. After one week, the Steering Committee shall consider candidates and vote, by majority rules. This voting may be done in person, in writing, or via email.

The officers and their respective duties are as follows:

- The president shall provide general supervision and leadership for all organizational programs and policies. The president shall preside at all meetings of the Steering Committee. He or she will also serve as an ex officio member of all subcommittees.
- The vice president will preside at all meetings of the Steering Committee in the absence of the president. He or she will also serve to prepare the slate of candidates for office.
- The immediate past president shall provide counsel to the president and the Steering Committee and shall serve as the deciding vote in cases of a tie for election purposes.
- The secretary shall take meeting minutes, type and distribute them to Steering Committee members within 15 days of the meetings, and maintain attendance records.
- The treasurer is a position served by the Safety Council Coordinator designed by Safex. He or she maintains the financial records and provides monthly financial statements to the executive director and steering committee. The treasurer will have signing authority for financial transactions along with a CASC member at large.

The Steering Committee shall maintain a membership of no fewer than 15 committee members and no more than 20. Steering Committee members not serving a role as an officer shall be considered at-large members and may continue participation on the Committee each year. However, at any time, if an individual's participation begins to falter, it is the responsibility of the president and/or vice president to approach the member about rededicating his or her commitment to the Council.

Section IV: Records

Official records of the organization's meetings will be maintained at Safex, 140 N. Otterbein Ave, Westerville, OH 43081. The records may be made available to Steering Committee members upon request. The Safety Council Administrator of Safex shall, in conjunction with the Secretary of the Steering Committee, keep the records available in an orderly fashion.

Section V: Executive Committee

The executive committee is authorized to manage all business and affairs of the Capital Area Safety Council between regular and special meetings. The executive committee may not alter or rescind the constitution, bylaws, strategic plan, or remove any officer from office.

The executive committee shall be comprised of the elected officers of the Steering Committee, which will include the president, vice president, secretary, and treasurer and the Safety Council Administrator of Safex. The president shall serve as chair of the executive committee. The immediate past president serves as an ex officio member.

ARTICLE IV Elections and Vacancies

Section I: Election of Officers

The president, vice president, and secretary shall be elected by the entire Steering Committee. The vote of the individual running for office shall be excluded only for the position he or she is seeking. A slate of officer candidates shall be compiled by the vice president, and the president and vice president will present the slate to the Steering Committee for elections. The election will be held by a ballot system, and the president and treasurer shall oversee the tabulating of the ballots. The candidate receiving the majority of votes will be elected. In the event of a tie, the past president will cast the deciding vote.

Section II: Terms of Office

- The president, vice president, and secretary shall serve each serve one-year terms in office commencing on July 1, or otherwise determined by the Steering Committee.
- The immediate past president shall automatically serve a one-year term as an ex officio member following his or her term as president.
- All officers shall continue to serve until their successors are qualified to serve.

Section III: Vacancies

If at any time a vacancy exists, the Steering Committee president (or vice president in the case of a president vacancy) shall make an announcement at the next meeting of the general membership soliciting for interested candidates to run for office, or member-at-large positions. After one week, the Steering Committee shall consider candidates and vote, by majority rules. This voting may be done in person, in writing, or via email.

Section IV: Resignations

In the event an elected member of the Steering Committee feels he or she is incapable of fulfilling his or her role on the Committee, he or she may resign the position to the Committee president in writing. Prior to resignation, the member is encouraged to have met with the president and/or the treasurer to see if temporary accommodations can be made. In the event of a presidential resignation, the letter should be addressed to the next officer in command, vice president. Resignation letters will be reviewed by the Steering Committee and the position will be filled as reported in Section III.

ARTICLE V Council Committees

Section I: Committee Membership

Participation in subcommittees of the Steering Committee is voluntary. Each committee shall have a committee chair, a member of the Steering Committee, appointed by the president. Each committee will have at minimum three participants. Other than the appointment of chair by the

president, other participants may come from the general membership and need not be a member of the Steering Committee. Individuals may participate on committees each year as space allows.

Section II. Ad Hoc Committees

Should the need for committees arise, the executive committee may create as necessary.

ARTICLE VI Meetings

Section I: General Membership Meetings

A. Regular Monthly Meetings

Unless interrupted by a holiday, regular monthly meetings of the Capital Area Safety Council will be held the third Wednesday each month. Registration, networking, and breakfast begin at 7:30 a.m., with the program from 8 to 9 a.m.

B. CEO Events

In accordance with the Guidelines and Policies of the BWC, the CASC will hold four CEO events each year for participating companies to help them meet the CEO requirement. CEO Events will be held in each of the following months in conjunction with the regular monthly meeting: September, December, March and June.

C. Awards Banquet

The Awards Banquet will be held the third Wednesday of April. The breakfast event is held from 7:30 am to 9:00 am and recognizes winners of the Achievement, Special, 100 Percent, and Group Awards.

D. October Check Distribution Meeting

The October regular meeting of the Capital Area Safety Council will also recognize the companies from the prior fiscal year that earned a BWC incentive rebate. The meeting will have a year-in-review presentation, 30-minute safety talk, and then the check distribution.

E. Safety Day

This one-day event will feature a variety of safety programs. The Capital Area Safety Council will also look to partner on this project and solicit sponsorships.

F. Notices of Meetings

Notifications of regular monthly meetings, the Awards Banquet, October Check Distribution, CEO Events, Safety Day, will occur via email to primary contacts, via fax flyers, and flyer distribution at Safety Council events. Steering Committee meeting notifications will occur primarily through email distribution.

Section II: Meetings of the Executive Committee

A. Regular Meetings of the Executive Committee

The executive committee of the Capital Area Safety Council shall meet at least quarterly to set agenda items for Steering Committee meetings and perform necessary research on issues that arise. Members may participate in meetings by conference call, if necessary.

B. Special Meetings of the Executive Committee

Special meetings of the executive committee may be held at the call of the president or treasurer.

C. Quorum

A majority of voting members of the executive committee shall constitute a quorum for the purposes of voting for the transaction of business at all meetings.

Section III: Meetings of the Steering Committee

A. Steering Committee Meetings

Under the direction of the president and the treasurer, the Steering Committee will hold periodic meetings, at least quarterly, to meet the needs of the membership and manage the direction of the Safety Council.

B. Quorum

A quorum at any meeting shall consist of a majority of the voting members of the Steering Committee present at that time as long as the meeting was announced 20 days in advanced.

C. Voting

Every member of the Steering Committee shall have the right to cast one vote in person, by proxy, by mailed vote, or by electronically submitted vote, provided those votes are received prior to the meeting in which the vote occurs.

Section IV: Attendance Policy

To be in compliance with the BWC requirements (see Article II Membership), member firms of the Capital Area Safety Council must attend at least 10 Council functions, a CEO credited event, and submit two Semi-Annual Reports. Any individual from a company's firm may attend a regular meeting on behalf of the company. If a company fails to meet BWC requirements throughout the participation year, the Steering Committee and Executive Committee reserve the right to remove a company without notice.

Attendance and participation is critical to the Council's success. Failure of any Steering Committee member to perform committed tasks or their absence at more than 50 percent of meetings of the general membership, Steering Committee, and executive committee will result in removal by the Steering Committee. The Executive Committee shall make recommendations for committee member removal and the entire Steering Committee votes by majority decision. All Steering Committee members must maintain active status in the eyes of the Bureau.

ARTICLE VII

Rules and Procedures

Section I: Official Year

The official year of the Capital Area Safety Council begins July 1 and runs through June 30, in conjunction with the fiscal year of the Ohio Bureau of Workers Compensation.

ARTICLE VIII

Conflict of Interest

A Steering Committee member shall be considered to have a conflict of interest if he or she has existing or potential financial or other interest that impair or appear to impair his or her independent, unbiased judgment in the discharge of his or her responsibilities to the association; or if that Steering Committee member is aware that a member of his or her family has financial or other interests that would impair or appear to impair the member's independent judgment in the discharge of his or her responsibilities to the Safety Council.

For the purposes of this provision, a family member is defined as a spouse, parent, sibling, child or any other relative residing in the same household as the Steering Committee member.

All Steering Committee members shall disclose to the president and/or the treasurer any possible conflict of interest at the earliest possible time. Further, the Steering Committee member shall absent him or herself from discussions of, and abstain from voting on, such matters under the consideration by the Steering Committee and/or its subcommittees. Any Steering Committee member who is uncertain as to whether or not a conflict of interest may exist in any matter may request that the Steering Committee resolve the question in his or her absence by majority vote. Each Steering Committee member shall complete and sign a disclosure form provided annually by the secretary.

ARTICLE IX

Review and Amendment of Bylaws

Section I: Bylaws Revision

These bylaws shall supersede all other bylaws and shall become effective immediately upon ratification by a two-thirds majority vote of the Steering Committee. Upon ratification, a final copy will be forwarded to the President of the sponsoring organization, Safex for review and final approval.

Section II: Amendments

The bylaws may be amended by a two-thirds majority vote of the Steering Committee at any properly notified regular or special meeting, provided that notice of proposed change(s) is made available 20 days before such meeting.

Section III: Bylaws Review

These bylaws shall be reviewed periodically by the secretary and executive committee. The secretary and executive committee shall recommend any necessary changes to the entire Steering Committee who may ratify, alter, or rescind them by a quorum vote.

Dianne Grote Adams, Safex, CASC Administrator

Andrew Wehr, CASC Steering Committee Member

Thomas E. Moore, CASC Steering Committee Member

LuAnn Weethee, Ohio BWC Representative