

AHMP Section Procedures

1.0 Purpose

The Alliance of Hazardous Materials Professionals (AHMP) created Sections as an alternative to traditional Chapters that provides AHMP services to local geographic areas such as states, local regions, or metropolitan areas. Sections are designed to complement Chapters at the local level.

2.0 Definition

A Section is a subdivision of AHMP that serves a defined geographic area. A Section is covered by AHMP National bylaws, AHMP Internal Revenue Service (IRS) filings, and AHMP National registration in the State of Maryland. Thus, a Section does not have its own bylaws, does not register or submit annual filings, or register as an organization with a state or other local authority. A Section is not a 501(c)3 organization according to IRS rules. A Section may not open a separate bank account, but the Section may have a fund that is part of the AHMP National bank account.

3.0 Establishing a Section

3.1 Section Establishment Overview

A section may be established by one of the following means:

1. A local group of AHMP members agree to establish a Section
2. An existing Chapter is converted to a Section
3. AHMP National decides to establish a Section in a geographic area not currently served by a Chapter or Section

3.2 Establishing a Section by a Local Group

The following procedure is used by a local group of AHMP members to establish a Section:

1. A local group of AHMP members meets and decides to establish a Section.
2. The local group of AHMP members identifies a geographic area for the Section.
3. The local group selects a Section Leader and Alternate Section Leader, who will become the contacts with AHMP National.
4. The Section Leader contacts the AHMP Executive Director and submits a written request to establish a Section.
5. The AHMP Executive Director provides the AHMP Section Leader with an AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion.
6. The Section Leader completes the AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion to the AHMP Executive Director.
7. The AHMP Executive Director forwards the Section information to the AHMP Executive Committee for review.

8. The AHMP Executive Committee decides to approve or disapprove the creation of the Section.

3.3 Converting a Chapter to a Section

The following procedure is used by to convert a Chapter to a Section:

1. A Chapter board can vote to convert their Chapter to a Section
2. If a Chapter board is no longer active, the AHMP Executive Director can recommend converting the Chapter to a Section.
3. The Chapter board, or the AHMP Executive Committee in areas with an inactive Chapter board, selects a Section Leader and Alternate Section Leader, who will become the contacts with AHMP National. In situations where a Section Leader is not identified, the AHMP Executive Director will act as Section Leader until a Section Leader is identified.
4. The Chapter board, or the AHMP Executive Committee in areas an inactive Chapter board, submits a written request to establish a Section.
5. The AHMP Executive director provides the AHMP Section Leader with AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion.
6. The Section Leader completes the AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion to the AHMP Executive Director.
7. The AHMP Executive Director forwards the Section information to the AHMP Executive Committee for review.
8. The AHMP Executive Committee decides to approve or disapprove the creation of the Section.

3.4 AHMP National Creation of a Section

The following procedure us used by to convert a Chapter to a Section:

1. The AHMP Executive Committee or AHMP Executive Director recommend the creation of a Section in a geographic area not currently served by an existing Chapter or Section.
2. The AHMP Executive Committee selects a Section Leader and Alternate Section Leader, who will become the contacts with AHMP National. In situations where a Section Leader is not identified, the AHMP Executive Director will act as Section Leader until a Section Leader is identified.
3. The AHMP Executive Director provides the AHMP Section Leader with an AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion.
4. The Section Leader completes the AHMP Section Affiliation Agreement, AHMP Membership Data Sharing Agreement, AHMP logo use agreement, and other documents that require completion to the AHMP Executive Director.
5. The AHMP Executive Director forwards the Section information to the AHMP Executive Committee for review.
6. The AHMP Executive Committee decides to approve or disapprove the creation of the Section.

4.0 Chapter Section Operations

The following tasks are required for Section operations:

1. The Section Leader will provide the AHMP Executive Director with their mailing address, email address, and telephone number for the Section Leader and Alternate Section Leader.
2. The Section Leader shall contact the AHMP Executive Director at least once a year and provide updated Section Leader and Alternate Section Leader contact information.
3. All Section members shall be AHMP members.
4. If the Section collects dues for Section activities, AHMP National will collect dues for the Section at a rate agreed to by the Section Leader and AHMP Executive Director.
5. The Section shall not register as a 501(c)3 organization with the IRS.
6. The Section shall be cover by the laws of the State of Maryland. The Section shall not register with any other state, nation, or local authority unless specifically required by local law.
7. The Section may establish ad-hoc committees as needed for Section operations.
8. The Section may offer the Essentials of Hazardous Materials Management (EHMM) and other AHMP courses or products. The Section Leader shall sign agreements with AHMP to use such courses or products. AHMP will provide Section access to the EHMM course material.
9. The Section shall conduct periodic activities including but not limited to meetings, technical sessions, field trips, and community service projects.
10. The Section Leader or Alternate Section Leader shall participate in quarterly Chapter Development Committee conference calls.
11. The Section shall not open a bank account, apply for credit, or incur any debt.
12. The AHMP Executive Committee or AHMP Executive Director may take action to limit activities of a Section that are not consistent with AHMP Bylaws, AHMP procedures, federal or Maryland state law, or accepted practices and ethics for professional societies.

5.0 Section Dissolution

A Section may be dissolved at any time. The AHMP Executive Director or Section Leader may recommend Section dissolution. The AHMP Executive Committee shall decide whether Section dissolution is in the best interest of AHMP.