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SAFETY OUTREACH SUMMIT

PLANNING COMMITTEE

ARTICLES OF ASSOCIATION

Effective Date: 8/17/2026

Article I – Name

The name of this association shall be the **Safety Outreach Summit Planning Committee**, hereafter referred to as the "Committee."

Article II – Purpose

The Safety Outreach Summit Planning Committee is an independent, volunteer-led association established for the purpose of planning, organizing, and conducting the **Safety Outreach Summit (SOS)**.

The Summit is intended to provide professional education, networking, resources, and practical information related to occupational safety, risk management, emergency preparedness, and related topics for professionals representing public, private, and nonprofit organizations.

Article III – Independent Status

The Committee is an independent, volunteer-led organization and is not a department, program, or official activity of any governmental, nonprofit, private, or other participating organization. Participation by individuals in their personal or professional capacity does not constitute sponsorship, endorsement, representation, or administration of the Summit by their employer or affiliated organization.

The Committee shall not represent that any organization sponsors or endorses the Summit unless that organization has expressly authorized such representation.

Article IV – Membership

Membership in the Committee shall consist of individuals who voluntarily agree to support the purpose of the Committee and participate in planning, organizing, or conducting the Safety Outreach Summit.

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The Committee may invite additional individuals to participate when their experience, expertise, or organizational affiliation would benefit the Summit.

Membership is voluntary and uncompensated.

Article V – Leadership

The Committee may designate the following positions:

- **Chair**
- **Vice Chair**
- **Secretary**
- **Treasurer/Finance Coordinator**
- **Planning Committee Members**

The Chair shall coordinate the overall activities of the Committee and facilitate Committee meetings.

The Vice Chair shall assist the Chair and may perform the duties of the Chair when the Chair is unavailable.

The Secretary shall maintain meeting minutes and Committee records.

The Treasurer/Finance Coordinator shall maintain financial records, monitor income and expenses, and provide financial reports to the Committee.

Officers and Committee members shall serve on a voluntary, unpaid basis.

Article VI – Financial Management

All funds received by the Committee, including sponsorships, exhibitor fees, registration fees, and other event-related revenue, shall be used solely for legitimate expenses associated with planning, conducting, and completing the Safety Outreach Summit.

Committee funds shall not be commingled with the personal funds of Committee members.

The Committee shall maintain a separate financial account for Summit-related funds, to the extent permitted by the financial institution.

No Committee member shall receive a salary, compensation, profit distribution, or other personal financial benefit from Committee funds for their participation or service on the Committee.

Reasonable expenses incurred by a Committee member on behalf of the Summit may be reimbursed when properly documented and approved in accordance with Committee procedures.

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Article VII – Financial Oversight

The Committee shall maintain accurate records of all Summit-related income and expenses.

Financial records shall be available for review by Committee members.

Significant expenditures, contracts, or financial commitments shall require approval by the Committee in accordance with procedures established by the Committee.

The Committee may establish additional financial controls, including expenditure limits and requirements for multiple approvals, as appropriate.

Article VIII – Decision-Making

The Committee shall make decisions through discussion and, when a formal vote is necessary, by a majority vote of the Committee members present at the meeting, provided that a quorum is present. A quorum shall consist of a majority of the current Committee membership.

The Committee may establish additional procedures for addressing routine administrative matters, financial decisions, and other operational activities.

Article IX – Sponsorships and Vendors

The Committee may accept sponsorships, exhibitor fees, registration fees, and other event-related payments in support of the Safety Outreach Summit.

Sponsors and vendors may receive recognition, advertising, exhibitor space, or other benefits as established by the Committee.

No sponsorship or vendor relationship shall be represented as charitable, tax-deductible, or affiliated with a governmental organization unless such status or affiliation has been formally established and authorized.

Article X – Use of Remaining Funds

Following completion of the Safety Outreach Summit and payment of all outstanding obligations, remaining funds shall be retained for the purpose of supporting a future Safety Outreach Summit or a substantially similar professional educational event.

If the Committee permanently ceases operations, the Committee shall determine the lawful disposition of any remaining funds consistent with the Committee's stated purpose and applicable law.

Article XI – Amendments

These Articles of Association may be amended by a majority vote of the Committee.

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Any amendment affecting the Committee's purpose, financial structure, or legal status should be reviewed by appropriate professional advisors before adoption.

Article XII – Adoption

These Articles of Association are adopted by the members of the Safety Outreach Summit Planning Committee as the governing document establishing the Committee and its purpose.

Adopted on: 8/17/2026

Founding Committee Members

Name	Role	Signature	Date
Brandon Huisenga	Chair	Signed electronically	8/17/2026
Scott Johnson	Vice Chair	Signed electronically	8/17/2026
	Secretary		
	Treasurer/Finance Coordinator		
	Committee Member		
	Committee Member		
	Committee Member		
	Committee Member		

Organizational Resolution

Upon adoption of these Articles of Association, the Safety Outreach Summit Planning Committee authorizes the following actions:

1. Establishment of the Safety Outreach Summit Planning Committee as an independent, volunteer-led association.
2. Appointment of the officers identified above.

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3. Application for an Employer Identification Number (EIN) from the Internal Revenue Service.
4. Establishment of a dedicated financial account in the Committee's name for Summit-related funds.
5. Establishment of an Eventbrite account for Summit registration, exhibitor fees, sponsorship payments, and related event transactions.
6. Development and execution of sponsorship and exhibitor agreements approved by the Committee.
7. Payment of legitimate expenses necessary to plan, conduct, and complete the Safety Outreach Summit.

Approved on: 8/17/2026

Chair: Brandon Huisenga

Signature: Signed electronically

Date: 8/17/2026