

BY-LAWS

NATIONAL CAPITAL AREA

ENVIRONMENTAL HEALTH ASSOCIATION

Article I: Name of Organization

The name of this organization is the National Capital Area Environmental Health Association a non-profit organization hereinafter referred to as the Association.

Article II: Purpose

- To promote an association of Environmental Health Specialists and other Environmental Health practitioners
- To provide an opportunity and stimulus for professional growth through educational programs
- To promote high standards of qualifications and professional ethics for Environmental Health practitioners
- To strive for increased recognition of Environmental Health practitioners as a professional group rendering service vital to the health and well-being of the public
- To encourage cooperation between the private and public sectors in activities directed toward the improvement of public health and the environment.
- To promote, through educational means, public awareness of environmental factors which affect the general well-being of the populace; and to otherwise promote the objectives of the National Environmental Health Association (hereinafter known as NEHA).

Article III: Membership and Dues

A. The classes of membership in the Association shall be as follows:

1. Regular Membership—any person who is actively employed in the field of Environmental Health as an Environmental Health Specialist, sanitarian, or industrial hygienist or who is retired from active employment in the field of Environmental Health, or who is a Registered Environmental Health Specialist or Registered Sanitarian credentialed by the National Environmental Health Association and has paid current dues.
2. Associate Membership—any person who has an interest in Environmental Health and has paid current dues.

3. Honorary Lifetime Membership—May be conferred by the Board of Directors on any person for unusually distinguished achievement or service in the Environmental Health field. Members in this class shall not be required to pay dues.
 4. Supporting Membership—any company, corporation or association with a general interest in and desire to contribute to the objectives of the Association and has paid current dues. Members in this class shall not have voting rights.
 5. Student Membership—any full-time student working towards a degree in Environmental Health or a related field and has paid current dues.
- B. Payment of dues shall be as follows:
1. Dues shall be payable by September 1 in each calendar year.
 2. Dues statements shall be issued either electronically or by mail at least two (2) weeks prior to the first educational session held in the fall each year.
 3. The annual dues for each class of membership shall be adopted by a majority vote of the Board of Directors. Any changes in dues structures will be published either electronically or by mail two months prior to the effective date of the changes.

Article IV: Officers, Delegates, Appointees, and Their Qualifications & Duties

- A. The officers of the Association shall be President, Vice-President of Professional Advancement, Vice-President of Programs, Secretary, and Treasurer. There shall be three delegates in addition to the officers. These three shall represent Virginia, Maryland, and the District of Columbia. These delegates shall live or work in the area which they represent. Officers and delegates shall be elected biannually in accordance with the provisions of Article VII of these by-laws. Officers and delegates shall serve from July 1 to June 30.
- B. There shall be two non-voting appointed positions to the Board of Directors. These include Newsletter Editor and Webmaster. Appointees will serve at the pleasure of the Board of Directors. Additional non-voting appointees can be prescribed by majority vote of the Board of Directors.
- C. The qualifications and duties of the officers, delegates, and appointees shall be as follows:

1. President:

a. Qualifications: be a regular or associate member and serve on the Board of Directors as an officer, delegate, or appointee for at least six months.

b. Duties:

1. Presides over the Annual Meeting and business meetings of the Board of Directors, hereinafter referred to as Board meetings.
2. Selects date and location for Board meetings and distributes meeting agendas electronically at least three (3) days before the meetings.
3. Electronically notifies officers, delegates, appointees, and committee chairmen of Board meetings_at least 10 days prior to meetings.
4. Confirms appointees to the Board of Directors (i.e. Newsletter Editor, Webmaster, etc.) with a majority vote of the Board of Directors.
5. Except during even-numbered years when the Board of Directors shall designate a person to attend the NEHA Annual Education Conference (AEC) when it occurs prior to July 1; represents the Association at the NEHA Annual Education Conference. Submits a written report to the Board of Directors highlighting NEHA's General Assembly and Congress of Delegates meetings. Submits a conference summary to the Newsletter Editor for publication.
6. Coordinates the work of all Association committees and officers. Serves as an ex-officio member of all committees.
7. Serves as the official public representative of the Association_or appoints a regular member in good standing to represent the Association in place of the President.
8. Serves as the chief executive officer of the Association and, in informal consultation with the Board of Directors, makes decisions on behalf of the Association that are too time sensitive to wait for a specially called Board meeting.
9. Chairs Nomination Committee.

2. Vice-President of Professional Advancement:

a. Qualifications: be a regular, associate, lifetime, or student member

b. Duties:

1. Serves as chair of the Awards Committee. Submits nominating criteria for all awards, scholarships and other honoraria to Board of Directors annually.
2. Serves as chair of the Public Health Policy committee. At the direction of the Board, leads the committee in studying

public health policy and legislation and develops position papers or statements on these issues.

3. Serves as chair of the Professional Development committee. Leads this committee in promoting professional credentialing and career development by Environmental Health practitioners.

4. Presides over the Annual meeting or Board meetings in the President's absence.

3. Vice-President of Programs:

a. Qualifications: be a regular, associate, lifetime, or student member

b. Duties:

1. Chairs the Program and Education committee. Guides the delegates in planning and coordinating educational conferences. Assists delegates in recommending conference dates, locations, topics, and speakers to Board of Directors. Provides conference notices electronically to Newsletter Editor for distribution.

2. Plans the Annual meeting. Selects location, meal, and entertainment. Provides Annual meeting notices electronically to the Webmaster for distribution at least thirty (30) days in advance of the meeting.

4. Secretary:

a. Qualifications: be a regular, associate, lifetime, or student member

b. Duties:

1. Maintains current roster of membership

2. Functions as official custodian of all documents, records, and banners

3. Serves as the Secretary at Board meetings and at the Association's Annual meeting. Prepares minutes of these meetings and circulates them to all Board of Director's members electronically within two weeks following the meeting.

4. Provides a current membership list (regular, associate, honorary, supporting, and student) to the Webmaster prior to each mailing of the Newsletter.

5. Provides/maintains attendance sign-in sheet at Education Conferences and Annual meeting.

6. Submits written membership report at Board of Director's meetings

- 5. Treasurer:
 - a. Qualifications: be a regular, associate, lifetime, or student member
 - b. Duties:
 - 1. Maintains the Association's accounting records
 - 2. Obtains receipts or valid statements for the distribution of monies
 - 3. Arranges for an internal audit every 2 years
 - 4. Submits a written financial statement at each Board meeting
 - 5. Chairs the Budget committee
 - 6. Annually prepares an Association budget and presents it to the Board of Directors for adoption prior to September 1 each year.
 - 7. Submits any required tax returns to the proper authorities.

- 6. Newsletter Editor:
 - a. Qualifications: be a regular, associate, lifetime, or student member
 - b. Duties:
 - 1. Publishes issues of *The Preventive Measure* prior to each conference or as directed by the Board.
 - 2. Coordinates publication deadlines with the Vice President of Programs for each educational conference.
 - 3. Solicits/writes/edits articles for the newsletter
 - 4. Designs newsletter layout and produces final copy of high quality for distribution.
 - 5. Chairs Newsletter committee
 - 6. Serves at the pleasure of the Board of Directors.

- 7. Delegates:
 - a. Qualifications: be a regular, associate, lifetime, or student member and either live or work in the geographical region which they represent.
 - b. Duties:
 - 1. The three delegates shall serve on the Program and Education committee. Each delegate shall take responsibility for planning and coordinating one Educational Conference each year. Together with the Vice-President of Programs and two other delegates, they will recommend conference dates and locations to the Board of Directors
 - 2. The delegate will submit a panel of speakers and topics for each educational conference to the Board of Directors for approval.
 - 3. Each delegate will represent the interests of their

geographical area—Virginia, Maryland, or the District of Columbia on the Board of Directors.

8. Webmaster:

a. Qualifications: be a regular, associate, lifetime, or student member.

b. Duties:

1. Maintains website and updates it in a timely manner. This includes, but is not limited to, posting the newsletter, and future educational conference dates, posting updated forms and scholarship information, posting Board meeting minutes, and maintaining current links.
2. Maintains list-serve and makes updates as needed.
3. Distribute the newsletter via email in a timely manner.
4. Emails announcements/reminders for upcoming educational conferences in a timely manner.
5. Issues electronic communications requested by Board members to the list-serve
6. Sends out ballot of nominees for elected officers and delegates at least 30 days prior to the annual meeting.
7. Serves at the pleasure of the Board of Directors

D. Removal of Elected Officers and Delegates:

1. Should any officer or delegate fail to meet their obligations as an officer or delegate of the Association or perform in any manner so as to discredit the purpose or objectives of the Association, the Board may create an ad-hoc committee to determine if removal is necessary. This committee will make a final determination for removal. A notification of removal shall be provided in writing to the officer or delegate with an effective date of removal. Should the removed officer or delegate wish, they may within 10 days, appeal the decision to the Board and shall be reinstated upon a majority vote.

E. Resignation of Elected Officers, Delegates, and Appointees:

1. Any elected officer, delegate, or appointee may resign in good standing from the Board of Directors, provided prior written notification is received by the President within 14 days of the effective date of resignation.
2. Upon written receipt of resignation, the President shall immediately notify the Board of Directors. The President shall notify the resigning officer, delegate, or appointee, within one week, regarding the acceptance of the resignation.

F. Filling of Vacancies:

1. Should a vacancy be created by the resignation, removal or death of any elected officer or delegate such vacancy shall be filled by appointment

of a majority of the Board of Directors. This person shall serve until the next election.

Article V: Board of Directors:

- A. The Board of Directors shall consist of all elected officers and delegates the Newsletter Editor, Webmaster, and any other non-voting appointees of the Association. The President and Secretary will serve as the Chairman and Secretary of the Board of Directors.
- B. The Board of Directors shall conduct business of the Association between annual meetings and in addition thereto shall have other such applicable powers, duties, and privileges as described in the By-Laws of the National Environmental Health Association. Business of the Association may be conducted by a majority of the Board of Directors' members present when electronic notice of said meeting has been sent to all Board of Director members at least ten days prior to said meeting.

Article VI: Annual Meetings, Educational Meetings, and Voting Privileges

- A. An annual meeting shall be held in June of each year at a time and place recommended by the Vice-President of Programs and fixed by the Board of Directors. The annual meeting shall consist of a Board meeting. Educational meetings of the Association shall be held at a time and place recommended by the Program and Education Committee, and fixed by the Board of Directors.
- B. Meetings of the Board of Directors shall be called, when necessary, by the President or at the request of a majority of the Board of Directors.
- C. A quorum to conduct the annual meeting of the Association shall consist of at least 1/10 of the membership, including at least one elected officer.
- D. All regular, associate, honorary, and student members in good standing and in attendance shall be entitled to vote on matters brought to a vote at the annual meeting.

Article VII: Balloting, Nominations, and Elections

- A. The election of the officers and delegates shall be by electronic or written secret ballot.
- B. The Nomination committee shall submit to the Board of Directors a slate of nominees for elected officers and delegates, for consideration by the Board, at least 60 days prior to the Annual Meeting. A ballot shall be sent to each voting member at least 30 days prior to the Annual Meeting. The

ballot shall be returned to the Nomination Committee at least 15 days prior to the Annual Meeting. The Nomination Committee shall certify the results of balloting to the Board at least 10 days prior to the Annual Meeting.

- C. The President, Vice-President of Professional Advancement, and Vice President of Programs shall be elected for two year terms in even-numbered years, and shall not succeed themselves in office.
- D. The Secretary, Treasurer, and delegates shall be elected for two year terms in odd-numbered years.
- E. In the event that there is no nominee for a position of delegate or officer, the ballot shall include a space for a write-in candidate. The person who receives the most write-in votes, meets the qualifications to hold a particular office and agrees to serve shall be deemed to have been properly nominated and elected. Should no qualified person who is willing to serve receive any votes, the Board shall appoint a regular member to fill that position until the next election.

Article VIII: Committees

- A. The following standing committees shall exist:
 - 1. Nominations, Chair—President
 - 2. Program and Education, Chair—Vice-President of Programs
 - 3. Public Health and Policy, Chair—Vice-President of Professional Advancement
 - 4. Awards, Chair—Vice-President of Professional Advancement
 - 5. Newsletter, Chair—Newsletter Editor
 - 6. Professional Development, Chair—Vice-President of Professional Advancement
 - 7. Budget, Chair—Treasurer
- B. Ad-hoc committees as may be needed to implement the objectives of the Association may be appointed by the President with the majority vote of the Board of Directors.
- C. It shall be the duty of the Chairmen of all committees to fulfill their charge and submit their reports in writing to the President.
- D. The duties of the committees shall be determined by the Board of Directors and made a matter of record in the documents of the Association.

Article IX: Amendments to the By-Laws

- A. Amendments to the By-Laws may be proposed by a majority vote of the Board of Directors, or by 1/4 of the regular membership.
- B. The Board of Directors shall submit proposed amendments to the By-Laws to a vote of the membership by special ballots sent to each voting member. Ballots returned within thirty days of the date the ballots were sent to the membership shall be counted. Amendments shall become effective upon a majority vote of the all members casting a ballot.
- C. This revision of the By-Laws, if adopted, will become effective on July 1, 2008. The person who holds the position of President-Elect will assume the position of President at the Annual Meeting in June. The person who holds the position of Vice-President will assume the position of Vice-President of Programs. All other Board positions will be subject to normal balloting, nomination, and election procedures as prescribed in Article VII.

Article X: Procedure Not Covered

In all matters of procedure not governed by these By-Laws, the provisions set forth in *Robert's Rules of Order, Revised*, shall be followed.

Adopted by Board of Directors: Thursday, March 27, 2008

Approved by Membership: Thursday, May 1, 2008