

Ohio Environmental Health Association Constitution & Bylaws

Constitution:

Article I: Name

The name of the organization shall be the Ohio Environmental Health Association, Inc., which shall be hereinafter referred to as the Association.

Article II: Objective

The object and purpose of the Association shall be the betterment of the health and welfare of humankind through the practice of Environmental Public Health. This shall be done by sponsoring state and regional meetings and publications, by developing methods of measuring and evaluating achievements in environmental health, the establishment of a central point of reference and education material for the membership, the procurement of cooperation with other agencies and organizations, and such other activities as will lead to the greater efficiency and professional growth of the membership.

Article III: Membership

Section 1

Membership in this Association shall be of five classes: active, honorary, student, sustaining and life members.

Section 2

Active membership shall be composed of: persons who are employed by official public health departments in the State of Ohio in full or part-time environmental health activity or the laboratory control of, or the administration of such function, persons who are engaged in research or educational work related to environmental health in Ohio, persons in retirement who were active members or eligible for active membership at the time of retirement, persons who are registered by the Ohio State Board of Sanitarian Registration, persons employed by public or private agencies who are engaged in environmental health activity; and any person who is interested in the promotion of environmental health and may be contributing to the advancement of environmental health in Ohio.

Section 3

Honorary membership shall be composed of persons whose practical or scientific knowledge relating to environmental health and whose accomplishments in that field of endeavor, entitles them to special recognition by the Association. Honorary members shall have the same privileges as Active members.

Section 4

Life membership may be conferred upon any Active member of ten or more consecutive years of membership and in good standing at time of written request, and who has retired from full-time public health or related employment, after at least twenty years of service, or on account of age, minimum of 55 years, or disability. Life members shall have the same privileges as Active members. Life members will be required to subscribe to the "Ohio Journal of Environmental Health" in order to receive this publication. The Finance Committee will determine cost annually.

Section 5

Sustaining membership may be conferred on any business, company, corporation, or association with a general interest in the Association and its objective and purpose, and a desire to contribute to its success. Sustaining members shall not be eligible to vote, serve as officers, or serve as an active member of any committee of this Association.

Section 6

Student membership may be granted to any student working toward a degree in public health sanitation, sanitary science, or environmental health or any other student who has interest in the Association, upon payment of dues hereinafter prescribed. Student members shall not be eligible to vote or serve as officers of this Association.

Section 7

Any person may make application for active, associate, student, or sustaining membership to the Secretary. At the time of application, each applicant shall acknowledge and agree to the Ohio Environmental Health Association Code of Ethics as adopted by the Board of Directors. Said applications may be referred to the Board of Directors for classification and recommendation, and if accepted, said applicant may become an Active, Associate, Student, or Sustaining member upon payment of annual membership dues. All memberships are subject to review and reclassification annually upon submission of application. Honorary and Life memberships shall be selected by the Board of Directors; nominations may be made by any active member of the Association. The nomination shall be made in writing at least sixty days prior to the Annual Meeting.

Article IV: Officers

Section 1

The officers of this Association shall be a President, a President-Elect, a Past President, a Vice President, a Vice President-Elect, a Secretary, a Treasurer, four District Directors, and four District Directors-Elect. A District Director-Elect shall be elected from each, the Northeast, Southeast, Southwest and Northwest Districts of the State in the manner such districts were designated by the Ohio Department of Health on April 1, 1964. No person can hold more than one elective office in the Association at one time.

Section 2

These officers, excluding the four District Directors-Elect, when the District Directors for their respective Districts are present and the Vice President-Elect when the Vice President is present, together with the last living Past President shall constitute a Board of Directors.

Section 3

The President-Elect and Vice President- Elect shall be elected at the Annual Meeting and continue in office one year, or until the next subsequent election. The President-Elect shall automatically succeed to the office of President and continue in office one year or until the next subsequent election. The Vice President-Elect shall automatically succeed to the office of Vice President and continue in office one year or until the subsequent election.

The Secretary shall be elected at the Annual Meeting for a two-year term in even numbered years.

The Treasurer shall be elected at the Annual Meeting for a two-year term in odd numbered years.

The District Director-Elect from each District shall be elected at each Annual District Fall Meeting. The term of office for the District Director-Elect shall begin and end on the calendar year. The District Director-Elect shall automatically succeed to the office of District Director and continue in office one year. The District Directors-Elect of each District shall be elected by the Association membership of their respective Districts and shall fulfill the duties of the District Director should they be incapable of doing so.

Section 4

Vacancies in office occurring between annual meetings may be filled by the remaining members of the Board of Directors voting thereon by ballot.

Section 5

The President and President-elect of the Association shall be a Fellow, Active, or Life Member of the National Environmental Health Association. The President, President-elect, and all officers must be registered as Registered Sanitarians or Sanitarians-in-Training with the Ohio Department of Health, and Active or Life members in good standing of the Association.

Section 6

All officers are expected to fulfill their elected terms and serve the Association in an honorable manner. As part of this expectation, officers are expected to attend each board meeting during their elected terms. With the understanding that all officers are volunteers, officers will be afforded the ability to miss no more than three meetings during each twelve-month period of their term. Officers that miss more than three meetings during a twelve-month period of their term could be removed from the board by a majority vote of the board. The officer in question shall not be afforded a vote in this circumstance.

Article V: Meetings

Section 1

The Annual Meeting of the Association shall be held at such time and place as shall be designated by the Board of Directors. A notice of at least forty-five days shall be given to the membership of the Association.

Section 2

The Board of Directors may call special meetings of the Association. A notice of at least forty-five shall be given to the members of the Association.

Section 3

The Annual District Fall Meetings of the Association shall be held at such time and place as shall be designated by the Board of Directors. A notice of at least forty-five days shall be given to the members of the Association.

Article VI: Official Publication

Section 1

The "Ohio Journal of Environmental Health", is the official publication of the Association. The publication of the Ohio Journal of Environmental Health may constitute either a paper or digital form. Publication in the "Ohio Journal of Environmental Health", in the Association's newsletter, or on the Association's website of notices of the Annual or of special meetings of the Association, or proposed amendments to the constitution, or of other notices that may be required to be given to the membership will constitute official notice to the membership provided that the notice containing such, is mailed (electronically or via postal service) or published on the Association's website at least 45 days before such meeting or proposed action. Life members will be required to subscribe to the "Ohio Journal of Environmental Health" in order to receive this publication. If the lifetime member wants to receive an electronic copy of the publication it will be free, if they would like a paper copy the cost will be determined by the Finance Committee annually.

Article VII: Gifts

Section 1

The Association, through the Board of Directors, is authorized to receive contributions, gifts, and bequests for the advancement of public health and environmental public health in Ohio.

Article VIII: Bylaws

Section 1

Bylaws not in conflict with the Constitution may be adopted to carry out the objectives and promote the affairs of the Association. The Bylaws shall be designated as chapters and sections.

Article IX: Affiliation and Cooperation with the National Environmental Health Association

Section 1

The Ohio Environmental Health Association shall be the Ohio affiliate of the National Environmental Health Association and shall receive the charter designating the Ohio Environmental Health Association as the exclusive Ohio affiliate while the charter is in effect.

Section 2

The Association shall aid, assist, and cooperate with the National Environmental Health Association in accomplishing the objectives and purposes of the National Association.

Section 3

The Board of Directors and the Membership Committee of the Association shall encourage all members and all other eligible persons to become members of the National Environmental Health Association and shall otherwise assist the National Environmental Health Association in encouraging all eligible persons to become members of the National Association.

Section 4

The current President of the Association shall be the official to represent the Association at the meetings, conferences, and other functions of the National Association. If the official delegate is unable to attend the National Association's function, the Board of Directors shall appoint an alternate. Only the expenses of the official delegate, unless otherwise authorized by the Board of Directors, shall be paid by the Association to attend a National Association function.

Article X: Amendments

Section 1

This Constitution may be amended at the compilation of all Annual District Fall Meetings or at any Annual Meeting by two-thirds vote of all active, voting members present, including those active members voting by absentee ballot. If the Constitutional amendment is to be amended at the Annual District Fall Meetings, all of the Annual District Fall Meetings shall participate in voting. Absentee ballots must be submitted seven days before the end of the Annual Meeting, to the Secretary, if the Constitution was being amended. If the Constitutional amendment is to be amended at the Annual District Fall Meetings, absentee ballots must be submitted within seven days, to the Secretary, before the end of the last Annual District Fall Meeting.

Absentee ballots must be requested from the Secretary thirty days before the beginning of the Annual Meeting if the Constitutional amendment is to take place at the Annual Meeting. Absentee ballots must be requested from the Secretary thirty days before the beginning of the first Annual District Fall Meeting if the Constitutional amendment is to take place at the compilation of the Annual District Fall Meetings.

Proposed amendments must be endorsed in writing by at least ten active members and submitted to the Secretary at least 75 days before the next Annual Meeting or the first of the Annual District Fall Meetings and that the Secretary submits as herein provided any proposed amendment to the membership for consideration. It will be the duty of the Secretary to have mailed or delivered any such proposed amendment in writing to the membership, or have published any proposed amendment in the "Ohio Journal of Environmental Health" and have mailed either by electronic or postal delivery or delivered such publication to the membership in the Association's newsletter or on the Association's website, at least 45 days before the date of the next Annual Meeting.

Bylaws:

Chapter I: Annual Dues

Section 1

The annual dues of Active members shall be sixty dollars (\$60.00). The annual dues of Student members shall be thirty dollars (\$30.00). The annual dues of sustaining members shall be sixty dollars (\$60.00). Honorary and Life members shall not be charged annual dues. Subscriptions of a physical copy of the "Ohio Journal of Environmental Health" may be purchased by individuals not eligible for Active membership for the current and actual cost of the "Ohio Journal of Environmental Health" to be determined by the Finance Committee annually. Non-members eligible for active membership in the Association may purchase the "Ohio Journal of Environmental Health" for the current cost of Association dues.

Section 2

Dues shall be paid on or before December 31st of each year for the ensuing year. Dues paid after December 31st of each year will be for the year in which they are paid. Individuals applying for Association membership for the first time or have not been an active member for three years after September 1st of the present year will be recognized as a member immediately, and their membership will not expire until December 31st the following year. No person shall vote at Annual or special meetings or otherwise participate as a member in the affairs of the Association at such meetings until their annual dues have been paid. Sixty days after January 1 of each year the Secretary shall delete the name of any persons from the membership list whose annual dues are outstanding.

Chapter II: Duties of Officers

Section 1

The President shall have general supervision of the affairs of the Association and shall preside at all business meetings of the Association and meetings of the Board of Directors. The President shall be an ex officio member of all committees. The President shall appoint all committees.

Section 2

The President-Elect shall assist the President in their duties and act in their stead when required. They shall be an ex officio member of all committees, and Chairman of the Finance Committee.

Section 3

The Past President shall assist the President and President-Elect with their duties. They shall be a member of the Finance Committee.

Section 4

The Vice President shall act in the absence of the President and President-Elect when required.

Section 5

The Vice President-Elect shall assist the Vice President and, in the absence of the Vice President shall be considered a member of the Board of Directors.

Section 6

The Secretary shall be the recorder at the meetings of the Board of Directors and the Association. They shall be custodian of the Constitution, Bylaws, minutes, records, correspondence, and property of the Association. They shall issue membership cards upon approval and payment of dues, and shall perform such other duties as may be assigned to them by the Board of Directors. They shall otherwise perform the ordinary duties of a secretary for a board of directors and an association. The Secretary will assist with the work and development of all Standing and Technical committees.

Section 7

The Treasurer shall receive all dues, subscriptions and other monies paid to the Association and shall hold or expend such monies as the Board of Directors may direct. They shall certify the correctness of all bills. They shall perform such other duties as may be assigned to them by the Board of Directors. The Board of Directors may require the Treasurer to be bonded at the expense of the Association and to an amount determined by the Board of Directors. The Board of Directors shall have the accounts of the Association audited annually by the Auditing Committee.

Section 8

The Board of Directors shall be the legal representative of the Association, and as such shall have full control of the Association. It shall hold a meeting within sixty days of the Annual Meeting and before the opening session of the next Annual Meeting. Other meetings shall be held at the call of the President, or any five members of the Board of Directors. Notice of all special meetings shall be issued by the Secretary, at least ten days in advance of such meetings, to all members of the Board of Directors. Six members shall constitute a quorum of the Board of Directors.

The Board of Directors may annually employ, contract, or otherwise secure the services of an Administrative Aide, a Legislative Aide, or other personnel necessary to adequately carry out the objectives of the Association, and shall establish the duties and compensation for these people.

Section 9

The District Directors shall plan the Annual District Fall Meetings and carry out the functions of the Association within the District.

Section 10

The District Director-Elect shall assist the District Director and, in the absence of the District Director for their respective District, shall be considered a member of the Board of Directors.

Chapter III: Committees

Section 1

Members of any Committee shall be a member in good standing of the Association.

Section 2

Following the President taking office, they shall appoint a Membership Committee, Publications, Nominations, Elections and Tellers, Public Affairs, and Auditing Committees, an Awards and Recognition Committee, and Scholarship Committee. In addition, they may appoint and designate other special committees of the membership thereof.

Section 3

The Membership Committee shall be charged with the duty of recruiting new members and encouraging payment of dues by delinquent members. The Chairperson whenever necessary shall call special meetings of the Membership Committee.

Section 4

The Publication Committee shall have full charge, subject to the direction and approval of the Board of Directors, of the publication of the "Ohio Journal of Environmental Health". The committee may prepare rules, which shall govern the preparation, acceptance, and publication of all material for the "Ohio Journal of Environmental Health".

Section 5

The Nominations, Elections and Tellers Committee Chairperson shall present at the first business session of the Annual Meeting a list of candidates composed of selections made by the Committee and of nominations offered from the floor for all elective positions of the Association due to be voted on, shall conduct the voting on amendments to the Constitution and Bylaws, and shall otherwise aid the presiding officers in matters that require the taking of a vote.

The Nominations, Elections and Tellers Committee representative shall present at the first business session of the Annual District Fall Meeting a list of candidates composed of selections made by the Committee and of nominations offered from the floor for the position of District Director-Elect, and shall otherwise aid the presiding officer in matters that require the taking of a vote.

A Teller representative of the committee will conduct the tabulation of the election results at the annual meeting and Annual Fall District Conferences.

Section 6

The Public Affairs Committee shall be charged with the responsibility of formulating, reviewing, and promoting legislation affecting environmental health. The Committee shall act as a liaison group between the membership, state agencies, public health associations, and other stakeholders on legislative matters pertaining to environmental public health.

Section 7

The Auditing Committee shall be composed of at least three active members in good standing. The Committee shall audit the books of the Treasurer immediately preceding the Annual Meeting.

Section 8

There shall be a Finance Committee with members consisting of the Past President, President, President-Elect, and Treasurer. The President-Elect shall be Chairperson. At the Board of Directors meeting in November of each year the Finance Committee shall present to the Board of Directors a budget for the conduct of activities of the Association for the following calendar year. The Finance Committee shall also study means of raising funds for financing activities of the Association and shall perform such other duties as directed by the Board of Directors.

Section 9

The Awards and Recognition Committee shall nominate and/or select from nominations submitted the recipients of Association awards and shall present their selections to the Board for final approval.

Section 10

All committees shall present a final written report to the Board of Directors and report to Association members at the Annual Meeting when requested. Progress reports shall be presented to the Secretary and the Board of Directors at such intervals, as they may deem necessary.

Section 11

The Board of Directors shall have full power to fill vacancies occurring in any of the aforesaid committees in the absence of the President.

Section 12

The President shall appoint a Scholarship Committee consisting of five (5) members. One shall be from each District, as designated by the Ohio Department of Health April 1, 1964, and the fifth shall be a member at large. The initial appointments shall be as follows:

- One for a term of 1 year
- Two for a term of 2 years
- Two for a term of 3 years

Thereafter, members of the Scholarship Committee shall be appointed for a term of three years. Members of the Committee shall be Active or Life members in good standing of the Association and be Registered Sanitarians in Ohio. Duties of the Committee shall be:

1. Review applications of potential candidates for scholarships.
2. Establish criteria and standards for evaluating candidates.
3. Present selections to the Board for final approval.

Section 13

The association will have four types of committees, Technical Committees, Ad-Hoc Committees, Standing Committees, and External Committee Representatives. Their duties

and responsibilities will be outlined in the Policy and Procedures Manual.

Chapter IV: Amendments

Section 1

The Bylaws may be amended at any annual meeting or Annual District Fall Meetings by two-thirds vote of all active members present, the proposed amendments having been endorsed in writing to the Secretary by at least ten active members.

Chapter V: Sanitarian's Registration Promotion Board, Repealed, 1990

Chapter VI: Business Meetings

Section 1

A business meeting shall be held during the first day of the Annual Meeting if the Annual Meeting exceeds one day, or during the first half of the Annual Meeting, if the Annual Meeting does not exceed one day.

Section 2

The first item of business at this business meeting shall be the presentation by the Nominations and Elections Committee of at least one candidate for each elective position due to be voted on, and the acceptance of additional nominations offered from the floor. Other business of the Association shall be considered after the nomination and presentation of candidates for elective positions.

Section 3

The President and new members of the elective positions shall take office at a business meeting immediately before the termination of the Annual Meeting. This business meeting shall be for this purpose, and business shall be limited to discussion and action pursuant to the election and voting.

Section 4

The District Directors-Elect and the District Directors shall take office on January 1.

Chapter VII: Elections of Officers and Voting

Section 1

The Nominations and Elections Committee shall conduct the annual nomination and election of officers, the voting on amendments to the Constitution and Bylaws, and shall otherwise aid the presiding officer in matters that require the taking of a vote.

Section 2

A vote shall be taken by secret ballot for candidates for elective positions, and for amendments to the Constitution and Bylaws.

Section 3

Opportunity shall be given to the membership to vote on each day that the Annual Meeting or the Annual District Fall Meetings are in session. Absentee ballots will be made available to members who are unable to attend the Annual Meeting or the Annual District Fall Meetings. Requests for ballot's are to be made in writing by electronic mail or US Postal Service to the Secretary. Requests are to be received by the Secretary at least thirty days prior to the Annual Meeting or thirty days prior to the first Annual District Fall Meeting and the ballot must be returned and received by the Secretary at least one week prior to the Meeting or first Annual District Meeting in order to be counted.

Section 4

The Nominations and Elections Committee shall take adequate safeguard to insure that only those members qualified to vote shall be permitted to vote and may make rules to insure compliance with this section.

Section 5

The candidate receiving the largest number of votes at the Annual Meeting, or the Annual District Fall Meeting shall be elected to the position for which they were nominated.

Section 6

The affirmative vote of a majority voting at the Annual Meeting shall be necessary for the passage of any resolution or the taking of any other action that is voted on by the Association, unless otherwise provided by the Constitution or Bylaws.

Section 7

After the voting is completed, a Tellers Committee, appointed by the President, shall count the votes and shall certify the results to the presiding officer who shall announce the results to the Association at the business meeting immediately before the termination of the Annual Meeting or Annual District Fall Meeting.

Chapter VIII: Conducting Of Meetings

Section 1

The rules contained in Robert's Rules of Order shall prevail in the conducting of business meetings of the Association, except where specific rules are established or are provided in the Constitution or Bylaws. The rules contained in Robert's Rules of Order shall prevail in the conducting of business meetings of all boards and committees of the Association, except where any board or committee provides specific rules for conducting the meetings.

The board is afforded the privilege of holding an executive session during any of its meetings. The board shall utilize an executive session to discuss the appointment, placement or nomination of a member to any external board, agency, commission or panel. The board is also permitted to utilize executive session to discuss pending or

potential legal action involving the association, to discuss pending or potential legislation that may affect the practice of environmental health in Ohio, and to discuss potential or pending contractual agreements. The board must obtain a majority roll-call vote to enter into and exit from an executive session, and the Secretary must properly record the vote in the official meeting minutes. All current board members will participate in the executive session, and the board may invite any guests to join the executive session should the need arise.

Association members in good standing may attend any board meeting provided they provide advanced notice to the President in order to ensure appropriate logistical arrangements can be made.

Any members in good standing that attends a board meeting, and that are not current board members, are not permitted to participate in an executive session unless they are invited to do so by a majority vote of the board.

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