

**POLICY AND PROCEDURES MANUAL**

**OHIO ENVIRONMENTAL HEALTH ASSOCIATION**

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## INTRODUCTION

The purpose of this manual is to provide a guide for the officers and committee chairpersons of the Ohio Environmental Health Association relative to the practices and procedures of the Association. In this document the Ohio Environmental Health Association is hence called the Association.

Some of the material in this manual has been abstracted from the Constitution and By-Laws of the Association. Nevertheless, benefit can be gained by all officers and committee chairpersons becoming familiar with the contents and by referring to the manual for procedural assistance.

Those who use this manual shall submit recommendations for revision in order to help keep it up-to-date. All recommendations for revisions shall be submitted to the President in writing for consideration by the Board of Directors.

**A digital copy of this manual will be maintained by the administrative aide and also available on the association website.**

## TRAVEL

### 1. References

National Environmental Health Association's policy and procedure manual.

### 2. Purpose

To provide an established means whereby the Association may provide and account for compensation of approved travel expenses incurred by its officers, employees, and/or members.

### 3. Background

Interests of the Association require considerable travel by various individuals in order to participate effectively in a wide variety of environmental and public health programs and functions.

An orderly and established system is necessary so that: 1) proper accountability of Association funds is assured; 2) individuals accomplishing approved travel may be properly compensated; and 3) the mission of the Association is achieved.

### 4. Policy

The Association arranges for representation at meetings, conferences, hearings, seminars, etc., by individuals best suited by knowledge and experience to address the specific situation. In conjunction with assuring the best qualified representation, frugality is essential.

### 5. Procedures

- A. During the budgeting process, estimates of travel expense to be incurred are to be made - - specific insofar as is possible as to time, place, purpose, cost, and for who requested.
- B. Local travel by personal vehicles on Association business shall be reimbursed on a per-mile basis at current IRS rate provided that approval is granted by the President. The President must notify the Board of Directors by the next meeting. (Note: Mileage rate will be adjusted semi-annually per IRS standards.)
- C. Travel records showing dates, destination and purpose of trip shall be completed and submitted to the Treasurer. There shall be daily itemization and inclusion of receipts for: parking fees, airfares, and taxis, etc. The record shall be submitted within fourteen (14) days after completion of travel.
- D. Cash advances for travel may be issued by the Treasurer with approval of the Board of Directors. Any overpayment of the actual cost, as per travel voucher,

shall be repaid to the Association within fourteen (14) days of submission. Any underpayment made pursuant to an advance shall be paid to the individual submitting the travel record within fourteen (14) days after record submission.

- E. Group meetings such as those of the Board of Directors shall be handled in a manner similar to other travel.
- F. Travel by air shall be at the coach rate or less, unless absolutely precluded by extenuating circumstances.
- G. Reimbursement for national or state travel by personal vehicle may be reimbursed at the established per-mile rate in a total amount not to exceed the coach rate air fare.
- H. The Board of Directors sets the limits for associated travel expenditures and records limits in the minutes of the November board meeting. Any such limits shall be based on average costs for such services in various cities and/or areas.

## FOOD AND LODGING

### 1. Reference

National Environmental Health Association's policy and procedure manual.

### 2. Purpose

To provide an established means whereby the Association may provide and account for compensation of food and lodging expenses incurred by its officers, employees, and/or members.

### 3. Background

Interests of the Association require individuals to represent the Association in different cities. An orderly and established system is necessary so that: 1) proper accountability of association funds is assured; 2) individuals under approved per diem funding may be properly compensated for food and lodging (i.e., room and board); and 3) the mission of the Association is achieved.

### 4. Policy

The Association sends individuals to represent it at various meetings, conferences, hearings, seminars, social events, etc., and the Associations representatives must be reimbursed for incurred food or lodging expenses or have such expenses pre-paid by the Association.

### 5. Procedures

- A. During the budgeting process, estimates of food and lodging expenses to be incurred are to be included.
- B. Food and lodging expenses will vary as to time and location. Therefore, a per diem rate may vary from year to year.
- C. Records should contain the dates, purpose and receipts of all reimbursable food and lodging expenses. The records shall be submitted within fourteen (14) days after completion of the trip.
- D. Cash advances for per diem expenses may be issued by the Treasurer with approval of the Board of Directors. Any overpayment of the actual cost, as per travel voucher, shall be repaid to the Association within fourteen (14) days of completion of the travel. Any underpayment made pursuant to an advance shall be paid to the individual submitting the travel record within fourteen (14) days after record submission.

- E. The Board of Directors sets the limits for association per diem expenditures and records limits in the minutes of the November meeting of the coming year.
- F. All food and lodging (per diem) expenses shall not exceed current per diem reimbursement for said geographical area.
- G. Any meals associated with the travel will be covered except regular board meetings and the Annual Educational Conference.
- H. Lodging expense for the President shall be covered by the Association at the annual conference and at district fall meetings.

## THE PRESIDENT - DUTIES AND PROCEDURES

### 1. General

The President is the chief executive officer of the Association. He/she is responsible for the efficient, visionary operation of the organization and serves the interest of Public Health. He/she guides the Association towards the realization of its purpose and goals. The President is accountable for the effective functioning of the officers and committees within the Association.

### 2. Specific Duties and Procedures

- A. Take office at the business meeting immediately prior to the termination of the annual meeting.
- B. Preside at all business meetings. He/she may also preside at general sessions of the annual meeting.
- C. Preside at the Board of Directors meetings.
- D. Appoint all committees, unless otherwise provided by the Constitution and By-laws. Immediately upon taking office, appoint the following committee chairpersons and committee members:

Membership/Professional Development	Exhibits
Food	Resolutions
Sewage	Archives
Water	Constitution and By-Laws
Auditing	Award & Recognition
Professional Development	Scholarship
Lead	
Publication	
Nomination & Election	
Public Affairs	
Solid Waste	
Swimming Pools/Spas	
Teller	

The President may permit the chairperson(s) to select their own committee members. The President is responsible for submitting the duties and procedures of the chairperson of any newly formed committee. The President submits the information to the Constitution and By-Laws Committee for review and forwarded to the Board of Directors for approval.

- E. In addition to the above required committees, the President may appoint such other special committees as he/she may deem necessary. He/she may appoint committees or persons to assist the National Environmental Health Association in accomplishing its objectives.
- F. Serve as Ex Officio member of all committees.
- G. Serve as a member of the Finance Committee.

- H. Call special meetings of the Board of Directors. Written notice of special meetings shall be issued by the Secretary or President at least 10 days in advance.
- I. He/she, or a representative appointed by the Board of Directors, shall represent the Association as a member of the Council of Delegates of the National Environmental Health Association.
- J. He/she, or their appointed representative, shall represent the Association at meetings of other professional organizations; agencies; and hearings of interest and importance to the Association.
- K. Select, at his/her discretion, a recipient or recipients of the President's Award.
- L. Preceding the termination of office, the President shall have all material related to the office organized so that he/she may hand it to the incoming President.

## THE PRESIDENT-ELECT - DUTIES AND PROCEDURES

### 1. General

The purpose of the office of President-Elect is to observe the function and duties of the President. It is, therefore, extremely important that the President-Elect take an active interest in all activities of the Board of Directors and various committees. With this intimate relationship, the President-Elect can become fully acquainted with Association activities and can, thereby, assume his/her presidential duties more efficiently.

### 2. Specific Duties and Procedures

- A. Take office at the business meeting immediately prior to the termination of the annual meeting.
- B. Succeed to the presidency at the end of his/her term as President-Elect.
- C. Serve as a member of the Board of Directors.
- D. Assist the President and act in his/her stead, in accordance with the Constitution and By-Laws.
- E. Serve as Ex-Officio member of all committees.
- F. The President-Elect will serve as chairperson of the Finance Committee. In November of each year, he/she shall submit to the Board of Directors a budget for the Association for the period of January 1 through December 31 of the following year.
- G. Familiarize themselves with functions of the various committees by attending committee meetings; requesting copies of reports and correspondence provided to the President and by reviewing committee activities with the President.
- H. He/she, or their appointed representative, shall act as Parliamentarian.
- I. Preceding the termination of office, the President-Elect shall have all material related to the office organized so that he/she may hand it to the incoming President-Elect.

## THE VICE-PRESIDENT - DUTIES AND PROCEDURES

### 1. General

The Vice-President is the second highest ranking officer elected by the membership at the annual meeting.

### 2. Specific Duties and Procedures

- A. Take office at the business meeting immediately prior to the termination of the annual meeting.
- B. Serve as a member of the Board of Directors.
- C. Act in the absence of the President and President-Elect, according to the Constitution and By-Laws.
- D. Serve as coordinator for the annual meeting.
- E. Preceding the termination of office, the Vice-President shall have all material related to his/her office organized so that he/she may hand it to the incoming Vice-President.

## THE SECRETARY - DUTIES AND PROCEDURES

### 1. General

The Secretary is an officer of the Association for a term of two years (elected in the even numbered years) and a member of the Board of Directors. He/she is the custodian of official records and transacts normal business of the Association.

### 2. Specific Duties and Procedures

- A. Take office at the business meeting immediately prior to the termination of the annual meeting.
- B. Serve as a member of the Board of Directors and attends all Board meetings.
- C. Keep complete records of all proceedings of the Association and the Board of Directors.
- D. Record the minutes of the annual business meeting (including recording recipients of the Association Awards) and furnishes copies to the Board of Directors. Read minutes at the succeeding annual meeting.
- E. Record minutes of the Board of Directors' meetings. Furnish copies of the minutes to Board members, the editor of the *Ohio Journal of Environmental Health* and other interested persons as may be designated by the President.
- F. Work closely with any committee needing assistance, particularly the Membership/Professional Development; Publications; Nominations and Elections; Public Affairs; Finance; Resolutions and Awards Committees.
- G. Work with the Nominations and Elections Committee in the matter of absentee ballots. Receive requests from members for absentee ballots at least six weeks prior to the annual business meeting. Mail/Email ballots to the absentee members at least four weeks prior to the annual business meeting. Receive completed ballots at least one week prior to the annual business meeting in order to be counted.
- H. Carry out all duties assigned by the President and Board of Directors.
- I. Coordinate the activities of the Administrative Aide relating to the secretarial and record keeping functions of the Association.
- J. Preceding the termination of office, the Secretary shall have all material related to his/her office organized so that he/she may hand it to the incoming Secretary.
- K. Offer assistance to the incoming Secretary in order to familiarize him/her with the operational duties of this office.

## THE TREASURER - DUTIES AND PROCEDURES

### 1. General

The Treasurer is an officer of the Association for a term of two years (elected in the odd numbered years) and a member of the Board of Directors. He/she is accountable for all Association funds. He/she collects and disburses monies in accordance with the Constitution and By-Laws, under the direction of the Board of Directors. He/she is responsible for maintaining accurate financial records in order that the financial status of the Association may be assessed at any time.

### 2. Specific Duties and Procedures

- A. Take office at the business meeting immediately prior to the termination of the annual meeting.
- B. Serve as a member of the Board of Directors and attends all Board meetings.
- C. Responsible for disbursing all monies by check or electronic means.
- D. Establish and maintain a procedure for entering all receipts and expenditures.
- E. Establish line items to coincide with the annual budget adopted by the Board of Directors.
- F. Present a financial statement at each Board of Directors meeting, including receipts, expenditures, and total monies on hand.
- G. Advise the Board of Directors concerning financial matters, i.e., recommendations regarding money market, certificate of deposit, etc.
- H. Serves as a member of the Finance Committee.
- I. Assist the Audit Committee in accomplishing their assigned task.
- J. When called upon, assist other committees.
- K. Attend and present a written, comprehensive financial report at the annual business meeting.
- L. Provide the Scholarship Committee Chair Checks for the Scholarship Winners at the Annual Conference.
- L. Direct the activities of the Administrative Aide as they relate to receiving and disbursing monies
- M. Direct the District Director's financial activities including establishing standardized accounting procedures and practices. At the direction of the Board,

limit the total amount of funds that can be carried over in the District Director's business checking account at the end of the calendar year.

- N. Preceding the termination of office, the Treasurer shall have all material related to his/her office organized so that he/she may hand it to the incoming Treasurer.
- O. Offer assistance to the incoming Treasurer in order to familiarize him/her with the operational details of this office.

## THE DISTRICT DIRECTORS - DUTIES AND PROCEDURES

### 1. General

The office of District Director was established in order to provide district representation on the Board of Directors, and thereby provide a closer working relationship between the members and the activities of the Association. The District Director's main duty is to keep the membership informed of Association activities and encourage membership.

### 2. Specific Duties and Procedures

- A. Take office as District Director-Elect on January 1, of the year following their election at the Annual District Fall Meeting; take office as District Director the following January 1.
- B. Serve as a member of the Board of Directors.
- C. Act as Chairperson or coordinator for the Fall District Meetings which includes securing nominations for awards.
- D. Represent the Association at district meetings of related organizations and agencies, as directed by the President.
- E. Act as liaison between the members and the Board of Directors.
- F. Promote various functions of the Association.
- G. Work with the Membership / Professional Development Committee and the Administrative Aide in promoting increased district membership.
- H. Establishing committees in the District as needed.
- I. Preceding termination of office, District Directors shall have all material related to their office organized so that they may hand it to incoming District Directors.
- J. The District Director shall return his/her manual to the Administrative Aide at the end of their term.

### 3. Management of District Funds

- A. An allocation for each District shall be established by the Finance Committee and approved by the Board of Directors each year as part of the annual budget.
- B. The District allocation may be obtained by the District Director from the Treasurer at any time.

- C. The District Director is to keep an account of all monies spent in accordance with guidelines established by the Treasurer. A written account of funds with receipts for all expenditures is to be submitted to the Board of Directors at the December meeting following each District Educational Conference.
  
- D. The District Directors may, with the approval of the Board, establish an account in their district. The amount that is held over in this account is only to be the minimum that is required to keep the account open at the banking facility unless otherwise specified by the State Treasurer. All money not expended in any year is to be returned to the State General Account unless specified by the State Treasurer.

## DISTRICT ALLOCATION

### 1. Purpose:

To provide a guideline for the use of funds allocated to the district for educational meetings and informational purposes.

### 2. Procedures:

- A. The Finance Committee shall establish the allocation of funds that will be made available to each district for the conduct of their business.
- B. The financial allocation given to the districts will only be made available to cover the following expenses:
  - 1. Materials and postage for district newsletters.
  - 2. Registration material and mailing for educational conferences.
  - 3. Speakers fees.
  - 4. Speakers expenses.
  - 5. Meeting room costs for educational meetings and program planning committee meeting.
- C. Additional costs of the meetings must be met through the charge of a registration fee. The following items should be covered by the registration fee and not by the general educational meeting budget:
  - 1. Coffee.
  - 2. Banquet or luncheons and non-professional entertainment such as speakers, music, etc., that is not of an environmental health nature.
  - 3. Surplus expenses as listed in 2 above.
  - 4. Conference "hand outs" or "gifts".
  - 5. District contribution to the George Eagle fund.
  - 6. Door prizes.
  - 7. Awards other than the established District and State Awards.
- D. At the December Board of Directors meeting each district director must present the financial statement for his/her district. This statement must reflect what expenses the district allocation covered and shows that they were allowable expenses.
- E. Surplus funds from the registration fee or from the unspent meeting allocation shall be returned to the State General Account. Surplus costs may be borne by the State General Account.

## THE PAST PRESIDENT - DUTIES AND PROCEDURES

### 1. General

The Past President has spent a number of years actively participating in the operation of the Association. He/she shall continue to be an active member of the Board of Directors for one year, assisting the Association in continual growth.

### 2. Specific Duties and Procedures

- A. Serve as a member of the Board of Directors.
- B. Serve as a member of the Finance Committee.
- C. Assist the President with various duties assigned him/her by the President or the Board of Directors.
- D. Preceding the termination of office, the Past President shall have all material related to his/her office organized so that he may hand it to the succeeding Past President.

## THE BOARD OF DIRECTORS - DUTIES AND PROCEDURES

### 1. General

The Board of Directors is authorized to act as the legal representative of the Association and, as such, has full control of the Association. Its duties and responsibilities are to expedite matters of business that are presented to the Association, to carry on the business of the Association, and to make decisions and establish policy according to the Constitution and By-Laws.

- A. The Board consists of 10 members: president, president-elect, vice president, secretary, treasurer, four directors (one from each district) and the last living past president.
- B. Each member is expected to attend all Board meetings. Members unable to attend the scheduled monthly meeting should notify the President or Administrative Aide at least one week before the scheduled meeting.
- C. Six members constitute a quorum.
- D. Any five members may call a special meeting of the Board. The Secretary will notify all Board members ten (10) days in advance.
- E. Vacancies occurring on the Board between annual meetings may be filled by the remaining members of the Board of Directors voting thereon by ballot.

**NOTE:** (1) Ohio Corporation Law, Ohio Revised Code; Section 1702.55, provides that members of Association Boards or Committees are not liable for acts of the Association. (2) Any changes in the “Articles of Incorporation” must be filed with the Secretary of State in the prescribed manner. (The filing of Constitution and/or By-Laws is not required.)

### 2. Specific Duties and Procedures

- A. Designate time and place of the annual meeting in accordance with the Constitution and By-Laws.
- B. Direct procedure of annual meeting and any other meetings conducted by the Association.
- C. Direct and approve the Association’s publication, the *Ohio Journal of Environmental Health*.
- D. Cooperate with the National Environmental Health Association in accomplishing its objectives. Encourage all Association members and other eligible persons to become members of the National Environmental Health Association.

- E. Appoint one or more official delegates to represent the Association at meetings of the National Environmental Health Association.
- F. Assist in recruiting persons or committees to assist the National Environmental Health Association.
- G. Encourage all eligible persons to become members of the Ohio Environmental Health Association.
- H. Assist in filling committee vacancies.
- I. Request, as needs demand, final written reports from committees and boards in sufficient time to be included on the agenda of the annual meeting.
- J. Review and act on nominees for the Association's awards recipients.
- K. Select honorary and life memberships in accordance with the Constitution and By-Laws.
- L. Receive gifts, contributions, and bequests on behalf of the Association.

## COMMITTEES - STANDING AND AD HOC

The various committees of the Association are its task force. It is through the work of these committees that many accomplishments of the Association are realized.

There are ten committees designated by the Constitution and By-Laws. Except as specified in the Constitution and By-Laws, the President appoints all committees. The President may appoint special committees to perform specific tasks as needs arise.

It is a duty of each committee chairperson to prepare a budget of anticipated committee expenses and to submit it to the Finance Committee by the October Board of Directors' meeting. Changes of committee financial needs should be reported to the Board of Directors when such need becomes apparent.

It is a further duty of each committee chairperson to report progress of activities to the Board of Directors as directed by the President and to submit a written report to the Board of Directors and upon request, to the Association's membership at the annual meeting.

### STANDING COMMITTEES

1. Membership /Professional Development
2. Publications
3. Nominations and Elections
4. Public Affairs
5. Auditing
6. Awards and Recognition
7. Scholarship
8. Finance
9. Tellers

### AD HOC COMMITTEES

1. Resolutions
2. Archives
3. Constitution and By-Laws
4. Exhibits

## MEMBERSHIP /PROFESSIONAL DEVELOPMENT COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Membership / Professional Development Committee assists the Administrative Aide, specifically in the collection of dues and in developing ways and means of membership promotion. It also acts to promote professional development among membership.

### 2. Specific Duties and Procedures

- A. Prepare and submit a proposal for all special expenditure requests to the Board of Directors for approval, when necessary.
- B. Undertake active promotion of new membership and reinstatement of inactive members of the Association and National Environmental Health Association. (The Administrative Aide maintains a file of inactive members.)
- C. Study and develop methods to improve, speed up, and clarify collection of dues in cooperation with the Administrative Aide.
- D. Encourage and assist with collection of dues from delinquent members by December 31 of each year.
- E. Be prepared to submit a final committee report to the President and upon request, to the membership at the annual meeting.
- F. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.
- G. Upon a three year lapse of membership, the applicant will be considered a new member.
- H. Identify and promote ways of professional development of membership.
- I. Work with the Annual Educational Conference Planning Committee as well as District Planning Committees to provide educational opportunities to members on a variety of topics related to environmental health.

## PUBLICATIONS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Publications Committee, in cooperation with the Board of Directors, is responsible for the publication of the *Ohio Journal of Environmental Health* and for the awarding of the Annual Publication Awards. The *Ohio Journal of Environmental Health* is hence referred to as either the *Journal* or *OJEH*.

### 2. Specific Duties and Procedures

- A. Prepare and submit to the Finance Committee an anticipated budget for the succeeding year by the October Board of Directors meeting.
- B. Publish four journals each year.
- C. Encourage the interchange of publications with related organizations.
- D. Submit a final committee report to the President and upon request, to the membership at the annual meeting.
- E. Preceding the termination of the committee chairperson's appointment, all material related to the Committee will be so organized that it may easily be transferred to the succeeding chairperson upon appointment.

### 3. Publication Awards

- A. Annually, the Publications Committee will present two awards:
  - 1. State of Ohio Publications Award: This award covers previous calendar year. Each original article appearing in the *OJEH* during this period. Winners receive a one year free OEHA membership, a special plaque, and the opportunity to present their paper at the Annual Education Conference. Winners will be recognized in the *Journal*. Winners of this award are not eligible for the District Awards.
- B. Voting: The Publications Committee selects the Award winners by the means of a secret balloting system. Each Committee member is entitled to one vote for each award. The Editor will only vote to break ties.
- C. Multiple Authors: Only one plaque will be awarded listing all of the author's names. The number of free OEHA memberships is generally limited to one per award, but may vary upon the discretion of the Publications Committee and the Association's Board of Directors.

## NOMINATIONS AND ELECTIONS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Nominations and Elections Committee assembles, prepares, and presents the ballot to the membership at the annual business meeting. The Committee conducts the voting procedure for the election of officers and proposed amendments to the Constitution and/or By-Laws.

### 2. Specific Duties and Procedures

- A. When necessary, prepare and submit to the Board of Directors a proposal for all special expenditures for approval.
- B. Regarding candidates:
  - 1. Assure candidates meet criteria outlined in the Constitution and By-Laws.
  - 2. Obtain prospective candidate's permission to place name on ballot and request biographical resume from each candidate.
  - 3. Submit ballot and biographical resumes to the editor of the *Ohio Journal of Environmental Health*.
- C. Regarding the ballot:
  - 1. Arrange for printing.
  - 2. Work with the Secretary in the matter of absentee ballots. Absentee ballots will be made available to members who are unable to attend the annual business meeting. Persons wishing an absentee ballot must notify the Secretary at least six weeks prior to the meeting. Ballots will be sent to absentee members at least four weeks prior to the meeting and must be received by the Secretary at least one week prior to the meeting in order to be counted.
  - 3. Provide space on the ballot for nominations made from the floor at the annual business meeting.
  - 4. Include proposed amendments to the Constitution and/or By-Laws.
- D. Regarding the election:
  - 1. Present the ballot at the annual business meeting as the first item of business.
  - 2. Receive nominations from the floor, verify eligibility and receive permission.

3. Arrange for voting by a secret ballot in a central and convenient area.
  4. The polls shall be open during each day of the Annual Educational Conference.
  5. Close polls in sufficient time to allow tabulation and reporting of vote at the last business session of the conference.
- E. Submit a final committee report to the President and, upon request, to the membership at the annual business meeting.
- F. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

## PUBLIC AFFAIRS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Public Affairs Committee is charged with the responsibility of formulating, reviewing and promoting legislation affecting environmental health. The committee acts as a liaison group between the membership and various state agencies and/or departments. The primary duty of the Public Affairs Committee is to review proposed legislation related to environmental health and to present an analysis and recommendations for action to the Board of Directors.

### 2. Specific Duties and Procedures

- A. Prepare and submit to the Finance Committee an anticipated budget for the succeeding year by the October Board of Directors' meeting.
- B. Review and make recommendations to the Board of Directors on proposed state and federal legislation.
- C. Review and analyze proposed public health legislation.
- D. Assist the Board of Directors and/or special assistant in promotion of environmental health legislation.
- E. Act as a liaison with the Board of Directors to the various state agencies or departments on legislative matters.
- F. Develop and maintain liaison with Ohio Public Health Association, Association of Ohio Health Commissioners, Ohio Association of Board of Health and other related associations.
- G. Keep the membership informed by reporting through the *Ohio Journal of Environmental Health*, at district OEHA meetings and by special newsletter.
- H. Recruit any committee chairpersons, committee members or knowledgeable members to give testimony at state and federal hearings.
- I. Work with the President and the Board of Directors to draft position papers, proposals, current or proposed legislation, rules and regulations.
- J. Submit a final committee report to the President and, upon request, to the membership at the annual business meeting.
- K. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

## AUDITING COMMITTEE - DUTIES AND PROCEDURES

### 1. General

It is the responsibility of the Auditing Committee to audit the books of the Association to determine that accounts are in order and maintained in accordance with standard business practices. A report of the audit is presented to the Association at the annual meeting.

### 2. Specific Duties and Procedures

- A. Contact the Treasurer, at least two months prior to the annual meeting, to establish date of audit.
- B. Perform audit at least two weeks preceding the annual meeting.
- C. Prepare written report of audit.
- D. Present report at the annual meeting, immediately following the Treasurer's report.
- E. Be prepared to submit a final committee report to the President and to the membership at the annual meeting.
- F. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

## AWARDS AND RECOGNITION'S COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Association honors its membership by recognizing individual achievement through the presentation of annual awards. The Awards and Recognition Committee shall nominate and/or select from nominations submitted, the recipients of Association awards. The committee shall present their selections to the Board of Directors for approval.

### 2. Specific Duties and Procedures

- A. Prepare and submit to the Finance Committee an anticipated committee budget for the succeeding year by the October Board of Directors' meeting.
- B. Regarding promotional activities:
  - 1. Encourage submission of nominees (including NEHA awards) through articles in the *Ohio Journal of Environmental Health*, and District newsletters.
  - 2. Inform membership of deadline for submission of nominees.
- C. Regarding selection of recipients:
  - 1. Review and investigate nominations in line with criteria established in the Awards and Recognition Committee Manual. Refer to the Administrative Aides membership records for pertinent information.
  - 2. Acquire all information needed in order to make proper final selection.
  - 3. Submit final selection to Board of Directors' February meeting for Board approval.
  - 4. Request and obtain President's selection for recipient of President's award.
- D. Regarding preparation of awards:
  - 1. Order award plaques. Wording of plaques and suggested company where plaques can be obtained is included in the Awards and Recognition Committee Manual. Notify the Board of Directors of award recipients in February if possible.
  - 2. Order the Past President's gavel which is customarily given to the outgoing President.

3. Obtain Life and Honorary Membership Certificates from the Administrative Aide.
- E. Regarding presentation:
1. Select the person to present individual awards (usually the person making the nominations).
  2. Formally notify recipients. Invite recipients to be guests of the Association at the Annual Awards Presentation (recipient's spouse is usually extended a guest invitations).
  3. Arrange for award presentation with the Annual Educational Conference Planning Committee and District Planning Committees.
  4. Prepare outline of program presentation for benefit of person presiding at awards presentation if requested.
  5. Arrange for all plaques and certificates to be at awards presentation for AEC and District Conferences.
  6. Arrange for Past President's gavel presentation at final business session of Annual Educational Conference.
- F. Submit a final committee report to the President and, upon request, to the membership at the annual business meeting.
- J. Recommend revisions of the Awards and Recognition Committee Manual, including the President's copy, as needed.
- K. Coordinate Judging for the State Science Fair award.
- H. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it maybe transferred to the succeeding chairperson upon appointment.

## SCHOLARSHIP COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Scholarship Committee establishes the criteria and standards for the evaluation of scholarship candidates. The Committee reviews applications of candidates, and awards scholarships with the approval of the Board of Directors.

### 2. Specific Duties and Procedures

- A. Prepare and submit to the Finance Committee an anticipated committee budget for the succeeding year by the October Board of Directors' meeting.
- B. Establish the criteria and standards for evaluating candidates.
- C. Publicize the scholarship in the *Ohio Journal of Environmental Health* and by other available means.
- D. Review applications of candidates for scholarships.
- E. Select eligible candidates and refers those selections to the Board of Directors for approval at the February Board Meeting.
- F. Award scholarships to selected candidates at the Annual Educational Conference.
- G. Submit a final committee report to the President and, upon request, to the membership at the annual meeting.
- H. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

## FINANCE COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Finance Committee prepares the annual budget for the succeeding calendar year. The committee studies and recommends means of raising operating funds and performs such other duties as instructed by the Board of Directors. In accordance with the Constitution and By-Laws, the Finance Committee is composed of the Past President, President, President-Elect, and the Treasurer, with the President-Elect serving as chair.

### 2. Specific Duties and Procedures

- A. Study past receipts, expenditures, and proposed activities of the Association.
- B. Pursue means of raising operating funds.
- C. Obtain anticipated budgets of officers and committee chairpersons by October of each year.
- D. Prepare the Association's budget in October.
- E. Present the annual budget to the Board of Directors for approval at the November board meeting.
- F. Carry on committee activities as instructed by the President and Board of Directors.

## TELLERS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Tellers Committee conducts the tabulation of the election at the annual meeting as stated in Chapter VII of the Constitution and By-Laws.

#### **NOTE:**

The procedure described herein shall prevail unless otherwise provided for by special action of the Board of Directors or by the Constitution and By-Laws. Further, the Constitution and By-Laws states that *Robert's Rules of Order* shall prevail at business meetings of the Association unless they are in direct conflict with existing rules established by the Association, its boards and committees.

### 2. Specific Duties and Procedures

- A. Refer to Constitution and By-Laws for instruction and information concerning tabulation of vote.
- B. Establish tentative plan for tabulating vote in order to assure prompt and accurate results.
- C. Collect ballot boxes at close of final voting period.
- D. Regarding tabulation:
  - 1. Candidate receiving largest number of votes is elected to position for which nominated.
  - 2. Affirmative vote of a majority of the ballots cast is necessary for passage of resolutions or other action voted on by the Association unless otherwise provided for by the Constitution and By-Laws.
  - 3. Amendments to the Constitution require the affirmative vote of two-thirds of the ballots cast.
  - 4. Amendments to the By-Laws require the affirmative vote of two-thirds of the ballots cast.
- E. Regarding election results:
  - 1. Present certified results to the presiding officer.
  - 2. Presiding officer announces election results at the business session immediately preceding termination of the annual meeting.
  - 3. Presiding officer requests motion to destroy the ballots.
  - 4. Destroy ballots after election results have been accepted into the records.

## RESOLUTIONS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The general responsibility of the Resolutions Committee is to act in an advisory capacity to the Board of Directors in matters of resolution.

### 2. Specific Duties

- A. Receive resolutions from members, committees, and the Board of Directors.
- B. Review and develop resolutions, classifying each as policy or non-policy of the Association.
- C. Submit written recommendations to the Board of Directors on each resolution.
- D. Submit a final committee report to the President, and upon request, to the membership at the last business meeting of the Annual Educational Conference.
- E. Prepare and submit to the Finance Committee an anticipated committee budget for the succeeding year by the October Board of Directors' meeting.
- F. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

### 3. Procedures

- A. For resolutions expressing thanks, gratitude, appreciation, etc., for service to the Association:
  - 1. The committee shall prepare the resolution to be presented to the Board of Directors during its meeting immediately prior to the Annual Educational Conference.
  - 2. The Board shall approve or disapprove presentation of the resolution to the general membership.
  - 3. The chairperson shall present Board approved resolutions to the general membership during the last business meeting of the Annual Educational Conference for action.
- B. For resolutions that express a professional position on public health or public policy issues:
  - 1. A call for resolutions expressing a professional position or public policy issues may be published in the Fourth Quarter issue of the *Ohio Journal of Environmental Health*.

2. The committee or an active member must submit resolutions to the Board of Directors at least 60 days prior to the opening business meeting of the Annual Educational Conference.
  3. The Board shall act on such resolution at least 30 days prior to the opening business meeting of the Annual Educational Conference, whether to approve or disapprove submission to the general membership for action.
  4. If a resolution is approved for submission to the general membership, if possible, it shall be published in the *Ohio Journal of Environmental Health* immediately preceding the Annual Educational Conference. The Board may choose to mail each member a copy of the resolution at least 10 days before the first business meeting of the Annual Educational Conference. In any case, copies of the resolution shall be distributed to each registrant of the Annual Educational Conference. There shall be time provided during the first business meeting of the Annual Educational Conference for discussion and debate of the resolution.
  5. A resolution containing technical data or information shall be reviewed by the technical committee having the appropriate expertise. This committee shall make a recommendation to the Board prior to the approval or disapproval of the resolution by the Board.
  6. Upon approval of the Board, the Chairperson shall moderate the discussion and debate of the resolution during the first business meeting of the Annual Educational Conference.
  7. The chairperson shall present Board approved resolutions to the general membership during the last business meeting of the Annual Educational Conference for action.
- C. Chairperson shall forward all approved resolutions to the appropriate parties.
- D. Copies of all resolutions shall be forwarded to the Association's Secretary for inclusion in the permanent files.

## CONSTITUTION AND BY-LAWS COMMITTEE - DUTIES AND PROCEDURES

### 1. General

The Constitution and By-laws Committee accept proposed amendments to the Constitution and By-Laws and puts them into a final form for presentation to the membership prior to the annual meeting.

### 2. Specific Duties and Procedures

- A. If necessary, prepare and submit to the Board of Directors a proposal for all special expenditures for approval.
- B. Accepts proposed amendments, signed by at least 10 active members, submitted to the Secretary and/or the Committee at least 60 days prior to the next annual meeting.
- C. Prepares and submits proposed amendments to the Secretary and the Editor of the *Ohio Journal of Environmental Health*. Proposed amendments must be delivered to the membership at least 30 days before the date of the annual meeting.
- D. Assures the Nominations and Election Committee has a final and correct copy of proposed amendments to the Constitution and By-Laws to be included on the ballot for vote by the membership at the annual meeting.
- E. Maintain the updated version of the Constitution and By-Laws.
- F. Preceding the termination of appointment, the committee chairperson shall have all material related to the Committee organized so that it may be transferred to the succeeding chairperson upon appointment.

## ADMINISTRATIVE AIDE - DUTIES AND PROCEDURE

### 1. General

The Administrative Aide helps the Association to function smoothly by providing a central office with a mailing address and telephone number where the Association's office equipment, banner and records are kept. The Administrative Aide also provides secretarial and clerical help to the officers and committee chairpersons as directed by the Board.

### 2. Specific Duties and Procedures

- A. Monitors OEHA Website Membership Database.
- B. Sends out dues notices to the members and second notices to delinquent members under the direction of the Board.
- C. Keeps complete and accurate records of dues paid.
- D. Furnishes a list of Association membership to the Board when requested.
- E. Answers Association mail or forwards it to the person who can, also include telephone or email correspondence.
- F. Classifies money received by the Association and deposits it into accounts designated by the Board.
- G. Request payment of bills by the Treasurer with the Board's approval.
- H. Attends all Board meetings as necessary.
- I. Keeps a supply of envelopes, stationery, membership applications, etc., ordering more when needed.
- J. Keeps an accurate record of contracts for advertising in the *Journal*, notifying the editor in ample time of those ads scheduled to appear in each *Journal*. Bill advertisers of the *Journal*.
- K. Assists the committee chairpersons with their duties as requested including typing ballots, writing to potential exhibitors, completing 3rd class mailings if over 200 pieces and requested by the chairperson. He/she also answers questions regarding eligibility of possible recipients of Life membership and awards.
- L. Keeps the Board supplied with the list of names and addresses of Board members and committee chairpersons.

- M. Makes a written report at each Board meeting of the membership status.
- N. Assists the Treasurer as needed with financial reports.
- O. Helps with the annual meeting in the following ways:
  - 1. Takes charge of registration at the meeting.
  - 2. Makes up pre-registration packets.
  - 3. Makes up name tags.
  - 4. Coordinates with the Treasurer to assure all money collected at the conference is deposited in a timely manner.
- P. Keeps the original electronic copy of the Procedures Manual
- Q. Maintains general correspondence for the Association.
- R. Maintains the keys to the archives storage unit.

## APPENDIX I - CALENDAR OF MONTHLY ACTIVITIES

The Calendar of Monthly Activities is intended as an additional aid to the officers and committees of the Association. It is set up to correspond with the Association's operational year and contains items of routine activity for each month of the operational year. Meetings may be cancelled at the discretion of the Board and may occur in person or remotely using telephone or visual technology.

### MONTH OF MAY

1. New Board of Directors holds first regular meeting.
  - A. Announce committee appointments.
  - B. Begin looking for location for Annual Educational Conference 2 years hence.
  - C. Give voting instructions to NEHA-AEC delegate.
  - D. Review Annual Educational Conference just passed.
2. President provides list of new officers and committees, including changes of address to:
  - A. The Board of Directors.
  - B. Editor of the *Ohio Journal of Environmental Health*.
  - C. NEHA headquarters (include name of delegate to NEHA-AEC).
  - D. Cooperating agencies and organizations.

### MONTH OF JUNE

1. Board of Directors regular meeting.
2. NEHA Annual Educational Conference - OEHA delegates attending.
3. All material needs to be in hands of Editor for publication in next issue of the *Ohio Journal of Environmental Health*. Check with the Editor for the exact deadline.

## MONTH OF JULY

1. Board of Directors regular meeting.
  - A. Receive reports regarding Fall district meeting.
2. Treasurer must submit a “Statement of Continued Existence of Corporation Not for Profit” to the Ohio Secretary of State. Statement must be submitted every five years, 1995, 2000, 2005, etc.

## MONTH OF AUGUST

1. Board of Directors regular meeting.
  - A. Plans completed for Fall district meetings, registration and agendas mailed.
2. Chairperson of the Fall district meetings submit programs to the Editor of the *Ohio Journal of Environmental Health* by August deadline.
3. All material needs to be in hands of Editor for publication in next issue of the *Ohio Journal of Environmental Health*.

## MONTH OF SEPTEMBER

1. Board of Directors regular meeting.
2. Provide and implement plans for promoting membership at the Fall district meeting.
3. Fall district meetings begin.
4. President-elect notifies committee chairpersons that budget is due in October.

## MONTH OF OCTOBER

1. Board of Directors regular meeting.
2. Fall district meetings continue.
3. All material needs to be in hands of Editor for publication in next issue of the *Ohio Journal of Environmental Health*. Check with the Editor for exact deadline.
4. Committee chairpersons and officers submit anticipated budget to the Finance Committee.
5. Finance Committee meets to develop annual budget.
6. Provide for printing exhibit brochure, start soliciting exhibitors.

## MONTH OF NOVEMBER

1. Board of Directors regular meeting.
  - A. Discuss Annual Educational Conference plans.
  - B. President-Elect presents proposed annual budget developed by Finance Committee for Board approval.
  - C. District Directors report on Fall meetings.

## MONTH OF DECEMBER

1. Board of Directors regular meeting.
  - A. Discuss Annual Educational Conference plans.
  - B. District Directors determine that all related bills are paid and submit a written financial account relating to Fall meetings to the Treasurer.
2. Administrative Aide mails dues notices to membership.
3. All material needs to be in hands of the Editor for publication in next issue of the *Ohio Journal of Environmental Health*. Check with the Editor for the exact deadline.
4. Administrative Aide and Treasurer record and process OEHA dues as received.
5. Current District Director turn over all district paperwork to the incoming District Director.

## MONTH OF JANUARY

1. Board of Directors regular meeting.
  - A. Finalize plans for Annual Educational Conference.
  - B. Nominations committee submits proposed slate of officers to Board for approval, forward to Editor of the *Ohio Journal of Environmental Health*.
  - C. Proposed amendments to constitution and/or By Laws submitted to Board for approval and forward to Editor of the *Ohio Journal of Environmental Health*.
  - D. New District Directors attend board meeting.
  - E. District Directors start planning for next Fall meeting.

2. Administrative Aide and Treasurer record and process OEHA dues as received.
3. Treasurer prepares 1099 tax forms for contractors.
4. Audit Committee meets with Treasurer for audit.
5. Finalize plans for Annual Educational Conference location for two years hence.

#### MONTH OF FEBRUARY

1. Board of Directors regular meeting.
  - A. Complete plans for Annual Educational Conference.
  - B. Select Honorary and Life members. Administrative Aide prepares the list for the Boards consideration.
  - C. Notice of Annual Educational Conference is printed and mailed to all members.
2. Submit information regarding Annual Educational Conference to Editor of the *Ohio Journal of Environmental Health*.
3. Scholarship Committee presents list of candidates for George Eagle Memorial Scholarship Awards to Board. Board confirms recipients.
4. Administrative Aide send notices of delinquent dues to members.
5. All material needs to be in hands of Editor for publication in next issue of the *Ohio Journal of Environmental Health*. Check with the Editor for exact deadline.
6. Awards Committee receives nominations for Annual State Awards. Check with Award Committee chairperson for deadline.

#### MONTH OF MARCH

1. Board of Directors regular meeting.
  - A. Discuss details of business sessions of Annual Educational Conference.
  - B. Print Annual Educational Conference programs.
  - C. Deadline for submitting Walter A. Mangold Award candidate to NEHA Awards Committee. Check with NEHA for exact deadline.
2. Secretary assists President in preparing agenda for business sessions of Annual Educational Conference. Distribute agenda to officers and committee chairpersons.

3. The *Ohio Journal of Environmental Health* spring issue includes Annual Educational Conference program, list of candidates for office, proposed amendments to Constitution and/or By-Laws and any policy resolutions.
4. Delinquent members dropped from mailing list.
  - A. Administrative Aide corrects and prepares new membership list.
5. Confirm recipients of Annual State Awards from nominees presented by Awards Committee.

#### MONTH OF APRIL

1. Annual Educational Conference.
2. Board of Directors holds final business meeting the day before the Annual Educational Conference if necessary.
  - A. Program Committee submits final report.
  - B. Receive and review final reports from all committees.
3. New Board of Directors take office immediately before Annual Educational Conference is adjourned.
4. All material needs to be to the Editor for publication in next issue of the *Ohio Journal of Environmental Health*. Check with the Editor for exact deadline.
5. Treasurer prepares and submits annual income tax forms to IRS and Annual Charitable Organization statement to the Attorney General's office.

## **OHIO ENVIRONMENTAL HEALTH ASSOCIATION GOALS AND OBJECTIVES**

The goal of the Ohio Environmental Health Association is the betterment of the health and welfare of humanity through the improvement of the environment.

The goal of the Association can be reached by implementing the following objectives and methods by which to attain these objectives:

Objective 1 Promote and maintain the Association unifying all environmental health professionals to protect and promote public and personal health.

Methods:

- A. Sponsor state and district meetings.
- B. Publish a journal of environmental health and district newsletters.
- C. Establish and charge officers and committees necessary for the maintenance and improvement of the Association.

Objective 2 Provide leadership in the legislative process in matters relating to environmental and public health.

Method:

- A. Develop sound policy for the state and support legislation consistent with such policy. Be concerned with national policy and support adequate appropriations for public health.

Objective 3 Provide leadership in the education of potential members and members to develop greater efficiency and professional growth.

Methods:

- A. Sponsor state conferences and institutes; alone or with universities, state associations and other health agencies.
- B. Sponsor and conduct continuing education programs for professional environmental health professionals.
- C. Support public health career and recruitment programs.
- D. Serve as a public information center.

Objective 4 Promote the procurement of cooperation with other agencies concerned with public health.

Methods:

- A. Assist in the development of joint meetings with other state public health associations.
- B. Work closely with other public health associations in legislative concerns.
- C. Maintain effective liaison with other state and national associations concerned with public health.
- D. Provide reports to NEHA and promote attendance at the NEHA Annual Educational Conference.
- E. Promote membership in the Ohio Environmental Health Association and the National Environmental Health Association.

Objective 5 Give recognition to members and other persons who have achieved or have been responsible for achievements in public health.

Method:

- A. Provide annual awards to those individuals who have demonstrated achievement in public and environmental health and for the betterment of the Association and its aims.

Objective 6 Develop methods of measuring and evaluating achievements in environmental health.

Method:

- A. Promote the use of national evaluation and appraisal processes or develops processes that would better apply to Ohio.

Objective 7 Set and maintain standards of professionalism in environmental health.

Method:

- A. Promote registration of sanitarians.

- Objective 8 Promote the visibility of the public health professional and their contributions. Assist in promoting equitable salaries and working conditions for environmental health professionals.
- Objective 9 Support the development and promotion of program quality standards in environmental health.