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INTRODUCTION

PURPOSE

The continued success and progress of the Washington State Environmental Health Association, Inc., as an effective leader in the field of environmental health in this state, requires that the officers and directors of the Association be fully cognizant of their role, responsibilities and duties. Certain duties and responsibilities of the officers and members of the Board of Directors are spelled out in the Constitution and By-Laws. Others have evolved by action of the Board and through historical precedent. Effective leadership of the Association is only possible when those individuals charged with the responsibility of guiding the Association have an understanding of the historical development and progress made by their predecessors.

This policy and procedures manual has been developed to provide newly elected officers with a single source of information concerning the Association and their respective duties. It is to be viewed as a still emerging and evolving document which contains items of current and historical importance. Careful review of the major policies and procedures should provide the incumbents with clearly defined statements of exactly what it is that they are supposed to do during their term in office, and of their responsibilities in providing the bases for the next occupant of their position.

POLICY

This manual represents the official policies of the Association and the methodologies and procedures by which these policies are to be accomplished. In order for the Officers and Board of Directors to perform effectively, it is imperative that they be fully cognizant of their duties. Therefore, it is essential that an up-to-date manual be readily available to them at all times. To this end the following policies and procedures are established.

1. Responsibility for maintaining and updating this manual is fixed with the Executive Secretary of the Association.
2. A copy of the most current version of the manual will be made available to each officer, member of the Board of Directors, and the Executive Secretary of the Association upon taking office.

3. Specific sections of the manual will be incorporated into a procedures manual which shall guide the activities of each of the standing committees.

PROCEDURES

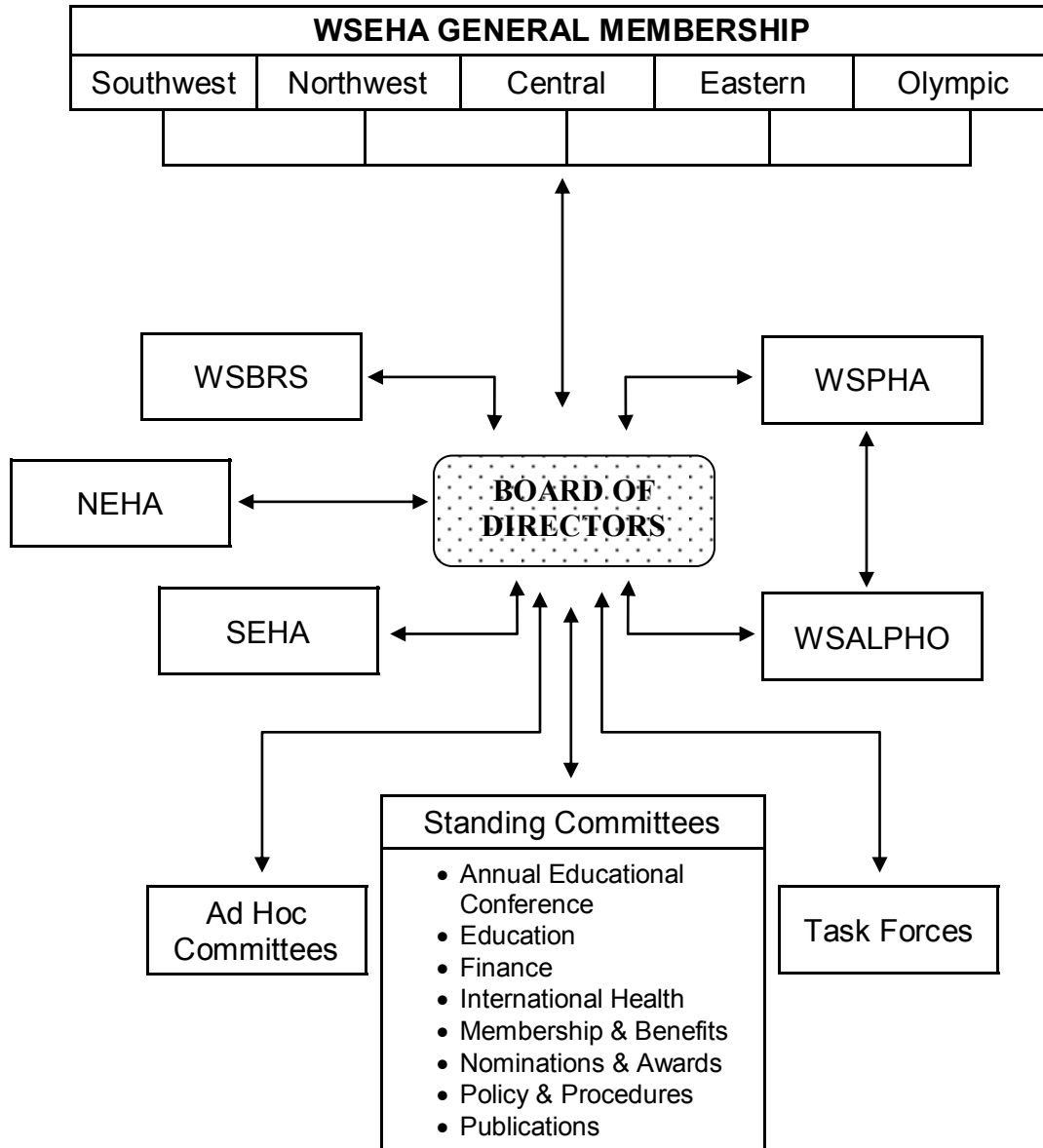
The following procedures are designed to ensure that each new officer and member of the Board is presented with a complete, up to date manual upon taking office.

1. Each officer and Board member shall turn in their manual to the Executive Secretary at the last meeting of the Board in the term for which he/she was elected.
2. The Secretary and/or Executive Secretary shall review each manual, replace any missing sections, and incorporate any new materials which have been adopted since the last revision of the manual.
3. The Secretary and/or Executive Secretary shall provide the incoming President with sufficient manuals for each current officer and member of the Board.
4. The incoming President shall be responsible for distributing the manuals to each officer and Board member at the time of his/her installation.
5. The President Elect shall be responsible for distributing pertinent portions of the manual to the chair of each standing committee at the time of his/her appointment/installation.

REVISIONS

1. Revisions to the manual, or any section or part of a section, may be proposed by any member of the Association.
2. Revisions to the manual shall be effective upon adoption by the Board of Directors.

TABLE OF ORGANIZATION



WSEHA REGIONS

The membership of the Washington State Environmental Health Association is organized into five (5) geographic regions based on a member's county of residence. The counties in each region are:

<u>Southwest</u>	<u>Northwest</u>	<u>Central</u>	<u>Eastern</u>	<u>Olympic</u>
Clark	Island	Adams	Asotin	Clallam
Cowlitz	King	Benton	Ferry	Jefferson
Grays Harbor	San Juan	Chelan	Garfield	Kitsap
Lewis	Skagit	Columbia	Lincoln	Mason
Pacific	Snohomish	Douglas	Pend Orielle	
Pierce	Whatcom	Grant	Spokane	
Skamania		Franklin	Stevens	
Thurston		Kittitas	Whitman	
Wahkiakum		Klickitat		
		Okanogan		
		Walla Walla		
		Yakima		

ANNUAL CALENDAR OF EVENTS

Date	Activity	Responsible Person(s)
January	Decide on the dates for annual membership meeting, and election of officers	WSEHA Board
	Approve annual budget	WSEHA Board
	Distribute AEC brochure if being held this year	Publications Committee and
April	Submit Federal Tax Form to the Internal Revenue Service	Treasurer
	Decide whether AEC will be held the following year, timeframe (usually April – May), and city location	WSEHA Board
May	Submit Nonprofit Corporate Annual Report and fee to the Secretary of State	Executive Secretary and Treasurer
	Update information for Combined Fund Drive	Executive Secretary
	Pay for website domain name and hosting service	Executive Secretary and Treasurer
June	Decide AEC Chairperson if AEC being held following year	WSEHA Board
July - August	AEC Committee holds first planning meeting for following year	AEC Chairperson
September	Distribute “Call for Papers” if AEC being held following year	AEC Chairperson and Executive Secretary
	Send announcement for Cind Treser Memorial Student Scholarship applications to colleges	Scholarship Committee
November	Review and possibly amend Annual Calendar of Events for coming year	WSEHA Board
December	Submit proposed annual budget to the Board	Finance Committee
	Provide Treasurer the annual Pool Manual Destination Report for the year	Executive Secretary
	Pay the Washington State Department of Revenue the sales tax on the pool manuals	Treasurer

ASSOCIATION RECORDS

A. ASSOCIATION FILES

Policies

1. The official files of the Washington State Environmental Health Association consist of all current documents and records having to do with the governance, purpose, functions, finances, operations, or other activities of the Association.
2. The official files of the Association shall be maintained by the Executive Secretary of the Association at his/her residence in a filing cabinet and in such manner as to assure the easy retrieval of a given record.
3. The Executive Secretary of the Association shall be responsible for the overall administration of the files and shall insure that the files are maintained in accordance with the policy and procedure on retention and disposition of WSEHA records.
4. The current Secretary and/or Executive Secretary shall have in their possession a file which contains copies of all current records of the Association.

Procedures

1. The files are organized into the following folders/categories:
 - A. Governing Documents
 1. Articles of Incorporation
 2. Constitution & Bylaws
 3. Obsolete Documents
 - B. Policies and Procedure Documents
 1. Current Policy & Procedures
 2. Obsolete Policy & Procedures
 3. Resolutions
 - C. Rosters
 1. Officers & Directors
 2. Membership List
 - D. Operations
 1. Awards Manual (Annex A)
 2. Education Manual (Annex B)
 3. Annual Educational Conference Guidebook (Annex C)

- E. Records & Reports (By Year)
 - 1. Annual Meetings
 - 2. Board of Director Meetings
 - 3. Other Meetings
- F. Correspondence (by Year)
 - 1. Current Year
 - 2. Previous Year

B. RETENTION AND DISPOSITION OF WSEHA RECORDS**Policies**

1. An archive of superseded or obsolete documents, containing legal, policy, and/or historical information, of lasting importance and interest to the Association and its members shall be established and maintained at a location designated by the Board. Such archive should not be located within the same building as the official records of the Association.

2. All copies of the current and previous versions of the following records of the Association shall be retained.

- a. Articles of Incorporation.
- b. Constitution & Bylaws.
- c. Minutes of the Board of Director's Meetings.
- d. Minutes of the Annual Business Meetings.
- e. List of Recipients of Awards and Decorations.
- f. Lists of Archived Documents

DISPOSITION: Permanent File. A copy of all such records shall be permanently maintained in the archives of the Association.

3. The following records shall be maintained for a period of five years prior to the current operating year.

- a. Correspondence.
- b. Newsletters.

DISPOSITION: Upon expiration of the above schedule all such documents are to be archived.

4. The following records shall be maintained until superseded, and for a period of two years following the date on which they were superseded.

- a. Membership Lists.
- b. Policies and Procedures.

DISPOSITION: Upon expiration of the above schedule all such documents are to be archived.

Procedures

1. The Executive Secretary shall assure that all records and/or documents to be archived are assembled, catalogued, boxed and sealed in a secure manner for permanent storage in accordance with the schedule detailed above.
2. The sealed box of records shall be stored and maintained in the possession of the Executive Secretary, or other such location as may be established by the Board.
3. A copy of the list of documents archived shall be maintained in the files of the Association.

ASSOCIATION FINANCES

The Association derives income from the annual dues of the members, as set forth in its Constitution & Bylaws, and from the profits, if any, of the conferences and educational activities conducted or supported by the Association.

A. INCOME

Policies

1. All monies received by the Association shall be deposited by the Treasurer or under the Treasurer's direction in a depository selected by the Board. The Treasurer may direct other officers of the Association and the Executive Secretary to make deposits and provide the Treasurer with appropriate information about the deposits (such as check number, amount of check, from whom the check is from, and the purpose of the check) along with the deposit receipt.
2. All deposits will be made prior to the end of the month and/or financial period in which the money was received.
3. Dues for the National Environmental Health Association are to be paid by the members directly to NEHA. If a member should send his/her NEHA dues with their payment of the WSEHA dues, the Treasurer shall refund the difference to the member by check.
4. Any regional special funds will be kept in the Association's account(s), and expenditures of such monies are to be made only on the written authorization of the regional Vice-President.

Procedures

1. Normally, the incoming Treasurer, after consultation with the outgoing Treasurer, shall submit a recommendation to the Board concerning the appropriate type(s) and location(s) of accounts which should be established as the depository for the Association's monies.
2. Consideration should be given to the pro's and con's of changing financial institutions/arrangements established by the previous Treasurer, in terms of convenience, rate(s) of return on savings or invested monies, established relationships with the financial institution, etc.

B. EXPENDITURES**Policies**

1. The Treasurer may spend up to the amount budgeted on any item. Expenditures over the budgeted amount require Board approval and the preparation of an amended budget.
2. All disbursement of Association monies shall be done by check signed by the Treasurer. Any disbursement over \$2000 shall be made by check signed by both the Treasurer and either the President, Immediate Past President, or President Elect.
3. Expenses will be paid only if submitted on an approved "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by any necessary receipts and/or explanations.
4. Each regional Vice-President may spend up to the amount allotted to his/her region by the approved annual budget of the Association.
 - a. Each region shall be allocated the same amount of money for regional activities, except that the amount of funds which a region receives for postage and mailing expenses shall be based on the number of members within each region.
 - b. These funds are to be spent for necessary educational or operational expenses such as covering the cost of meals, lodging, mileage and/or fees for guest speakers.

C. ACCOUNTING**Policies**

1. A financial report, as required by the Constitution & Bylaws, shall be prepared by the Treasurer before each regularly scheduled meeting of the Board of Directors. This report should show the difference between budgeted and actual amounts for both income and expenditures. [Budgeted - Actual = Difference]
2. The monthly or quarterly bank statements on each of the Association's accounts shall be in agreement with the Treasurer's ledger. Any discrepancies between the bank statements and the Treasurer's ledger shall be reconciled within five days.

MEETINGS AND CONFERENCES

A. ANNUAL EDUCATIONAL CONFERENCE AND MEETING

The Constitution & Bylaws provide that an Annual Educational Conference (AEC) shall be conducted each year. The exact nature, location and timing of the AEC are left to the discretion of the current Board of Directors and the Annual Educational Conference Committee, with the exception that the annual business meeting of the Association be held in conjunction with the AEC. The Board of Directors may suspend holding an AEC in any year it considers it would likely result in a significant financial loss to the Association.

Policies

1. A separate category shall be included in the annual budget for the AEC. The money allocated to the Conference should be greater than the estimated "break-even" point based on the expenditures and revenues of the preceding AEC.
2. The AEC Committee should make provisions for some type of special recognition program for retired members at every third Conference.
3. Any vouchers submitted to the Treasurer more than one (1) year after the last day of the Conference for which the bill was submitted shall be considered invalid and shall not be paid.
4. Any amounts of money above, or under, the cost of the AEC shall be deposited into, or withdrawn from, the operating funds of the Association.
5. The AEC shall be conducted in accordance with the guidelines established in the AEC Guidebook (Annex C).

B. BOARD OF DIRECTORS MEETINGS

Policies

1. The Board of Directors shall meet at least quarterly, and more often if necessary, in order to conduct the affairs of the Association.

2. Meetings of the Board of Directors shall be held in a location which encourages the attendance of all officers and directors. With the approval of the Board Chair, a Board member may attend by conference call if not able to attend in person.
3. A simple majority of the Board attending in person or by conference call shall constitute a quorum.
4. As a courtesy to other members of the Board, and in an attempt to avoid the time and expense of travel to Board Meeting where a quorum is not present, any member who is unable to attend a scheduled Board Meeting should notify the Secretary by telephone or e-mail at least two (2) days before the meeting.
 - a. Should it become apparent to the Secretary that a quorum will not be present, he/she shall notify the President who may cancel the meeting.
 - b. The President and/or Secretary shall notify by telephone or e-mail each Board member that the meeting has been cancelled.
5. A Board member should be assigned to serve on each standing committee of the Association in order to serve as a liaison between the committee and the Board.
6. A representative of the local chapter of the National Student Environmental Health Association shall be invited to each Board of Directors' meeting. The student representative may participate in the discussions but is not a voting member of the Board.

C. REGIONAL MEETINGS

Policies

1. The Regional Vice-Presidents should organize and conduct regular regional educational and business meetings each year.
2. These meetings should be held in conjunction with an educational program when feasible.

D. COMMITTEE MEETINGS

* * * Reserved * * *

E. EDUCATIONAL COURSES AND CONFERENCES

One of the fundamental purposes for the existence of the Washington State Environmental Health Association is the furtherance of continuing education opportunities.

To this end, the Association, through its various committees and task forces is involved in the development, conduct, funding and/or sponsorship of a variety of continuing educational activities. In order to provide for coordination of efforts, continuity of purpose, and to ensure the highest possible quality of these activities, the following policies have been adopted to apply to all seminars, conferences, courses, workshops, etc.

Policy

All educational activities to be funded, conducted, sponsored or co-sponsored by the Association must be approved by the Board of Directors, in accordance with the guidelines in the WSEHA Education Manual (Annex B).

REIMBURSEMENT FOR EXPENSES

A. TRAVEL AND MILEAGE REIMBURSEMENT

Policies

1. The Association shall send an official delegate to the NEHA Annual Educational Conference. The delegate shall be the President or an alternate designated by the Board who is a NEHA member or will become a NEHA member before attending the conference. The delegate will be provided with round-trip airplane fare; conference registration reimbursement, which may include NEHA membership fee; lodging reimbursement; and up to \$50.00 per diem for the length of the Conference.
2. Car mileage may be reimbursed to the Executive Secretary at the full current standard Federal employee rate when necessary to conduct Association business.
3. Car mileage may be reimbursed to Board members at half the current standard Federal employee rate when necessary to conduct Association business.
4. Mileage may be reimbursed to committee members, at the same rate as for Board members, when it is necessary for members of a standing or ad hoc committee to travel on Association business.
5. Every effort should be made to "car-pool". If a member chooses to drive his/her personal car rather than participate in an available car-pool, mileage shall not be reimbursed.
6. Airplane fare may be reimbursed to Board members and the Executive Secretary if airplane travel is necessary to conduct Association business.

Procedures

1. Requests for reimbursement for travel expenses shall be made using the "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by any necessary or appropriate receipts and/or explanations.
2. Committee members shall keep accurate records of their mileage. These records shall be submitted to the Treasurer, at the end of the year, who will review them and disburse money based on the amount left in the account, not to exceed the rate specified by the above policy.

B. MISCELLANEOUS EXPENSES

Policies

1. Association members may be reimbursed for expenses incurred on the Association's behalf, provided:
 - a. The member actually paid for the items or services purchased;
 - b. The items or services were necessary to the conduct of an Association function or activity; and,
 - c. The purchase of the item was approved in advance by the Board.
2. Board approval may be secured by submission of an individual request for the purchase of a particular item or service, or by the approval of a budget for a particular activity, e.g., the Annual Educational Conference.

Procedure

Requests for reimbursement for miscellaneous expenses shall be made using the "Request for Travel and/or Purchase Reimbursement" form. Each form must be properly completed, signed, and accompanied by appropriate receipts and/or explanations before being submitted to the Treasurer for payment.

MEMBERSHIP

A. CATEGORIES AND QUALIFICATIONS OF MEMBERS

Policies

1. The Constitution & Bylaws of the Association provides for eight categories of members:

a. **Regular:** A person who is, or has been, active in the field of environmental health, or related educational activity, and who has a bachelor degree from an accredited college or university.

1) Active membership may be granted by the Board to an individual who is otherwise qualified except for the attainment of an academic degree, who has obtained such training and experience as may be deemed equivalent by the Membership and Benefits Committee.

2) Any person aggrieved by a decision of the Membership and Benefits Committee may appeal the decision to the entire Board of Directors.

b. **Associate:** A person who is active in the field of environmental health in a para-professional capacity or who is active in a related field, but who does not meet the requirements for active membership.

c. **Student:** A person who is a full-time student working toward a degree in sanitary science, public health, environmental health, or related academic discipline. If the individual is less than a full-time student, the President of the Association may authorize student membership status on the recommendation of the Membership Committee.

d. **Emeritus:** Retired membership may be awarded to a retired regular member, upon application, provided he/she has been a member of the Association for at least five years immediately prior to his/her retirement and has accrued at least twenty years of environmental health service or has retired due to a disability. The Board of Directors may waive years of environmental health service in consideration for years of service to the Association.

e. **Honorary:** Honorary Membership may be conferred upon any person or persons for distinguished achievement or services in the field of environmental health.

f. **Affiliate:** Affiliate membership may be offered at the discretion of the Board to nonprofit organizations or associations with purposes and interests similar to, and goals and programs compatible with, those of this Association. An affiliate membership authorizes an organization or association to pay the membership registration rate for one representative per WSEHA training event.

g. **Sustaining:** Sustaining membership is offered at the discretion of the Board to those individuals, firms or corporations, who have interests and objectives compatible with those of the Association. Sustaining members shall be offered to be listed on the Association's web site with a link to the sustaining member's web site. The Board may suspend the link to a sustaining member's web site if the Board considers it contains information that is not compatible with the interests and objectives of this Association. A sustaining membership authorizes a firm or organization to pay the membership registration rate for up to four representatives per WSEHA training event.

h. **Subscribing:** Subscribing membership is offered to persons, residing outside of the state of Washington, whose principal membership benefit is receipt of the *WSEHA Newsletter*.

2. The following annual dues for each membership category have been established by the WSEHA Constitution and By-Laws:

Regular Member	\$50.00
Associate Member	\$50.00
Student Member	\$ 5.00
Emeritus Member	\$ 5.00
Honorary Member	None
Affiliate Member	\$75.00*
Sustaining Member	\$250.00
Subscribing Member	\$20.00

* Dues for an affiliate member may be waived by the Board in cases where there is a reciprocal relationship with another organization or association which does not charge WSEHA annual dues.

3. The annual dues are payable with the application for membership to the Association. Membership is for one year.

4. A lapsed membership may be reinstated by paying the full membership dues. The annual fee will not be prorated.

5. To reinstate a lapsed membership for the purpose of maintaining the original joining date, the member must pay all of the back dues for the category of membership selected by the member at the time of reinstatement. If back dues are not paid, then the joining date starts over again with the current date, however original membership identification number remains the same. Members may appeal this decision to the Board of Directors.

Procedures

1. Applications from prospective members are to be sent to the Executive Secretary who shall review the application and determine the appropriate membership category. Once the Executive Secretary has determined that the person is qualified for membership, he/she shall enter the person's name, address and other provided information on the official membership roster and then deposit the dues payment as directed by the Treasurer.

2. The Executive Secretary shall ensure that each member is sent a renewal notice at least a month prior to the individuals renewal date and any member whose dues payment is two months delinquent is provided a second notice. Members shall return their renewal notices, with their payment, to the Executive Secretary, who shall update the membership roster and deposit the dues as directed by the Treasurer.

3. Dues for the National Association are to be paid directly to NEHA by each member. (See Finances)

B. RECRUITMENT OF NEW MEMBERS

Policy

An annual membership drive shall be conducted by the Membership & Benefits Committee.

Procedures

1. The Association will maintain a promotional brochure to send to prospective new members.

2. All new regular and associate members shall receive the following from the Executive Secretary:

- a. A membership card indicating his/her membership class and renewal date; and

- b. A roster of the current Board Members.

C. USE OF WSEHA MEMBERSHIP LISTS

Policies

1. The Executive Secretary of the Association shall be responsible for maintaining the official membership list of the Association. He/she shall coordinate this activity with the Treasurer, members of the Board, and such committees of the Association as have need for an accurate and current list of members.

2. Copies of the membership roster of the Association, including the names and addresses of its members, shall not be released to any other person, organization, agency, or entity, with the following exceptions:

- a. Official government agencies when required by law, or when such is necessary to further an approved goal of the Association;
- b. Other non-profit organizations having similar goals and objectives in order that the WSEHA members may be notified of scientific, technical and/or educational developments and activities; provided that such organization agrees in writing not to release or divulge the contents of the mailing list to any other organization, agency, person or other entity for any reason; and
- c. Other organizations or corporations which offer items or services which will benefit the individual members, providing:
 - 1) Such organization or corporation agrees in writing not to release or divulge the contents of such mailing list to any other organization, agency, person or other entity for any reason;
 - 2) Such organization agrees to return all copies of such mailing list should the Board determine it is no longer in the best interest of the membership to permit said organization or corporation to use the mailing list; and
 - 3) That any member may request, in writing to the Board, that his/her name be removed from the mailing list provided to such an organization or corporation.

Procedures

1. Requests for copies of the Association's membership list shall be made in writing to the Association on a form approved by the Board. The Executive Secretary shall handle routine requests for a set of mailing labels or a copy of the membership roster in accordance with the policies outlined above. Non-routine requests shall be re-

viewed and decided upon by the Board at its next meeting following receipt of the request. The Executive Secretary may charge a fee to the person making the request to reimburse the Association for processing and handling the request.

2. The decision of the Board shall be communicated in writing by the Secretary to the requesting party as soon as practicable after the meeting.

a. Should the Board approve the request, the Executive Secretary shall send the agreement form to the requesting party, who will then sign it, indicating his/her agreement not to use the mailing list for purposes other than specifically authorized by the Board and return it to the Executive Secretary.

b. Once the Executive Secretary has received the signed agreement form, he/she will send a copy of the current membership list to the requesting party. Before sending the list, the Executive Secretary shall delete the names of any members who have notified the Board that they do not want their names made available to outside parties.

3. Notwithstanding the above, should the occasion arise, when there is insufficient time to conclude the above process with regard to a specific request, and when the intention of the requesting organization is clearly for the benefit of the membership, any officer, with the concurrence of the President, may request that the Executive Secretary send a copy of the mailing list to such organization, subject to a full report to the Board at its next regularly scheduled meeting.

REQUEST FOR MEMBERSHIP INFORMATION FORM



WASHINGTON STATE ENVIRONMENTAL HEALTH ASSOCIATION
103 Sea Pines Lane • Bellingham WA 98229
Telephone (360) 738-8946 • Facsimile: (360) 738-8949

The Washington State Environmental Health Association is an organization of professional sanitarians, involved in the protection of the public's health. As such we react and interact with a variety of other organizations and agencies which would like to have a list of our members. The Board has determined that the unrestricted release of this information is not in the best interest of the members. Therefore the Board has established the attached policy and procedures to govern the release of membership information.

Please fill in the information requested below and sign the form, in the space provided, indicating that you have read and agree to be bound by the terms contained herein.

To be completed by the agency/organization requesting WSEHA membership information.

Name of contact person: _____

Name of agency/organization: _____

Address: _____

Telephone Number: _____ Date: _____

Information Requested:

Mailing Labels

Membership Roster

Other: _____

Purpose for which the information is requested: _____

I certify that I have read the attached WSEHA policy and procedure document concerning the use and release of WSEHA membership information and agree that the information requested shall be used only for the purpose stated above and that no copies of member names and/or addresses shall be made for any purpose.

Signature: _____ Date: _____

Title: _____

LEGAL COUNSEL

The Washington State Environmental Health Association, has infrequently required the services of legal counsel. Reasons for seeking legal advice might include any of the following:

1. It is important that the Association remain, at all times, in compliance with the laws, statutes, and rules and regulations of the state and of the United States.
2. As a registered non-profit organization of the State of Washington, the Association has certain legal responsibilities and privileges. In order to take advantage of such privileges, the Association must file certain legal documents, such as an application for non-profit organization mailing rates with the U.S. Internal Revenue Service.
3. There may arise questions as to the impact of certain activities on the Association's legal status, or conceivably the Association could become involved in a legal proceeding.

POLICY & PROCEDURE

Whenever a need should arise for legal council, the Board of Directors may direct the President, or his/her designated alternate, to choose and hire such legal council.

BULK MAILING

In the event that the Washington State Environmental Health Association has need of a non-profit bulk mailing permit the Board may authorize the purchase of one from the U.S. Postal Service in order to secure lower costs for mailing Association materials. Such a need might arise for materials such as the notices of continuing education courses and/or a print version of the WSEHA Newsletter.

1. A bulk mailing permit requires the payment of a one-time fee for authorization to print material with a bulk mailing imprint.
2. A bulk mailing permit is good for a period of one year, beginning January 1, and may be renewed. The cost of renewing the permit each year is established by the US Postal Service.
3. The current rates for bulk mail are available from the US Postal Service.

POLICIES

1. The use of the Association's Bulk Mailing permit and permit number is restricted to official Association mailings.
2. The Association may maintain a balance of \$200.00 in the bulk mailing permit account.
3. The Secretary and Treasurer are to be kept informed of the balance remaining in the account.

PROCEDURES

1. Preparation of Bulk Mail:
 - a. In order to use the non-profit bulk rate there must be at least 200 individual pieces in the mailing and all pieces in the mailing must be identical except for the address label.
 - b. All materials which are to be mailed using the Association's bulk mailing permit must:

- 1) Be imprinted with the bulk mailing imprint in the upper right corner of the envelope or mailing cover (copies of the bulk mail imprint are available from the Executive Secretary);
- 2) Have the Association's return address (103 Sea Pine Lane, Bellingham, WA 98229) printed in the upper left corner of each piece; and,
- 3) Be arranged in Zip Code order.

2. Sorting and Labeling Bulk Mail:

a. All pieces in a package must be facing the same way with the address visible on the top piece. Packages must be securely tied or banded lengthwise and crosswise and should not exceed approximately four inches in thickness. Packages less than one inch in thickness may be secured with one band around the girth.

b. All pieces in the mailing must be arranged by Zip Code and bundled into packages using the following criteria. Pressure sensitive package labels must be applied to the lower left corner of the address side of the top piece on letter size packages and next to the address on larger packages.

1) **Five-Digit Direct (D):** Ten or more pieces for the same 5 digit ZIP code destination (e.g., 98195) must be made up into a 5 digit package. The mailer may package less than 10 pieces in the same manner. Affix a RED "D" PS label to each package.

2) **Three-Digit Packages (3):** When there are ten pieces or more for a 3 digit Zip Code prefix (e.g., 981xx) *after* the required 5 digit packages have been made, they must be made up into 3 digit packages. The mailer may package less than 10 pieces in the same manner. Affix a GREEN "3" PS label to each package.

3) **State Packages (S):** When there are ten or more pieces for the same state are left over after the 5 digit and 3 digit packages have been made up, they must be made up into state packages. The mailer may package less than 10 pieces in the same manner. Affix an ORANGE "S" PS label to each package.

4) **Mixed States Packages:** Pieces remaining after all other packages have been made up, must be made up into mixed states packages. Affix a BEIGE "MS" PS label to each package.

3. Posting Bulk Mail:
 - a. A U.S. Postal Service bulk mailing form must be filled out and submitted to the Post Office with each bulk mailing.
 - 1) It is no longer necessary to submit two copies of the form to the Postal Service, since the Postal Service now sends the Association a computer receipt for each bulk mailing. However, the form should still be completed in duplicate and the second copy sent to the Executive Secretary who will attach it to the Postal Service receipt and forward both to the Treasurer so that the proper account(s) are debited.
 - 2) Be sure to indicate on the form what is being mailed,
 - b. Bulk mail may only be posted from the branch office(s) designated by the US Postal Service (on the days and times indicated).
4. Contact the Executive Secretary for additional advice on the preparation and use of bulk mail **before** you have your material printed. Additional advice and information on bulk mailing and the mailability of materials is available from the US Postal Service.

WSEHA'S NONDISCRIMINATION POLICY

The Washington State Environmental Health Association (WSEHA) assures to each applicant, employee, or contractor equal opportunity without regard to a person's age, race, color, sex, religious creed, national origin, sexual orientation, political opinions or affiliations, marital status or disability except as provided by law or when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.

WSEHA assures equal opportunity and nondiscrimination in service delivery. No person shall on the basis of age, color, disability, national origin, race, religion, sexual orientation, or sex be excluded from participation in, be denied membership or benefits of, or be subjected to unlawful discrimination.

No person shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting or participating in any manner in an investigation, proceeding or hearing, or for opposing alleged unlawful discriminatory practices prohibited by this policy or related to state and federal laws, rules and regulations.

INTRODUCTION

A. OFFICES & TERMS OF OFFICE

The Constitution & Bylaws (Article V) provide for the following officers and terms of office:

- 1) President - One (1) year, progresses from President-Elect
- 2) President-Elect - One (1) year, elected annually
- 3) Immediate Past President – (One (1) year, progresses from President
- 4) Secretary - Two (2) years, elected in even years
- 5) Treasurer - Two (2) years, elected in odd years

Policies

1. The officers shall be responsible for providing leadership and for over-seeing the day-to-day operation of the Association. [Article V, Section 1]
2. In the event that elections are not held, or that a candidate is not elected to fill any office, the Constitution provides that the incumbent officer shall remain in office until his/predecessor is elected.
3. In addition, the Board of Directors has retained the services of an Executive Secretary, under authority of Article VII, Section 4 of the Constitution & Bylaws. The Board shall select and fix compensation and conditions of employment or contractual duties for such Executive Secretary as it may deem necessary. The purpose of the Executive Secretary is to:
 - a. Conduct the day-to-day operations of the Association;
 - b. Provide a centralized address for Association mail;
 - c. Receive and route Association correspondence in a timely manner to the appropriate officers or committee members; and,
 - d. Maintain the files and official records of the Association.

B. ELECTIONS OF OFFICERS

The Constitution & Bylaws provide that annual elections shall be conducted by mail ballots.

Policies

1. The Nominations and Awards Committee is responsible for the development of a list of qualified candidates for submission to the Board.
 - a. Nominations are to be actively solicited by the Committee from the active membership.
 - b. The list must be submitted to the President at least two (2) weeks before the date set by the Board for the mailing out of the ballots.
 - c. Other nominations may be made by the submission to the Secretary of a petition signed by at least five (5) eligible voting members. Such petition must be received by the Secretary at least two weeks prior to the date set for the mailing of the ballots.
2. The list of candidates should be announced to the membership as soon as possible so that they have time to reflect on the choices before they receive their ballots. The list of candidates, and available biographical data on each, should be published in the *WESHA Newsletter* in advance of the election.
3. The Board is responsible for having a mail ballot prepared.
 - a. The printed ballot should include:
 - 1) The slate of candidates submitted by the Nominating Committee;
 - 2) Any candidates nominated by petition; and
 - 3) A space for a write-in candidate for each office.
 - b. The ballots should be prepared so that they may be folded by the voters in such a manner that their vote is not visible until the ballot is unfolded.
 - c. A set of instructions and a return envelope, addressed to the Association's central mailing address, should be included with the mailing.
 - d. The members should seal their ballots in the return envelopes provided and sign their name on the outside of the envelope.
4. The ballots are to be mailed by the Secretary to all members in good standing not later than thirty (30) days before the date of the annual business meeting.

5. Ballots are to be marked by the members, folded, inserted into the envelopes provided and returned to the WSEHA Office by the date specified in the instructions, not to be later than ten (10) days before the annual business meeting, except ballots may be returned in person to a designated officer of the Association at the Annual Educational Conference not later than three (3) hours before the start of the annual business meeting.

6. The Secretary, in the presence of two (2) eligible voters appointed by the President, shall remove the ballots, without unfolding them, from the envelopes after first comparing the names of the voters with an up-to-date list of all members in good standing.

a. Ballots in unsigned envelopes, or from members not in good standing, shall not be counted.

b. After all envelopes have been emptied, the ballots should be shuffled and then counted.

c. The results of the election should be reported in writing to the President, who will telephone each of the candidates and let them know the results of the election.

7. All newly elected officers shall assume their duties at the conclusion of the annual business meeting of the Association.

C. VACANCIES

In the event of a vacancy in an office, the Constitution & Bylaws, Article V, Section 4, provides that:

1. **The President.** The President-Elect shall assume the duties of that office.

2. **The President-Elect.** An election shall be held to fill this vacancy. If this vacancy occurs during the first six (6) months of the President-Elect's term of office, a special election shall be held to fill this vacancy. Otherwise the vacancy in the President-Elect shall be voted on during the next regular election.

3. **The Secretary or Treasurer.** A member of the Association shall be appointed by the Board to hold such office until the next regular election, at which time a member shall be elected to serve the remaining portion of any unexpired term created by such a vacancy.

4. **Immediate Past President.** The position will remain vacant until the current President becomes the Immediate Past President at the annual meeting of the Association.

DUTIES & RESPONSIBILITIES

Certain specific duties of the officers are specified in the Constitution & Bylaws. Other duties are implied by their respective titles. In addition, other specific duties have been assigned to each of the officers of the Association through past practices and actions of the Board.

A. PRESIDENT

The President is responsible for pursuing the stated purposes and objectives of the Washington State Environmental Health Association. To this end he/she is responsible for planning and developing goals and objectives, organizing, coordinating and reviewing the Association's activities.

1. The President is also chairperson of the Board of Directors. [Constitution & Bylaws, Article VI, Section 2]
2. The President is to preside at the annual meeting of the Association. [Constitution & Bylaws, Article VI, Section 2]
3. The President and the President-Elect will meet each year with the new Regional Vice-Presidents, Board members and committee chairpersons to orient them to their duties and the Board's function and policies. This should normally occur concurrently with the Annual Educational Conference or the first Board meeting of the new officers.
4. The President represents WSEHA at the NEHA Annual Educational Conference.

B. PRESIDENT-ELECT

The President-Elect shall assist the President in the implementation of the goals, objectives, and activities of the Association. He/ she is expected to prepare himself or herself for his/her future role as President.

1. At the first Board meeting after the installation of new officers, the President-Elect shall submit a slate of proposed committee chairpersons for approval by the Board. [Constitution & Bylaws, Article VI, Section 3]
2. The President and the President-Elect will meet each year with the new Regional Vice-Presidents, Board members and committee chairpersons to orient them to their duties and the board's function and policies.

- a. This should normally occur concurrently with the Annual Educational Conference or at the first Board Meeting of the new officers.
 - b. The President-Elect should ensure that copies of pertinent portions of the Policy & Procedures Manual are provided to each chairperson.
3. The President-Elect shall preside at all meetings in the absence of the President. [Constitution & Bylaws, Article VI, Section 3]
 4. The President-Elect is responsible for insuring that regional meetings are scheduled. [Constitution & Bylaws, Article VI, Section 3]
 5. The President-Elect may assume the title of association Vice- President. [Constitution & Bylaws, Article VI, Section 3]

C. SECRETARY

The Secretary is responsible for assisting the president and the President-Elect in carrying out their responsibilities.

1. Correspondence:

- a. The Secretary shall conduct such correspondence of the Association as may be directed to him or her, or as may be delegated by the President.
- b. The Secretary shall keep accurate records of all WSEHA correspondence.

2. Meetings:

- a. The Secretary shall provide written notice:
 - 1) To all officers and members of the Board of the time and place of Board meetings;
 - 2) To the membership of the time and place of the annual business meeting and/or any special meetings of the Association.
- b. The Secretary shall keep accurate records of all Board meetings.
- c. The Secretary shall provide a copy of the minutes of each meeting of the Board of Directors to the editor of the *WSEHA Newsletter* as soon as practicable after said meeting.

3. The Secretary shall mail out and count the ballots for the annual election of officers.
4. The Secretary shall assist the Newsletter editor in obtaining articles and publishing the *WSEHA Newsletter*.
5. The Secretary shall serve on at least one standing committee of the Association.
6. The Secretary shall be responsible for ensuring that the policy and procedures manuals are made current and available for distribution to the officers and members of the Board annually.

D. TREASURER

The Treasurer is the chief fiscal officer of the Association and is the custodian of the Association's funds.

1. The Treasurer shall have charge of all monies of the Association and shall deposit the same in a depository approved by the Board. [Constitution, Article VI, Section 5]
2. The Treasurer shall report the financial condition of the Association to the Board at every meeting of the Board, or whenever requested to do so by the Board.
3. All disbursements of monies shall be made only by check of the Association signed by the Treasurer.
4. The Treasurer shall work with, and provide information to, the Finance Committee in order to assist it in the preparation of budgets, in securing funds, or in otherwise carrying out its functions.
5. Unless this responsibility is transferred to an Executive Secretary, the Treasurer shall work with the Membership Committee and the Continuing Education Committee to ensure that the membership roster is current and continually updated.
6. Unless this responsibility is transferred to an Executive Secretary, the Treasurer shall be responsible for notifying the members of the renewal dates for their membership, for the collection of dues and the issuance of membership cards. The Treasurer (or Executive Secretary) shall also ensure that copies of the Constitution and Bylaws are made available to new members upon request.

E. IMMEDIATE PAST PRESIDENT

The Immediate Past President provides continuity and perspective to the Board of Directors.

1. The Immediate Past President shall chair or co-chair the Nominations and Awards Committee as one of the two members at large specified by the Bylaws [Constitution & Bylaws, Article IX, Section 3.]
2. The Immediate Past President is expected to fully participate in the deliberations of the Board contributing his/her perspective with regard to past actions of the Board, and any unfinished business of the Association.

F. EXECUTIVE SECRETARY

1. Compensation and Reimbursement:

- a. The Board of Directors, having entered into a contract with an Executive Secretary, shall review the contract annually. The review shall include consideration of the nature and range of services provided by the Executive Secretary and whether or not the means and level of compensation are appropriate to the position considering the time commitment necessary to the performance of the desired level of services, the cost of living index and the fiscal resources of the Association.
- b. The Executive Secretary shall be authorized to make routine purchases of office supplies, not to exceed \$100.00, without Board approval.
- c. The Executive Secretary shall be reimbursed for all authorized expenditures upon submission of a "Request for Advanced Funds and/or Purchase Reimbursement" form to the Treasurer.

2. Central Address: An address convenient to the Executive Secretary shall be selected by the Board as the official address of the Association. This address will be listed in the Journal of Environmental Health, in the WSEHA Newsletter and on official Association stationary.

3. Correspondence: The Executive Secretary shall receive and route Association mail to the following officers.

- a. President: The current President shall receive all correspondence addressed to the Association except for those exceptions listed in this section.

- b. Treasurer: The current Treasurer shall receive:
 - 1) Any correspondence addressed to the Treasurer, either by name or by title;
 - 2) Membership dues; and
 - 3) All Association conference registration fees.
- c. WSEHA Newsletter: Articles and/or news items intended for publication in the *WSEHA Newsletter* and correspondence from out of state newsletter editors shall be sent directly to the current chairperson of the Publications Committee
- d. Others: All current officers and committee chairs shall receive such personal correspondence as may be addressed to them by name or title. Correspondence addressed to previous officers or committee chairs shall be either sent to the present officer or chair or forwarded to the President for further disposition.

4. Membership:

- a. Applications & Renewals: Applications from candidates for new membership shall be processed by the Executive Secretary, who shall forward all membership dues to the Treasurer or deposit such dues under the direction of the Treasurer. Membership renewals shall be processed in the same manner. In cases where its is not clear whether or not an applicant is qualified for the category of membership designated on the application form, the entire application shall be forwarded to the Membership and Benefits Committee for a determination.
- b. Membership Roster: The Executive Secretary shall ensure that the membership roster is current and continually updated. Copies of the revised membership roster shall periodically be provided to the Board of Directors, the Membership and Benefits Committee, and the Education Committee. The roster shall also be available to other Association standing and ad hoc committees.

- 5. Ballots, Referenda & Surveys:** All ballots, referenda, survey returns and similar correspondence shall be held by the Executive Secretary until called for by the appropriate officer.

WSEHA OFFICERS, 1946 - PRESENT

<u>Officers</u>	<u>1946</u>	<u>1947</u>	<u>1948</u>
President:	Ed Hochsprung	Harold Amundsen	Roy Olson
Vice President:	Sam Reed	Roy Olson	John Drake
Secretary:	Mitch Mondala		
Sec'y/Treas:		John Drake	John Van Amburgh
<u>Officers</u>	<u>1949</u>	<u>1950</u>	<u>1951</u>
President:	John Drake	Charles Reagan	Don Morrison
Vice President:	Charles Reagan	Tom Gorman	John Gainer
Sec'y/Treas:	Ollie Johnson	Don Morrison	John Nicholson
Director:	Lloyd Ajax	Cameron Adams	George Andrews
<u>Officers</u>	<u>1952</u>	<u>1953</u>	<u>1954</u>
President:	John Gainer	Hayes Evans	Ollie Johnson
Vice President:	Hayes Evans	Ollie Johnson	John Nordin
Sec'y/Treas:	John Nicholson	John Nordin	Roy McDonald
Director:	Donald Morrison	John Gainer	Hayes Evans
<u>Officers</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>
President:	John Nordin	Roy McDonald	John Van Amburgh
Vice President:	Roy McDonald	Jim Bessey	Walt Winiarski
Sec'y/Treas:	Jim Bessey	Jack Hatlen	Jack Hatlen
Director:	Sam Reed	John Nordin	John Johanson
<u>Officers</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>
President:	Ray Smith	John Girard	Jim Bessey
Vice President:	Dave Stockton	Jim Bessey	John Fish
Sec'y/Treas:	Jack Hatlen	Jack Hatlen	Jack Hatlen
Director:	Sam Reed	Roger James	A. C. Robinson
<u>Officers</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>
President:	John Fish	Jack Hatlen	John Johanson
Vice President:	Jack Hatlen	John Johanson	Dee Sherlock
Sec'y/Treas:	Max Hayes	Max Hayes	Frank Calico
Director:	Forrest Foster		
<u>Officers</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>
President:	Dee Sherlock	Forrest Foster	Frank Calico
President Elect:	Forrest Foster	Frank Calico	Jerry Cluckey
Secretary:	Laren Sickles	Leo Moser	Jim Callahan
Treasurer:	Laren Sickles	Leo Moser	Leo Moser

<u>Officers</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>
President:	Jerry Cluckey	Jim Callahan	William F. Miller
President Elect:	Jim Callahan	William F. Miller	Tom Barton
Secretary:	Karen Jenkins ¹	Isaac Banks	Wm. C. Franklin
Treasurer:	Ted Reister	Karen VanDusen	Don Hogarty
<u>Officers</u>	<u>1970</u>	<u>1971</u>	<u>1972</u>
President:	Tom Barton	Martin Ausetth	Frank Horrell
President Elect:	Martin Ausetth ²	Frank Horrell	Gordon Meade
Secretary:	Gordon Meade	Gordon Meade	Hugh O'Reilly
Treasurer:	Ruffus Garoutte	Ken Torgenson ³	Terry Strong
<u>Officers</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>
President:	Gordon Meade	Terry Strong	Karen VanDusen
President Elect:	Terry Strong	Karen VanDusen	Carl Osaki
Secretary:	Kathy Landberg	Claude Sappington	Claude Sappington
Treasurer:	Tak Kuriyama	Jay Thomas	Marjorie Dilworth ⁴
<u>Officers</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
President:	Henry Hamm	Tony Barrett	Ed Pickett
President Elect:	Tony Barrett	Ed Pickett	Kim Jones
Secretary:	John Thayer	John Thayer	Rich Gabriel
Treasurer:	Bert Brainard	Bert Brainard	Dennie Byram
<u>Officers</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>
President:	Kim Jones	Richard Sarver	Linda Chapman
President Elect:	Richard Sarver	Linda Chapman	Derak Sandison
Secretary:	Pamela Heeter	Pamela Heeter	Pamela Heeter
Treasurer:	Dennie Byram	Karen Albrecht	Karen Albrecht
<u>Officers</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>
President:	Derek Sandison	Marjory Gouthro	John Thayer
President Elect:	Marjory Gouthro	John Thayer	David Lenning
Secretary:	Larry Kirchner	Larry Kirchner	Chuck Treser
Treasurer:	Karen Albrecht	Marlena Guhlke	Marlena Guhlke

¹ Karen VanDusen

² Filled the unexpired term of William Franklin, Deceased.

³ Ron Renbarger (?)

⁴ Marjory Gouthro

<u>Officers</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>
President:	David Lenning	Gregg Grunenfelder	Larry Kamberg
President Elect:	Gregg Grunenfelder	Larry Kamberg	Jim White
Secretary:	Chuck Treser	Chuck Treser	Jeanie Knight
Treasurer:	Trudy Rolla	Trudy Rolla	Dennis Hanberg
<u>Officers</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
President:	Jim White	Bill White	Richard Ellis
President Elect:	Bill White	Richard Ellis	Gary Fraser
Secretary:	Jeanie Knight	Jeanie Knight	Tracey Driflot
Treasurer:	Dennis Hanberg	Sara Brallier	Sara Brallier
<u>Officers</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>
President:	Gary Fraser	Don Oliver	Larry Kirchner
President Elect:	Donald Oliver	Larry Kirchner	Frank Westrum
Secretary:	Tracey Driflot	Penny Weiss	Penny Weiss
Treasurer:	Sara Brallier	Sara Brallier	Sara Brallier
<u>Officers</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>
President:	Frank Westrum	Janet Anderberg	Daryl Way
President Elect:	Janet Anderberg	Daryl Way	Jane Hedges
Secretary:	Bert Bartleson	Jennifer Tebaldi	Dennis Campbell
Treasurer:	Sara Brallier	Sue Waldrip	Sue Waldrip
<u>Officers</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
President:	Jane Hedges	David Gifford	Rick Miklich
President Elect:	David Gifford	Rick Miklich	Jude VanBuren
Secretary:	Dennis Campbell	Dennis Campbell	Dennis Campbell
Treasurer:	Carolyn Jensen	Carolyn Jensen	Carolyn Jensen
<u>Officers</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>
President:	Jude VanBuren	Charles (Don) Leaf	Sara Brallier
President Elect:	Charles (Don) Leaf	Sara Brallier	Tony Barrett
Secretary:	Lulu Chou	Vanessa Bussiere	Vanessa Bussiere
Treasurer:	Carolyn Jensen	Carol Spaulding	Carol Spaulding
<u>Officers</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
President:	Tony Barrett	Dennis Campbell	Mike Vinatieri
President Elect:	Dennis Campbell	Michael Vinatieri	David Riggs
Secretary:	Vanessa Bussiere	Ross Lytle	Ross Lytle
Treasurer:	Carol Spaulding	Carol Spaulding	Carol Spaulding

<u>Officers</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
President:	Mike Vinatieri	Mike Vinatieri	Ned Therien
President Elect:	Ned Therien	Ned Therien	Bruce Scherling
Secretary:	Ross Lytle	Ross Lytle	Ross Lytle
Treasurer:	Carol Spaulding	Carol Spaulding	Steve Garrett
<u>Officers</u>	<u>2009</u>	<u>2010</u>	
President:	Bruce Scherling	Geoffrey Crofoot	
President Elect:	Geoffrey Crofoot	Vacant	
Secretary:	Vikki Barthels	Vikki Barthels	
Treasurer:	Steve Garrett	Steve Garrett	

INTRODUCTION

The Constitution & Bylaws provides for a Board of Directors which shall conduct and carry-on the affairs of the Association.

1. The Board of Directors consists of the officers of the Association who are also the officers of the Board of Directors.

<u>Board Officers</u>		<u>Association Officers</u>
• Chairman	=	President
• Vice-Chairman	=	President-Elect
• Secretary	=	Secretary
• Treasurer	=	Treasurer

2. The Board of Directors also consists of the following members.

- a. The five Regional Vice-Presidents
- b. The Immediate Past-President
- c. The Executive Secretary (*ex officio and non-voting*)
- d. The NEHA Regional Representative (*ex officio and non-voting*)
- e. A representative nominated by the Student Environmental Health Association (SEHA) and appointed by the Board (*non-voting*)

3. The term of office for all members of the Board shall be the same as the term of office for which they were elected or appointed. That is:

- a. Chairperson: 1 year, or until a successor is elected.
- b. Vice-Chairperson: 1 year, or until a successor is elected.
- c. Secretary: 2 years, or until a successor is elected.
- d. Treasurer: 2 years, or until a successor is elected.
- e. Each Regional Vice-President: 1 year, or until a successor is elected.

- f. NEHA Regional Vice-President: Until a successor is elected.
- g. SEHA Representative: Until a successor is appointed by the Board.
- h. Executive Secretary: Indefinite.

DUTIES & RESPONSIBILITIES

A. GENERAL

1. The Constitution & Bylaws confers on the Board the same rights, powers, privileges and duties as are generally conferred upon any board of directors.
2. The officers of the Board have the same general duties and responsibilities as have been enumerated in Section II.D above.
3. The Constitution & Bylaws specifically require that the Board perform the following functions [Article VIII, Section 1]:
 - a. Conduct and carry on the affairs and business of the Association.
 - b. Select and fix compensation and conditions of employment of any employees and contractors it may deem necessary.
 - c. Shall select a depository or depositories for monies of the Association.
 - d. Provide for the maintenance of the various committees and activities of the Association.
 - e. Fix the time and place of the annual meeting.
4. In addition, the following duties and responsibilities of the Board of Directors have been established as policies of the Board.
 - a. At the first Board meeting after the installation of new officers, the President-Elect shall submit a slate of proposed committee chairpersons for approval by the Board.
 - b. Board members are expected to serve on at least one committee. One Board member shall be selected to serve on each standing committee, with the exception of the Finance, Nominations, and Publications Committees. The Board members shall serve as liaison between the Board and the committees.

B. OFFICERS

The officers of the Board (i.e., the Chair, Vice-Chair, Secretary and Treasurer) shall have those duties and responsibilities which have been delineated above in II.D and II.E.A.

C. IMMEDIATE PAST-PRESIDENT

1. The Immediate Past-President of the Association shall sit on the Board of Directors in order to ensure continuity of Association policies and activities. In the event of the election of totally new Board, the Immediate Past-President is expected to be able to inform the new members of the discussions and rationale for previous actions of the Board which may again be before the Board.

2. The Immediate Past President shall serve as the liaison person to the Washington State Board of Registered Sanitarians.

3. The Immediate Past President shall serve as the Chairperson or Co-chair of the Nominations and Awards committee, as one of the two members at large specified in the Constitution & Bylaws. [Article IX, Section 3]

D. REGIONAL VICE-PRESIDENTS

1. Each Regional Vice-President shall represent the Board to their respective region and shall represent regional members to the Board. [Article VIII, Section 3]

2. The Regional Vice-Presidents should organize and conduct a regular regional business meeting at least once a year in conjunction with an educational workshop or presentation.

3. The Regional Vice-Presidents shall also serve on the Nominations and Awards Committee and the Membership and Benefits Committee.

4. Each Regional Vice-President shall be responsible for the development of a regional budget, and for the allocation and dispensing of Association funds within the region.

5. Each Regional Vice-President shall serve as an Associate Editor of the WSEHA Newsletter, and shall provide information and articles on regional happenings and events to the Editor.

6. Each Regional Vice-President shall nominate appropriate individuals from their region for WSEHA awards. The Regional Vice-President is responsible for ensuring that the nominations are prepared in accordance with the Policy & Procedures established by the Board for Awards (see the Awards Manual), and submitted in a timely fashion to the Nominations and Awards Committee.

E. NEHA REGIONAL VICE-PRESIDENT

1. The regional Vice President of the National Environmental Health Association for Region 1 (Alaska, Idaho, Oregon and Washington) shall be invited to sit on the WSEHA Board of Directors, as an *ex officio*, non-voting member.

2. The NEHA Region 1 Vice President shall serve as a liaison between WSEHA and NEHA

F. SEHA REPRESENTATIVE

1. The members of the Student Environmental Health Association attending schools of higher education in Washington may nominate a representative to be invited to attend the Board of Directors meetings. The Board may appoint such a representative to be a non-voting member of the Board.

2. The SEHA Representative shall serve as a liaison between the Board of Directors and the student members of SEHA in this state. The SEHA representative is encouraged to participate in the discussions of the Board and to bring the perspective of students entering the field of environmental health to the Board.

G. EXECUTIVE SECRETARY

1. The Executive Secretary shall sit on the Board of Directors as an *ex officio*, non-voting member.

2. The Executive Secretary shall perform those duties and have those responsibilities delineated in the Constitution & By-Laws and throughout these policies and procedure

H. EMAIL VOTING POLICY

1. **Policy:** The Board shall conduct the voting process by email under the same rules that apply to the voting process during in-person Board meetings.

2. **Procedure:** Voting on an issue may take place by email between Board meetings, but must conform to *Robert's Rules*. A Board member may present a motion by email to all members of the Board, which then requires a second from another Board member (if no one seconds the motion, it dies). The Board President then issues a statement by email: "It has been moved and seconded that...Discussion?" The Board President can then set the timeline for discussion depending on when the final vote is needed and the emergent nature of the issue - advising what is the date that discussion will close and when a vote will be taken. The subject line in the email message will note the topic of the discussion and everyone will indicate whether they are discussing or voting and what the issue is. Discussion by email can then proceed.

Note: When discussing (or voting on) a motion by this method, Board members must remember to use the "Reply All" button on their email, in order that every Board member is able to read every comment and vote, just as in an in-person meeting. Board members may cc: members of WSEHA committees for entry into the discussion - but only Board members votes will be counted.

When the period for discussion has ended, the President shall issue a final call by saying: "We have a motion before us to..." The President will then call for the vote. "It has been moved and seconded that...All those favoring, please respond yes, those opposed respond no"...At the discretion of the President, a deadline by which members must vote in order to be included in the count must be set to allow for timely voting response.

Email motions before the Board may also be amended, again only by conformation to *Robert's Rules*. If a "friendly amendment" is requested, it requires only the consent of the maker and seconder of the original motion. If an amendment is proposed, it requires a second and vote by the Board before the voting on the original motion can proceed.

For the motion (or an amendment to a motion) to pass, a quorum of Board members (51%) must participate in the voting and a majority of this quorum must vote in the affirmative. If more than a quorum participates in the voting, a simple majority must vote affirmatively for the motion to pass.

Shortly after conclusion of the email voting process, the President shall inform the Board by email of the outcome of the vote. As with in-person voting, voting by email is an official action of the Board, and should be appropriately detailed in meeting minutes. A tracking system for all current email motions must be outlined by the President and provided to Board members at intervals between meetings and included in the minutes when presented at the meetings for approval.

INTRODUCTION

A. STANDING COMMITTEES

1. The following standing committees were created by Article IX of the Constitution & Bylaws of the Association.

- (a) Finance Committee
- (b) Nomination & Awards Committee
- (c) Policy & Procedures Committee
- (d) Education Committee
- (e) Publications Committee
- (f) Membership & Benefits Committee
- (g) Annual Educational Conference Committee
- (h) International Health Committee

2. The numbers of members designated for each committee shall always be an odd number.

3. In addition to the duties and responsibilities enumerated in the Constitution & Bylaws, specific duties have been established for the various standing committees of the Association by action of the Board of Directors and through historical precedent.

4. The following guidelines have been established by the Board and shall apply to the creation and operation of all standing committees of the Association.

a. The term of appointment for committee chairs shall be for one year, however, if mutually agreeable between the President-Elect and committee chair, the appointment may be continued for an additional year. (The purpose of this provision is to ensure that each President has capable and compatible leadership in the committees during his/her term of office AND that the members who volunteer for these leadership positions can plan their personal and professional activities knowing that their commitment is for a limited time period.)

b. Whenever possible, each committee will have both a chair person and a vice-chairperson. The vice-chairs will be selected by the President-Elect and will become the chair of the committee upon resignation of the current chair. (The purpose of this provision is to ensure the continuity of the committee's work.)

c. An orientation session will be conducted during the Annual Conference to familiarize new Board members and committee chairpersons with their specific duties.

- d. As a general rule, thirty to forty per cent of the membership of each standing committee should be retained each year in order to assure continuity of policy.
- e. The Board may issue directives and/or recommendations to committees regarding their annual operation. Examples of typical instructions have included the following.
 - 1) Policy & Procedures Committee: Policy resolutions are to be mailed out prior to the annual meeting.
 - 2) Annual Educational Conference Committee: The time and place of the annual meeting are to be determined by the entire Board.
 - 3) Nominations & Awards Committee: Qualifications of candidates for elected positions are to be compiled and submitted to the Board in early December.

Specific policies, procedures and operational guidelines have been developed for each committee, but may be revised by the Board as it deems appropriate and in keeping with the Constitution & Bylaws.

B. SPECIAL COMMITTEES

The Board may establish ad hoc committees, task forces, or working groups as it may from time to time deem necessary to carry out a specific function or purpose. The special committees shall be established for a limited purpose and time (usually one year or less) and shall go out of existence upon the completion of its purpose or the expiration of the time for which it has been established. Two examples of such special committees are the following.

- a. The ad hoc Committee on International Health - was established by the Board in 1984 to oversee and coordinate WSEHA involvement with Public Health International (PHI) of Oregon. PHI is a non-profit organization which serves as a screening and coordinating agency responding to requests for experienced, volunteers (sanitarians, medical doctors, nurses, etc.) to serve short time assignments in refugee camps or other places where there has been an interruption of normal medical and sanitary services. The scope of the committee was broadened in 1986 to include oversight and coordination of all WSEHA involvement with international environmental health issues and affairs. It was made a standing Committee of the Association by amendment of the Constitution & Bylaws in 1988.
- b. The ad hoc Committee on the 1989 NEHA Annual Conference - was established by the Board in 1985 to oversee the planning and coordination of the local arrangements for the 1989 Annual Conference and Meeting of the National Envi-

ronmental Health Association. The Committee was disbanded following the final review and accounting of the activities and funds from the Conference in 1989.

C. COMMITTEE MEETINGS

* * * Reserved * * *

FINANCE COMMITTEE

Composition

The Finance Committee shall consist of three or more members selected at large.

Charge

The Committee is concerned with the overall financial condition of the Association. It is responsible for the following activities and functions.

1. Providing advice and support to the Treasurer.
2. Devising ways and means of raising funds for the operation of the Association.
3. Preparation of a yearly budget. The budget for the next fiscal year should be submitted to the Board by December 1 of the preceding year.
4. Ensuring that an internal audit of the financial records of the Association is conducted annually.

NOMINATIONS & AWARDS COMMITTEE

Composition

The Nominations & Awards Committee shall consist of seven or more members, selected as follows: the Immediate Past President (as Chairperson or Co-chair), five regional Vice-Presidents, and one additional member selected at large.

Charge

1. **Nominations:** After canvassing of the membership, it shall be the duty of the Committee to prepare the list of eligible candidates for each of the following offices:
 - 1) President-Elect
 - 2) Secretary (even years only)
 - 3) Treasurer (odd years only)
2. **Honorific Resolutions:** The Committee shall consider all resolutions referred to it by the Secretary and present to the Board of Directors a report on each such resolution together with its recommendation for disposition so that, if approved, the resolution can be announced at the annual business meeting.
3. **Awards:** The Committee shall seek qualified nominees for each of the awards of the Association and present their recommendations, regarding recipients for each award, to the Board. This shall be done in accordance with the policies and procedures established in the WSEHA Awards Manual, Annex A to these Policy & Procedures.

Policies

1. A list of candidates for office must be submitted to the Board of Directors so that it will be received by the Secretary at least two weeks prior to the date established by the Board for the mailing out of ballots.
2. The mailing date for the ballots shall be established at the first Board meeting of the calendar year.

POLICY & PROCEDURES COMMITTEE

Composition

The Policy & Procedures Committee shall consist of three or more members selected at large.

Charge

The Policy & Procedures Committee shall be responsible for considering issues involving the basic policies and directions of the Association.

1. **Policy Resolutions:** The Committee shall consider all policy resolutions referred to it by the Secretary and present, at the annual business meeting, a report on each resolution, accompanied by the recommendation of such committee with regard thereto.
2. **Constitutional Amendments:** The Committee shall review all proposed changes to either the Articles of Incorporation or to the Constitution & Bylaws of the Association, and/or draft such amendments or revisions as may be requested by the Board or the membership.
3. **Legislative Activities:** The Committee shall study existing and proposed legislation of importance to the members, and shall consider ways and means of promoting appropriate laws and ordinances relating to environmental health without substantial lobbying.

EDUCATION COMMITTEE

Composition

The Education Committee shall consist of three or more members. One member of the Committee should also be a member of the Environmental Health Directors Association and, in so far as possible, each of the regions should be represented on the Committee.

Charge

It shall be the duty of the Education Committee to:

1. Devise, and put into effect, ways and means of improving the professional standards of sanitarians through continuing education;
2. Devise, and put into effect, ways and means for enabling the members to better educate the public in all phases of environmental health;
3. Collect factual data relative to all aspects of environmental health control; and
4. Cooperate with the editors of the WSEHA Newsletter and the Journal of Environmental Health for dissemination of all such material in any way deemed feasible to the membership.

Subcommittees

1. **Annual Swimming Pool Conference Subcommittee:** The free standing Swimming Pool Conference Committee was made a subcommittee of the Education Committee by the consolidated Constitution & Bylaws adopted in 1987. This move was made to streamline the committee structure of the association and to improve the coordination of the educational activities of the association.

Policies

- a. The subcommittee should consist of three or more members to distribute the workload.
- b. The subcommittee shall fix the time(s) and place(s) of the Annual Swimming Pool Conference, and arrange for the agenda and keynote speakers.

c. The subcommittee shall submit a tentative agenda and budget, through the Chair of the Education Committee, to the Board for approval at least 60 days prior to the date of the Conference.

2. **Ad hoc Educational Subcommittees:** The Educational Committee may form as many short-term ad hoc subcommittees as it may deem appropriate to plan and conduct specific training courses, workshops or other educational events which have been approved by the Board.

Policies

a. Sufficient ad hoc planning committees shall be established to plan and promote educational programs and activities which will directly and indirectly benefit the members of the Association including, but not limited to;

- 1) Designing or producing educational publications; and,
- 2) Developing, promoting or conducting educational programs.

b. Each subcommittee should consist of two or more members to distribute the workload.

c. Each ad hoc subcommittee shall submit a tentative agenda and budget, through the Chair of the Education Committee, to the Board for approval at least 60 days prior to the date of each educational program.

d. Registration fees for non-members shall be set \$50 higher than for members unless otherwise approved by the Board.

e. All cancellations of registrations received before noon of the day before the scheduled educational program shall be charged a \$10.00 processing fee. Cancellations received later than noon the day before the educational program will not be entitled to a refund.

f. A presenter's time and travel expenses to participate at a WSEHA educational program that are reimbursed by the employer of the presenter will not be reimbursed by WSEHA. The Board encourages employers to donate presenters' time and travel expenses to participate in WSEHA educational programs for the benefit and advancement of environmental public health.

3. **General Policies:** The subcommittee for each educational course, workshop, or other training event sponsored or co-sponsored by WSEHA shall adhere to the procedural guidelines in the WSEHA Education Manual, Annex B to these Policies & Procedures.

PUBLICATIONS COMMITTEE

Composition

1. The Publications Committee shall consist of three or more members. The Chairperson of the committee shall be the editor of the *Newsletter* and, notwithstanding the provisions of section A.4.a. above, may be appointed for a term of two years
2. Members of the Publications Committee other than the Chairperson shall be known as Associate Editors.
3. Each Regional Vice-President shall ensure that information and articles on regional events and concerns are submitted to the *WSEHA Newsletter* editor in a timely fashion.

Charge

1. The Editor shall be responsible for editing the *Newsletter* in accordance with the objectives and policies adopted by the Board.
2. The Associate Editors shall be responsible for obtaining contributions from the membership and forwarding them to the Editor.

Policies

1. **The *WSEHA Newsletter*:**
 - a. The Newsletter shall be published at least twice a year, preferably quarterly.
 - b. Articles for publication must be received by the Editor no later than the two weeks before the Newsletter is scheduled to be published.
 - c. All WSEHA Awards and Presidential Citations which are presented at the Annual Educational Conference are to be mentioned in the Newsletter.
 - d. The Newsletter Editor shall be appropriated monies by the Board prior to the publication of the Newsletter.

2. Other Printing/Publications:

- a. The Publications Committee shall assist the Board and the various committees of the Association in preparing and having printed brochures, announcements, forms or other printing and publication needs.
- b. The Publications Committee shall review for style and layout all requests for printing, and shall make arrangements to have the materials printed.
- c. The cost of printing Board and committee materials shall be charged to the individual Board or committee requesting the printing and shall not come out of the Publications Committee's budget.

MEMBERSHIP & BENEFITS COMMITTEE

Composition

The Membership & Benefits Committee shall consist of a five or more members. Each Regional Vice-President is automatically a member of this Committee. [Article VIII, Section 3]

Charge

It shall be the duty of the Membership & Benefits Committee to:

1. Conduct an annual membership drive to attract new active and sustaining members of the Association.
2. Devise and implement ways and means of increasing and sustaining the membership of the Association; and
3. Develop or revise a membership brochure, and to mail out the brochure, to prospective new members.

Policy

The Membership & Benefits Committee shall cooperate with and compliment the Education Committee and its subcommittees, and the Annual Educational Conference Committee.

ANNUAL EDUCATIONAL CONFERENCE COMMITTEE

Composition

The Annual Educational Conference Committee shall consist of five or more members. The out-going chairperson of the Committee shall automatically become a member of the committee for the succeeding year.

Charge

It shall be the duty of the Annual Educational Conference Committee to arrange for the agenda, program, facilities, speakers and other requirements for the Annual Educational Conference.

Policies

1. The annual business meeting shall be part of the Annual Educational Conference when held that year.
2. A separate category shall be included in the Association's annual budget for the Annual Educational Conference. The money allocated to the Conference will be greater than the estimated "break-even" point based on the expenditures and revenues of the preceding Conference.
3. Some type of special recognition program for retired sanitarians shall be presented every third year at the AEC.
4. Any voucher submitted to the Treasurer more than one year after the last day of the Annual Educational Conference, for which the bill is submitted, shall be considered invalid.
5. Any amounts of money above, or under, the cost of the Annual Educational Conference shall be deposited to, or withdrawn from, the Association's savings account.
6. The Committee shall recommend to the Board the site and dates for future annual educational conferences.
7. The Committee shall use the Annual Educational Conference Guidebook, Annex C to these Policies & Procedures, for guidance in organizing and conducting the Conference, but is not required to follow everything in the AEC Guidebook.

INTERNATIONAL HEALTH COMMITTEE

Composition

The International Health Committee shall consist of three or more members who are interested in international health issues.

Charge

1. The mission of the International Health Committee shall be to promote environmental health in the international setting in order to prevent death and disease commonly associated with poor environmental conditions.
2. The responsibilities of the International Health Committee shall include, but not be limited, to:
 - a. Advising the Board of Directors on current international health needs;
 - b. Motivating WSEHA members to be interested in international health concerns and opportunities; and
 - c. Coordinating the activities and exchange of international health information between WSEHA and other agencies and groups.