

**THE CONSTITUTION AND BYLAWS
OF THE
WASHINGTON STATE
ENVIRONMENTAL HEALTH ASSOCIATION, INCORPORATED**

ARTICLE I

Name

The name of this organization shall be the Washington State Environmental Health Association, Incorporated. This Association, hereinafter referred to as the Association, shall be affiliated with the National Environmental Health Association, Incorporated.

ARTICLE II

Objectives

The objectives of this Association shall be:

1. To develop cooperation with various branches and departments of government in activities directed toward the improvement of the public health;
2. To increase the knowledge and efficiency of its members;
3. To promote high standards of attainment in the work of its members;
4. To increase opportunities for the professional development of its members; and,
5. To strive for professional recognition from the public and official sources.

ARTICLE III

Membership

Section 1. Membership, as set forth in Section 3 of this Article, shall be available to persons working toward attaining the objectives specified in Article II of these Bylaws.

1.1 A new applicant is defined as a person who has never before been a member of the Association, or a member whose membership has lapsed for one year or more.

1.2 Reinstatement of lapsed membership shall be subject to the provisions of Section 7 of this Article.

Section 2. All persons, with the exception of subscribing members and persons petitioning for subscribing membership, shall pledge their allegiance to the following Code of Ethics and said Code of Ethics shall hereinafter become part of the requirements for membership in the Washington State Environmental Health Association, Inc. By accepting membership, all members, make this pledge.

Code of Ethics

"As a member of the Washington State Environmental Health Association, Inc., I acknowledge:

"That I have an obligation to the sciences and arts for the advancement of public health. I will uphold the standards of my profession, continually search for truths and disseminate my findings; and I will strive to keep myself fully informed of the developments in the field of public health.

"That I have an obligation to the public whose trust I hold and I will endeavor to the best of my ability to guard their interests honestly and wisely.

"That the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being without distinction of race, religion, cultural background, economic or social condition.

"That, being loyal to my profession, I will uphold the Constitution and By-Laws of the Washington State Environmental Health Association, Inc. and will at all times conduct myself in a manner worthy of my profession. My signature hereon constitutes a realization of my personal responsibility to actively discharge these obligations."

Section 3. There shall be eight (8) categories of membership as follows.

3.1 Regular Membership. Regular membership is open to those individuals who are active, or have been active, in the field of environmental health and who have completed a bachelors degree at an accredited college or university. Regular 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 Committee.

3.2 Associate Membership. Associate membership is offered to individuals who are active in the field of environmental health in a paraprofessional capacity or who are active in a related field but who do not meet the requirements for active membership.

3.3 Student Membership. Student membership is available to those individuals working full time toward a degree in environmental health, sanitary science, public health, or a 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.

3.4 Emeritus Membership. Emeritus membership status may be awarded to a retired regular member, upon application, provided he/she has been a member of the Association for at least five (5) years immediately prior to retirement and has accrued at least twenty (20) years of environmental health service or has retired due to disability. The Board of Directors may waive years of environmental health service in consideration for years of service to the Association.

3.5 Honorary Membership. Honorary membership may be conferred upon any person or persons for distinguished achievement or service in the field of environmental health or public benefit by two-thirds vote of the Board.

3.6 Affiliate Membership. Affiliate membership is offered at the discretion of the Board to 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 Association training event.

3.7 Sustaining Membership. Sustaining membership is offered at the discretion of the Board to those individuals, firms or organizations, who have interests and objectives compatible with those of this Association. Sustaining members shall be offered to be listed on the Association's web site. A sustaining membership authorizes a firm or organization to pay the membership registration rate for up to four representatives per Association training event.

3.8 Subscribing Membership. Subscribing membership is offered to individuals

from out of state or those who are otherwise not eligible for other categories of membership who desire to subscribe to the WSEHA Newsletter and receive announcements from the Association.

Section 4. There shall be an annual dues assessed of all members except as herein provided.

4.1 Annual dues for the various categories of membership shall be as follows except that the Board of Directors may waive the dues for affiliate members in cases where there is a reciprocal relationship with another organization or association in which this Association is not charged membership dues.

| | |
|------------------|----------|
| Regular | \$50.00 |
| Associate | \$50.00 |
| Student | \$5.00 |
| Emeritus..... | \$5.00 |
| Honorary..... | \$0.00 |
| Affiliate | \$75.00 |
| Sustaining..... | \$250.00 |
| Subscribing..... | \$20.00 |

4.2 The annual dues shall be payable with the application for membership to the Association. Membership is for one year.

Section 5. The Executive Secretary shall determine the category of membership for each applicant, and the amount of dues to be paid. If in doubt regarding the appropriate category of membership, the Executive Secretary shall refer the application to the Membership Committee. Questions regarding decisions of the Executive Secretary or Membership Committee may be appealed to the Board of Directors.

Section 6. The Executive Secretary shall ensure that any member whose annual dues payment is two months delinquent is provided a second notice.

Section 7. A lapsed membership may be reinstated by paying the full membership dues. The annual fee will not be prorated.

Section 8. 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.

ARTICLE IV

Districts

For the purposes of defining district areas of representation, the State shall be divided into five regions composed of the following counties:

| <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 | | |

ARTICLE V

Officers

Section 1. The officers of the Association shall be a President, a President-Elect, an Immediate Past President, a Secretary, and a Treasurer. These officers must be active members in good standing of the Association.

Section 2. All officers shall be elected by a majority of the votes cast by the regular, associate and emeritus members who are in good standing in accordance with these Bylaws.

Section 3. Term of Office.

3.1 The term of office for all officers shall be as follows.

- a. For the President, President-Elect, and Immediate Past President the term of office shall be for a period of one (1) year, or until successors have been duly elected or appointed in accordance with these Bylaws.

b. For the Secretary and Treasurer, the term of office shall be for a period of two (2) years, or until successors have been duly elected or appointed in accordance with these Bylaws.

3.2 The term of office for President, President-Elect and Immediate Past President shall begin at the conclusion of the annual meeting of the Association and terminate at the end of the succeeding annual meeting.

3.3 The term of office for Secretary shall begin at the conclusion of the annual meeting of even years and terminate at the end of the annual meeting on the next succeeding even year.

3.4 The term of office for Treasurer shall begin at the conclusion of the annual meeting of odd years and terminate at the end of the annual meeting on the next succeeding odd year.

Section 4. Vacancies.

4.1 In the event of a vacancy in the office of President, the President-Elect shall assume the duties of that office.

4.2 In the event of a vacancy in the office of 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.

4.3 In the event of a vacancy in any office other than the President, Immediate Past President, or President-Elect, 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.

ARTICLE VI

Duties of Officers

Section 1. The duties of officers shall be such as are implied by their respective titles and which usually pertain to the respective titles and which usually pertain to the respective offices, together with such other duties as are specified in these Bylaws, or may from time to time be delegated to them by the Board.

Section 2. The President shall be chairperson of the Board of Directors, preside at the

annual business meeting of the Association, and perform other duties as prescribed by the Bylaws.

Section 3. The President-Elect shall appoint the various committee chair-persons required by these Bylaws; and shall be in charge of coordinating their activities. The President-Elect shall preside at all meetings in the absence of the President. The President-Elect shall be responsible for orientation of regional Vice Presidents and to insure that regional meetings are scheduled. The President-Elect may assume the title of Association Vice President.

Section 4. The Secretary shall keep full records of all proceedings of the Association, have custody of all records and papers belonging to it, unless otherwise provided for, notify in writing all officers of their election, give notice of the time and place of meetings, and conduct the correspondence of the Association.

Section 5. The Treasurer shall have charge of all monies of the Association. The Treasurer, or other officer of the Association or the Executive Secretary under the direction of the Treasurer, shall deposit the same in a depository. The Treasurer shall report the financial condition of the Association to the Board quarterly and whenever requested to do so by the Board. All disbursements of monies shall be made only by check of the Association 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 in accordance with Policy & Procedure of the Board.

ARTICLE VII

Board of Directors

Section 1. There shall be a Board of Directors, hereinafter referred to as the Board, which shall consist of the President, President Elect, Immediate Past President, Secretary, and Treasurer.

Section 2. In addition, there shall be five (5) Regional Vice-Presidents who shall serve on the Board as representatives of each of the regions specified in Article IV of these Bylaws.

2.1 The Regional Vice-Presidents shall be elected for a term of at least one (1) year or until successors have been duly elected or appointed in accordance with the provisions of these Bylaws.

2.2 Each Regional Vice-President shall be representative of a separate geographical region as defined in Article IV of these Bylaws.

2.3 Each Regional Vice-President shall be elected by a majority of the votes cast by the members of the region in accordance with these Bylaws.

Section 3. The NEHA Region 1 Vice-President shall be invited to all meetings of the Board of Directors and shall be an ex-officio, non-voting member of the Board.

Section 4. The Board of Directors may appoint an Executive-Secretary who shall be an ex-officio, non-voting member of the Board.

ARTICLE VIII

Duties of the Board of Directors

Section 1. The Board of Directors shall conduct and carry on the affairs of the Association.

1.1 The Board shall select and fix compensation and conditions of employment for such employees and contractors as it may deem necessary.

1.2 The Board shall select a depository or depositories for the funds of the Association.

1.3 The Board shall provide for the establishment and maintenance of the various committees and activities of the Association.

1.4 The Board shall fix the time and place of the annual meeting.

1.5 The Board shall appoint various committees to make studies and report findings to the Board.

1.6 The Board shall develop and maintain a policy and procedures manual to provide guidance to the officers, directors and committees in conducting the affairs of the Association. The policy and procedures manual shall contain, as a minimum, a record of Board actions, an annual calendar of events, and operating instructions and guidelines for the conduct of the association's business which has been proscribed by these Bylaws.

Section 2. The Executive-Secretary, shall conduct the day-to-day operations of the Association and such other duties as may be delegated by the Board. In the event the Board decides not to employ or contract for an Executive-Secretary, any duties delegated to the Executive-Secretary by these Bylaws shall be the responsibility of the elected Secretary.

Section 3. Each Regional Vice-President shall represent the Board to their respective region and shall represent regional members to the Board.

3.1 The Regional Vice-Presidents shall organize and conduct regular regional educational and business meetings.

3.2 The Regional Vice-Presidents shall also serve on the nominating and membership committees.

Section 4. The Board of Directors shall have the same rights, privileges and duties as are generally conferred upon any board of directors in addition to any other duties as are prescribed in these Bylaws.

Section 5. A simple majority of the number of directors with voting privileges shall constitute a quorum. A director participating in a meeting by conference call shall be counted. No Association business may be finalized without a quorum present.

ARTICLE IX

Committees

Section 1. The Association shall have the standing committees designated in this Article.

1.1 The members of each standing committee shall be members of the Association in good standing at the time of their appointment to the committee. The number of members designated for each committee shall be considered the minimum number, and unless a maximum number is specifically designated, any number of members may be added, subject, however, to the provision that the number of members of each committee shall always be an odd number.

1.2 Except as may otherwise be provided for in these Bylaws, each committee may select a vice-chair who shall normally be appointed to fill the position of committee chair in the following year in accordance with the provisions of these Bylaws.

1.3 The duties of each of the standing committee of the Association shall be as prescribed in this Article together with such additional duties as may from time to time be delegated to them by the Board.

Section 2. Finance Committee.

2.1 The Finance Committee shall consist of three (3) or more members who shall be concerned with the overall financial condition of the Association and who shall lend advice and support to the Treasurer.

2.2 The Finance Committee shall prepare a yearly budget for submission to the Board in accordance with a calendar established by the Board.

2.3 The Finance Committee shall be responsible for having the financial records of the Association reviewed annually.

2.4 The Finance Committee shall work with the other standing committee to devise ways and means of raising funds for the operation of the Association.

Section 3. Nominations and Awards Committee.

3.1 The Nominations and Awards Committee shall consist of seven or more members, selected as follows: the regional Vice-Presidents and two members at large.

3.2 After a canvass of the membership, the Nominations and Awards Committee shall select one or more members as candidates for the offices of President-Elect (annually), Secretary (even years only), and Treasurer (odd years only).

3.3 The Nominations and Awards Committee shall solicit nominations for each of the awards of the Association (other than scholarships); consider the merits of each of the candidates so nominated; and, make recommendations to the Board regarding the award of such honors.

3.4 The Nominations and Awards Committee shall consider the merits of all resolutions designed to honor a member or other individual, and present a report at the annual meeting on each resolution, together with a recommendation to membership.

Section 4. Policy and Procedures Committee.

4.1 The Policy and Procedures Committee shall consist of three or more members who shall be responsible for considering issues of basic policies and directions of the Association which may be delegated to it by these Bylaws or the Board of Directors.

4.2 The Policy and Procedures Committee shall review all proposals for amendments or revisions to the Articles of Incorporation or to the Constitution and Bylaws of the Association, and submit a report to the Board with their recommendations concerning such proposed changes. The Committee shall draft proposed amendments to the Constitution and Bylaws of the Association at the request of the Board.

4.3 The Policy and Procedures Committee shall study existing and proposed legislation of importance to the members, and shall consider ways and means of promoting appropriate laws and ordinances relative to environmental health.

4.4 The Committee shall consider all resolutions referred to it by the Secretary and present a report at the annual meeting on each resolution, together with a recommen-

dation to membership.

Section 5. Education Committee.

5.1 The Education Committee shall consist of three or more members who shall be responsible for devising and putting into effect ways and means of improving the professional standards and technical competency of the members and of enabling them to better educate the public in all phases of environmental health.

5.2 The Education Committee shall be responsible for providing training opportunities to the membership need and/or for facilitating membership participation in professional continuing education. The Committee shall work closely with the Membership and Benefits Committee in carrying out their responsibilities under this section.

5.3 The Education Committee shall cooperate with the editors of the WSEHA Newsletter and the Journal of Environmental Health for dissemination of information and educational materials.

5.4 A subcommittee shall be delegated responsibility for arranging an annual swimming pool conference, and a similar subcommittee shall be formed for each educational conference sponsored, or cosponsored, by the Association, except for the Annual Educational Conference of the Association, for which there shall be a separate standing committee as provided for in this Article.

Section 6. Publications Committee.

6.1 The Publications Committee shall consist of five or more members with at least one member selected from each of the regions specified in Article IV of the these Bylaws.

6.2 The chairperson of the Committee shall be the editor of the WSEHA Newsletter and may be appointed for a term of two years. The editor shall be responsible for editing the Newsletter in accordance with the objectives and policies adopted by the Board.

6.3 Members of the Committee, other than the chairperson, shall be appointed for a minimum of one (1) year, and shall be known as associate editors. The associate editors shall be responsible for obtaining contributions from the membership in their region and forwarding them to the editor.

Section 7. Membership and Benefits Committee.

7.1 The Membership and Benefits Committee shall consist of five (5) or more members with at least one (1) member selected from each of the regions specified in Article

IV of the these Bylaws.

7.2 The Membership and Benefits Committee shall devise ways and means of sustaining and increasing the membership of the Association.

7.3 The Membership and Benefits Committee shall devise ways and means for the establishment of programs and activities which will directly, or indirectly, benefit the members of the Association. This Committee shall cooperate with and compliment the activities of the Finance, Education, and Annual Educational Conference Committees.

7.4 The Membership and Benefits Committee shall oversee the conduct of any scholarship and/or training stipend programs established by the Association.

7.5 A student scholarship program shall be established to provide a financial reward to one or more deserving undergraduate students each year.

a. The student scholarship program shall be named the Cind Treser Memorial Student Scholarship program and shall be used to assist undergraduate students according to such criteria as may be established by the Board of Directors.

b. A subcommittee of three or more members, one of whom shall be a faculty member of an accredited environmental health program, shall be formed to review applications for this award.

Section 8. Annual Educational Conference Committee.

The Annual Educational Conference Committee shall consist of five (5) or more members. A person volunteering to chair the AEC shall serve as vice chair the year before becoming the chair. The out-going chair of this Committee shall serve as an *ex officio* member of the committee for the succeeding year.

8.2 The Annual Educational Conference Committee shall be responsible for the arrangement and conduct of an Annual Educational Conference.

8.3 The Annual Educational Conference Committee shall cooperate and coordinate their activities with those of the Nominations and Awards Committee and such other standing or special committee which may be involved with the Conference.

Section 9. International Health Committee.

9.1 The International Health Committee shall consist of three (3) or more members who are interested in international health issues.

9.2 The mission of the International Health Committee shall be to promote environ-

mental health in the international setting in order to prevent death and disease commonly associated with poor environmental conditions.

9.3 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.

ARTICLE X

Meetings

Section 1. There shall be an annual meeting of the Association at a time and place to be fixed by the Board of Directors.

Section 2. There shall be an Annual Educational Conference which shall be held at a time and place to be fixed by the Annual Educational Conference Committee and approved by the Board of Directors. The Board of Directors may suspend holding an AEC in any year it considers a significant financial loss to the Association is likely to occur.

ARTICLE XI

Nominations and Elections

Section 1. Regular, associate and emeritus members of the Association, in good standing, shall be entitled to vote, in all matters which shall be brought before the membership in accordance with the provisions of these Bylaws. These categories of membership shall be known as eligible voters. Eligible voters are not required to work or live in Washington State.

Section 2. The members of the Association shall elect the officers provided for in these Bylaws by ballot.

2.1 *President, President Elect, and Immediate Past President.* The President Elect shall be elected annually. The President Elect of the preceding year shall automatically become President. The President shall then become Immediate Past President, and the Immediate Past President shall retire from the Board. If there ever should be a vacancy in the President Elect position, the members shall elect both a President Elect and President to complete the unexpired term.

2.2 *Secretary and Treasurer.* The members of the Association shall elect biannually in alternate years a Treasurer and a Secretary.

Section 3. Nominations.

3.1 The Nominations and Awards Committee shall submit to the chair of the Board the slate of candidates selected.

3.2 Other nominations for the office of President Elect, Secretary and Treasurer may be made by petition. Such petitions shall be deemed valid when signed by at least five (5) eligible voters and received by the Secretary or Executive Secretary at least two (2) weeks prior to the date set for the mailing of the ballots. The Board shall instruct the Secretary or Executive Secretary to place the names of any persons thereby nominated on the ballot, together with the names of candidates selected by the Nominations and Awards Committee.

Section 4. Election of Officers.

4.1 The Board shall have a ballot prepared containing the names of all valid nominees for each position to be filled, together with a space for "write-in" candidates.

4.2 These ballots shall be mailed to all members eligible to vote, by the Secretary or Executive Secretary no later than thirty (30) days prior to the annual business meeting

4.3 The members shall mark the ballot, insert it in an envelope provided by the Association which shall then be sealed. Such envelope shall be marked by the Association with the words "ballot envelope" and be addressed to the Association's mailing address which should be received by the Secretary or Executive Secretary. All such ballots must be received by the Secretary or Executive Secretary by such date as shall be specified on the ballot, but which in no case shall be any later than ten (10) days prior to the annual business meeting of the Association, 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.

4.4 The Secretary and two (2) or more eligible voters shall open and count the ballots. The Secretary shall certify the results of the election and notify the President no

later than six (6) days after the date designated for counting. The President shall then notify the candidates with the results.

Section 5. The nomination and election of Regional Vice-Presidents shall be at a regional meeting conducted by the incumbent regional Vice-President.

5.1 Candidates for the office of Regional Vice-President shall be eligible voters in the Association.

5.2 The results of the election of the new Regional Vice-President shall be certified to the Board by the incumbent not later than ten (10) days prior to the date set for the annual meeting.

Section 6. If a member cannot attend the annual business meeting, or must leave prior to the voting on an issue, he/she may assign a proxy. All such proxy designation must be in writing and in the possession of the Secretary or President prior to the time set for the start of the annual meeting. It shall be up to the discretion of the President or Secretary to determine whether or not the proxy is valid.

Section 7. The Board may send a ballot to the entire membership by mail or other means on any question.

Section 8. Any proceeding of, or action taken at, an annual business meeting of the Association may be voided by eligible voters supporting a written petition.

8.1 Notice that such a petition is being prepared must be received by the Board within thirty (30) days of the adjournment of the annual business meeting and the completed petition must be received by the Board within sixty (60) days of such notice.

Receipt of a valid petition signed by five (5) or more regular, associate, or emeritus members in good standing shall require that such proceeding or action be referred to the entire membership for vote by mail ballot.

A proceeding or action will be voided if such a petition is supported by a vote of fifty percent (50%) or more of the eligible voters of the Association who cast ballots.

ARTICLE XII

Resolutions

Section 1. Resolutions may be proposed in writing by five (5) regular, associate or emeritus members in good standing. All resolutions must be submitted to the Secretary of the Association at least thirty (30) days prior to their submission to the membership for a vote, except that the Board may waive the thirty (30) day requirement in exceptional circumstances.

Section 2. The Secretary shall submit one (1) copy of the resolution to the Board and one copy to either the Nominations and Awards Committee or the Policy and Procedures Committee, depending upon the nature of the resolution, for review, editing and recommendation.

Section 3. The Association shall not act on any resolution dealing with controversial questions which are fundamentally racial or religious in character.

ARTICLE XIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order which the Association may adopt. The Board of Directors may adopt a policy for Board Members to cast votes by e-mail, provided the policy substantially follows Robert's Rules of Order Newly Revised.

ARTICLE XIV

Amendments

These Constitution and Bylaws may be amended by a two-thirds vote of the eligible membership who cast their ballots, provided that the proposed amendment has been presented to the membership at least thirty (30) days prior to the date of voting.

ARTICLE XV

Severability

Should any section, paragraph, phrase or clause of this document be declared invalid or unconstitutional for any reason, the remainder of the document shall not be affected thereby.

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Adopted: March 20, 1987

Last Amended: March 14, 2011

HISTORY

Constitution

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| | | |
|----------|----------------|----------------|
| Amended: | November, 1965 | January, 1967 |
| | December, 1970 | December, 1973 |
| | December, 1975 | March, 1977 |
| | October, 1977 | May, 1978 |
| | November, 1978 | July, 1979 |

Revised: May, 1980

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| | April, 1982 | April, 1983 |
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| | | |
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Constitution and Bylaws

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