

**BYLAWS OF THE
UTAH ENVIRONMENTAL HEALTH ASSOCIATION, INC.,
A UTAH NON-PROFIT CORPORATION HAVING ITS PRINCIPAL PLACE OF
BUSINESS AT 788 EAST WOODOAK LANE, MURRAY, UTAH 84107**

Affiliated with the National Environmental Health Association, Inc.

which affiliation commenced September 1944

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**ARTICLE I
ORGANIZATION**

The name of this organization, which is a corporate, non-profit, professional association, incorporated under the laws of Utah, shall be the UTAH ENVIRONMENTAL HEALTH ASSOCIATION, INC.

**ARTICLE II
DEFINITIONS**

Section 1. ASSOCIATION shall mean the Utah Environmental Health Association, Inc.

Section 2. BOARD shall mean the Board of Trustees which consists of the OFFICERS and TRUSTEES of the ASSOCIATION, and the EDITOR of the NEWSLETTER.

Section 3. ENVIRONMENTAL HEALTH SCIENTIST shall mean a person currently registered by the State of Utah as an Licensed Environmental Health Scientist. This person is a specialist in the control of the environment for better health; an advocate and applier of practices to control hazardous elements in the environment; an organizer of economic and social forces to provide and maintain a safe and healthy environment for the betterment of all human beings.

Section 4. N.E.H.A. shall mean the National Environmental Health Association.

Section 5. NEWSLETTER shall mean the official publication of the ASSOCIATION.

Section 6. OFFICERS shall mean the offices of PRESIDENT, PRESIDENT-ELECT, VICE-PRESIDENT, PAST-PRESIDENT, SECRETARY, TREASURER, and ASSOCIATE TREASURER within the ASSOCIATION.

Section 7. PRACTICE OF ENVIRONMENTAL HEALTH shall mean:

(a) the enforcement of, the issuance of permits required by, or the inspection for the purpose of enforcing state and local public health laws in the following areas:

- (i) air quality;
- (ii) food quality;
- (iii) solid, hazardous, and toxic substances disposal;
- (iv) consumer product safety;
- (v) housing;
- (vi) noise control;

- (vii) radiation protection;
- (viii) water quality;
- (ix) vector control;
- (x) drinking water quality;
- (xi) milk sanitation;
- (xii) rabies control;
- (xiii) public health nuisances;
- (xiv) indoor clean air regulations;
- (xv) institutional and residential sanitation; or
- (xvi) recreational facilities sanitation; or

(b) representing oneself in any manner as, or using the titles "environmental health scientist," "environmental health scientist-in-training," or "registered sanitarian."

Section 8. PRESIDENT, PRESIDENT-ELECT, VICE PRESIDENT, PAST-PRESIDENT, SECRETARY, TREASURER, ASSOCIATE TREASURER, TRUSTEES, and EDITOR shall mean the respective office within the ASSOCIATION.

ARTICLE III OBJECTIVES

The Objectives of the ASSOCIATION are:

- a) To act and operate exclusively as a non-profit corporation pursuant to the laws of the State of Utah;
- b) To foster and promote high standards of attainment in public and environmental health;
- c) To develop and maintain harmony and cooperation among professionals in the different fields of public and environmental health;
- d) To educate public and environmental health professionals in the basics of all fields of environmental health and maintain their awareness of the current status of each field;
- e) To encourage the establishment of courses of instruction and schools of training so ENVIRONMENTAL HEALTH SCIENTISTS, as well as other active public and environmental health employees, have the opportunity for formal education in environmental health;
- f) To increase standardization in enforcement methods and practices;
- g) To strive for public recognition of the ASSOCIATION and its members as a scientific group, as professionals, and as a valuable resource concerning proposed and current legislation, ordinances, rules, regulations, and other environmental issues;
- h) To promote the welfare of workers in public and environmental health, sanitation, and allied occupations;
- i) To cultivate fellowship among all ENVIRONMENTAL HEALTH SCIENTISTS and other public and environmental health professionals;

- j) To provide a central point of reference through which public and environmental health workers and other professionals can accomplish their professional responsibilities;
- k) To engage in any and all activities and pursuits, and to support or assist such other organizations, as may be reasonably related to the foregoing and following purposes;
- l) To engage in any and all other lawful purposes, activities, and pursuits that are substantially similar to the foregoing and that are or may hereafter be authorized by Section 501(c)(3) of the Internal Revenue Code and are consistent with those powers described in the Utah Non-Profit Corporation and Cooperation Association Act, as amended and supplemented; and
- m) To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest ASSOCIATION funds for ASSOCIATION purposes, and to engage in any activity “in furtherance of, incidental to, or connected with any of the other purposes.”
 - (I) No part of the net earnings of the ASSOCIATION shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other persons, except that the ASSOCIATION shall be authorized and empowered to pay reasonable compensation for services rendered to the ASSOCIATION and to make payments and distributions in furtherance of the purposes set forth herein;
 - (II) No substantial part of the activities of the ASSOCIATION shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the ASSOCIATION shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code of 1954, as amended; and
 - (III) The ASSOCIATION shall not carry on any other activities not permitted to be carried on:
 - a. by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE IV MEMBERSHIP

Section 1. There shall be three classes of membership with voting privileges, designated as Active, Life, and Retired; and four classes of non-voting memberships, designated as Student, Associate, Honorary, and Sustaining.

Section 2. The right to hold office and to chair standing committees shall be open to Active, Life, and Retired members only. Any member of the ASSOCIATION may serve as a committee member if approved for the position by the PRESIDENT, or by its BOARD, and if not contrary to any part of these Bylaws.

Section 3. Membership in the ASSOCIATION is available to all persons who are adjudged to meet the requirements of the ASSOCIATION’s Code of Ethics. They will be assigned to a particular membership category based on their education, experience, and/or corporate status as required by each membership category.

Section 4. The TREASURER or ASSOCIATE TREASURER will make the preliminary determination as to which category(s) an applicant is eligible for membership. Appeals of the TREASURER or ASSOCIATE TREASURER's decision can be made by either the applicant or any current member of the ASSOCIATION in good standing. The person aggrieved by the action shall request in writing that the decision be reversed or set aside, shall state the particulars by which the person, corporation, or agency is eligible or ineligible for membership, and shall be addressed to the PRESIDENT. After adequate notice to the person(s) concerned, the BOARD shall vote on the membership in question during the next regularly scheduled meeting or sooner, at the discretion of the BOARD.

Section 5. Active membership is offered to any person who is actively engaged in the PRACTICE OF ENVIRONMENTAL HEALTH.

Section 6. Life membership without dues shall be awarded to all past presidents of N.E.H.A. while domiciled in Utah. Life membership may also be conferred upon any Active member who chooses to make a life payment in one sum, the amount to be established by the BOARD.

Section 7. Student membership is available to those working toward a degree in environmental health, public health, biological or physical science, or a related academic discipline. Student members pay a reduced due, the amount to be determined by the BOARD.

Section 8. Associate membership may be conferred on any applicant unable to meet the requirements for Active membership. Associate members pay the same dues as Active members.

Section 9. Honorary membership may be conferred upon any person or organization for distinguished achievement or service in the field of environmental or public health, by a two-thirds majority vote in favor of the application by the BOARD. There are no dues for Honorary membership. Recognition shall be given to a new Honorary member at the next BOARD meeting or the next general meeting of the ASSOCIATION, as well as in the NEWSLETTER.

Section 10. Retired membership may be awarded to any previously Active member, provided the applicant is no longer working in the field of environmental or public health and has been a member of the ASSOCIATION for at least five years; or has accrued at least twenty years of service in environmental or public health; or has retired because of age or disability.

Section 11. Sustaining membership is available to individuals, firms, or corporations expressing an interest in the ASSOCIATION and its Objectives. Approval by a two-thirds majority vote of the BOARD is a prerequisite and the payment of a Sustaining membership fee, the amount to be set by the BOARD. More than one category and fee may be established by the BOARD.

ARTICLE V FINANCES

Section 1. The operating expenses of the ASSOCIATION shall be met from membership dues and from any other sources approved by the BOARD.

Section 2. An annual audit of the ASSOCIATION's funds shall be made during the first quarter of each year and shall cover the period from January 1 to December 31 of the preceding year. The PRESIDENT, under the direction of the BOARD, shall appoint a disinterested member(s) of the ASSOCIATION to conduct the

audit, or the audit shall be performed by a professional auditor. All financial or related records shall be made readily available to the auditor(s) upon their request to the TREASURER, PRESIDENT, or BOARD.

Section 3. All checks written against the ASSOCIATION's account(s) shall require signatures from two different OFFICERS.

Section 4. All monies received shall be receipted and the receipt shall be given to the payer, either personally, or by mail to the most recent address; except, receipts for anonymous gifts of money or in kind shall be filed with the financial records of the ASSOCIATION for at least three years.

Section 5. Membership dues or contributions shall be paid annually by January 31st. First time members shall have their dues pro-rated on a semi-annual basis as follows:

- (a) If joining the ASSOCIATION between January 1 and June 30, both inclusive, the full amount of the annual dues; or
- (b) If joining the ASSOCIATION after June 30, one-half of the current year's dues.

Section 6. Members who have not paid dues or contributions by March 1st shall be delinquent and membership privileges shall be suspended. Such members who make the annual payment anytime during the same calendar year shall be automatically reinstated for that year. Membership shall be revoked as of January 1st for any member in arrears for the preceding year.

ARTICLE VI ITEMS OF ASSOCIATION IDENTIFICATION

Section 1. Membership cards shall be furnished to all current members of the ASSOCIATION. Each membership card shall denote the type of membership.

Section 2. The design of the emblem of the ASSOCIATION is determined by a majority vote of the BOARD. A depiction of the current emblem along with all previous approved emblems shall be attached to these Bylaws as Appendix A.

Section 3. The NEWSLETTER shall be published at least semi-annually and be sent to all members of the ASSOCIATION. The NEWSLETTER shall also be published on the ASSOCIATION webpage.

ARTICLE VII CODE OF ETHICS

Issuance of a membership is contingent upon acceptance of the following Code of Ethics:

- As a member of the Utah Environmental Health Association I acknowledge that I have an obligation to the public for the advancement of public and environmental health.
- I will uphold the standards of my profession, continually search for truths, and disseminate my findings.

- I will strive to keep myself fully informed of the developments in the fields of public and environmental health.
- I acknowledge my obligation to the public whose trust I hold and I will endeavor to the best of my ability to guard their interest honestly and wisely.
- I acknowledge that the enjoyment of the highest legally attainable standard of health is one of the fundamental rights of all human beings without distinction of race, religion, cultural background, economic, or social condition.
- I will uphold the Bylaws of the ASSOCIATION and at all times conduct myself in a manner worthy of my profession.

ARTICLE VIII DUTIES AND TERMS OF BOARD MEMBERS

Section 1. The term of the person elected VICE-PRESIDENT shall be four years; however, the office they hold will change after each year during their term. After carrying out their first year term as VICE-PRESIDENT they shall have a one year term as PRESIDENT-ELECT, followed by a one year term as PRESIDENT, and finally a one year term as PAST-PRESIDENT.

Section 2. The term of SECRETARY shall be three years.

Section 3. The term of the person elected ASSOCIATE TREASURER shall be four years; however, the office they hold will change after two years. After carrying out their first two years as ASSOCIATE TREASURER, they shall have a two year term as TREASURER.

Section 4. The term for the six TRUSTEES shall be for three years, with two new TRUSTEES elected each year. If it becomes necessary to elect or appoint TRUSTEES to replace any removed from office or resigning, the replacement TRUSTEE shall serve no longer than the term of the TRUSTEE replaced, unless re-elected.

Section 5. If a vacancy occurs on the BOARD, the remaining BOARD members shall appoint a replacement to serve for the remainder of the term for the position that was vacated. If a vacancy occurs in the office of PRESIDENT, PRESIDENT-ELECT, or VICE PRESIDENT, the BOARD shall appoint someone who has previously served in the office now vacated, including the PAST PRESIDENT, to fill the remainder of the term for the person who vacated the office.

Section 6. Only voting members as described in Article IV, Section 1 of these Bylaws shall be eligible to hold elective office.

Section 7. The duties of OFFICERS shall be those implied by their respective titles and that usually pertain to their respective office, together with such other duties as are specified in these Bylaws, and additionally, other responsibilities assigned to them by the BOARD.

Section 8. The PRESIDENT shall be an ENVIRONMENTAL HEALTH SCIENTIST and serve as Chairman of the BOARD, and shall preside at the Annual Business Meeting, and shall be an ex-officio member of all committees except the nominations committee. The PRESIDENT, with the approval of the BOARD, shall

appoint all committee members and committee chairpersons, except the Nominations Committee. It shall be the duty of the PRESIDENT, upon selection of the various committee members and chairpersons, to notify them of their appointment and to outline their duties. In addition, the PRESIDENT shall be an active member of the N.E.H.A. and shall serve as a member of the Council of Delegates of the N.E.H.A., representing the Utah Chapter.

Section 9. The PRESIDENT-ELECT shall primarily prepare themselves to assume the office of PRESIDENT the following year. The PRESIDENT-ELECT shall serve as Chairman of the Education Committee, being primarily responsible for the Spring and Fall Educational Conferences following their succession to this office. The PRESIDENT-ELECT shall perform other duties as assigned by the PRESIDENT, and shall be the ranking OFFICER in the absence of the PRESIDENT. At the Annual Business Meeting following the election, the PRESIDENT-ELECT shall succeed to the office of the PRESIDENT. In addition, the PRESIDENT-ELECT shall be a member of the N.E.H.A.

Section 10. The VICE-PRESIDENT shall primarily prepare themselves to assume the office of PRESIDENT-ELECT the following year. The VICE-PRESIDENT shall serve as Co-Chairman of the Education Committee, being primarily responsible to assist the PRESIDENT-ELECT in their duties. The VICE-PRESIDENT shall perform other duties as assigned by the PRESIDENT, and shall be the ranking officer in the absence of the PRESIDENT and the PRESIDENT-ELECT. At the Annual Business Meeting following the election, they shall succeed to the office of PRESIDENT-ELECT.

Section 11. The PAST-PRESIDENT shall be a counselor and advisor to the BOARD. They shall also serve as Chairman of the Nominations Committee and as Historian for the ASSOCIATION unless the BOARD appoints another; in this case, the PAST-PRESIDENT shall be Co-Historian and an advisor to verify that historical records of the ASSOCIATION are maintained current and accurate. The Historian shall maintain a library of ASSOCIATION publications.

Section 12. The SECRETARY shall maintain a current register of members, shall take minutes at BOARD meetings, shall maintain a file of official correspondence, shall communicate with the members, other professionals, and the public as requested by the PRESIDENT, and perform other duties as requested by the PRESIDENT. The SECRETARY shall be a member of the Nominations Committee.

Section 13. The TREASURER shall have charge of all funds of the ASSOCIATION and shall deposit them as appropriate in a financial institution approved by the BOARD. Disbursements shall be made by the check of the ASSOCIATION with the required two signatures or by the ASSOCIATION debit card. The TREASURER shall maintain a file of all transactions, including income, debits, receipts, past audits, status of membership payments, and any other appropriate items. The TREASURER shall prepare a written report of the financial condition of the ASSOCIATION and present it to the membership at the Annual Business Meeting. Additional reports shall be made to the BOARD whenever requested with adequate notice.

Section 14. The ASSOCIATE TREASURER assists the TREASURER in their duties and prepares to become TREASURER. At the Annual Business Meeting two years following their election, they shall succeed to the office of the TRESASURER.

Section 15. The EDITOR shall be appointed by the PRESIDENT and approved by the BOARD. The EDITOR shall be the only non-voting member of the BOARD.

Section 16. It is the additional duty of the OFFICERS to verify that all correspondence from the N.E.H.A. that requires affiliate action is read at the next BOARD meeting and to notify the Executive Director of the N.E.H.A. of any action(s) taken upon such correspondence.

ARTICLE IX BOARD OF TRUSTEES

Section 1. The BOARD shall have the same rights, powers, privileges, and duties as are generally conferred upon Boards. These include but are not limited to the following:

- (a) Conduct and carry on the affairs and business of the ASSOCIATION.
- (b) Develop appropriate ways and means of increasing the membership.
- (c) Provide ways and means of financing activities of the ASSOCIATION.
- (d) Select a depository(s) for the funds of the ASSOCIATION.
- (e) Fix the time and place of the annual Spring and Fall Educational Conferences and of the meetings of the BOARD.
- (f) Arrange for the publication of the activities of the ASSOCIATION in the NEWSLETTER, as well as of other matters of interest to the members.
- (g) Arrange for and oversee the safeguarding and storage of all ASSOCIATION files and equipment.
- (h) Provide policy and procedures to carry out these Bylaws in cases not specifically covered herein.
- (i) Perform all other duties that are specifically delegated to it by these Bylaws.

Section 2. If, in the opinion of the BOARD, as expressed by a two-thirds majority vote, any member of the BOARD or a committee member is not functioning appropriately in that person's position on the BOARD or committee, the BOARD shall remove them from their position and declare the position vacant. Replacement by another person shall be made in the way prescribed by these Bylaws, Article VIII, Sections 4 and 5.

Section 3. A TRUSTEE, if needed, shall be appointed by the PRESIDENT to serve as a coordinator on each of the various committees. The appointed coordinator may participate in any committee activities, except the coordinator may not vote on committee actions.

Section 4. A quorum of the BOARD shall be seven voting members. Except as provided otherwise by these Bylaws, all actions of the BOARD shall be by a majority vote of the members present.

Section 5. If there is not a quorum of the BOARD present at any regular authorized BOARD meeting, the presiding officer is authorized to appoint temporarily any member(s) who is in good standing, to act on the BOARD at that meeting as a BOARD member with full authority.

Section 6. If, during a regular authorized BOARD meeting, any member leaves prior to the conclusion of the meeting and this results in a lack of a quorum, a temporary appointment as authorized in Article IX, Section 5, shall not be made unless the member leaving is first given notice that a temporary appointment will be made to complete the quorum.

Section 7. If the PRESIDENT, PRESIDENT-ELECT, and VICE-PRESIDENT are all absent from a BOARD meeting, the SECRETARY, TREASURER, or ASSOCIATE TREASURER shall call the meeting to order and a chairman shall be selected by a majority vote of the BOARD members in good standing who are present. In the absence of all of the above BOARD members, any senior member of the BOARD may call the meeting to order and provide for selection of a chairman, or said senior member may cancel the meeting.

If the meeting is canceled and an alternate date is needed for a BOARD meeting prior to the next regularly scheduled one, those present at the time of cancellation shall choose a reasonable day and time and the presiding OFFICER shall give all BOARD members sufficient notice of the new day and time.

Section 8. Prior to the annual election of OFFICERS, the BOARD shall review the performance of the PRESIDENT-ELECT and VICE-PRESIDENT. If, in their estimation as expressed by a two-thirds vote of a quorum of the BOARD, said OFFICER(s) are not functioning as they should, the BOARD shall inform the ASSOCIATION members through the NEWSLETTER or at the Annual Business Meeting, and shall remove said OFFICER(s) and declare the office(s) vacant. In such event, the Nominations Committee shall place in nomination at the Annual Business Meeting their selection for the office(s) vacated. If an OFFICER has been removed by BOARD action that person may be re-elected at the subsequent Annual Business Meeting.

Section 9. A prime duty of the BOARD is to maintain the integrity and moral standards of the ASSOCIATION. The BOARD shall investigate, or cause to be investigated, any report of violation of the Code of Ethics by a member. It may, by affirmative vote of two-thirds of the BOARD, reprimand or expel any member found guilty of such violation. Any member who is serving a sentence for a felony conviction shall be automatically expelled for the duration of the sentence, including parole time.

Section 10. The BOARD shall meet at least quarterly and will normally meet at least once a month. The BOARD will also meet at other times as called by the PRESIDENT.

Section 11. The EDITOR should be present at all BOARD meetings, both formal and informal. The EDITOR may participate in all discussions, but shall not vote, except as necessary to form a quorum as allowed any member in good standing by Article IX, Section 5.

ARTICLE X MEETINGS

Section 1. Unless otherwise ordered by the BOARD there shall be an Annual Business Meeting as part of the Fall Educational Conference. This meeting may include:

- (a) The election of OFFICERS.
- (b) Report by the PRESIDENT.
- (c) Reports by the SECRETARY and TREASURER.
- (d) Report by the auditor or one familiar with the annual audit.
- (e) Committee reports.
- (f) Action(s) on correctly submitted resolutions.
- (g) Action(s) on correctly submitted amendments to the Bylaws.
- (h) Installation of officers.

Section 2. The PRESIDENT-ELECT shall conduct the voting section of the Annual Business Meeting. If this OFFICER is unable to conduct, the ranking OFFICER present shall appoint another member of the Nominations Committee to conduct. Following a call for floor nominations, time shall be offered to candidates and their supporters to speak. The person conducting the voting may reasonably limit the time for any person to speak.

Section 3. Unless otherwise ordered by the BOARD the Spring Educational Conference will be exclusively for education and training of the ASSOCIATION members. Business items shall not be taken up at this Conference unless items are requiring action prior to the Annual Business Meeting.

ARTICLE XI VOTING PRIVILEGES, ELECTIONS, AND SUCCESSION OF OFFICERS

Section 1. The ASSOCIATION shall elect at each Annual Business Meeting a VICE-PRESIDENT and two TRUSTEES. Newly elected OFFICERS and TRUSTEES shall begin their terms at the completion of the Annual Business Meeting.

Section 2. The ASSOCIATION shall elect a SECRETARY every three years and an ASSOCIATE TREASURER every two years at the Annual Business Meeting. If the office(s) becomes vacant because of a resignation or BOARD removal, a replacement(s) shall be appointed by the BOARD to serve out the remainder of the term.

Section 3. In addition to persons nominated for office by the Nominations Committee, other qualified members may be nominated and seconded from the floor. If ballots have been previously prepared listing those nominated by the Nominating Committee, new ballots do not need to be prepared for floor nominations, but the floor nominees may be voted on as write-in candidates.

Section 4. OFFICERS and TRUSTEES shall be elected by secret ballot by a majority vote of members eligible to vote. Voting can take place at the conference or via electronic absentee ballots provided to members by the ASSOCIATION. One vote only shall be accorded to each eligible voting member.

ARTICLE XII COMMITTEES

Section 1. There shall be the following standing committees:

- (a) Education Committee
- (b) Nominations Committee
- (c) Awards Committee
- (d) Technical and Resolutions Committee

Section 2. The Education Committee shall be Chaired by the PRESIDENT-ELECT and Co-Chaired by the VICE-PRESIDENT. It shall consist of members appointed annually by the PRESIDENT and approved by the BOARD. It shall be the duty of this Committee to devise and put into effect ways of improving the professional quality and standards of ENVIRONMENTAL HEALTH SCIENTISTS. Of greatest importance shall be the preparations for the Spring and Fall Educational Conferences. This shall include:

- (a) Planning the programs.
- (b) Contacting speakers.
- (c) Providing physical facilities and equipment.
- (d) Arranging for refreshments, meals, entertainment, and/or overnight accommodations.

(e) Notifying members of the meetings and activities.

No financial commitments shall be made to any person unless specific prior approval has been given by the BOARD.

Section 3. The Nominations Committee shall be Chaired by the PAST-PRESIDENT who appoints at least two other members to the committee . The SECRETARY and ASSOCIATE TREASURER shall also be members of this Committee. The duties of this Committee shall be to select and present the names of persons recommended by it for election as OFFICERS and TRUSTEES of the ASSOCIATION. At least two names shall be recommended by the Committee for each elective office.

Section 4. The Awards Committee shall consist of the five most recent recipients of the Pickett-Webb Award who are also Active or Life members in good standing with the ASSOCIATION. The PRESIDENT shall appoint the Chairperson of this Committee at least six months prior to the Annual Business Meeting. If fewer than five Pickett-Webb Memorial Award winners are willing or able to participate on the committee the Chairperson may appoint previous winners of other ASSOCIATION awards.

The Committee shall call for, review, and determine qualification of the nominations and select the award recipients for all ASSOCIATION awards. The chairperson, under the supervision of the BOARD, shall arrange for the purchase of the awards, verify that they are properly inscribed with the award winner's name and award title, and assume primary responsibility for their safeguarding, display, and storage. They shall announce the winner of awards and present the awards to the successful candidates. Except, the National Merit Award or the President's Awards of Merit shall be announced and presented by the PRESIDENT or their designee. A quorum shall be more than fifty percent of the Committee membership.

The ASSOCIATION, through the PRESIDENT, shall annually submit to the N.E.H.A. the name of an ASSOCIATION member with supporting documentation to receive a Certificate of Merit for their work as an outstanding and dedicated ENVIRONMENTAL HEALTH SCIENTIST. The name submitted shall be the most recent recipient of the Pickett-Webb Memorial Award unless the BOARD determines that another ASSOCIATION member would be more appropriate.

Section 5. The Technical and Resolutions Committee shall consist of at least three members appointed by the PRESIDENT and approved by the BOARD. This committee shall assist the BOARD by assessing the needs of ASSOCIATION for technical information and shall cause the publication of this information in coordination with the EDITOR and with the approval of the BOARD. It shall also draft, at the request of the BOARD, proposed ASSOCIATION policy statements and resolutions to be voted on at the Annual Business Meeting. If a policy statement or resolution must be approved prior to the next Annual Business Meeting, the document may be sent out to the membership for comment. After review of the comments from members, the BOARD may vote on the approval of the policy statement or resolution. These resolutions shall state the ASSOCIATION's position concerning important issues of environmental health that have the support of the general membership. The committee shall, following approval of the BOARD, appoint ASSOCIATION members to specific technical projects or development of prospective resolutions.

Section 6. The PRESIDENT with the approval of the BOARD may create other sub-committees as needed.

ARTICLE XIII
AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended at the Annual Business Meeting by an affirmative vote of a two-thirds majority of the voting membership present. Only those who are present and are in good standing in the ASSOCIATION at the time of the amendment vote shall be entitled to vote.

Section 2. As a prerequisite to the adoption of any amendment to these Bylaws, all conditions set forth in Article XIII, Sections 3, 4, and 5 shall first have been met.

Section 3. The proposed amendment shall be submitted from either the BOARD or the Technical and Resolutions Committee.

Section 4. A proposed amendment(s) to the Bylaws submitted by the BOARD shall be accomplished by a statement indicating:

- (a) the place and date of meeting of the BOARD at which such proposed amendment was adopted,
- (b) the number of lawful TRUSTEES existing at the time of said meeting,
- (c) the names and number of lawful TRUSTEES present at the meeting,
- (d) the names of those voting and specifying whether each named person voted for or against each amendment.

Section 5. A proposed amendment(s) to the Bylaws shall be done through one of the following ways:

- (a) by presenting each member of the BOARD the text of the proposed amendment(s) at least sixty days prior to the Annual Business Meeting at which such proposed amendment(s) is to be submitted to the vote of the membership or;
- (b) by causing the proposed amendments to the Bylaws to be published in the issue of the NEWSLETTER immediately preceding the date of the Annual Business Meeting.

Section 6. The Technical and Resolutions Committee shall receive and review all proposals for amendment to the Bylaws submitted to it and shall report all such recommendations to the BOARD for consideration prior to the time such proposals are to be presented to the general assembly.

ARTICLE XIV
PROCEDURES NOT COVERED ELSEWHERE

Section 1. These Bylaws shall not conflict with the Articles of Incorporation of the ASSOCIATION, nor with the Articles of Incorporation or Bylaws of the N.E.H.A.

Section 2. The rules contained in Robert's Rules of Order shall govern the ASSOCIATION in applicable cases.

Section 3. Any member may appeal any action or inaction of the ASSOCIATION, the BOARD, OFFICERS, committees, or members by submitting the appeal, signed and in writing directed to any member of the BOARD. The BOARD member receiving the appeal shall in a timely manner make known to all other BOARD members the existence and nature of the appeal. The PRESIDENT, at the next regularly scheduled

meeting, or sooner if necessary, shall convene the BOARD as a Board of Appeals. The person appealing shall be given sufficient notice and shall be invited to attend, bring witnesses, and present his reasons for appealing. The decision of the BOARD shall be by majority vote of a quorum and shall be binding. Any further appeal shall be by petition to a court of law.

Section 4. The ASSOCIATION shall operate on a normal calendar year basis.

APPENDIX A
ASSOCIATION EMBLEMS

