

BYLAWS

BYLAW I

DUES AND FINANCES

SECTION I Annual dues for membership in the Illinois Environmental Health Association shall be determined by the Board.

SECTION II Membership dues shall be due and payable on or before January 1 of each year. Membership shall be considered delinquent after February 1, and all member services and privileges shall be suspended until dues payment is made.

SECTION III The Board of Directors may accept gifts, donations, and grants through any source provided that such gifts, donations or grants do not conflict with the purpose of the Association. Such gifts, donations or grants shall not be deemed to be an endorsement of the donor, his services or products.

SECTION IV The Association Office Manager may issue to each member a membership card on which is indicated the expiration date of the membership.

SECTION V Any person making application for membership after September 1, who has not been a member for the last three years, will have their membership extended through the next calendar year.

BYLAW II

VOTING PRIVILEGES

SECTION I Active members and retired members of the Association shall be eligible to vote for the Officers and Members of the Board, and on all matters of business which require a vote.

BYLAW III

NOMINATIONS AND ELECTIONS

SECTION 1 The Nominating Committee shall consist of at least two active members. The Past-president shall serve as Chairman. The President-elect shall serve as an ex officio member.

SECTION 2 At or before the June Board meeting, the Nominating Committee shall submit to the Board, in writing, a slate of one or more active members for each Association office to be filled, for the two expiring Board positions, and for any other Board vacancy. The President-elect shall be nominated for the office of President. Prior to submitting the slate to the Board, the Nominating Committee shall obtain from each nominee a written affirmation of willingness to serve in the office for which he or she is nominated.

SECTION 3 Additional nominations for any office or for the Board positions open may be submitted by the petition of ten (10) or more active members provided (a) the petition is to be received by the Secretary on or before the first day of July; (b) that such additional nominations are accompanied by written, signed statements by the nominees agreeing to accept the responsibilities and duties of the position for which he or she is nominated; and, (c) all nominees are qualified in accordance with the Constitution and Bylaws.

SECTION 4 On or before the fifth day of August, the Association Office Manager shall prepare and mail to each eligible voting member an Official Ballot consisting of the Nomination Committee's slate of candidates and any additional nominees nominated under the provisions of Section 3 above. The Association Office Manager shall also enclose with the ballot an envelope marked "Ballot" and a second envelope address to the Association Office with a line thereon for the member's signature. Ballots shall be returned to the Association Office Manager on or before September 1st to assure inclusion in the final tally. The Association Office Manager shall deliver the ballots to the Chairman of the Tellers Committee.

SECTION 5 An Election Tellers Committee, consisting of a Chairman appointed by the President and the Secretary, shall tally all properly completed ballots received by the Association Office Manager by September 1st and delivered to the Chairman. Only those ballots received in properly signed cover envelopes shall be counted. The final tally shall be certified by the members of the Tellers Committee and transmitted immediately to the President and Board of Directors.

SECTION 6 The Board of Directors shall certify as elected the candidate(s) for each office who has received the greatest number of votes.

SECTION 7 In the event of a tie vote for any office or Board position, the Board of Directors shall by secret ballot determine the winner by simple majority vote.

SECTION 8 The newly elected Officers and Board Members shall be installed and assume their duties as provided in the order of business for the Annual Business Meeting.

BYLAW IV

COMMITTEES

SECTION 1 Standing Committees of the Association shall be the following:

- (a) Constitution and Bylaws
- (b) Finance
- (c) Legislative
- (d) Membership
- (e) Nominating
- (f) Professional Development
- (g) Publications
- (h) Public Relations
- (i) Awards
- (j) Tellers
- (k) Strategic Planning
- (l) Program & Education

SECTION 2 Each Committee shall meet at least once prior to the Annual Business Meeting. The Chairman shall submit to the President and Board such reports as are necessary to document committee action and recommendations. Such Committee reports shall become a part of the Association's permanent file kept by the Secretary. Any Committee may submit a written minority report in the same manner.

SECTION 3 All Committees appointed by the President in addition to the standing committees shall follow the procedure described in the above Section 2.

SECTION 4 There may be an Ad Hoc Committee appointed by the President for the purpose of auditing the Annual Financial Statement.

SECTION 5 Committees shall have the respective responsibilities, and any other duties assigned by the President and Board of Directors:

CONSTITUTIONS AND BYLAWS: Review the Association Constitution and Bylaws for effectiveness and validity, and recommend appropriate amendments to it. Evaluate amendments proposed by the Board of Directors or members of the Association. Prepare appropriate resolutions for approval by the Board and submission to the membership at the Annual Business Meeting. Prepare recommendations or similar resolutions initiated by members in accordance with Bylaw V.

FINANCE: Review the annual financial report of the Treasurer. Recommend to the Board registration fees for meetings, changes in dues, and other actions relating to Association income and expenses. Prepare the Association budget for the following year.

LEGISLATIVE: Review proposed local, state, and national legislation relating to environmental health and evaluate the potential effects of them. Recommend legislation for Association sponsorship. Recommend to the Board an official Association position and action relative to any proposed legislation.

NOMINATING: Carry out those functions specifically set forth in Bylaw III, and consistent with Article IV, Section 4 of the Constitution.

MEMBERSHIP: Prepare or cause to be prepared materials to aid in recruiting and retaining members.

PROFESSIONAL DEVELOPMENT: Recommend to the Board programs, publications and procedures to maintain and encourage respect for ethical practices and professional attitudes by members of the Association. Recommend to the Board policies which might better define and interpret ethical practices. Investigate incidents of alleged unethical conduct by members of the Association and/or employers. Investigate complaints of failure to comply with LEHP licensure requirements and refer to the Illinois Department of Financial & Professional Regulation if appropriate. Monitor follow-up. Develop a strategy for future professional licensure legislation.

PUBLICATIONS: Publish the official journal of the Association, a copy of which shall be sent free to each member of the Association either by mail or by e-mail. The Chairman of the Publications Committee shall be editor of the journal. The editor may solicit paid advertisements from any reputable commercial firm or voluntary agency. The Committee shall publish other materials as authorized and directed by the Board of Directors.

PUBLIC RELATIONS: Develop ways and means of maintaining a favorable relationship with the public and the Association and its members. Cooperate with other Committees in the preparation and dissemination of news releases concerning Association activities, educational materials, proposed legislation, and other matters of mutual interest to the public and the Association.

AWARDS: Recommend to the Board of Directors a recipient for each honor or award authorized by the Board. Recommend candidates for Honorary Membership. Recommend establishment of appropriate honors and awards not heretofore authorized.

TELLERS: Tally election ballots and certify the tally. Transmit the election results to the Board of Directors.

STRATEGIC PLANNING: Review and evaluate all functions and activities to guide the future direction of the Association. Recommend action plans and time lines to the Board of Directors within the boundaries of the mission statement.

PROGRAM & EDUCATION: Plan the Annual Education Conference to be held in the fall in a central location. The President-elect shall chair this committee.

BYLAW V

RESOLUTIONS

SECTION 1 Resolutions may be proposed in writing by any group of ten (10) or more active members. Such resolutions shall be submitted in triplicate to the Secretary at least 45 days before the Annual Business Meeting. The Secretary shall submit one copy to the Chairman of the Constitution and Bylaws Committee and one copy to the President. Resolutions which are determined by the Board to be racially, religiously or politically motivated shall not be accepted or acted upon.

BYLAW VI

AMENDMENTS TO THE BYLAWS

SECTION 1 A Proposed amendment to the Bylaws shall be submitted by the Constitution and Bylaws Committee to the Secretary and the Board of Directors. The Board of Directors shall vote on the amendment. If at least two thirds of the votes of the Board of Directors are cast in favor of the proposed amendment, said amendment shall be considered adopted and shall become effective at the time of the passing vote by the Board of Directors.

The foregoing Bylaws were revised and adopted by vote of the IEHA Board of Directors on September 28, 2004 and September 17, 2009.