

CONSTITUTION AND BYLAWS  
OF THE  
ILLINOIS ENVIRONMENTAL HEALTH ASSOCIATION INC.

C O N S T I T U T I O N

PREAMBLE

The Illinois Environmental Health Association, Inc. is created under authority of the Constitution and Bylaws of the National Environmental Health Association, Inc, as the official Illinois affiliate of the National Environmental Health Association.

ARTICLE I

DEFINITIONS

As used in this Constitution and Bylaws, the works and abbreviations defined in this Article shall have the meanings ascribed below:

SECTION 1- The word Association and the abbreviation IEHA shall mean the Illinois Environmental Health Association, Inc.

SECTION 2- The abbreviation NEHA shall mean the National Environmental Health Association.

SECTION 3- The word Chapter shall mean Chapters established by the Board of Directors in accordance with Article VIII, Section 1.

SECTION 4- The word Board shall mean the Board of Directors of IEHA.

ARTICLE II

PURPOSES

The purposes of this Association include, but are not necessarily limited to, the following:

SECTION 1- To maintain and improve the environmental health protection of the public by education and dissemination of information.

SECTION 2- To promote the highest degree of skill, efficiency and professional competence among sanitarians and others practicing in the various environmental health disciplines through the mutual exchange of knowledge and experience.

SECTION 3- To publish, or cause to be published, technical and other useful information relating to environmental health.

SECTION 4- In both the public and private sectors, to promote the administration of environmental health programs for the maximum public benefit.

SECTION 5- To foster cooperation of the various branches and departments of government at all levels in activities directed toward the improvement of health and comfort of the public.

SECTION 6- To engage in other lawful activities which are appropriate for a professional association; provided, that the Association shall not function as a collective bargaining agent for the purpose of fixing the compensation or conditions of employment for any of its members; provided further, that the Association shall not endorse or sanction the endorsement by any of its members of products or services of a commercial nature.

### ARTICLE III

#### CLASSES OF MEMBERSHIP

SECTION 1- There shall be the following classes of membership in the Association:

- A. Active Membership shall be available to
  1. Any active, life or retired member of NEHA
  2. Any person whose principal employment involves professional administration consultation or enforcement in the field of environmental health.
  3. Any person teaching in the field of environmental health or providing professional laboratory support services.
  4. Any person employed full-time in the field of environmental health.
- B. Student Membership shall be available to any full-time or part-time college student working towards a certificate or degree in the sanitary sciences or other environmental discipline.
- C. Associate Membership may be conferred on any person, firm or corporation with a general interest in the Association and its purposes, whether or not said person is actively engaged in environmental health work.

- D. Honorary Membership may be conferred on any individual for distinguished achievement or service to the Association or its purposes.
- E. Retired Membership may be conferred upon any active member of five or more years standing who is retiring from active public health work after at least 20 years of service or on account of age or disability.

SECTION 2- Nominees for Honorary Membership shall be approved by the Awards Committee, the Board of Directors, and a majority of the members in attendance and voting at the Annual Business Meeting following approval by the Board of Directors.

## ARTICLE IV

### OFFICERS

SECTION 1- All officers of the Association shall be Active Members in good standing. The President and the President-Elect shall be Fellow, Life, or Active Members of NEHA. Officers shall be permanent residents of Illinois or have major job responsibilities in the State.

SECTION 2- The officers of the Association shall be elected in the manner prescribed in Bylaw III of this Constitution and Bylaws.

SECTION 3- The officers of the Association shall be: a President, President-Elect, Vice-President, from each chapter, Secretary, and Treasurer, who shall be elected for a period of one year. However, the Treasurer shall be elected for a two-year term.

SECTION 4- In the event of a vacancy in the office of President, the President-Elect shall succeed to the office. In the event of a vacancy in the office of President-Elect resulting from succession to the Presidency or for any other reason, a President-Elect shall be chosen by the Board of Directors from among its members other than the immediate Past President. In the event of a vacancy in any other office of the Association, a member meeting the qualifications set forth in Article IV, Section 1 shall be appointed by the President with concurrence of a majority of the Board to hold such office until the next Association meeting to elect officers at which time the appointed position shall be elected as prescribed in Article VI, Section 2 and in Bylaw III.

## ARTICLE V

### DUTIES OF OFFICERS

SECTION 1- The President shall be the Chairman of the Board, shall preside at the Annual Business Meeting and, subject to Board approval, shall appoint committees and committee chairmen.

SECTION 2- The President-Elect shall assist the President, attend Board meetings and shall be the presiding officer in the absence of the President.

SECTION 3- The Vice-Presidents shall serve as the Presidents of their respective Chapters, and shall serve as liaison officers between Chapters and Board.

SECTION 4- The President and President-Elect shall be the Official Delegate and Alternate Delegate respectively to all meeting of the Board of Directors of NEHA. If neither is willing to serve, the President shall appoint a qualified substitute to serve.

SECTION 5- The Secretary shall keep complete records of all proceedings of the Association and Board, shall have custody of all records unless otherwise provided for, shall notify all officers and committee members of their election or appointment, and shall perform other duties as set forth in this Constitution and Bylaws.

SECTION 6- The Treasurer shall have custody of all Association funds, which shall be deposited, in a bank of his choice subject to the approval of the Board. The Treasurer shall report the financial condition of the Association at the Annual Business Meeting and to the Board at other times as may be requested.

SECTION 7- Any member absent from two consecutive Board meetings may be removed from office by a majority vote of the Board.

## ARTICLE VI

### BOARD OF DIRECTORS

SECTION 1- The Board of Directors shall consist of: the Officers of the Association, immediate Past-President, and six Directors. Of the six Directors, one each shall be elected from each Chapter by the membership of that Chapter and the three remaining elected at large from the general membership; except that in 1985 a Director shall be elected from the South Chapter and at large, in 1986 from the North Chapter and at large, and in 1987 from the Central Chapter and at large. The six Directors shall be elected for three-year terms, two to be elected each year. Nominations and elections of the Board of Directors shall be in the manner prescribed in By-law III.

SECTION 2- In the event of a vacancy among the non-officer members of the Board of Directors, the President may appoint, with the concurrence of a majority of the Board, a qualified member to serve until the next regularly scheduled election, at which time the office shall be filled by election for the remainder of the vacated member's terms.

SECTION 3- Elected Board Members shall be active members in good standing as prescribed in Article III of this Constitution and shall be permanent residents of Illinois or have major job responsibilities in the State.

## ARTICLE VII

### DUTIES OF THE BOARD OF DIRECTORS

SECTION 1- The Board of Directors shall provide for the safe and responsible management of the financial and other affairs of the Association and shall have the same rights, privileges and duties as are generally conferred upon such Boards. To that end, the Board shall maintain a Procedures Manual for administrative guidance.

SECTION 2- The Board shall have a minimum of four meetings each year, one of which shall be in conjunction with the Annual Business Meeting, and shall meet at such other times as may be called by the President or by the President upon the written request of at least a simple majority of the Board.

SECTION 3- A simple majority of the Board shall constitute a quorum. No Board business shall be conducted without a quorum present.

SECTION 4- The Board shall issue to the Official Delegate and Alternate Delegate to NEHA appropriate instructions for representing IEHA at meetings of NEHA and its Board of Directors, and shall determine the extent to which attendance at such meetings will be financially supported by IEHA.

SECTION 5- The Board shall meet in the month of June of each year to approve the nominating committee's slate of officers and Board Members.

SECTION 6- The Board shall meet on or before September 15<sup>th</sup> to plan and help execute the orderly transition of officers, Board Members and appointed Committee Chairmen.

SECTION 7- Any member absent from two consecutive Board meetings may be removed from office by a majority vote of the Board.

## ARTICLE VIII

### CHAPTERS

SECTION 1- The Board may, at its discretion, establish Chapters of the Association to be named according to geographic location.

SECTION 2- Each Chapter Vice-President may, subject to Board approval, appoint such committees as are deemed necessary to maintain the efficient and effective operation of the Chapter. He shall designate one member of each Committee to serve as recording secretary for that committee.

SECTION 3- The Chapter Vice-President shall be the presiding officer at all Chapter meetings, conferences and programs. He may delegate this duty to any member for any meeting which he cannot attend.

## ARTICLE IX

### MEETINGS

SECTION 1- The Annual Business meeting shall be held at a time and place fixed by the Board but not less than sixty days prior to the NEHA Annual Educational Conference.

SECTION 2- The order of business of the Annual Business Meeting shall be as follows:

- (a) Call to order
- (b) Roll Call of Officers and Directors
- (c) Reading of minutes – previous meeting
- (d) Treasurer’s report
- (e) Secretary’s report of Board Meetings
- (f) Chapter Presidents’ reports
- (g) Committee reports
- (h) Technical chair reports
- (i) Secretary’s report of NEHA communications and others
- (j) Unfinished business
- (k) New business
- (l) Adjournment

SECTION 3- Association Meetings in addition to the Annual Business Meeting shall be called by the President with approval of a majority of the Board.

SECTION 4- Roberts Rules of Order shall prevail in any meeting procedure not otherwise covered by this Constitution and Bylaws.

SECTION 5- The President shall appoint a non-voting parliamentarian to be present at all Association meetings.

## ARTICLE X

### AMENDMENT TO CONSTITUTION

SECTION 1- Amendment of this Constitution may be initiated by any of the following:

- (a) By petition of any group of twenty (20) or more Active Members
- (b) By majority vote of the Board of Directors
- (c) By majority vote of the Constitution and Bylaws Committee

SECTION 2- A proposed amendment initiated by petition of a group of 20 or more members shall be transmitted by the Secretary to the Board of Directors and the Constitution and Bylaws Committee for their review and comment. The Association Office Manager shall then, as directed by the Secretary, prepare a valid ballot accompanied by a copy of the proposed amendment, a copy of existing portions of the Constitution relating to the amendment, and supporting or opposing views which may have been submitted to the Secretary by the proponents, opponents, the Board of Directors or the Constitution and Bylaws Committee.

SECTION 3- A proposed amendment initiated by the Board of Directors shall be submitted to the Constitution and Bylaws Committee for review and recommendations. The Committee shall return such recommendation to the Board and the Secretary within 30 days.

SECTION 4- A proposed amendment initiated by the Constitution and Bylaws Committee shall be submitted to the Secretary and to the Board of Directors. The Board of Directors may, by majority vote, elect to submit the amendment to a vote of the membership via mail ballot.

SECTION 5- A proposed amendment meeting one of the qualifications of Section 1 and Section 4, if applicable, of this article, shall be submitted to the membership, for ballot, together with supporting data described in Section 2, not later than 90 days after receipt of such proposed amendment.

SECTION 6- The time for returning ballots shall not be less than 30 days nor more than 45 days. Within such time period, the Association Office Manager shall indicate on the ballot the return deadline.

SECTION 7- Ballots shall be returned to the Association Office Manager who will turn them over to the Teller's Committee. The Teller's Committee shall certify the results of the ballot to the President within 21 days of the close of the balloting period.

SECTION 8- If at least two-thirds of the valid ballots cast are in favor of a proposed amendment, said amendment shall be considered adopted and shall become effective on receipt of certifications of the results by the President and Board of Directors as provided in Section 7 of Article X.

Constitution revised and adopted by vote of the membership announced October 1, 2002.