

**BY-LAWS OF THE
AMERICAN INDUSTRIAL HYGIENE ASSOCIATION**

SACRAMENTO VALLEY SECTION

ARTICLE 1- NAME

The name of this Local Section is American Industrial Hygiene Association - Sacramento Valley Section (hereafter referred to as the Sacramento Valley Section or Section).

ARTICLE II - OBJECT

The objectives of the American Industrial Hygiene Association - Sacramento Valley Section are:

To promote the study, evaluation, and control of environmental stresses arising in or from the workplace or in products in relation to the health or well being of workers and the public.

To increase the knowledge of industrial and environmental health through interchange and dissemination of information and to bring together persons interested in the various phases of industrial and environmental health.

To promote the profession through the encouragement of interest within and cooperation with governmental, industrial, educational, labor and other organizations.

ARTICLE III - MEMBERSHIP

Section 1. Any member of the American Industrial Hygiene Association (hereafter referred to as the Association) or the American Society of Safety Engineers (ASSE) residing within the State of California north of and including Alpine, Amador, Calaveras, El Dorado, Mono, Placer, San Joaquin, Sacramento, and Yolo counties shall become a member in good standing of the Sacramento Valley Section upon payment of the required dues. Subject to the consent of the Executive Board of the Sacramento Valley Section any member of the Association residing outside of the above described territory may enroll in the Sacramento Valley Section by giving written notice to the Secretary of this Section and the Secretary of the Association.

Section 2. On payment of the required dues, with application for membership made in writing, and the approval of two-thirds of the Executive Board any person having a professional interest in Industrial Hygiene may become a member of this Section, entitled to all the privileges of membership in this Section except as set forth below in Article IV, Section 5.

Section 3. Upon receipt of application made in writing, the Executive Board by not less than a two-thirds affirmative vote may approve Retired membership to a member of this Section who has become retired from the profession of Industrial Hygiene and has either been a member of this section for at least five (5) years or is a Retired member of the Association. A Retired Member retains all privileges of membership in this Section except voting, but shall not be assessed dues.

Section 4. This Section, subject to the approval of the Board of Directors of the Association may add additional classes of membership. These may include, but not be limited to: Organizational, Honorary, Student or others.

Section 5. Any member of the Section whose dues are not paid on March 1 is not in good standing and shall have no vote. When the dues of any member of this section are not paid within one year after they are due, the membership is automatically terminated.

ARTICLE IV - OFFICERS AND DIRECTORS OF THE EXECUTIVE BOARD

Section 1. The Officers of the Sacramento Valley Section shall be a President-Elect, President, a Past-President, a Secretary, and a Treasurer.

Section 2. There shall be three directors of the Sacramento Valley Section. The term of office of each director shall be one year. They shall be elected each year.

Section 3. The President-Elect, the Secretary, the Treasurer, and the Directors, shall be elected by the members in good standing of the Sacramento Valley Section. These elected and the President and Past-President, also known as the Executive Board, and shall serve until their successors are installed.

Section 4. The newly elected President-elect shall automatically accede to the Presidency at the end of the current President's term of office. The President shall then automatically accede to the office of Past-President. The term of office of the President-Elect shall be a minimum three-year period: the first year as President-Elect, the second year as President, and the third year as Past-President.

Section 5. The President-Elect, President and the Past-President shall each be a member in good standing of the Sacramento Valley Section and a Member or Retired Member in good standing of the American Industrial Hygiene Association, but each shall not be a member of the Board of Directors of the Association.. All other officers and directors shall be members in good standing of the Sacramento Valley Section and members in good standing in any membership class of the American Industrial Hygiene Association.

Section 6. In the event of a vacancy in the office of President-Elect, the Executive Board shall appoint a Section member to fill such vacancy. A member, thus appointed, shall not automatically succeed to the President. Therefore, the President for the following year shall be elected at the next annual election.

Section 7. In the event that any Officer or Director is incapable of fulfilling the obligations of his/her office due to relocation, illness, or other cause, the Executive Board, by not less than a two-thirds affirmative vote, may declare the office vacant.

Section 8. The term of office of the Secretary shall be one year.

Section 9. The term of office of the Treasurer shall be one year.

Section 10. The President shall be limited to not more than one full term in any six-year period. All other elected officers and directors should be limited to not more than three consecutive terms. No person shall hold concurrently more than one elective office.

Section 11. An officer may be removed with or without cause, at a meeting expressly called for that purpose, by a majority vote of the Executive Board.

ARTICLE V - ELECTION OF OFFICERS AND DIRECTORS

Section 1. A President-Elect, a Secretary, and a Treasurer shall be elected each year to serve a one-year term.

Section 2. The three (3) Directors shall be elected to serve for a term of one (1) year.

Section 3. Nominations for officers and directors for the annual election shall be made by any member of the Sacramento Valley Section. The Executive Board shall ideally select at least two nominees for each elective office and shall obtain consent to service from each nominee prior to submission of the nominee's name to the Secretary. Nominations shall be finalized so that ballots can be mailed out in October and the ballot results tallied prior to the December Annual Meeting. Upon receipt of the nominations, the Secretary shall promptly e-mail the nominations, listed in random order, and the election ballot to each Section member in good standing. The Section members shall vote by returning their completed election ballots within thirty days to the Secretary who shall certify and deliver the qualified sealed ballots to the Executive Board not later than fifteen days prior to the Section Annual Meeting. The Executive Board shall unseal the ballots, count the votes cast for each office, and announce the election results at the Section Annual Meeting. Each officer and director shall be elected by a plurality of the votes cast for that office. In the case of a tie vote, the tie shall be resolved by a majority vote of all members of the Executive Board.

Section 4. In addition, the Executive Board can make nominations. Nominations for officers and Directors may be made by petition of not less than five Board members, none of whom shall be the petitioned nominee, or a member of the Board of Directors of the American Industrial Hygiene Association. Such petition must be submitted to the Section President not later than ninety days prior to the December Annual Meeting. The names of all petitioned nominees must appear in the list of nominations on the election ballot with the other nominees, listed in random order and in no way identified as petitioned.

Section 5. The newly elected officers and Directors shall be installed at the next regular Section meeting following the December Annual Meeting but prior to March 1.

Section 6. The Secretary shall promptly report the results of elections to the Program Manager/Local Section Relations of the American Industrial Hygiene Association.

ARTICLE VI - DUTIES OF OFFICERS AND DIRECTORS

Section 1. The President shall preside at all meetings of the Sacramento Valley Section and of its Executive Board, and shall perform such other duties as may be directed by the Executive Board. The President shall appoint committees that the Executive Board deems necessary for the orderly function of the Sacramento Valley Section, such as, but not limited to the Symposium Committee, the Budget Committee and the Program Committee. All committee appointments shall be for a one-year term. The President shall be a member ex-officio of all appointed committees. The President should keep in contact with developments in the field of industrial hygiene, guide this Section in the formulation of constructive activities, and provide energetic leadership in the activities of this Section.

Section 2. The Past-President shall perform any duties assigned by the President and approved by the Executive Board. In the President's absence, the Past-President shall preside over meetings of this Section and of the Executive Board, but no such meetings shall be held without the President's knowledge. In the absence of the Treasurer, the Past-President shall receive monies, pay authorized bills, and make disbursement of funds upon distribution by the Executive Board, but shall not perform any of these actions without the Treasurer's knowledge or the approval of the President.

Section 3. The President-Elect shall chair the Program Committee. The President-Elect shall automatically succeed the President in office upon completion of the President's term of office. The President-Elect shall perform any duties delegated by the Executive Board or assigned by the President.

Section 4. The Secretary shall keep an accurate record of all transactions of business that may come before this Section and the Executive Board. The Secretary shall carry on the correspondence of the Section, and shall keep an accurate list of the members of this Section and their status. In the absence of the Secretary, the presiding officer shall appoint a member of the Executive Board who shall keep an accurate record of any meeting held and conduct any correspondence needed for this Section, but this shall not be done without the Secretary's knowledge.

Section 5. The Treasurer shall receive, disburse and be the custodian of all monies in the Section, shall receive all monies due to this Section, and shall pay all authorized bills against this Section upon approval of the President. The disbursement of all funds for this Section shall be made by the Treasurer upon authorization by the Executive Board. The Treasurer shall present a current financial report and provide the most recent reconciled bank statements at each regular meeting of the Executive Board, and additionally as may be requested. The Treasurer shall submit financial accounts and records for audit at the last meeting of the Executive Board prior to the December Annual Meeting. The Treasurer shall submit an annual report to the membership in such form as may be determined by the Executive Board during the December annual meeting. After the Annual Meeting, the Treasurer shall transmit to the succeeding Treasurer, all funds and property of the Sacramento Valley Section.

ARTICLE VII - ADMINISTRATION

Section 1. The Sacramento Valley Section shall be governed by the Executive Board, subject to the powers reserved to the members of this Section as set forth in these By-Laws.

Section 2. The Executive Board shall consist of the five officers and the three directors of the Sacramento Valley Section. Five members of the Executive Board shall constitute a quorum for the transaction of business except as set forth in Article III, Sections 2 and 3; Article IV, Section 7; and Article V, Section 3.

Section 3. The Executive Board shall authorize the expenditures and commitment of funds in accordance and compliance with the budget adopted by the Section membership as set forth below in Article X, Section 1.

Section 4. The Executive Board shall obtain the approval by a majority of members present at a Section meeting held in accordance and compliance with Article VIII below for expenditures or commitments of funds not budgeted and in excess of fifty-dollars.

Section 5. Before this Section publishes or otherwise issues publicly any statement upon a policy or technical matter that purports to represent the opinion of the American Industrial Hygiene Association, it shall obtain the consent of the Board of Directors of the Association.

Section 6. Before any officer or director of the Section publishes or otherwise issues publicity via any statement upon a policy matter, which is within the policy area of this Section, they shall determine by a poll that the statement expresses the majority opinion of the members of this Section.

Section 7. Before any member of this Section not holding office in this Section publishes or otherwise issues publicly any statement upon a policy matter that is within the policy area of the Section and which purports to represent the opinion of the Section, he/she shall obtain the consent of the Executive Board.

ARTICLE VIII - MEETINGS

Section 1. Sacramento Valley Section meetings shall be held not less than four times per year. The Executive Board shall approve the date, time, and place of each meeting.

Section 2. The Sacramento Valley Section Annual Meeting shall be the meeting held in December.

Section 3. Special meetings may be called by the President at any time with the approval of the Executive Board, or by petition to the President signed by not less than one-fifth of the members in good standing of the Section.

Section 4. Each member in good standing shall be notified of any Section meeting not less than ten days in advance of the date set for the meeting; every such notice shall announce the date, time, place, and agenda of the meeting.

Section 5. A quorum of any Section meeting shall be not less than one-fifth of the members in good standing.

Section 6. Executive Board meetings shall be held at the discretion of the President at any time during the year provided not less than ten days notice is given to each Executive Board member.

ARTICLE IX - DUES

Section 1. The membership dues become payable on the first day of March each year.

Section 2. The individual member's dues shall be thirty dollars per year. The Student Member dues shall be five dollars (\$5) per year. Dues for any other class of membership, such as Organizational, shall be established concurrent with the establishment of such membership class. Policies shall be established and written by the Executive Board and approved by the Executive Board by a two-thirds vote when such membership classes are established.

ARTICLE X - COMMITTEES

Section 1. The Budget Committee of the Sacramento Valley Section shall prepare and present a proposed budget for the coming year to the Executive Board for their approval not less than thirty days before the December Annual Meeting. The proposed budget, so approved, shall be distributed by the Secretary to each member in good standing not less than ten days before the December Annual Meeting. At the December Annual Meeting it shall be offered in writing to the membership on motion for adoption. A simple majority shall be necessary to pass the motion. The Executive Board shall then comply with the adopted budget as set forth above in Article VII, Sections 3 and 4.

Section 2. The Program Committee of the Sacramento Valley Section shall prepare and present a proposed program for the coming year to the Executive Board for their approval not less than thirty days before the December Annual Meeting. The proposed program, so approved, shall be distributed by the Secretary to each member in good standing not less than ten days before the December Annual Meeting. At the December Annual meeting, it shall be offered in writing to the membership on motion for adoption. A simple majority shall be necessary to pass the motion. The Program Committee shall then complete arrangements for the adopted program and shall provide the Secretary with the program that shall be distributed to the membership.

Section 3. The Executive Board shall prescribe the names and duties of other committees. The President shall appoint a chairperson and the members for each such committee.

Section 4. The membership of all committees appointed by the President shall terminate with the installation of the new President.

ARTICLE XI - LOCAL SECTION COUNCILORS

Section 1. The Local Sections Council meets annually during the American Industrial Hygiene Conference & Exposition. The Sacramento Valley Section is to be represented by the President and the President-elect of this Section, both of whom shall attend that meeting. They shall serve as voting members, also known as Local Section Councilors, at this meeting. Any votes cast at this meeting will be made with the cognizant knowledge of the Executive Board. In the event either the President or the Past-President cannot attend the meeting, an officer or director can be appointed by the President or Past-President to attend but any such appointed Local Section Councilor shall not be a member of the Board of Directors of the American Industrial Hygiene Association. Substitute attendees may not vote.

Section 2. A Local Section Councilor shall report the highlights of the Local Sections Council meeting at the first meeting of the Executive Board following the Association Annual Meeting.

ARTICLE XII - AMENDMENTS

Section 1. Proposed amendments to these By-Laws may be presented by any Section member in good standing at any regular meeting of this Section or at any special meeting called for that specific purpose. Proposed amendments shall be presented in writing and shall be offered to the membership present at that meeting or motion for consideration and distribution to the Section membership. A simple majority shall be necessary to pass the motion. Not less than a two-thirds affirmative vote of the ballots returned shall be necessary for adoption of any amendment,

provided that not less than two-fifths of the ballots distributed are returned within thirty days of the date of distribution. Upon such adoption of any amendment, the Secretary shall promptly submit the amendment to the Executive Director of the American Industrial Hygiene Association.

Section 2. The Board of Directors of the American Industrial Hygiene Association must approve amendments to these By-Laws, and any amendment so approved shall become effective as of the date of such approval. This is done to ensure the Sacramento Valley Section that future changes in these By-Laws shall have the same force as the original, which was so approved.