

VI.
Indiana Section By-Laws

**BYLAWS OF THE INDIANA SECTION
AMERICAN INDUSTRIAL HYGIENE
ASSOCIATION**

(including revisions, April, 2007)

Article 1 – Name

The name of this organization shall be the Indiana Section, American Industrial Hygiene Association.

Article 2 – Purpose

Section 1. The Section is organized for the following purposes:

1. To promote the study, evaluation, and control of environmental stresses arising in or from the workplace or its products in relation to the health or well-being of workers and the public;
2. To increase general knowledge of industrial, occupational, and environmental health through interchange and dissemination of information and to bring together persons interested in the various phases on industrial , occupational, and environmental health; and,
3. To promote the profession by encouraging interest within and cooperation with governmental, industrial, educational, and other profession bodies.

Article 3 – Membership

Section 1. Members of the national American Industrial Hygiene Association shall become Full Members of the Indiana Section upon payment of the Section dues, if they reside within the State of Indiana. Subject to the approval of the Board of Directors of the Indiana Section, any member of the national Association living outside of the above territory may become a Member, upon payment of dues, in this Section by giving written notice to the Secretary of the Section.

Section 2. On payment of the required dues to the Treasurer, and with the approval of two-thirds of the Board of Directors of the Indiana Section, any person having a professional interest in industrial hygiene may become an Associate Member of the Indiana Section, entitled to all the privileges of membership in the Section. Application for Associate Membership in the Section shall be made in writing to the Secretary.

Section 3. Student Member. Students who are enrolled, full-time, in a university-level course of instruction and have an interest in industrial hygiene may become Student Members of the Indiana Section. Application for Student Membership in the Section shall be made in writing to the Secretary.

Section 4. Any Member of the Indiana Section, American Industrial Hygiene Association who is in good standing as of the date of adoption of these Bylaws shall continue as a Member of the Indiana Section, American Industrial Hygiene Association.

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

Section 6. Any Member or Associate Member dropped for non-payment of dues may be reinstated at any time by payment of dues in arrears and also dues for the current year.

Section 7. Members and Associate Members of the Indiana Section may receive lifetime membership upon their retirement, subject to the approval of the Board of Directors. These Members shall be designated as Emeritus Members, but will not be required to pay dues.

Article 4 – Officers

Section 1. The officers of the Indiana Section shall be a President, a President-Elect, a Secretary, and a Treasurer. Only those individuals who are members in good standing in both the Indiana Section and the national American Industrial Hygiene Association may hold an elected office in the Section. The President-Elect, Secretary and Treasurer shall be elected at the Annual Meeting and shall serve until their successors are elected and installed. The President-Elect shall automatically accede to the office of President, on election and installation of his/her successor.

Section 2. If the office of President becomes vacant, the President-Elect shall immediately assume this position and shall serve the remaining term for which the officer was elected. If the office of the President-Elect becomes vacant, the President for the following year shall be elected at the Annual Meeting. If any other office becomes vacant, the Board of Directors shall appoint a member to fill this vacancy until the next Annual Meeting.

Section 3. The President shall preside at all meetings of the Section and of the Board of Directors. The President-Elect shall preside in the absence of the President. The President and President-Elect shall perform such other duties as may be directed by the Board. They shall keep abreast of developments in the field of industrial hygiene and guide the Section in the formulation of constructive activities. They shall provide a constructive and energetic leadership in the activities of the Section.

Section 4. The Treasurer shall be custodian of all monies of the Section, shall receive all monies due the Section, and shall pay all authorized bills against the Section. The Treasurer shall enter a subscription to the Newsletter for each Member, regardless of membership category. The disbursement of all Section funds shall be made upon authorization of the Board of Directors. The Treasurer shall submit the accounts for audit

at the Annual Meeting and transmit to the successor in office all funds and property of the Section. The Treasurer shall submit an annual report to the Section in such form as may be determined by the Board of Directors.

Section 5. The Secretary shall:

1. Keep an accurate record of all the transactions of all meeting of the Section and of the Board of Directors;
2. Carry on the correspondence of the Section;
3. Keep an accurate list of the Members, national members, Certified Industrial Hygienists (CIH), and interested parties, living in the State of Indiana;
4. Announce meetings of the Section to the Membership; and
5. Serve as Chair of the Newsletter Committee.

Section 6. The Treasurer and Secretary shall work together to fulfill the duties established in Sections 4 and 5.

Section 7. An officer or Board Member may resign by oral resignation at any meeting of the Board of Directors, or by giving written notice thereof to the Board. Such resignation shall take effect at the time specified. Acceptance of such resignation shall not be necessary to make it effective.

Section 8. An officer or member of the board may be removed, with cause, at a meeting expressly called for that purpose, by a 2/3 vote of the Board of Directors.

Article 5 – Administration

Section 1. The Indiana Section shall be governed by the Board of Directors except as otherwise herein expressly provided. The fiscal year for the Indiana Section of the AIHA shall run Jan 1 – Dec 30.

Section 2. The Board of Directors shall consist of the following:

1. President;
2. President-Elect;
3. Secretary;
4. Treasurer;
5. Four elected Directors;
6. The immediate past President;

The President of the Section shall serve as Chair of the Board of Directors. The President-Elect shall serve as Vice-Chair of the Board of Directors. Five members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 3. Before the Indiana Section publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the national

American Industrial Hygiene Association, it must obtain the consent of the Board of Directors of the national Association.

Section 4. Before any officer or director of the Indiana Section publishes or otherwise issues publicly any statement upon a policy matter which is within the policy area of the Indiana Section, the officer or Board Member shall determine, by a poll, that the statement expresses the 2/3 majority opinion of the Board of Directors.

Section 5. The President shall appoint from the membership a Program Committee, an Audit Committee, a Nominating Committee, a Newsletter Committee, and other such committees as are deemed necessary. The President shall automatically become an ex-officio member of such committees.

Article 6 – Election of Officers and Directors

Section 1. A President-Elect shall be elected each year at the Annual Meeting to serve for one year. A Secretary and Treasurer shall be elected at the Annual Meeting to serve for two years.

Section 2. The President-Elect shall automatically accede to the office of President, on election and installation of his/her successor.

Section 3. Following the conclusion of their term, the past President shall serve as a Director for 1 year.

Section 4. The elected Directors shall each serve for a term of two years. Directors shall be elected at the Annual Meeting.

Section 5. Nomination of Officers and Directors shall be made by a nominating committee appointed by the President. The names of the nominees shall be circulated to the Section's membership at the time of the announcement of the Annual Meeting which shall be at least 14 days prior to the meeting. Nominations may also be made from the floor. Election shall be by majority vote of the membership. Votes may be cast in person at the Annual Meeting or by proxy via email. Email votes shall be sent to the Chair of the Nominating Committee..

Section 6. The newly-elected Officers and Directors shall be installed during the Annual Meeting.

Section 7. The results of elections shall be reported promptly by the newly installed Secretary to the Executive Director of the national American Industrial Hygiene Association.

Article 7 – Local Section Councilors

Section 1. The Section shall be represented by the President and President-Elect at the annual meeting of the AIHA Local Sections Council. If either the President or President-Elect cannot attend the meeting of the AIHA Local Sections Council, or if either is an officer or member of the AIHA Board of Directors, the Local Section Councilor(s) shall be appointed by the President.

Section 2. The members who attend the Local Sections Council Meeting shall report to the Section on the Annual Meeting of the AIHA Local Sections Council and forward to its members the highlights of that meeting. This report shall be delivered at the first Section Meeting following the national meeting.

Article 8 – Meetings

Section 1. Meetings of the Section shall be held at least four times per year. The date, time, and location of each Meeting shall be approved by the Board of Directors.

Section 2. All members in good standing shall be notified of all meetings at least 14 days in advance of the date set for the Meeting.

Section 3. The Annual Meeting, at which election of officers and directors will take place, shall be held in April.

Section 4. Special Meetings may be called by the President at any time with the approval of the Board of Directors or by petition to the President signed by 15 Members of Associate Members in good standing, provided written notice is given members at least 14 days in advance of said Meeting.

Section 5. A quorum shall consist of 20% of the membership.

Section 6. Board of Directors meetings shall be held at the discretion of the President or by petition to the President signed by 4 members of the Board, provided notice of at least 7 days is given to Board Members.

Article 9 – Dues

Section 1. The Board of Directors shall determine the annual dues.

Section 2. Dues shall be payable on Jan 1 each year. The dues year shall be from Jan 1 through Dec 31.

Section 3. Dues will not be assessed to Student Members who are registered full-time in the study of Industrial Hygiene or a related discipline.

Section 4. Emeritus Members shall not be assessed dues.

Article 10 – Committees

Section 1. The President shall appoint a Program Committee. One member of this committee shall be the President-Elect, who shall act as Chair. The Program Committee shall develop a program, advising the board of Directors at a Board meeting prior to the start of the new program year. However, the Program Chair shall be free to contact potential speakers before presentation to the Board.

Section 2. The President shall appoint an Audit Committee. The committee shall be composed of three members in good standing. One member of this committee shall be a past officer of the Indiana Section, who shall act as chair. The audit will be conducted at a meeting of the committee with the Treasurer within thirty days after the end of the fiscal year. The committee will provide a written report of the audit results to the Board of Directors within 30 days of the audit meeting. The records will be turned over to the newly installed treasurer upon completion of the audit.

Section 3. The President shall appoint a Nominating Committee. The Committee shall be composed of three members in good standing. The Chair of the Committee shall be a past officer of the Indiana Section. The Committee shall provide the names of nominees to the Board of Directors prior to the announcement of the Annual Meeting.

Section 4. The President shall appoint a Newsletter Committee. The Committee shall be composed of at least three members in good standing. The Chair of the Committee shall be the Secretary of the Indiana Section. The Newsletter shall notify the Membership of upcoming Meetings.

Section 5. The President shall appoint such other committees as are deemed desirable for the effective action of the Section.

Section 6. The membership of all committees appointed by the President shall terminate with the close of the Annual Meeting, except for the Audit Committee which shall terminate at the completion of their duties. Where special needs of continuity are shown, the President may direct the reappointment of the same members to a committee.

Article 11 – Amendments

Section 1. Amendments to these Bylaws may be proposed by any member in good standing at any regular meeting of the Section or at any special meeting called for that purpose. Proposed amendments shall be presented in writing and shall be offered to the membership present at the meeting on motion for consideration and circulation to the membership. A simple majority shall be necessary to pass the motion. Amendments accepted for future consideration and circulation shall be provided via the internet or in writing and circulated with a ballot to all members in good standing. A two-thirds affirmative vote of the ballots returned within 30 days shall be necessary for adoption of any amendment.

Section 2. Amendments to these Bylaws must be approved by the Board of Directors of the national American Industrial Hygiene Association before they become effective.

Section 3. These amendments, adopted according to Article 11, Sections 1 and 2, are approved as of April 17, 2007, and shall become immediately effective.

Submitted by: AIHA Indiana Local Section

On: April 17, 2007

By:

John F. Beltz. CIH

President Indiana Local Section, AIHA 2006-2007

Approved by:

American Industrial Hygiene Association

Executive Director

Date