

BYLAWS OF THE

CENTRAL OHIO

LOCAL SECTION

OF

THE AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

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Article I – Name

The organization shall be known as the Central Ohio Local Section of The American Industrial Hygiene Association (AIHA).

Article II – Purpose

The purpose of the Local Section shall be to promote the purposes of American Industrial Hygiene Association as set forth in its Articles of Incorporation, within the geographic boundaries of the Ohio counties of Athens, Champaign, Clark, Crawford, Coshocton, Delaware, Fairfield, Fayette, Franklin, Guernsey, Hardin, Hocking, Holmes, Jackson, Knox, Licking, Logan, Madison, Marion, Morgan, Morrow, Muskingum, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton, and Wyandot.

Article III – Membership

Section 1. Any member of AIHA residing within the geographic boundaries of the Local Section, may become a full member of the local section upon payment of the local section dues. Subject to the approval of the Local Section Executive Committee, any member of AIHA living outside the geographic boundaries of the Local Section may become a member of the local section by giving written notice to the local section and the executive director of AIHA. A member of AIHA may be a member of more than one local section.

Section 2. On payment of the local section dues, and the approval by a two-thirds vote of the local section Executive Committee, any person having a professional interest in industrial hygiene may become an associate member of the local section, entitled to the privileges of local section membership. Associate members may subscribe to the AIHA Journal at a reduced price through the Treasurer of the local section for up to two years. Application for associate membership in the section shall be made in writing, including the names of two sponsors who are members of the Central Ohio Section, American Industrial Hygiene Association.

Section 3. On payment of the required dues, (half of the full dues) and with the approval of two-thirds of the Executive Committee of the Central Ohio Section, any person attending a college or university may become a Student Member to the Central Ohio Section entitled to all privileges of membership in the Section except the right to vote and to become Officers or Executive Committee Members or enjoy the privileges of the AIHA. Application for Student membership shall be made in writing, including the names of two sponsors who are full or associate members of the local section.

Section 4. Sponsoring memberships shall be considered as contributing memberships, but shall not have the right to vote or otherwise participate in the administration of the Section.

Section 5. Additional classes of membership in the local section may be created with approval of the Board of Directors of AIHA. Emeritus membership in the local section may be extended to a member who has retired from the practice of the industrial hygiene profession, with approval of the Local Section Executive Committee. An Emeritus Member retains all privileges of a member of the Local Section, but will not be assessed local dues.

Article IV – Membership Meetings

Section 1. Meetings of the Local Section shall be held at the time and place designated by the Executive Committee. Meetings shall be held at least six times per year.

Section 2. An annual meeting, at which the election of officers shall take place, shall be held during the month of April.

Section 3. Special meetings shall be called at the discretion of the President, with the approval of the Executive Committee, or in response to the written request of twenty percent (20%) of the members of the local section in good standing.

Section 4. Members in good standing will receive notice of the time and place of any meeting not less than ten (10) days before the date of the meeting.

Section 5. The presence of twenty (20%) of the members of the Local Section in good standing shall be required to constitute a quorum for any meeting.

Section 6. Executive Committee meetings shall be held at the discretion of the President at any time during the year, provided notice of at least three days is given. A minimum of three Executive Committee meetings shall be held during the year.

Article V – Officers

Section 1. The officers of the local section shall consist of the President, President-elect, Secretary, and Treasurer. The officers must be members of the local section and of the National AIHA. Additionally, three directors will be elected to serve a three year term on the Executive Committee. The directors may be full or associate members of the local section. No person shall serve as officer in more than one Local Section at the same time. An officer need not reside or work in the geographic boundaries of the local section. Officers shall be elected by the members of the local section in April of each year, and the local section shall give notice of the names and addresses of the newly elected officers to the Executive Director within thirty (30) days of such election. The officers will be installed at the May meeting and shall serve a one year term unless a successor is elected and installed at a special election. The President-elect automatically shall succeed the President in office upon completion of the President's term of office.

Section 2. A vacancy in office because of the death, resignation or removal of an officer may be filled by the Executive Committee for the unexpired term. If the vacancy occurs in the office of President-Elect, the member appointed to fill the vacancy shall not automatically succeed the President and the President for the following year shall be elected at the next annual meeting of the Local Section.

Section 3. An officer may resign by oral tender of resignation at any meeting of the Executive Committee, or by giving written notice thereof to the Executive Committee. Such

resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. An officer may be removed, with or without cause, at a meeting expressly called for that purpose, by a majority vote of the Executive Committee.

Section 5. The President or appointed representative shall preside at all meetings of the local section membership and of the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. The President shall appoint a Program Committee, Nominating Committee, and such other committees as the Executive Committee may deem necessary for the orderly function of the Local Section. The President shall appoint members of the committees. All committee appointments shall be for a one year term. The President shall be an ex-officio member of all committees. The President should keep in contact with the developments in the field of industrial hygiene and guide the local section in the formulation of constructive activities.

Section 6. The President-elect automatically shall succeed the president in office upon completion of the President's term. The President-elect is responsible for the program of the membership's meetings. The President-elect shall perform any duties delegated by the Executive Committee or assigned by the President.

Section 7. The Treasurer shall receive, disburse and be custodian of all funds of the local section. All disbursements shall be made upon authorization of the President. The Treasurer shall prepare a preliminary annual financial report and submit the accounts of the local section for audit at the last meeting of the Executive Committee prior to the annual meeting of the local section. The Treasurer shall present a final annual financial report to the Executive Committee at the annual meeting of the local section. After annual meeting of the local section, the Treasurer shall transmit to his successor in office, all funds and property of the local section. The Treasurer shall enter a subscription to the AIHA Journal for each associate member who has paid the additional cost of the subscription.

Section 8. The Secretary shall give notice to all meetings of the local section and the Executive Committee; maintain accurate list of the members and their membership statuses; and keep a record of the transaction of business that may come before such meetings.

Section 9. An Archivist shall be appointed to be custodian of the records.

Article VI – Committees

Section 1. The Executive Committee shall consist of the four officers of the local section, three directors and the immediate Past-President. The executive committee shall be responsible for the governance and management of the local section and approval of new members. The President shall serve as Chair of the Executive Committee. The presence of a majority of the Executive Committee is necessary to constitute a quorum for a meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Executive Committee. Each member of the Executive Committee shall be entitled to one vote. Meetings of the Executive Committee may be called at the discretion of the President with not less than three days notice.

Section 2. The Program Committee shall consists of the President-elect as chair and additional members as determined by the President-elect with approval by the Executive Committee. The Program Committee shall present a tentative schedule of programs for the year to the executive committee for its approval. On approval of the Executive Committee, the Program Committee will implement arrangements for the programs and provide the Secretary with information to be circulated to the members of the local section.

Section 3. The Nominating Committee shall consists of at least two (2) members appointed by the President at least sixty (60) days prior to the annual meeting of the local section and the immediate Past President who shall serve as its chair. The Nominating Committee shall nominate at least two (2) persons for each office of the local section and report to the President at least thirty (30) days prior to the annual meeting. On approval the Nominating Committee shall deliver its nominations to the Secretary for distribution of the ballots at least twenty (20) days prior to the annual meeting. In addition to the nominations made by the Nominating Committee,

nominations may be received from the members not less than thirty (30) days prior to the annual meeting.

Article VII – Local Sections Council Representatives

Section 1. The President and President-elect shall serve as representatives of the local section on the Local Sections Council of AIHA provided that neither is an officer or director of AIHA, in which event, the Executive Committee shall appoint another member as such representative.

Section 2. The representatives of the local section shall report at the annual meeting of the Local Sections Council of the activities of the local section and report back to the local section on the actions of the Local Sections Council.

Section 3. If the President or President-elect are unable to represent the local section at the annual meeting another representative will be appointed by the Executive Committee.

Article VIII – Public Statements

Section 1. The local section shall not issue or publish any public statement which utilizes any form of the name of AIHA on a policy or technical issue, other than issues which primarily affect the local section, without prior consent of the Board of Directors of AIHA.

Section 2. No public statement on any matter, which purports to represent the opinion of the local section, shall be issued or published, unless that statement has been authorized by the Executive Committee as expressing the opinion of a majority of the members of the local section.

Article IX – Dues

Section 1. Annual dues for the local section membership are payable on the first day of January of each year. The dues per year shall be set by the Executive Committee and approved in accordance with the procedure set forth in Article X.

Section 2. Members accepted by membership between January and June shall pay dues for a full year. Members accepted for membership between July and December shall pay dues for one-half of the year.

Section 3. Any member whose dues are unpaid on January 1 is not in good standing, and shall have no vote or other privileges of membership in the local section. If the dues of any member are not paid within one year of the date due, the membership of the member in the local section shall be terminated subject to reinstatement as provided in Section 4.

Section 4. Any member terminated for nonpayment of dues may be reinstated at any time before the next annual meeting of the year following termination, by payment of dues in arrears together with the dues for the current year.

Article X – Mail Ballot

Section 1. Officers of the local section shall be elected by mail ballot which will include provision for write-in candidates of the voting members of the local section distributed not less than twenty (20) days prior to the Annual meeting of the local section, which ballots shall specify a deadline for return. The President shall promptly report the results of the election of the Executive Director of AIHA.

Section 2. The Executive Committee, at any time, may conduct by mail ballot, a referendum of the membership of the local section in connection with an issue it may consider or action to be taken. Except as provided in Article XI, a plurality of the mail ballots cast in an election of any officer or in a referendum on any issue to be considered or action to be taken shall be effective to constitute the election of a person as an officer of the local section and as a decision or act of the local section with respect to any issue to be considered or any action to be taken. In the event of a tie vote in any such mail ballot, the tie shall be resolved by vote of the Executive Committee.

Article XI – Amendments

Section 1. Amendments to these bylaws may be presented by any member in good standing at any regular meeting of the section or at any special meeting called for that specific purpose. They shall be presented in writing and shall be offered to the membership present at that 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 printed and circulated with a ballot to all members in good standing. These bylaws may be amended or new bylaws adopted by a two-thirds vote of the members of the local section who respond to a mail ballot conducted in accordance with the provisions of Article X.

Section 2. Such amended or new bylaws shall become effective upon approval by the Board of Directors of AIHA

Submitted by:

Central Ohio Local Section

On September 7, 1988

By Dianne Grote Adams
President, Central Ohio AIHA

Approved by:

American Industrial Hygiene Association

On November 2, 1988

By Gerald E. Dewitt
President, AIHA