

**POTOMAC SECTION
OF THE
AMERICAN INDUSTRIAL HYGIENE ASSOCIATION**

OPERATIONS MANUAL

January 2005, May 2003

DISCLAIMER: This document is to serve as guidance to the local Section and is not meant to be a rule or regulation. Individual circumstances may warrant a deviation from this guidance.

EDITORS

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POTOMAC SECTION OPERATIONS MANUAL

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Chapter 1

LOCAL SECTION BYLAWS

Bylaws of Potomac Section of the American Industrial Hygiene Association

(Add new date, tentatively Feb 05, 3/3/99 Revisions as approved by Potomac Section)

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of the Potomac Section shall be to promote the purposes of the American Industrial Hygiene Association (AIHA), as set forth in its Articles of Incorporation, within the geographic boundaries of greater Metropolitan Washington, D.C. including Washington, D.C., suburban Maryland (such as Montgomery and Prince Georges Counties), and Northern Virginia (such as Arlington, Alexandria, Falls Church, and Fairfax County) as follows:

- To promote the study, evaluation, and control of environmental stresses arising or from the workplace or its 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 information and to bring together persons interested in the various phases of industrial and environmental health.
- To promote the professions through the encouragement or interest within and cooperation with governmental, industrial, educational, and other professional bodies.

ARTICLE III - MEMBERSHIP

Section 1 The classes of membership in the local section shall be full, affiliate, emeritus, student and honorary, as defined in the following sections.

Section 2 Any member of National AIHA, residing or working within the geographic boundaries of the Potomac Section, may become a full member upon payment of the local dues. Subject to the approval of the Potomac Section Executive Committee, any member of AIHA living out side the geographic boundaries of the Potomac Section may become a member of the Potomac Section by giving written notice to the Potomac Section and the Executive Director of AIHA. A member of AIHA may be a member of more than one Local Section.

Section 3 On payment of the local dues, and the approval by a two-thirds vote of the Potomac Section Executive Committee, any person having an interest in industrial hygiene may become a local affiliate member of the Potomac Section. Application for membership must be made in writing. Local affiliate members cannot serve as an officer.

Section 4 Organizational membership is open to any company or organization with a professional interest in industrial hygiene. Application for organizational membership must be made in writing and must be approved by a vote of two thirds of the Board of the section. Organizational members may enroll up to two new members, dues free for the year. Organizational membership in the Potomac Section shall not constitute, convey or imply official Section endorsement of products sold or services provided by an organization. Section membership may not be used in any advertisement or other communication to imply official Section endorsement.

Section 5 Emeritus membership in the Potomac Section may be extended to a member who has retired from the practice of industrial hygiene with the approval of the Board. An Emeritus member retains all privileges of a

member of the Potomac Section but will not be assessed local dues.

Section 6 Student membership may be obtained by a college student enrolled full-time in an undergraduate or graduate degree program that is recognized as a science degree related to the industrial hygiene profession. Dues shall be discounted from the regular charges for individual members.

Section 7 Honorary memberships may be awarded to recognize outstanding service and dedication to the local section. Recipients of such membership shall be accorded a certificate and will not be assessed local dues for the following year. Honorary memberships are awarded upon the consensus approval of the Board.

ARTICLE IV - MEETINGS of the MEMBERSHIP

Section 1 Meetings of the Potomac Section shall be held at the time and place designated by the Executive Committee. Meetings shall be held at least six (6) times per year. The time and place of each meeting shall be approved by the Executive Committee.

Section 2 An Annual Meeting, at which the installation of officers shall take place, shall be held during June or at another time as decided by the Executive Committee.

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 (email) request of twenty per cent (20%) of the members of the Potomac Section in good standing.

Section 4 Notice of the time and place of any meeting shall be delivered by mail or electronic mail to members in good standing not less than ten (10) days before the date of the meeting.

Section 5 The presence of twenty per cent (20%) of the active paid members of the Potomac Section in good standing shall be required to constitute a quorum for any Meeting.

Section 6 The rules contained in Robert's Rules of Order shall govern all proceedings at the annual meeting not specifically covered in these by-laws.

Section 7 The order of the business program at the annual meeting of the Potomac Section shall be as follows:

- Call to order by the Chair
- Reading of minutes by the Secretary (unless previously published in the Newsletter)
- Approval of minutes
- Report of the Treasurer (unless previously published in the Newsletter)
- Committee Reports (unless previously published in the newsletter)
- Announcements
- Unfinished business
- New Business

The order of the program at an Annual Meeting shall also include the reading of recent nominees for office, summary of ballot votes, and installation of officers.

ARTICLE V – OFFICERS, DIRECTORS AND COMMITTEE CHAIRS

Section 1 The officers of the Potomac Section shall consist of the President, President-elect, Secretary, Secretary-elect, Treasurer, and Treasurer-elect, each serving a one year term. The president-elect automatically shall succeed the president in office upon completion of the president's term of office, except as noted in section 7 of this Article.

Section 2 This Executive Committee (that also includes the immediate past president), also known as officers, and four at-large directors shall constitute the Potomac Section Board. Only members of National AIHA who are local section members in good standing may be elected as officers. No person shall serve as officer in more than one Local AIHA Section at the same time. A director need not reside or work in the geographic boundaries of the Potomac Section. The officers and directors shall be elected by the members of the Potomac Section in February of each year, and the Potomac Section shall give notice of the names and addresses of the newly elected officers and directors to the National AIHA within thirty (30) days of such election.

Section 3 The newly elected officers and directors shall be installed at the Annual business Meeting and shall serve until their successors are installed. The newly elected officers shall serve a one year term. The Secretary-elect shall automatically succeed the Secretary in office upon completion of the Secretary's term of office. The Treasurer-Elect shall succeed the Treasurer in office upon completion of the Treasurer's term of office.

Section 4 There shall be four (4) Directors of the Potomac Section. Any local section member in good standing may be elected as Director. Each Director shall serve for a term of two (2) years, and two Directors shall be elected on alternate years.

Section 5 Directors serve to represent constituent members on issues that may arise before the Board during the year, serve as liaison to committees at the discretion of the President, provide leadership for section activities, such as Web pages, professional development conferences, etc. and perform other duties as assigned.

Section 6 If the current office of the President, Secretary or Treasurer becomes vacant, the President, Secretary or Treasurer for the following year shall be elevated at the nearest Board meeting. If any other office becomes vacant, the Board shall appoint a member to this vacancy until the next annual election.

Section 7 A vacancy in other offices because of the death, resignation or removal of an officer may be filled by the Board 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. The President for the following year shall be elected at the next annual meeting of the Potomac Section.

Section 8 An officer or director may resign by oral tender of resignation at any meeting of the Board or by giving written notice thereof to the Board. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 9 An officer may be removed, with or without cause, at a meeting expressly called for that purpose, by a majority vote of the Board.

Section 10 The President shall preside at all meetings of the Potomac Section membership and of the Board and shall perform such other duties as may be directed by the Board. The President shall appoint a Program Committee, Nominating and Awards Committee and such other committees as the Board may deem necessary for the orderly function of the Potomac Section. The President shall appoint chairpersons of the committees. All chairperson appointments shall be for a one year term. The President shall be an ex-officio member of all committees. In the absence of the President, the duties of the President shall be performed by the President-Elect.

Section 11 The President-Elect automatically shall succeed the President in office upon completion of the President's term of office. The President-Elect shall perform any duties delegated by the Board or assigned by the President. The President-Elect shall head a Program Committee to determine speakers and meeting place for the membership meetings of the section. He/she shall be responsible for filing with the American Board of Industrial Hygiene for approval of certification maintenance points for the technical meeting programs. The President-elect shall attend the AIHA Leadership Workshop, at the expense of the Potomac Section, prior to installation.

Section 12 The Treasurer shall be the custodian of all funds of the section, shall receive all dues and shall pay all authorized bills against the Section. The Treasurer shall keep written records of all funds received and disbursed. Payments shall be made, whenever possible, by check. Bills from officers and committee members shall be paid only when receipts for the expenditures are attached. The Treasurer shall give a complete statement of finances

when requested and shall publish a complete financial report to the membership semiannually.

Section 13 The Treasurer-elect shall assist the Treasurer in collecting all monies paid to the organization. The Treasurer-elect shall maintain up-to-date records of all dues-paying members, and shall collect dues by mail and at meetings. A report on membership status shall be made to the section Secretary at regular intervals. The Treasurer-elect shall turn over all collected monies to the Treasurer along with a signed record of origin. This record shall be signed by the Treasurer upon receipt of the money. One copy shall be retained by the Treasurer.

Section 14 The Secretary shall keep a record of the transaction of business that may come before such meetings; and be custodian of the records of the Potomac Section. The Secretary shall also coordinate the production and distribution of the newsletter and other publications of the section. The secretary will also be responsible for creating ballots for election. The ballots will be distributed by hard copy or email to all dues paying members.

Section 15 The Secretary-elect shall assist the Secretary and perform any duties delegated by the Board or assigned by the President.

Section 16 The webmaster will be responsible for keeping the local section web site up to date on current events and notices. The webmaster will also have a fully trained back-up to maintain the web site in his/her absence or resignation. The webmaster will have a secure dues paying members only section on the web site which will be have user specific passwords to allow access. User names will be provided by the membership chair.

Section 17 The electronic distribution chair will be responsible for maintaining an up to date listing of email addresses of section members (both dues paying and non-dues paying). This data base will not be shared outside of the executive committee, webmaster or membership chair. It will not be used for personal or business purposes. The chair will notify the membership chair in the event that a member no longer has a valid email address and request that they be contacted to update their profile. The chair will have a fully trained back-up to send out updates in his/her absence or resignation. The chair will be responsible for timely distribution of section notifications approved by the president or president elect.

Section 18 The membership chair will be responsible for recruitment of new members, outreach to the community for both recruiting members and severing the community, and initial contact of new members. The chair will also receive dues payment. The chair will forward payment to the treasurer and provide updated membership rosters to the executive committee, webmaster, and electronic distribution chair. The membership chair will develop/update a welcome package including benefits of membership for new and existing members. This package should be in electronic format and be accessible from the section website. The chair will compile and annual report on membership for submission to National AIHA. The chair should have a committee of not less than 3 members to serve in capacities of recruitment and community outreach.

Section 19 In urgent matters, the President may act upon approval of the majority of the Executive Committee. Such matters will be reviewed by the entire Board at the nearest Board meeting.

ARTICLE VI - COMMITTEES AND THE BOARD

Section 1 The Executive Committee shall consist of the officers of the Potomac Section and the immediate Past president.

Section 2 The Board shall be responsible for governance and management of the Potomac Section and approval of new members. The President shall serve as chairman of the Board. The presence of a majority of the Board is necessary to constitute a quorum for a meeting. The act of a majority at a meeting, at which a quorum exists, is the act of the Board. Each member of the Board shall be entitled to one vote. Meetings of the Board may be called at the discretion of the President on not less than five (5) days notice.

Section 3 The Nominating Committee shall consist of two (2) members appointed by the President at least thirty (30) days prior to the annual election of the Potomac section and the Immediate Past President who shall serve as its

Chairman. The Nominating committee shall nominate persons for officers and directors of the Potomac Section and it shall deliver its nominations for each office in writing to the Secretary for circulation with the Notice of the Annual Election. In addition to nominations made by the Nominating Committee, nominations may be received from the members not less than thirty (30) days prior to the Annual. Election.

Section 5 The President shall appoint such other committees as are deemed desirable for the effective action of the Potomac Section, in accordance with Article V, Section 10.

Section 6 The chairpersons of all committees appointed by the President shall terminate on June 1 of the succeeding year.

ARTICLE VII - LOCAL SECTIONS COUNCIL REPRESENTATIVES

Section 1 The President and President-Elect shall serve as representatives of the Potomac 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 Potomac Section shall report at the Annual Meeting of the Local Sections council on the activities of the Potomac section and report back to the Potomac Section on the actions of the Local Sections Council.

ARTICLE VIII - PUBLIC STATEMENTS

Section 1 The Potomac 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 Potomac 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 Potomac Section, shall be issued or published, unless that statement has been authorized by the Board as expressing the opinion of a majority of the members of the Potomac Section.

Section 3 As a not-for-profit, educational organization, the Potomac Section is restricted in co-sponsoring commercial seminars or other commercial activities. The Board shall decide upon the appropriateness of sponsoring any event.

ARTICLE IX - DUES AND BUDGET

Section 1 The dues year shall be September 1 through August 30.

Section 2 The dues shall be as set by the Board and approved in accordance with the procedure set forth in Article X.

Section 3 New members shall pay the full year's dues when accepted for membership.

Section 4 If the dues of a member have not been paid by the close of the December meeting, the member is not in good standing and may not be included in the membership roster. Members who have not paid dues by the March meeting shall be dropped from membership.

Section 5 Any member terminated for non-payment of dues may be reinstated at any time before January of the year following termination, by full payment the dues for the current year.

Section 6 The President and President-Elect shall prepare a written annual budget for approval by the Board no later than December 1. The budget shall be published in the December Newsletter. The Treasurer shall not make expenditures over \$175.00 for items which exceed budget limits, without a majority vote of the Board. Expenditures

over \$700.00 above budget limits must first be approved by majority vote at a membership meeting. Monthly dinner meetings are exempt from the \$175.00 limit. For monthly dinner meetings the limit without prior approval is \$2,000.00.

ARTICLE X - MAIL BALLOT

Section 1 In February , officers of the Potomac Section shall be elected by mail (or electronic, with appropriate security) ballot of the voting members of the Potomac Section which ballots shall specify a deadline for return. The President shall promptly report the results of the election to the Executive Director of AIHA.

Section 2 The Board, at any time, may conduct by mail ballot, a referendum of the membership of the Potomac 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 Potomac Section and as a decision or act of the Potomac 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 main ballot, the tie shall be resolved by vote of the Board.

ARTICLE XI - AMENDMENTS

Section 1 These Bylaws may be amended or new Bylaws adopted by a two-thirds vote of the members of the Potomac 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.

Section 3 These Bylaws shall not conflict with or supercede those of the national American Industrial Hygiene Association.

Chapter 2 LOCAL SECTION ORGANIZATION

C. Duties of Local Section Officers

A member to be eligible to hold office in the local section must be a member in good standing in both the local section and National AIHA. The officers of the local section consist of the president, president-elect, secretary, secretary-elect, treasurer-elect and treasurer. The names of the local section officers are often published in the National AIHA Membership Directory.

1. President

Since the president is directly responsible for the fulfillment of local section goals, he or she maintains a supervisory relationship over all local section functions. The president must become familiar with previous activities of the local section; form working principles to guide committees; and make recommendations to the executive committee for promoting the effectiveness of the local section's functions.

The president presides at business meetings of the local section and the executive committee. If necessary, the president will designate the president-elect, secretary, or any member of the executive committee to act on his or her behalf. Also, the president is one of the local section's representatives to the AIHA Local Sections Council.

It is the responsibility of the local section president to:

- a. Set goals and objectives for each year based upon membership views and interests.
- a. Prepare a draft *Calendar of Events & Deadlines* for review by the incoming executive committee during the June meeting.
- b. Delegate specific action items to an officer, director, or local section member with a specified completion date.
- c. Monitor the progress of various local section activities to assure their effectiveness.
- d. Prepare an agenda and conduct each executive committee meeting.
- e. Present announcements and preside over executive committee and membership meetings.
- f. Represent the local section at the AIHA Local Sections Council meetings (held during the annual American Industrial Hygiene Conference and Exposition (AIHCE)).
- g. Maintain contact with National AIHA and the current AIHA board coordinator for the local section. Disseminate any information to the local section executive committee and membership.
- h. Obtain approval of the National AIHA board of directors for any position to be publicly taken on local, state or national health issues.
- i. Sign checks and ensure necessary payments in the absence of the treasurer.
- j. Ensure revisions of the local section *Operations Manual*.
- b. Arrange every year for an audit of the local section's financial records by an audit committee

- c. Serve as *ex officio* member of all local section committees.

2. President-Elect

In addition to carrying on in the absence of the president, the president-elect shall arrange all technical programs for the local section. In addition, the president-elect is one of the local section representatives to the AIHA Local Sections Council. It is the responsibility of the local section president-elect to:

- a. Arrange all technical programs for local section meetings.
- b. Make all necessary arrangements for speakers including transportation to/from the airport, hotel reservations, audio/visual equipment, thank you notes, and speaker's gifts.
- c. Inform the electronic distribution chair of the details of upcoming meetings in ample time to allow for publication of the meeting notice and distribution to the membership.
- d. Make any necessary contact with meeting facilities, sign appropriate contracts, and inform facilities of tax exempt status.
- e. Send correspondence to the American Board of Industrial Hygiene (ABIH), informing them of local section meeting topics, length of presentation, and speaker's credentials for issuance of certification maintenance points.
- f. Advise chair of the newsletter committee and secretary of any upcoming events.
- g. Work with local chapter of the American Society of Safety Engineers (ASSE) to plan an Intersociety Night at least once a year.
- h. Attend National AIHA Leadership Conference.
- i. Serve as a local section representative to the AIHA Local Sections Council meetings (held during the annual AIHCE).
- j. Plan the Summer social event.
- k. Help the president prepare a draft *Calendar of Events & Deadlines* for review by incoming executive committee during June meeting. This should be completed by 8/1 of each year and approved by 8/15 of each year.
- l. Serve as chair of the program committee.

3. Secretary

The secretary is generally responsible for recording the minutes of the Board meetings, and maintaining files for the local section. It is the responsibility of the local section secretary to:

- a. Accept phone reservations for the meeting, unless someone else is designated.
- b. Call in total dinner reservations to meeting facility, unless someone else is designated.
- c. Maintain file (for five years) of meetings and seminars with a list of attendees and ABIH certification maintenance points.
- d. Provide supporting information for members who are audited by the ABIH.

- e. Maintain a file of seminars, courses, and other events sponsored by National AIHA, ABIH, and related organizations for distribution to local section members on request.
- f. Record the minutes of the Board meetings, and disseminate this information to the Board in a timely fashion.
- g. Create an electronic version of letter head for use on electronic and hard copy distributions. Letter head should have all board members names and contact information.
- h. Inform National AIHA of new local section officers.
- i. Update and revise the local section *Operations Manual*.

4. Treasurer

- a. Receives all checking account statements.
- b. Along with the treasurer-elect and President has signing authority on any financial accounts. Receipts and/or invoices should accompany all payments.
- c. Keeps a receipt book and keeps track of cash and of paid attendance at the dinner meeting
- d. Receives membership dues from the program chair.
- e. Invoices members and groups, when necessary.
- f. Supervises an audit at least once a year before new Treasurer takes over and/or the end of the tax year.
- g. Prepares Local Section Exemption Form for national AIHA.

5. Secretary-Elect

Assists secretary, as necessary.

- a. : Performs the duties of secretary if that person is unavailable

6. Treasurer-Elect

- a. Assists program chair in collection of money at meetings.
- b. Assists Treasurer, as necessary.

The following are appointed positions by the current president:

1. Webmaster (Chair)

- a. Maintain section website keeping information current and updating events/notices in a timely fashion.
- a. Web site meets the need of the section (e.g. develops a secure area for dues paying members).
- c. Has a fully trained back-up to maintain/update website in his/her absence or resignation.
- d. Assures compliance with all federal, state and local laws.

7. Electronic Distribution Chair

- a. Distributes electronic notices in a timely fashion.
- b. Maintains up to date email data base on both dues paying and non-dues paying members.
- c. Has a trained back-up for distribution in his/her absence or resignation.
- d. Assures ethical use of data base.
- e. Coordinates with recruitment chair and webmaster email lists.

8. Recruitment Chair

- a. Oversee recruitment/membership committee

- b. Prepare nametags, as available, and dinner attendance list for membership meetings, unless someone else is designated.
- c. Document membership meeting attendance.
- d. Supply potential new members with both national and local applications for AIHA membership.
- e. Supply new and current members with a members handbook indicating benefits of membership.
- f. Send new members a welcome letter (with copy to chair of membership committee) and a *Local Section Membership Directory*.
- g. Maintain a file of dues payments along with Treasurer.
- h. Distribute membership directory update questionnaire.
- i. Inform executive committee, webmaster and electronic distribution chair of membership status changes
- j. Provide direction for community outreach.
- k. Develop annual report to national AIHA.

D. Duties of Local Section Directors

1. Past-President

The immediate past-president shall become an officer for a term of one year. (See above under Article V, Section 2.). The directorship duties of the past-president are to chair the nominations & awards committee which establishes a slate of candidates for the annual elections for new officers and directors and determines potential awardees for the Section.

9. Additional Elected Directors

- a. Two additional directors shall be elected on alternate years for a term of two years. At any time, there will be four at-large directors in addition to the Past-President.
- b. Directors should assume a leadership role and liaison on at least one of the local section's committees (see Chapter 4 for a listing)

E. Deadlines for Local Section Operation

JANUARY

- 1. Send election ballots (for new Board members) to mailing service or e-mail distributor. (Chair, nominations & awards committee)
- 2. Begin planning Certified Industrial Hygiene Review Course. (Chair, continuing education committee) if one is going to be conducted.
- 3. Final deadline for dues. Mail delinquency notices to unpaid members. (recruitment chair and electronic distribution chair) (consider making this November or December if annual dues are moved to Sept to Sept.)
- 4. Review performance of mailing arrangement and employment service. (Career Club) (President)
- 5. Prompt chair of public relations committee to address Science Fair (President).

FEBRUARY

- 1. Collect ballots at this month's dinner meeting. (Secretary or Director)
- 2. Arrange for judges for Science Fair. (Chair, public affairs committee).
- 3. Issue *Local Section Membership Directory* for March 1st publication and/or electronic availability. (recruitment chair, electronic distribution chair and webmaster).

MARCH

1. Notify National AIHA of new officers and directors. (Secretary).
2. Hold executive committee and membership meetings and announce new officers and directors. (President and president-elect).
3. Begin Certified Industrial Hygiene Review Course formal announcements. (Chair, continuing education committee) if required.
4. Solicit nominees for awards (Chair, nominations & awards committee).
5. Add Review and approve *Calendar of Events & Deadlines* for coming year. (President) (consider moving this from June to establish schedule for next year as early as possible) (Mark Geiger)

APRIL

1. Select awardees. (Board)

MAY

1. Give Service and other awards. (Chair, nominations & awards committee)
2. Hold executive committee and membership meetings. (President)
3. Initiate Vendor's Night plans. (President and president-elect)
4. Begin local section Annual Report, due to National AIHA by 30 June. (President)
5. Terminate unpaid memberships. (Secretary)
6. Make every effort to pass on records not needed for the annual report by June 1 (Secretary)

JUNE

4. New officers and directors assume their local section responsibilities.
5. Establish goals and objectives for the coming year. (President and president-elect)
6. Review and approve *Calendar of Events & Deadlines* for coming year. (President)
7. Present plaques and/or pins to retiring officers. (President)
8. Establish new committees, if needed. (President)
9. Hold Board meeting. (President)

AUGUST

Hold Board Meeting (suggest meeting before initial meeting in late August or if necessary, early September)

SEPTEMBER

1. Distribute local section annual membership dues notice and local section membership directory questionnaire. (Secretary).

OCTOBER

1. Announce in Newsletter that nominations for new officers and directors are being solicited by the nominations & awards committee chair. The Newsletter should also remind the membership that floor nominations will be taken during the December membership meeting. (Chair, newsletter committee).
2. Initiate planning of December Social Event and/or meeting. (President-Elect).

NOVEMBER

1. Nominations & awards committee meets to establish candidates for new officers and directors. (Chair, nominations & awards committee).
2. Hold executive committee and membership meetings. (President).

3. Announce dues (reminder) at membership meeting. (President).
7. Hold Intersociety meeting and Vendor's Night – American Society of Safety Engineers Chesapeake and National Capital Chapters and Chesapeake Section of American Industrial Hygiene Association. (President-Elect)

DECEMBER

1. Slate of officers and directors announced and nominations opened to floor. (Chair, nominations & awards committee)

F. Leadership Workshop

1. The local section, with the approval of the executive committee, should assist two local section members each year in attending the National AIHA Leadership Workshop. One member shall be the incoming president-elect. The other member should be chosen by majority vote of the Board, and will be an incoming elected member of the Board or appointed committee chair.
2. A written expense statement and all original receipts shall be submitted to the treasurer. Upon approval by the president, the local section shall reimburse each representative attending the Workshop for the following expenses associated with the trip:
 - a. Round-trip air fare (coach class), if the Workshop is held more than 200 miles from Washington; otherwise, mileage to be reimbursed at the per mile rate accepted by the IRS at the time of the expense.
 - b. Airport parking, if required;
 - c. Ground transportation associated with the Workshop (**e.g.**, taxi or shuttle between the hotel and airport), if required;
 - d. Hotel (as selected by National AIHA for the Workshop);
 - e. Reasonable meals, if not provided as part of the Workshop fee;
 - f. Registration fee, if applicable. The president-elect's registration is complimentary;
 - g. Other reasonable fees directly related to attendance at the Workshop.

National AIHA may reimburse the local section for a portion of these expenses

Chapter 3

ADMINISTRATIVE MATTERS

A. Mailing Service, Mail and Stationery

1. Mailing to the local section membership, outside of e-mail, may be performed through a mailing service. The service is agreed on by the executive committee following a performance review during the January Board meeting. The secretary (or the secretary's designee) shall inform the mailing service of any changes, additions, or deletions to the mailing list. Correspondence should arrive at the mailing service one month before the event. The secretary should review charges from the mailing service and forward to the treasurer for payment.
2. Mail written correspondence first class. Bulk rate should be used whenever possible for mailing directories and newsletters. E-mail of Adobe Acrobat or MS Word files or embedded into the text of an email is preferred and cost effective for the newsletter.
3. The following procedure should be followed when related professional organizations wish to mail correspondence to the local section membership:
 - a. Under no circumstances shall the local section membership list be distributed without the express approval of the executive committee.
 - b. If executive committee approval is granted, the requester shall be charged the fee necessary to cover the cost to generate the membership list. The fee shall be paid prior to generation of the list.
 - c. The executive committee may, in select circumstances, approve the release of mailing labels for use by the requester. Except as stated above, the local section shall not provide membership data.
2. The Section will maintain only an electronic version of stationery which can be printed on a color printer if required.

G. General Liability Insurance

General liability insurance is currently obtained through the national AIHA. A copy of the policy shall be available from the treasurer.

H. Tax Information

The Potomac Local Section is a tax-exempt organization. The local section federal employer identification number is 55-0685540. A copy of the notice with this number from the Internal Revenue Service is kept in the treasurer's file. State tax-exempt forms for Washington, D.C. and Maryland are also in this file.

A copy of this statement shall be provided, as necessary, by the president-elect to the management of each establishment and catering service used by the local section for membership gatherings. The establishment or service shall be requested to agree in writing to abide by the statement for local section membership gatherings.

I. Financial Guidelines

2. Dues Collection

- a. The dues year shall run from January to December (recommend September to September to coincide with activities of Section, Mark Geiger) , i.e., a calendar year (CY).
 - b. Dues paid will be for the year that they were paid in. There will not be any pro-rating of dues.
3. Budget Preparation
- b. All committees expecting to spend any money in a calendar year must submit an estimate of the needed funds by October of the preceding year.
 - c. A budget submittal is NOT a guarantee of any funds disbursement in the next calendar year.
 - d. All budget requests are subject to Board approval in December.
4. Expense Records
- No funds will be disbursed without a receipt or invoice.
5. Local Speaker Travel and Executive Board Reimbursement
- a. The purpose of reimbursement is to provide an opportunity for individuals from all sectors of the Section to share their talents in an executive and advisory capacity without undue personal hardship. Because the Section is a voluntary organization, not all personal expenses of either time or money should be expected to be reimbursed. The election of specific Board members by the Section involves the delegation of certain power and responsibility which it is assumed is best exercised at Board meetings and at mandated local sections council gatherings at AIHA national meetings.
 - b. Generally, one night's travel expenses (not to exceed the latest federal government per diem table or the American Industrial Hygiene Association rate, whichever is less) will be made available to elected Section Board members, who have no form of financial support for attending these meetings. Such need shall be certified by the Section President before any reimbursement by the Treasurer. Registration at AIHA national meetings will not be covered since it is not required for attendance at the local sections council meeting.
 - c. For budgetary purposes, potential room reimbursements for national AIHA meetings should be determined when the Treasurer or his designee requests budget figures. Under no circumstances will reimbursement be made to any Board member who owes any debt to the Division.
 - d. Reimbursement will not be made until after the meeting. Expenses must be submitted along with receipts (original receipts are preferred) to the Section President, who will certify these requests for payment and forward them to the Treasurer.
 - e. The Executive Board have the option to offer to pay all or part of the National AIHA fees for newly elected officers if they are not current AIHA national members and there is a financial need.

Chapter 4 COMMITTEES

A. GENERAL

Two types of standing committees exist: operating committees and auxiliary committees. Operating committees are deemed to be essential to the existence and smooth operation of the local section, and these committees must be functional from year to year. They are usually specified by name in the Section by-laws.

- Any member of the Section's Board can suggest the formation of a committee. Suggestions should be supported with a functional statement. Committees will be created when a majority vote of the Board concurs. Committees can be dissolved by majority vote of the Board at the Annual Business Meeting.

- The chairperson of each committee serves at the pleasure of the Section President. The President-Elect, by June 1, requests the continued appointment or resignation of seated committee chairpersons. Committee Chairpersons must be members in good standing of the Section. The Chairperson of the Nominating and Awards Committee is traditionally the Immediate Past Section President. The Chairperson of the Program Committee is traditionally the President-Elect. All chairpersons serve at the pleasure of the Section President. The usual term is for one year ending May 31 and is renewable.

- Appointment to a committee can be made by either the chairman of the respective committee or by the Section President with the approval of the committee chairman. Qualifications include a desire to help the Section and devote sufficient time to accomplish the functions of the committee in a timely manner. The committee member serves at the pleasure of the Committee chairman.

J. OPERATING COMMITTEES

1. PROGRAM COMMITTEE

- a. Objectives
 - 1) To identify the current technical topics of interest to local industrial hygienists for presentations at the local section membership meetings.
 - 2) To assist in the development of technical programs and presentations for the local section.

- b. Organization
 - 1) The chair of the committee is the president-elect of the local section.
 - 2) The chair, along with the president, shall select two to five local section members to serve on the committee.
 - 3) The committee shall meet every other month to identify, develop, and plan meeting topics for the membership meetings.

- c. Procedures
 - 1) The committee shall solicit input from members regarding current topics of interest for membership meetings.
 - 2) The committee shall develop the format and identify appropriate technical presentations for regular membership meetings.
 - 3) The committee shall organize and finalize speakers for scheduled membership meetings.
 - 4) The committee shall consider liaisons with other professional organizations as potential sources of joint membership meeting purposes.
 - 5) The committee selects dinner meeting places, provides information for the AIHA Meeting Calendar, processes audiovisual equipment requests, and reviews any abstracts.

- 6) The chairman provides the treasurer a list of meeting expenses

1. RECRUITMENT/MEMBERSHIP COMMITTEE

a. Objectives

- 1) To identify and recruit for local section membership all National AIHA members who reside and/or work within the geographic boundaries of the local section.
- 2) To identify and recruit for local section membership all other individuals who engage in work classified as industrial hygiene, and/or who have a professional interest in industrial hygiene, and who reside and/or work within the geographic boundaries of the local section, but who are not members of National AIHA.
- 3) To maintain the current membership database.
- 4) To respond to member needs through long-range planning in an annual report
- 5) To provide community outreach programs.

b. Organization

- 1) The committee shall consist of a chair and at least one other local section member.
- 2) The chair shall, in his or her absence, appoint one of the other committee members to act on behalf of the chair at specific events.

c. Procedures

- 1) Local section members and/or the secretary shall forward changes of address (and other similar data changes) to the chair, who will ensure that the membership database is updated.
- 2) At least one week prior to each regularly scheduled mailing of local section materials to the membership, the committee shall provide a diskette containing the most current membership database to the individual or establishment responsible for printing mailing labels.
- 3) The committee shall semi-annually provide the secretary with a report that contains summary statistics on the local section membership.
- 4) The committee shall work with other committees to promote the local section, including the active recruitment of new members through activities developed by the local section.
- 5) The committee updates membership brochures and other materials.
- 6) The committee prepares and sends letters to dues-delinquent members encouraging their resumption of active membership and exploring their reasons for quitting.
- 7) The committee plans a summer-time Section membership picnic and other special functions. This includes arranging for eating facilities.
- 8) The committee, as necessary, surveys member needs and holds open member discussions in order to develop a long range plan annually.

3. NOMINATIONS & AWARDS COMMITTEE

a. Objectives

- 1) To identify and nominate those local section members who are interested and who would perform well as an officer or director.
- 2) To help ensure that the nominated candidates represent a cross-section of the membership (e.g., academia, industry, government).
- 3) To oversee the award selection process.

b. Organization

- 1) The chair of the committee is the past-president.
- 2) The past-president, along with the president, shall select at least two other members to serve on this committee. These members shall be past officers or directors of the local section.

c. Procedures

- 1) In March, the committee shall begin the process of selecting the award nominees.

- 2) In October, the committee members shall begin to develop a list of potential candidates for office. The November meeting notice shall request nominations from the general membership.
- 3) From this list of names, the committee shall select nominees for each open office. At least two nominees per office should be placed on the nominations slate for election by the membership.
- 4) The Committee shall present the slate of officers and directors to the membership at the December meeting. Nominations from the floor are requested at this time.
- 5) Ballots of the nominations slate, including nominations from the floor, are mailed to all section members for voting in early February.
- 6) Votes are received via the mail (or e-mail with appropriate security) and are counted prior to the end of the February meeting. (The ballots should be received by the past-president.)
- 7) New officers and directors are announced to the membership at the March meeting, and they assume local section responsibilities in June.

K. Auxiliary Committees

(Auxiliary committees are formed in accordance with the local section bylaws. These committees may change from time to time with the needs and capabilities of the local section membership.)

1. AUDIT COMMITTEE

- a. Objectives
 - 1) To monitor expenditures by comparing them to the budget and assuring that funds are not being spent for items not approved by the appropriate local section officer or director.
 - 2) To review the financial records on a periodic basis to assure proper handling, including the quality of record keeping and bookkeeping.
 - 3) To assist the treasurer in engaging an outside auditor (CPA) every third year (beginning in 1999) for the purposes of:
 - (a) Verifying the accuracy of financial statements
 - (b) Verifying bank balances and statement reconciliation
 - (c) Determining that all deposits and transfers between accounts are promptly made
 - (d) Reviewing the supporting documentation for expenses paid
 - (e) Verifying the completeness of local section permanent records and tax reports, including the EIN (employer identification number), IRS exemption letter, incorporation papers, local section bylaws, and IRS records
 - (f) Reviewing the status of the local section's liability insurance
 - (g) Reporting any irregularities or errors to the executive committee.
 - (h) Recommending to the executive committee any procedural changes needed for the continued security of local section funds or to improve financial operations.
- b. Organization
 - 1) The committee shall consist of a chair who is appointed by the president, and at least one other local section member.
 - 2) The committee shall meet periodically to review the treasurer's records and to accomplish its assigned tasks.
- c. Procedures
 - 1) The committee shall work in cooperation with the treasurer to review and evaluate the financial performance of the local section in accordance with the objectives stated above.
 - 2) The committee shall report its findings to the executive committee at times and in a format specified by the president.
 - 3) The committee shall meet at least once approximately six months after being appointed, and

as many additional times as it or the president deems necessary for it to accomplish all assigned tasks.

2. NEWSLETTER COMMITTEE

- a. Objectives
 - 1) To provide the membership with detailed information about the activities of the local section, including executive committee meetings, membership meetings, educational events, etc.
 - 2) To provide technical information and articles of interest to the members.
 - 3) To provide noteworthy information on the activities and accomplishments of members.
 - 4) To keep members who are unable to attend membership meetings abreast of local issues.
- b. Organization
 - 1) The committee consists of a chair (usually the secretary) who is appointed by the president. The chair acts as the Newsletter editor. The executive committee members and other committee chairs may submit items of interest regarding their activities.
 - 2) An effort should be made to have input from academia, government, and industry.
- c. Procedures
 - 1) The Newsletter is published at least eight times each year, to coincide with the mailing of the membership meeting announcement.
 - 2) Articles to be printed in the Newsletter shall be submitted to the chair (editor) no less than one week prior to the printing date of the meeting announcement.
 - 3) The final copy of the Newsletter is either mailed, e-mailed or sent to a mailing service for copying and mailing by bulk rate.

3. CONTINUING EDUCATION COMMITTEE

- a. Objectives
 - 1) To identify and promote the current technical topics of interest to local industrial hygienists through continuing education events for the local section.
 - 2) To present an annual review course designed to assist those persons preparing to sit for an ABIH certification examination.
- b. Organization
 - 1) The committee shall consist of a chair who is appointed by the president, and at least two members.
 - 2) The committee shall meet once a month (or as needed) during the planning phase of a continuing education event.
 - 3) The committee shall work in conjunction with other co-sponsoring groups to ensure successful continuing education events.
- c. Procedures
 - 1) The committee shall solicit input from members regarding current topics of interest for continuing education events.
 - 2) The committee shall develop the format and identify appropriate technical presentations.
 - 3) The committee shall organize and coordinate continuing education presentations for the members.
 - 4) The Committee shall consider liaisons with other professional organizations as potential sources of joint membership technical programs.

4. PUBLIC RELATIONS COMMITTEE

- a. Objectives
 - 1) To promote the understanding of occupational health stressors and industrial hygiene among students and the general public.

- 2) To publicize the meetings, activities, and courses offered by the local section.
 - 3) To promote industrial hygiene as a profession, including sponsoring science fairs
- b. Organization
- 1) The committee shall consist of a Chair who is appointed by the president, and at least two members.
 - 2) The committee shall meet prior to the membership meetings when appropriate.
- c. Procedures
- 1) The committee shall arrange for participation in a science fair.
 - (i) In the Fall, letters should be sent to area schools encouraging projects in industrial hygiene areas.
 - (ii) A list of specific ideas for science fair projects should be developed at this time.
 - (iii) A file for reference material suitable for students should also be developed.
 - (iv) The committee members should serve as mentors for students who are interested in doing industrial hygiene projects when needed.
 - (v) Two to three members of the committee shall serve as judges at the science fair and present the award during the awards presentation.
 - 2) The committee shall establish a speakers' bureau for use at science or health classes, business, professional, and civic organization meetings.
 - 3) The committee should maintain contact with the media by inviting them to meetings covering topics of general public interest, and providing them with experts who can be contacted regarding occupational health and safety issues.
 - 4) The committee should participate in local health fairs and career days, using the display booth.
 - 5) The committee should keep National AIHA informed of local section activities.
 - (i) A letter and, if possible, black-and-white photographs should be sent to the editor of the *AIHA Journal* after each local section meeting, to describe the topics presented at the meeting.
 - (ii) Information should be provided to the editor of the *AIHA Journal* of all local section activities including Vendor's Night, speaker's bureau, health fair, etc.
 - 6) The committee should encourage communication with neighboring local sections and related professional organizations.
 - 7) The committee should maintain contact with the Greater Washington, D.C., Chamber of Commerce division.

5. REGULATORY AFFAIRS COMMITTEE

- a. Objectives
- 1) To advise the executive committee and membership of significant regulatory developments at the national and state levels.
 - 2) To assist the executive committee as appropriate in giving guidance to the local section representatives to the Maryland and Virginia Industrial Hygiene Council (MIHC/VIHC).
 - 3) To submit timely articles regarding regulatory changes for publication in the local section Newsletter.
 - 4) To assist with workshops and other training sessions concerning regulatory matters which are sponsored by the local section.
- b. Organization
- 1) The committee shall consist of a chair who is appointed by the president, and three to five members.
 - 2) At least one of the two local section representatives to the MIHC/VIHV shall be a member of the committee.
- c. Procedures

- 1) The committee shall meet prior to the executive committee meetings when appropriate to discuss regulatory developments of interest.
- 2) The committee chair shall attend the executive committee meetings to report on these developments.
- 3) The committee periodically shall submit articles regarding regulatory developments to the local section newsletter committee chair.

L. AD HOC COMMITTEES

1. Objectives
 - a. Ad hoc committees shall be established to accomplish specific objectives.
 - b. The objectives of the ad hoc committees shall not significantly overlap the objectives of existing local section committees.
2. Organization
 - a. The president shall appoint ad hoc committees after conferring with the executive committee.
 - b. The president shall appoint a chair and at least one other local section member to serve on the committee.
 - c. Each ad hoc committee shall automatically expire no later than one year after it is appointed. The committee may be reappointed at the discretion of the president.
1. Procedures
 - a) Within two weeks of his or her appointment, the chair of each ad hoc committee shall provide in writing to the president, the objectives, the organizational structure (including the names of all committee members), and the procedures of the committee.
 - b) The chair shall provide regular progress reports to the president.
 - c) The president, with the approval of the executive committee, may disband the ad hoc committee at any time.

CHAPTER 5 MEMBERSHIP SERVICES

A. Membership Directory

1. Objectives
 - a. To provide a communication link between all members.
 - b. To provide addresses and phone numbers for officers and directors, pertinent national organizations, and current members.
2. Procedures
 - c. A membership directory update questionnaire shall be incorporated into the annual dues statement in October.
 - d. A second request for directory questionnaires and dues may be necessary in the December meeting notice.
 - e. Any member who has not submitted a completed membership directory update questionnaire and/or has not paid his/her dues by January 15th shall not be included in the *Directory*.
 - f. The secretary-elect shall be responsible for compiling the *Directory*.
 - g. The format for the membership listing will be maintained on a computer disc.

A. Employment Service (CAREER CLUB)

12. Objectives
 - a. To provide a clearinghouse to the membership relative to industrial hygiene and health and safety employment positions.
 - b. To provide information to other local sections upon request in regards to employment opportunities.
13. Organization
 - a. The employment service is staffed by a local section member .
 - b. The details of service are agreed on by the executive committee following a performance review during the January executive committee meeting.
1. Procedures
 - c. The service shall periodically review area newspaper classified sections and professional health and safety publications regarding opportunities and maintain a file of available employment positions.
 - d. The service shall serve as a central contact within the local section to coordinate employment opportunities.
 - e. The service shall provide information to interested parties who follow-up on their own initiative.
 - f. The local section shall not engage in placement activities.

CHAPTER 6 AWARDS

A. Sectional Award for IH Excellence

1. Objectives
 - To honor someone recognized locally for their expertise in Industrial Hygiene
2. Procedures
 - a. A call for nominations will appear in the December newsletter.
 - b. In April the Nominations & Awards chairman will propose a candidate
 - c. The Award will be given at the May or June dinner meeting.

B. Honorary Memberships

1. Objectives
 - a. To honor members who consistently push the achievements of the Section
 - b. One honorary membership per year can be voted by the Board to a candidate who has contributed extensively to the Section. Such a membership allows full member status for one year without the payment of dues. A small certificate of recognition is also presented.
2. Procedures
 - b. In April the Nomination & Awards chairman will propose a candidate.
 - c. The Board will be asked to concur with that recommendation or propose another.
 - d. The Award will be given at the May or June dinner meeting.

C. Science Fair Award

1. Objectives
 - b. To promote the study, evaluation, and control of environmental stresses arising from the workplace or its products in relation to the health or well-being of workers and the public;
 - c. To increase the knowledge of occupational and environmental health through interchange and dissemination of information and to bring together persons interested in the various phases of industrial and environmental health;
 - d. To promote the professions through the encouragement or interest within and cooperation with governmental, industrial, educational, and other professional bodies.
2. Procedures

See Appendix B

CHAPTER 7 MEMBERSHIP

A. Local Section Membership

1. As per the by-laws, local membership shall be open to any practicing or retired industrial hygienist or safety and health professional within the geographic boundaries of the Section.
2. Allied professionals who are not trained in industrial hygiene or public health may join the Section as affiliates. These may include sales professionals, doctors (other than those with preventive medicine or public health background), dentists, chemists, etc.

B. National AIHA Membership

1. As of Summer 2003, National AIHA membership is not required for local section membership, but is strongly encouraged.
2. The Section shall provide National AIHA membership information to all non-members, as indicated on the membership directory questionnaire.

C. Honorary Membership

Honorary membership carries the full benefits of local section membership.

CHAPTER 8 BOARD NOMINATIONS

A. Eligibility

1. Only dues-paying AIHA national members are eligible or
2. Only dues-paying local section members are eligible

B. Pool

1. Nominees can be selected from lists of members in regular attendance at meetings.
2. Nominees can be suggested by Board members or the membership at large.
3. A call for nominations should be in the December newsletter.

Appendix A AIHA Dinner Meeting Restaurant Arrangements

Date of dinner meeting:
Restaurant name and location:

Is parking available?
Directions for newsletter;

Dinner selections (include vegetarian options)

Must people choose an entrée in advance? If so, how much flexibility is there?

Restaurant charge per person including tax and tip:
AIHA charge per person (typically add \$3)

Cash bar: YES/NO Set up fee:
Arrival time (cash bar/social hour): typically 6-7 pm
Dinner time: typically 7 – 7:45 pm
Speaker presentation:

Estimated number of attendees
 - Advance RSVP
 - Last minute accommodations possible? How many people?
 - Secretary will phone by the date Phone number:
 Room size and amenities (e.g. screen, podium)
 Speakers/topic:
 Presentation equipment not available from the restaurant and who will provide:

Deposit needed? YES/NO Amount Payable to:
Treasurer's summary:

Deposit	
Price/person	
Tax	
Service	
Other	
# Speaker gifts needed	

Information distribution: Secretary President elect Treasurer

Appendix B

CRITERIA DOCUMENT for OUTREACH PROJECT

Science Fairs

The Potomac Section of the American Industrial Hygiene Association (AIHA) is interested in reaching out to the public and private schools in the Metropolitan DC area to:

- 1) provide assistance in judging science fair projects;
- 2) encourage students to complete projects in the fields of occupational and environmental health;
- 3) offer incentives in the form of monetary prizes for occupational and environmental health projects that best meet the criteria set forth by the Section. The following considerations should be noted:
 - The Potomac Section is interested in identifying student projects that have attained success in reaching the County Level contest.
 - We will participate in contests in as many as five counties, and as few as one county. The Potomac Section will provide a judge in each County contest that includes an occupational and environmental health project.
 - Projects completed by students in grades 6 through 12 will be considered with prizes awarded for each age category as specified by the County.
 - The Grand Prize for an occupational & environmental project will be \$75.00 and a “Get in Free” pass to attend a Potomac Section dinner meeting.

JUDGING CRITERIA

The Potomac Section will judge the occupational and environmental health projects based on how closely they meet the following criteria:

- Is the topic of the presentation clear and easy to understand? Is there a Hypothesis, Introduction, Methods, Results, Conclusion?
- Is the physical presentation interesting?

- Does the project relate to occupational and/or environmental health? For example:
 - ❖ Noise
 - ❖ Nonionizing Radiation
 - ❖ Ionizing Radiation
 - ❖ Thermal Stresses
 - ❖ Ergonomics
 - ❖ Biological Hazards
 - ❖ Chemical Hazards

- Does the project incorporate the fundamental aspects of occupational and environmental health?
 - ❖ Anticipation of Hazards

- ❖ Recognition of Hazards
- ❖ Evaluation of Hazards
- ❖ Control of Hazards
- To what degree is each fundamental aspect incorporated into the overall project?

- Are scientific principles referenced in the project?
- To what degree are scientific principles referenced in the overall project?