

# **BYLAWS OF THE NEW ENGLAND SECTION AMERICAN INDUSTRIAL HYGIENE ASSOCIATION**

## **ARTICLE I – NAME AND TERRITORY**

**Section 1:** The name of this organization shall be the New England Section, American Industrial Hygiene Association (NEAIHA, New England Section, or Local Section).

**Section 2:** The territory of the Local Section shall consist of the State of Massachusetts, except Berkshire, Franklin, Hampshire, and Hampden Counties and the State of Rhode Island.

## **ARTICLE II – OBJECT**

**Section 1:** The object of the New England Section of the American Industrial Hygiene Association shall be to bring together persons interested in the various aspects of industrial hygiene, occupational and environmental health, and safety for idea exchange and networking, to help increase the knowledge of industrial hygiene through interchange and dissemination of information, and to promote the study and control of environmental factors affecting the health and well-being of workers and the public.

## **ARTICLE III – MEMBERSHIP**

**Section 1:** Individuals become members of NEAIHA by submitting a completed membership application and paying annual dues. The dues are discussed in Article IV of the bylaws. NEAIHA membership is defined in the following categories:

### **Full Member (Member)**

A Full Member (member) is an individual who has submitted their initial/annual application and has paid their annual dues for the current year. They have all of the rights, access, and privileges of NEAIHA membership, can vote in elections, and can also participate in the NEAIHA EC election process. They may also volunteer as Board Advisor to the EC in a non-voting capacity or serve on a committee.

Members of the national American Industrial Hygiene Association (National AIHA or Association) within the territory of the New England Section are not automatically a member of NEAIHA. They become members of NEAIHA by submitting a completed application and paying their annual Local Section dues as noted above.

### **Non- Member**

A Non- Member is an individual who has not completed and submitted their initial/annual application and has not paid their annual dues for the current year. A non-member could be a member that has not paid their annual dues. In addition, they may or may not be members of National or another association and attend NEAIHA meetings. Non-members pay a higher meeting registration fee than members. Non-members may receive correspondence regarding

NEAIHA meetings but do not have any of the other rights and privileges of NEAIHA membership. They cannot vote in elections and cannot participate in the NEAIHA EC election process. They cannot volunteer as a Board Advisor to the EC or serve on a committee.

### **Student Member**

A Student Member is a full-time student at the college undergraduate or graduate level who has submitted their initial/annual application and has paid their annual dues for the current year. Since NEAIHA has a funding program for students, students either do not pay a fee or pay a nominal fee for attending NEAIHA meetings. A student member may not vote or be elected to the Executive Committee. They may volunteer as Board Advisor to the EC in a non-voting capacity or serve on a committee.

### **Retired Member**

A Retired Member is a Full Member who is no longer actively employed in the practice of industrial hygiene or environmental health, and safety. Retirement is defined as paid active practice less than ten percent (10%) of the time. A Retired member may vote in the elections but cannot be elected to the Executive Committee. They may volunteer as Board Advisor to the EC in a non-voting capacity or serve on a committee.

**Section 2:** Members who have not paid their annual dues by March 1 of the current year will lose their NEAIHA membership rights and privileges. Those rights and privileges will only be re-instated with the receipt of dues. Only members who have paid their dues for the current year will be eligible to vote in the Fall elections.

**Section 3:** Except for the Vendor Liaison position in the EC, only those individuals that are full members of the Association are eligible to become an elected officer in the Local Section.

## **ARTICLE IV – DUES**

**Section 1:** The dues shall be set by the Executive Committee at the beginning of each operating year for the following fiscal year. A majority vote by the Executive Committee shall determine the annual dues.

**Section 2:** Annual membership dues are payable starting January 1 and are considered to be delinquent after March 1. (See also Article III, Section 4)

## **ARTICLE V – EXECUTIVE COMMITTEE**

**Section 1:** The New England Section shall be governed by the Officers of the Executive Committee (EC) except as otherwise herein expressly provided. The Local Section shall operate on a calendar year from January 1 through December 31.

**2:** The EC shall consist of the following elected positions; President, President-Elect, Secretary, Treasurer, the immediate Past-President, three (3) Directors, and one (1) Vendor Liaison.

Depending on participation, the President may select up to three (3) volunteers to serve as non-voting Board Advisors. The Board Advisors support the activities of the EC and NEAIHA

**Section 3:** Five (5) members of the EC shall constitute a quorum for the transaction of Local Section business.

**Section 4:** The EC shall be members in good standing of the national American Industrial Hygiene Association. It is encouraged, but not a requirement, that the Vendor Liaison be a member of National.

**Section 5:** The President shall serve as Chairperson of the EC. The President shall preside at all meetings of the Local Section and of the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. The President should keep in contact with the developments in the field of industrial hygiene, occupational and environmental health, and safety, and guide the Local Section in the formulation of constructive activities. The President should provide constructive and energetic leadership in the activities of the Local Section. The term of office for the President shall be one (1) year.

**Section 6:** The President-Elect shall automatically accede to the Presidency on election and installation of a successor. The President-Elect shall be responsible for development and maintenance of the Local Section's strategic plan and also serve as the internal coordinator for the NEAIHA website. The President-Elect shall preside over the EC and Local Section meetings in the absence of the President. The President-Elect shall serve as Chair of the Programs Committee. The term of office of the President-Elect shall be one (1) year.

**Section 7:** The Secretary shall keep an accurate record of all the transactions of all the meetings of the Local Section and of the EC, shall carry on the correspondence of the Local Section, and shall keep an accurate list of the members and their status. Prior to the last regular meeting of the Local Section for their term, the Secretary shall transmit to the successor in office all correspondence and recordings of the Local Section in their possession, and submit an annual report to the Local Section in such form as may be determined by the EC. The term of office of the Secretary shall be two (2) years.

**Section 8:** The Treasurer shall be the custodian of all monies of the Local Section, shall receive all monies due the Local Section, and shall pay all authorized bills against the Local Section. The disbursement of all funds for the Local Section shall be made upon authorization of the EC. Prior to the last regular meeting of the Local Section for their term, the Treasurer shall submit the accounts for audit by the EC, transmit to the successor in office all funds and property of the Local Section in their possession, and submit an annual report to the Local Section in such form as may be determined by the Executive Committee. The Treasurer is authorized to make expenditures up to \$2,500; expenditures above this amount, up to \$5,000 must be co-signed by the President or President-Elect. Expenditures above \$5,000 must be approved by the EC. Writing multiple checks to the same supplier for the same service or product to avoid the \$2,500 limit is prohibited. The term of office of the Treasurer shall be two (2) years.

**Section 9:** Two (2) of the elected Directors shall chair one of the following two standing committees reporting to the Executive Committee: Outreach Committee and Finance Committee; and the third Director shall serve as a member of the Program Committee. Each elected Director shall serve a term of three (3) years.

**Section 10:** The immediate Past-President shall be responsible for training new Executive Committee members, chairing the Nominations Committee, and organizing any special technical meetings or social events. The term of office of the Past-President shall be one (1) year.

**Section 11:** The vendor liaison shall serve as the primary contact between NEAIHA and the various vendors that provide services, equipment, and supplies to the EH&S community in the region. The liaison maintains current vendor information, handles communication with vendors regarding NEAIHA, solicits vendors for meeting sponsorships, and coordinates and runs the vendor exhibit at the annual all-day meeting. The term of office of the vendor liaison shall be two (2) years.

**Section 12:** Before the Local Section publishes or otherwise issues publicly any statement upon a policy matter that purports to represent the opinion of the Association, it must obtain the consent of the Board of Directors of the Association.

**Section 13:** Before any Officer or Director of the Local Section publishes or otherwise issues publicly any statement upon a policy matter that is within the policy area of the Section, it shall be determined by a poll of the membership that the statement expresses the majority opinion of the members of the Local Section.

## **ARTICLE VI – ELECTION OF OFFICERS AND DIRECTORS**

**Section 1:** The President-Elect shall be elected each year before December 31 to serve for one (1) year. The President-Elect shall automatically accede to the Presidency on election and installation of his successor.

**Section 2:** A Secretary or a Treasurer shall be elected on alternating years before December 31 to serve for a two (2) year term.

**Section 3:** The three (3) elective Directors shall be elected to serve for a term of three (3) years. The terms of office for each of the three Directors shall be offset by one year so that no two Directors serve simultaneous three (3) year terms.

**Section 4:** If the office of the President-Elect becomes vacant, the President for the following year shall be elected at the next regular election. If any other Executive Committee position becomes vacant, the Executive Committee shall appoint a member to fill this vacancy until the next regular election.

**Section 5:** The Nominations Committee, Chaired by the Past-President, shall be selected before July 31 and shall select the candidates to appear on the ballot. Nominations may be made by

current members by submitting them in writing to the Past-President, the Nominations Committee, or Secretary and must include the consent of the nominee. It is desirable, but not required, that a minimum of two (2) candidates be nominated for each position being elected during the year.

**Section 6:** The ballots shall be distributed by the Secretary no later than September 30 using either the United States Postal Service or other appropriate electronic means deemed acceptable by the EC. The returned ballots must be received by the Secretary no later than October 31. A majority of votes cast is required to be elected.

**Section 7:** Election results of the newly elected Officers and Directors shall be announced at the last regularly scheduled meeting of the NEAIHA calendar year or by other means deemed appropriate by the EC.

**Section 8:** The results of the elections shall be reported promptly to the Local Section Coordinator of the Association by the incoming President.

**Section 9:** An Officer or Director can be removed from the Executive Committee for just cause by a vote of five (5) or more members of the Executive Committee.

#### **ARTICLE VII – LOCAL SECTION AND THE NATIONAL AIHA LOCAL SECTION COUNCIL**

**Section 1:** The President and the President-Elect will represent NEAIHA on the National AIHA Local Sections Council.

**Section 2:** In the event that the President is not able to attend the annual meeting of the AIHA Local Sections Council (at the annual American Industrial Hygiene Conference and Exhibition – AIHCe), or is an Officer or Member of the Board of Directors of the American Industrial Hygiene Association, a representative from the EC shall be appointed by the President and attend the meeting.

**Section 3:** The representative(s) from the EC who attends the AIHA Local Sections Council meeting shall report the topics discussed to the EC of the Local Section. The President will provide the Local Section membership highlights of the meeting. This report shall be rendered verbally or in writing at the first Local Section meeting following the national meeting.

#### **ARTICLE VIII – MEETINGS**

**Section 1:** Meetings shall be held at least five (5) times per year unless otherwise agreed upon by a majority of the EC. The time and place of each meeting shall be approved by the EC.

**Section 2:** Special meetings may be called by the President at any time, with the approval of the EC or by petition to the President, signed by ten (10) Local Section members in good standing.

**Section 3:** Section membership in good standing shall be notified of all meetings at least fifteen (15) days in advance of the date set for the meeting.

**Section 4:** For voting purposes, a quorum shall consist of 10% of the current active (e.g., paid) membership.

**Section 5:** Executive Committee meetings shall be held at the discretion of the President at any time during the year, provided that notice of at least five (5) days is given. The EC meeting is typically held prior to or immediately after the Local Section meeting.

### **ARTICLE IX – COMMITTEES**

**Section 1:** The President may establish various committees at the start of the Local Section calendar year to provide the EC with additional resources for accomplishing Local Section goals. It is understood that committees should be established each year, but is dependant on volunteerism of Local Section members in good standing. If volunteers for a specific committee cannot be identified, the committee will not be developed for the respective Local Section calendar year. The following are examples of Committees that could be formed:

- Program Committee
- Finance Committee
- Outreach Committee
- Awards, Honors, and Scholarships Committee
- Nominations Committee

Where utilized the following are general roles for the abovementioned committees:

The Program Committee (Chaired by the President-Elect) is responsible for working with the EC to develop the meeting program for the year. The Program Committee works with the Secretary and Treasurer to complete arrangements for speakers, arrange meeting places, develop the program agenda which is then circulated to the members of the New England Section.

The Finance Committee (Co-Chaired by the Treasurer and the Vendor Liaison) is responsible for developing and implementing strategies for generating revenue and managing expenses for the New England Section.

The Outreach Committee (Chaired by a designated Director) shall be responsible for assuring the “voice of the membership” is heard by the Executive Committee. This committee will also develop strategies for attracting new and retaining existing members. Other activities of this committee will include promotion of the industrial hygiene, occupational and environmental health, and safety profession to the community; fostering interaction between NEAIHA and other professional societies such as the Association of Occupational Health Nurses (AOHN), American Society of Safety Engineers (ASSE), and Health Physics Society (HPS); and coordination with local universities and colleges regarding student participation.

**Section 6:** The Awards, Honors, and Scholarships Committee (Chaired by the President) shall solicit nominations and present recommendations to the EC and membership for recognition by the Local Section. This includes, but is not limited to the annual NEAIHA scholarship program,

**Section 7:** The Nominations Committee (Chaired by the Past-President) shall solicit the Local Section membership for candidates to run for the EC. The committee will work with the EC to acquire candidate bios and ensure ballots are distributed to the membership. Votes will also be tallied by the Committee and results will be provided to the EC at least one (1) week prior to the last regularly scheduled meeting of the calendar year. The winners of the election will be announced at the last regularly scheduled meeting of the calendar year or by or by other means deemed appropriate by the EC.

**Section 8:** The President shall appoint such other committees as are deemed desirable for the effective action of the Local Section.

**Section 9:** The membership of all committees appointed by the President shall terminate with the installation of new Officers of the Local Section.

### ARTICLE X – AMENDMENTS

**Section 1:** These Bylaws may be revised by a majority vote of the Executive Committee subject to approval by the general Local Section membership and the AIHA Board of Directors.

**Section 2:** The Bylaws may also be revised by a petition of any member in good standing signed by 10% of the Local Section membership subject to approval by the general membership and the AIHA Board of Directors.

**Section 3:** All proposed revisions to the Bylaws will be put before the general membership for voting. A two-thirds affirmative vote shall be necessary for adoption of any amendment.

#### **Approval Signatures:**

For the New England Section of the AIHA:

\_\_\_\_\_  
President (print name)      \_\_\_\_\_  
President (signature)      \_\_\_\_\_  
Date

For the AIHA:

\_\_\_\_\_  
Representative (print name)      \_\_\_\_\_  
Representative (signature)      \_\_\_\_\_  
Date

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**Approval Signatures:**

For the New England Section of the AIHA:

Andrew Kalil      [Signature]      August 6, 2009  
President (print name)      President (signature)      Date

For the AIHA:

Cynthia Ostrowski      [Signature]      08-04-09  
Representative (print name)      Representative (signature)      Date

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