

# NJEHA BYLAWS

## **Article I - Name**

The name of the Association is the New Jersey Environmental Health Association Inc., hereinafter referred to as the Association. The Association is established in accordance with the By-laws of the National Environmental Health Association, and is their recognized affiliate for the State of New Jersey.

## **Article II - Objectives**

A) The purpose of the Association being primarily of and for professional environmentalists is to promote the interests of such professionals and to promote the interests of public health, particularly in the areas of environmental health and protection.

B) With the above purposes as a basis, the following are the fundamental objectives of the Association:

1. To promote high standards of professional conduct for Registered Environmental Health Specialists and other environmental and public health personnel.
2. To promote high standards of qualifications for Registered Environmental Health Specialists and other environmental and public health personnel.
3. To provide and opportunity and stimulus for professional growth and to promote career development programs for Registered Environmental Health Specialists and other environmental and public health personnel.
4. To strive for increased recognition for Registered Environmental Health Specialists and other environmental and public health personnel as a professional group rendering full time services vital to the health and well being of the citizens of New Jersey.
5. To promote the welfare of Registered Environmental Health Specialists and other environmental and public health personnel as persons making a profession of environmental and public health for the benefit of the public.
6. To promote objectives and purposes of the National Environmental Health Association.

## **Article III Membership and Dues**

A) Active membership in the Association is open to persons expressing a genuine interest in the objectives and purposes of the Association and professionally engaged in the fields of environmental health, protection, and public health.

1. Closed National/State Membership - is conferred upon those active members who express genuine interest in both the National Environmental Health Association, and the New Jersey Environmental Health Association, and is further entitled to the privileges of both Associations.
2. Open State Affiliate Membership - is conferred upon those active members who express genuine interest in only the New Jersey Environmental Health Association, and is further entitled only to the privileges of this Association.

B) The following additional classes of membership may be approved by the Executive Council:

1. Student - Any full time student at the college level enrolled in the field of public health and/or environmental health. Student Membership may be granted if evidence of full-time matriculation is presented at the time of membership application or renewal.

A. Closed National/State Membership - Any student enrolled in a curriculum for a degree and who expresses genuine interest in both the National Environmental Health Association, and the New Jersey Environmental Health Association, and is further entitled to the privileges of both associations.

B. Open State Affiliate Membership - is conferred upon any student enrolled in program and/or curriculum and who expresses genuine interest in only the New Jersey Environmental Health Association, and is further entitled only to the privileges of this Association.

2. Retired - Membership may be conferred upon any active member of five or more years standing, who is retiring from active public health work after a minimum of twenty (20) years of service, or due to age or disability.

3. Honorary - Membership may be conferred upon any person by a two-thirds vote of the active members present for voting in any General Assembly, for distinguished achievement of service; provided however, that the names of the candidates for this type of membership shall have first been submitted to the Awards Committee appointed by the President. This committee may place in nomination before the General Assembly not more than one candidate per year from those names submitted for consideration.

C) Membership Dues:

1. Dues shall be on an annual basis and shall be payable by January 1st of each year as follows:

a. Active State Affiliate \$35.00

b. Student State Affiliate \$10.00

c. Active National – to be sent directly to NEHA \$60.00

d. Student National – to be sent directly to NEHA \$25.00

e. Retired None

f. Honorary None

2. Dues shall be prorated on a semiannual basis for all new members.

3. Dues and annual contribution statements shall be mailed to all members on or before December 1st. Members who have not paid dues or annual contributions by March 1 shall be delinquent, and membership privileges shall be suspended. Such members, during the remainder of the calendar year, will be automatically reinstated upon payment of the year's dues or contributions. Therefore, the procedure applicable to new membership shall be followed. In addition, it shall be the policy of the Association to refuse participation and/or membership privileges to those who are found to be delinquent in the payment of any dues or fees owed

the Association. Such individuals shall have said privileges restored upon payment of owed dues/fees.

4. The Executive Council shall appoint members, as necessary, to represent the Association's interests in the activities of other professional organizations, in an effort to foster working relationships with such organizations and to allow for better communication between public health associations. These appointments shall be for a period of two years, and are to be renewed by majority vote of the Executive Council. The Association shall pay representative membership dues and/or meeting fees for the following groups: New Jersey Health Officers Association, New Jersey Society for Public Health Educators, New Jersey Local Boards of Health, MADFES and any other pertinent groups, as agreed upon by the Executive Council.

#### **Article IV Officers and Their Duties**

A) The Officers of the Association shall be the President, President Elect, First Vice President, Second Vice President, Secretary, Treasurer, and eight Members-At-Large, all of whom shall be active members. The President and President Elect shall be a member of the National Environmental Health Association. The President of the Association is qualified for membership of the National Environmental Health Association's Board of Directors. The President Elect of the Association shall serve as an alternate to this Board. Officers shall be elected biannually in accordance with the provision of Article VIII of these by-laws. The Executive Council shall offer the appointment to the unelected candidate receiving the highest number of votes in the prior election. The terms of the office shall be for two years. The President Elect shall succeed to the Presidency after his/her term of office. The President, President Elect, First Vice President, and Second Vice President shall not be eligible to succeed themselves in office. All other officers shall serve until replaced by their successors.

B) The duties of the Officers shall be as follows:

1. The President shall be the chief executive of the Association and shall represent the Association as a member of the Board of Directors of the National Environmental Health Association. He/she shall preside at all business meetings of the Association or its Executive Council. Subject to the approval of the Executive Council, he/she shall appoint all committees and chairpersons thereof. He/she shall receive for consideration and action all committee reports and certifications of election results.

2. The President Elect, the First Vice President, or the Second Vice President shall preside at all business meetings of the Association in the absence of the President. They will plan and coordinate all General Assemblies and Executive Council meetings, and shall perform such duties as assigned to them by the President. The President Elect shall assist the Treasurer in the performance of his/her duties, meeting as necessary to ensure fulfillment of the Treasurer duties.

3. The Secretary shall be the official custodian of all documents, correspondence and records of the Association. He/she shall keep accurate minutes of all

business meetings at the General Assembly, call the roll, and present the minutes from the previous meetings. He/she shall serve as Secretary of the Executive Council, and shall perform other duties as assigned by the President.

4. The Treasurer shall have custody of all funds of the Association, which shall be deposited in one or more depositories designated by the Executive Council. Disbursements shall be made only by check, which shall be signed by the Treasurer and countersigned by the President. The Treasurer shall be bounded by an amount determined by the Executive Council, and shall submit written quarterly financial statements to each member of the Executive Council. The Treasurer shall perform such other duties as assigned by the President.

5. Eight Members-At-Large will coordinate all committees and their functions to insure communications between the Executive Council, committees, and members. He/she shall perform such other duties as may be assigned by the President.

#### **Article V The Executive Council**

A) The Executive Council shall consist of all elected offices of the Association and the immediate past President of the Association. The Past Presidents and the Presidents of recognized affiliates shall serve as members of ex-officio to this council. The President Elect and the Secretary of the Association shall serve respectively as the chairperson and Secretary of the Executive Council. There shall be no more than three representatives of the Executive Council employed in a position outside of the public sector. Public sector is defined as municipal, county, or state government employment as well as higher education institutions.

B) The Executive Council shall conduct the business of the Association between meetings, and in addition thereto, shall have other applicable powers, duties, and privileges as prescribed in the by-laws of the National Environmental Health Association.

C) Executive Council representatives shall be members in good standing. As such, Executive Council members shall attend at least 50 percent of all Executive Council meetings held each year, attend at least 50 percent of all General Assembly meetings each year, and maintain an active role in the planning and implementation of all Association functions, as outlined within the by-laws. Absence from meetings of the Executive Council or General Assembly may be excused at the discretion of the President. Failure to satisfy the minimum requirements of this section may constitute grounds for dismissal from the duties at the discretion of the Executive Council.

#### **Article VI Affiliations**

A) The Executive Council reserves the right to recognize independent affiliations within this State.

B) Each Affiliation recognized by the Executive Council shall adopt such by-laws as required for its operations, provided nothing contained therein shall conflict with any provisions of the by-laws of the Association of the National Environmental Health Association. The latest copy of these by-laws shall be available to the Executive Committee.

C) Operating expenses for the Affiliations shall become the responsibility of the Affiliation. s own Executive Council.

D) The Affiliate shall submit minutes of its meetings, including financial reports, pertinent correspondence, and results of biennial elections of officers to the Executive Council within 30 days of their recording.

E) At least one annual meeting shall take place at a convenient location where the Affiliate may join the education program and business meeting of this Association.

### **Article VII Meetings**

A) The annual meeting will be held at a time and place fixed by the Executive Council and shall take place generally during the month of September, prior to the Educational Conference of the National Environmental Health Association. The annual meeting shall consist of a business meeting and an educational conference. All active and retired members in attendance at the annual meeting shall be entitled to vote on matters brought to a vote at that meeting, where a majority vote shall prevail.

B) Meetings of the Association other than the annual meeting may be called by the President or a majority of the Executive Council for the purpose of conducting Association business or for educational purposes.

C) Meetings of the Executive Council shall be called when necessary, by the President, or at the request of a majority of the members of the Executive Council. The Executive Council shall meet at least as many times each year as there are meetings of the General Assembly.

D) A quorum to open the annual meeting or to legally conduct the business of the Association shall consist of a majority of the Members of the Executive Council, including at least one elected officer.

E) All action of the Executive Council shall be by a majority vote of all members present and voting.

F) Meeting of the Affiliates shall be held at a time and place decided by the chairperson of each affiliate in accordance with the by-laws adopted by each affiliate.

G) The President of the Association or said designee, appointed by the President, who will be representing the Association at the National Convention - Mid Year or Annual Convention or specified related convention, must follow revised procedures for applying for financial assistance covering expenses related to attending convention.

1. Expenditure report to be submitted by attending participant at least 20 days prior to date of convention or at the next Executive Committee meeting scheduled prior to departure of convention. Estimated expenditures including, but not limited to, are required for approval.

a. Cost of transportation, via air, water or land.

b. Cost of accommodations for room and board, via registration confirmed at specific location if predetermined.

- c. Documentation of convention preregistration forms, expenses and miscellaneous encumbered expenses.
- 2. A motion by the Executive Committee for approval must be obtained by majority vote.
- 3. All proposed expenses will be prepaid prior to convention departure, if approved.
- 4. Any additional encumbered expenses generated by the convention must be validated by written receipts and submitted to the Executive Committee for reimbursement approval.
- 5. A total combined expense allotted for one representative at any one convention must not exceed \$1,400.00 unless prior approval by the Executive Committee is granted.
- H) Funds may be made available to support the attendance of an active member representing the Association at various statewide and national conferences, by majority vote of the Executive Council.

### **Article VIII Nominations and Elections**

A) Officers shall be elected by written ballot prior to the annual meeting, and shall take office at the annual meeting.

B) The Nominating committee shall select at least one active member as a candidate for each office. Any active member may be nominated for any office by petition signed by at least two (2) members. Such petition shall be submitted to the chairperson of the Nominating Committee by March 1<sup>st</sup>. An affidavit signed by each nominee indicating willingness to accept office if elected and to resign any elected office then held in the Association, and to take up National membership, must be in possession of the nominating committee prior to his/her name appearing on the ballot.

C) Voting for the election of officers shall be by written ballot, which shall be sent out to every Active and Retired member no later than July 1<sup>st</sup>. Every Active and Retired member shall be eligible to vote provided that such members are not delinquent in their dues at the time of distribution of ballots. The deadline for returning the ballots shall be no later than August 1<sup>st</sup>.

D) The Elections Committee shall, no later than August 20<sup>th</sup>, meet in the presence of the Secretary and at least one other member of the Executive council, to open and tally the ballots. The Elections Committee shall immediately certify the results of the election in writing to the President, declaring as elected the candidates for such office receiving a majority of the valid votes. The President shall send notice of the election results to each member of the Executive Council within five (5) days. In case of a tie vote, the office shall be decided by vote of the Executive Council. All ballots shall be preserved by the Secretary for a period of ninety (90) days after the announcement of the election results if they are not in dispute. The President shall then notify the successful candidates before the Annual Meeting. The election results will be announced to the General Membership at the Annual Meeting, at which time the newly-elected Officers and Executive Council Members will take office.

## **Article IX Committee and Their Duties**

A) The following Standing Committees of not less than three (3) members each shall be appointed by the President with the approval of the Executive Council:

### **1. Nominating Committee:**

a. Shall convene before March 15th of an election year to present a slate of candidates by this date to be elected by the General Assembly during the March business meeting.

b. Shall follow Article VIII of the by-laws.

c. Shall be responsible for the screening of worthy candidates as prescribed in Article VIII prior to their names appearing on the ballot.

### **2. Elections Committee:**

a. Shall convene as indicated in Article VIII-D prior to the annual meeting of an election year, and therein follow the indicated procedure.

b. For convenience the Nominations Committee may be assigned to the Election

c. Committee as well and fill duties accordingly.

### **3. Membership and Registration Committee:**

a. The Treasurer shall be a member of this committee and be responsible for monies accrued therein.

b. Shall actively pursue membership during the year through current members and the current list of licensed personnel (environmental and public health) distributed by the New Jersey Department of Environmental Protection Bureau of Examination and Licensing.

c. Shall be responsible for registering members at each General Assembly and collect appropriate fees as determined by the Executive Council.

### **4. Program and Education:**

a. Shall be responsible for developing an informative educational program at each General Assembly, and have alternate programs as necessary changes require.

b. Shall include the editor of the Associations Newsletter.

### **5. Newsletter Committee:**

a. Shall be responsible for publishing and distributing the newsletter and required notices at regular intervals amongst the membership. These publications shall serve as a formal means of announcing meetings, seminars, minutes summary, job opportunities, messages from the President and Executive Council, and any other information deemed appropriate for general membership.

b. Shall include the chairperson of the Program and Education Committee.

### **6. Awards Committee:**

a. Shall actively canvas the membership for possible candidates for the following awards; following published guidelines and procedures maintained by this committee; and obtaining approval of the Executive Council before changes are

made to these guidelines and likewise their Executive Councils approval before informing recipients.

1. R.H. Nicholas Award - for outstanding dedicated service in the advance of public & environmental health in New Jersey, and for meritorious and continual efforts to improve professional status of the Association.

2. Vincent R. Zurawski Award - for meritorious contribution to New Jersey Environmental Health Association and for dedicated service to the Association officers and members over the previous year.

3. Honorary and Retired Membership status as indicated in Article III shall also be conferred at this committee's discretion.

4. Additional awards or recognition may be conferred to individuals who have made special contributions toward the status of the Association and/or environmental health in New Jersey, at the discretion of this committee.

b. Shall publish the recipients of awards at the Annual Meeting.

7. Scholarship Committee:

a. Shall advertise scholarships available for continuing education among the active members.

b. Shall be responsible for the screening of applicants and presentation of scholarships/symposium honoraria, with approval of the Executive Council.

c. Shall be responsible for an annual fundraising event to replenish the scholarship fund, with the aid of the membership.

d. The Chairperson shall be the custodian of a separate checking and savings account for these funds, and shall fulfill the conditions of Article IV, Section B, paragraph 4.

e. The Gary S. Strauss Memorial Scholarship Fund Committee Operation Guidelines shall be maintained by the Scholarship Committee. Revisions, amendments and/or changes to the guidelines must be approved by a majority vote of the entire executive committee.

8. Legislative Committee:

a. The chairperson shall apply for the monthly publication of the Legislative Index from the New Jersey State Legislature.

b. Shall be responsible for informing the Association of pending State Legislation pertaining to Public Health.

c. The Chairperson or his/her designee committee shall be the liaison representing the Association before the New Jersey Public Health Council, public hearings, and other formal interest groups concerning the opinions of this Association on essential comprehensive health planning.

9. Constitution and By-laws Committee:

a. Shall take direction from the Executive Council and proceed according to Article X.

b. Shall use the latest National Environmental Health Association constitution and By-laws as a guide for proposed amendments.

c. Upon receiving approval of the Executive Council, shall make the written proposals available to the General Assembly for two (2) consecutive business meetings prior to the special written ballot.

#### 10. Communications Committee:

a. Shall actively devise, develop, and implement programs using both existing media and new technologies to facilitate free exchange of information between the Association and other entities, and within the general membership.

b. Shall include the chairpersons of the Newsletter, Program and Education, and Membership Committees.

c. Shall avail the general membership to any and all means of communication in an effort to foster networking and knowledge-sharing, and shall market Association function to other entities. These forms of communication shall include, but are not limited to, fax mailings, Internet website/webpage maintenance, computer correspondence (i.e., e-mail) and any other means of communication that the Executive Council deems appropriate for dissemination of information to the general membership or other entities.

d. Shall provide directions to the Executive Council in purchasing materials, utilizing resources and establishing goals in communications between the Executive Council and the general membership, and between the Association and other entities.

#### 11. Finance Committee

a. Shall be formed and maintained to oversee the treasury of the Association. The activities of this committee will include:

b. Shall collect cost estimates/budgets from the chartered committees for the costs incurred with their activities.

c. Shall review banking activities (i.e., deposits, disbursements, etc.) on a quarterly basis with Treasurer.

d. Shall submit to President and Executive Council within 30 days after each quarter a report on transactions.

e. Shall submit to President and Executive Council by November 1 each year a breakdown on revenues and costs for the previous year ending September 30. This report is also to include a comparison of these numbers to the previous two years.

f. Shall be composed of the President-elect, 1<sup>st</sup> Vice President, a member-at-large, the Immediate Past President and the Treasurer. The President-elect shall chair this committee.

g. Expenditures not exceeding \$500.00 shall be recorded by the Treasurer and submitted for review and approval by the Executive Council at its next meeting. The Executive Council shall make every effort to discuss, for record, any anticipated purchases and expenditures. A majority vote of the Executive Council shall be required prior to any expenditures exceeding \$500.00.

B) Such other committees as may be needed to implement the objectives of the Association may be established by the Executive Council, and will serve at its discretion.

C) It shall be the duty of these committees to fulfill their charge and submit their reports in writing to the President.

D) The President shall be an ex-officio member of all committees.

#### **Article X Agents and Representatives**

A) The Association may secure the services of an Administrative Assistant or other similarly titled individual by vote of the Executive Council. The Administrative Assistant shall assist the President and Executive Council with the day-to-day operation of the Association, and shall be selected by the Executive Council or its assigned subcommittee. He or she shall be given the necessary authority, responsibility and resources to oversee the Association's affairs, subject to the direction of the President and the policies established by the Executive Council.

B) The Executive Council may appoint members to serve as Association representatives to other professional organizations, agencies and groups of a civic or governmental nature. The representative(s) shall be responsible to report to the President and Executive Council a summary of any business or activities relevant to the Association. Any membership dues and/or meeting fees for Association representatives will be paid at the discretion of the Executive Council.

#### **Article XI Amendment to the By-laws**

A) Amendments to the by-laws may be proposed by majority vote of the Executive Council, or by a majority vote of all active members of the Association present at any regular meeting.

B) The Executive Council shall submit proposed amendments to the by-laws to the active members for their review and allow for their comments. Submission may be performed by presentation at a general meeting or in the newsletter.

C) The Executive Council will vote on the proposed amendments following the comment period. A majority of the entire Executive Council must vote in the affirmative for passage of amendments to the by-laws.

#### **Article XII Procedures Not Covered**

In all matters of procedure not covered by these by-laws, the provisions set forth in the latest edition of Robert's Rules of Order, Revised shall be followed. This latest copy should be available to all members of the Executive Committee.