

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 – Definitions

- A. “Association,” and the abbreviation “NJEHA,” hereinafter used, shall mean the New Jersey Environmental Health Association, Incorporated.
- B. “Executive Council,” hereinafter used, shall mean and be composed of the Officers, the Immediate Past President, and Members-At-Large.
- C. “Member In Good Standing,” hereinafter used, shall mean any member that is current in their dues for a period of at least two (2) years, and who has not voluntarily withdrawn from membership, and who has not been suspended from membership for any reason, and who has annually attended at least fifty (50) percent of all General Membership meetings.
- D. “Member-At-Large,” hereinafter used, shall mean an Active member elected by NJEHA Active members in good standing to represent them as a Member-At-Large.
- E. “NEHA,” hereinafter used, shall mean the National Environmental Health Association.
- F. “Officers,” hereinafter used, shall mean the President, the President Elect, the First Vice President, the Second Vice President, the Secretary, and the Treasurer.

Article III - Objectives

- A. The purpose of the Association, being primarily of and for Registered Environmental Health Specialists and other public and environmental health professionals, is to promote the interests of such professionals and to promote the interests of public and environmental health.
- 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 public and environmental health professionals.
 - 2. To promote high standards of qualifications for Registered Environmental Health Specialists and other public and environmental health professionals.
 - 3. To provide opportunity and stimulus for professional growth and to promote career development programs for Registered Environmental Health Specialists and other public and environmental health professionals.

4. To strive for increased recognition for Registered Environmental Health Specialists and other public and environmental health professionals 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 public and environmental health professionals 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 IV – Standards of Conduct

- A. All members of the Executive Council shall conduct the business affairs of the Association in good faith and with honesty, integrity and due diligence.
- B. All members of the Executive Council shall act at all times in the best interest of the Association, and not for personal or third-party gain. When encountering potential conflicts of interest, Executive Council members will identify the conflict, and, as required, remove themselves from all discussion and voting on the matter.
- C. All members of the Association shall abide by all rules and regulations of the Association (including, but not limited to, the Association's by-laws), and will ensure that their membership remains in good standing at all times.
- D. All members shall ethically conduct themselves in a manner that reflects positively on themselves, the Association, and the profession of public and environmental health.
- E. Conduct inconsistent with these Standards of Conduct may be cause for sanctions, which may include removal from the Executive Council and/or general membership. The Executive Council shall determine the validity of the accusation, and by majority vote, determine what sanctions, if any, are appropriate.

Article V - Membership and Dues

- A. The following classes of voting membership include:
 1. Active - Active membership may be conferred upon persons expressing a genuine interest in the objectives and purposes of the Association, and professionally engaged in the fields of public and environmental health.
 2. Life – Life membership may be conferred upon any Active Member who chooses to make a life payment in one sum as established under Article V, Section C, "Membership Dues". Life membership without dues shall be awarded to all Past Presidents of the Association.
- B. The following classes of non-voting membership include:
 1. Student –Student membership may be conferred upon any full time student at the undergraduate college level enrolled in the field of public health and/or environmental health and who expresses a genuine interest in the objectives and purposes of the Association. Student membership may be granted only if evidence of full-time matriculation is presented at the time of membership application or renewal.

2. Retired – Retired membership may be conferred upon any Active member provided he/she has been an Active member in good standing of the Association for at least five (5) years immediately preceding retirement, who has accrued a minimum of twenty (20) years of public and environmental health service, and has retired.
3. Honorary – Honorary membership may be conferred upon any person by a majority affirmative vote of the Executive Council, for distinguished achievement of service to public and environmental health; provided however, that the names of the candidate for this type of membership shall have first been submitted to the Awards Committee. The Awards Committee may place in nomination before the Executive Council not more than one candidate per calendar 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 Membership - \$50.00
 - b. Life Membership (Active Member) - \$1000.00 (one time only)
 - c. Life Membership (Past President) - Waived
 - d. Student Membership - \$10.00
 - e. Retired Membership - Waived
 - f. Honorary Membership - Waived
2. Dues shall be pro-rated 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 affirmative 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, MAFP, and any other pertinent groups, as agreed upon by the Executive Council.

- D. The right to hold elective office and to chair standing committees shall be open only to Active and Life members in good standing.

Article VI - Officers and Their Duties

- A. The Officers of the Association shall be the President, President Elect, First Vice President, Second Vice President, Secretary, and Treasurer, all of whom shall be Active members in good

standing. 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 XI of these bylaws.

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 approved by a majority affirmative vote of the Executive Council. Disbursements shall be made only by check, which shall be signed by the Treasurer, or by credit card, debit card or electronic transfer. All disbursements must have the prior approval of the President. The Treasurer shall be bounded by an amount determined by the Executive Council, and shall submit written quarterly financial statements to the Finance Committee, which shall include at a minimum on all accounts held by the Association, and all deposits and disbursements made that quarter, and all known pending deposits and disbursements. At each Executive Council meeting, the Treasurer shall submit a written Treasury report which shall include at a minimum current balances on all accounts held by the Association, and all deposits and disbursements made that quarter, and all known pending deposits and disbursements. The Treasurer shall perform such other duties as assigned by the President.

Article VII – Members-At-Large and Their Duties

- A. Eight Members-At-Large will coordinate all committees and their functions to ensure communications between the Executive Council, committees, and members. He/she shall perform such other duties as may be assigned by the President. All Members-At-Large shall be members in good standing. Members-At-Large shall be elected biannually in accordance with the provision of Article XI of these bylaws.

Article VIII - The Executive Council

- A. The Executive Council shall consist of the Officers of the Association, the Immediate Past President of the Association, and the Members-At-Large of the Association. The Past Presidents of the Association and the Presidents of recognized affiliates shall serve as ex-officio members to the Executive Council. The President 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, state or federal 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 members shall be Active or Life members in good standing of the Association. 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.
- D. The President shall appoint Executive Council members to serve as liaisons to other public health organizations as needed.
- E. Executive Council members shall be entitled to registration discounts at all Association-sponsored events. Discounted registration shall be the greater of either: 50 percent of the registration fee, or the per-person cost to the Association.

Article IX - 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 X - 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 Life 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 is required to open the annual meeting or to legally conduct the business of the Association, and 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 Executive Council 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 a designee from the Executive Council appointed by the President, who will be representing the Association at the NEHA 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 said convention.
 - 1. Expenditure report to be submitted by attending participant at least 20 days prior to date of convention or at the next Executive Council meeting scheduled prior to departure of convention. Estimated expenditures including, but not limited to the following, 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 Council for approval must be obtained by majority affirmative 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 Council 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 majority affirmative vote of the Executive Council 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 XI - Nominations and Elections

- A. Officers and Members-At-Large 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 or Life member in good standing as a candidate for each Officer and Member-At-Large position. Any Active or Life member in good standing may be nominated for any Officer (except President) or Member-At-Large position by petition signed by at least two (2) Active or Life members in good standing. Such petition shall be submitted to the Chairperson of the Nominating Committee by March 1st of the election year. An affidavit signed by each nominee indicating willingness to accept office if elected and to resign any other elected office or position then held in the Association 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 Life member in good standing no later than July 1st. Every Active and Life member in good standing 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 1st of the election year.
- D. The Elections Committee shall, no later than August 20th of the election year, 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 notify all candidates and members of the Executive Council of the election results within five (5) days of the votes being tallied. In case of a tie vote, the office shall be decided by a majority affirmative 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 election results will be announced to the General Membership at the Annual Meeting, at which time the newly-elected Executive Council Officers and Members-At-Large will take office.
- E. The Executive Council shall offer the appointment to the unelected candidate receiving the highest number of votes in the most recent 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. The Secretary and the Treasurer are eligible to succeed themselves in office.
- F. The normal succession for Officers shall be from Second Vice President to First Vice President to President Elect to President to Immediate Past President.
- G. If a vacancy occurs in the office of President during the term, the President Elect shall become Acting President and shall perform the duties of both President and President Elect for the rest

of the unexpired term. At the expiration of that term, all officers shall advance through election as though there had been no vacancy. The office of Immediate Past President shall continue to be filled by the previous Immediate Past President. In the event that the office of President Elect is also vacant, the First Vice President shall be appointed by the Executive Council to serve as President and President Elect for the remainder of the unexpired term. In the event that the office of First Vice President is also vacant, the Second Vice President shall be appointed by the Executive Council to serve as President and President Elect for the remainder of the unexpired term. In the event that the office of Second Vice President is also vacant, a Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed to serve as President Elect for the remainder of the unexpired term, leaving a Member-At-Large position vacant.

- H. If a vacancy occurs in the office of the President Elect during the term, the First Vice President shall be appointed by the President to serve as President Elect for the remainder of the unexpired term, leaving the office of First Vice President vacant. In the event that the office of First Vice President is also vacant, the Second Vice President shall be appointed by the President to serve as President Elect for the remainder of the unexpired term, leaving the office of Second Vice President vacant. In the event that the office of Second Vice President is also vacant, a Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve as President Elect for the remainder of the unexpired term, leaving a Member-At-Large position vacant.
- I. If a vacancy occurs in the office of the First Vice President during the term, the Second Vice President shall be appointed by the President to serve as First Vice President for the remainder of the unexpired term, leaving the office of Second Vice President vacant. In the event that the office of Second Vice President is also vacant, a Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve as First Vice President for the remainder of the unexpired term, leaving a Member-At-Large position vacant.
- J. If a vacancy occurs in the office of Second Vice President, a Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve as Second Vice President for the remainder of the unexpired term, leaving a Member-At-Large position vacant.
- K. If a vacancy occurs in the position of Secretary, the President shall appoint the unelected Secretary candidate with the next highest number of votes in the most recent election to serve as Secretary for the remainder of the unexpired term. If there were no other candidates for Secretary in the most recent election, a qualified Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve for the remainder of the unexpired term, leaving a Member-At-Large position vacant.
- L. If a vacancy occurs in the position of Treasurer, the President shall appoint the unelected Treasurer candidate with the next highest number of votes in the most recent election to serve as Treasurer for the remainder of the unexpired term. If there were no other candidates for Treasurer in the most recent election, a qualified Member-At-Large in good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve for the remainder of the unexpired term, leaving a Member-At-Large position vacant.
- M. If a vacancy occurs in the position of Member-At-Large, the President shall appoint the unelected Member-At-Large candidate with the next highest number of votes in the most recent election to serve as Member-At-Large for the remainder of the unexpired term. If there were no other candidates for Member-At-Large in the most recent election, a qualified Active member in

good standing receiving a majority affirmative vote of the Executive Council shall be appointed by the President to serve for the remainder of the unexpired term.

N. In the event that all Officer and Member-At-Large positions are vacant simultaneously, the Immediate Past President shall within 7 days of the vacancies convene a Special Elections Committee consisting of the Immediate Past President as Chairperson, and at least 2 other Past Presidents chosen by the Immediate Past President. If the Immediate Past President is unable to serve as Chairperson of the Special Elections Committee, the most immediate Past President preceding them who is willing and able shall serve as Chairperson of this Committee. Within 14 days of the vacancies, the Special Elections Committee shall notify the membership of the vacancies, that a Special Election shall take place to fill the vacancies, and of the procedures to be followed for a Special Election.

1. The procedure to be followed for a Special Election shall be as follows:

- a. The Special Election Committee shall canvass the Active and Life members in good standing for nominations for Officer and Member-At-Large positions.
- b. The Committee shall notify the membership that nominations for all Officer and Member-At-Large positions are open to Active and Life members in good standing, and must be received by the Committee within 21 days of notifying the membership of the vacancies.
- c. The Committee shall mail out an election ballot containing the qualified nominees to the current voting members in good standing within 30 days of notifying the membership of the vacancies.
- d. The Committee shall set a deadline to receive ballots back within 14 days of mailing them out.
- e. The Committee shall tally the votes within 7 days of the deadline for receiving them in the presence of the Chairperson of the Special Elections Committee and at least 2 other Committee members.
- f. The Committee shall schedule a general assembly meeting to announce the election results to the membership within 14 days of the deadline to tally the votes, at which time, the elected Officers and Members-At-Large will immediately assume the offices to which they were elected and serve the remainder of the unexpired term, after which, normal election procedures as indicated in Article XI-D shall be followed.
- g. Immediately after the elected Officers and Members-At-Large assume office, the Special Election Committee shall disband, and the Chairperson of the disbanded Special Election Committee shall serve as Immediate Past President for the remainder of the unexpired term.

Article XII - Committees and Their Duties

A. The following Standing Committees shall be chaired by an Executive Council member appointed by the President with a majority vote of the Executive Council, and shall consist of not less than three (3) Executive Council members, each of whom shall be appointed by the President with a majority affirmative vote 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 XI of the by-laws.
- c. Shall be responsible for the screening of worthy candidates as prescribed in Article XI prior to their names appearing on the ballot.

2. Elections Committee:
 - a. Shall convene as indicated in Article XI-D prior to the annual meeting of an election year, and therein follow the indicated procedure.
 - b. For convenience, the Nominations Committee may also be assigned to the Election Committee, and fulfill the duties of both committees accordingly.
3. Membership Committee:
 - a. The Treasurer shall be a member of this committee and be responsible for monies accrued therein.
 - b. Shall actively encourage new 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.
4. Program and Continuing Education Committee:
 - a. Shall be responsible for developing an informative educational program at each General Assembly and Continuing Education meeting, and have alternate programs as necessary.
 - b. Shall include the editor of the Association Newsletter.
 - c. Shall be responsible for registering members at all General Assembly and Continuing Education meetings, and shall collect appropriate fees as determined by the Executive Council.
 - d. This Committee shall appoint a Co-Chair who shall be responsible for planning all educational programs sponsored by the Association.
 - e. This Committee shall appoint a Co-Chair who shall serve as the New Jersey Learning Management Network Primary Administrator, and who shall be responsible for planning and awarding Continuing Education credits at all education programs sponsored by the Association.
 - f. The Treasurer shall be a member of this committee and be responsible for monies accrued therein.
 - g. All Executive Council members shall be a member of this Committee.
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, meeting minutes, 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 in good standing for possible candidates for the following awards; following published guidelines and procedures maintained by this committee; and obtaining majority affirmative vote of the Executive Council before changes are made to these guidelines and likewise the Executive Council's approval before informing recipients.

- i. 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.
 - ii. 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.
 - iii. Honorary membership status as indicated in Article V.
 - iv. Additional awards or recognition (including, but not limited to the President's Plaque) which may be conferred upon any individual(s) who have made meritorious contributions towards the status of the Association and/or towards public and environmental health in New Jersey.
 - 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 and symposium honoraria, with a majority affirmative vote of the Executive Council.
 - c. Shall be responsible for annual fundraising events to replenish the various Scholarship Funds maintained by the Association, with the aid of the membership.
 - d. The Treasurer shall be the custodian of separate checking and savings accounts for the various Scholarship Funds maintained by the Association, and shall fulfill the conditions of Article VI, Section B, paragraph 4.
 - e. Shall maintain all Scholarship Fund Committee Operation Guidelines. Revisions, amendments and/or changes to the guidelines must be approved by a majority affirmative vote of the entire Executive Council.
 - f. The Treasurer shall be a member of this Committee and shall be responsible for monies accrued therein.
8. Legislative Committee:
 - a. The chairperson of this Committee 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 and environmental health.
 - c. The chairperson or his/her designee shall be the liaison representing the Association before public hearings, and other formal interest groups concerning the opinions of this Association on essential comprehensive public and environmental health legislative issues.
9. Constitution and By-laws Committee:
 - a. Shall take direction from the Executive Council and proceed according to Article XIV.
 - b. Shall use the latest National Environmental Health Association Constitution and By-laws as a guide for proposed amendments.
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 functions 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.
- 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, 1st 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 affirmative vote of the Executive Council shall be required prior to any expenditures exceeding \$500.00.

12. Such other committees as may be needed to implement the objectives of the Association may be established by a majority affirmative vote of the Executive Council, and will serve at its discretion.

- B. It shall be the duty of these committees to fulfill their responsibilities and submit their reports in writing to the President.
- C. It shall be the duty of these committees to meet at least once yearly outside of regularly scheduled Executive Council meetings to fulfill their responsibilities.
- D. The President shall be an ex-officio member of all committees.
- E. Any member in good standing may volunteer as an ex-officio member of any of the committees of the Association at the discretion of, and under the direction of, the chairperson of the committee.

Article XIII - 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 XIV - Amendment to the By-laws

- A. Amendments to these By-laws may be proposed by majority affirmative vote of the Executive Council, or by a majority affirmative vote of all Active members of the Association present at any regular meeting.
- B. The Executive Council shall submit proposed amendments to these By-laws to the Active members for their review and allow for a comment period of not less than 60 days. Submission may be performed by presentation at a general meeting, or in the newsletter, or on the Association website, or via written or electronic correspondence.
- C. The Executive Council will vote on the proposed amendments following the comment period. Proposed amendments to the By-laws will receive passage upon a majority affirmative vote by the entire Executive Council after the comment period has expired.

Article XV – 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 edition should be available to all members of the Executive Council.