

**CONSTITUTION**  
**IDAHO ENVIRONMENTAL HEALTH ASSOCIATION**

Article I  
Name of Organization

Section 1. The name of this organization is the Idaho Environmental Health Association hereinafter referred to as the Association.

Article II  
Objectives

Section 1. The objectives of the Association are:

- A. To provide an opportunity and stimulus for the professional growth of Environmental Health Specialists.
- B. To promote high standards of professional conduct for Environmental Health Specialists.
- C. To promote high standards of qualifications for Environmental Health Specialists.
- D. To strive for increased recognition of Environmental Health Specialists as a professional group rendering service vital to the health and well being of the public.
- E. To promote objectives and programs which will qualify the Idaho Environmental Health Association to affiliate with national and international organization with similar objectives.

Article III  
Membership and Dues

Section 1. Membership in the Association is open to all residents of Idaho showing minimum qualifications as established. The classes of membership in the Association and basic annual dues shall be as follows:

- A. Active - Any person who is registered as an Environmental Health Specialist and/or actively engaged in environmental health activities. The member should join either International Association of Milk, Food and Environmental Sanitarians, Inc. or National Environmental Health Association or both.
- B. Student - Any full-time student working toward a degree in environmental health or related field.
- C. Retired - May be conferred on any Active member who, because of age or disability, no longer wishes to maintain Active status, provided:
  - 1. That the member's tenure of continuous membership immediately preceding and/or following his change in classification shall be at least ten (10) years.
  - or
  - 2. That his years of membership immediately preceding and/or following his change in classification plus his years in environmental health activities shall total at least twenty (20) years.
- D. Honorary - may be conferred on any person for distinguished achievement or services in the environmental health field. This shall be done by two-thirds vote of Active members present and voting at any meeting.
- E. Sustaining - any company, corporation, or association of such firms with a general interest in and desire to contribute to the success of the Idaho Environmental Health Association and its objectives and purposes.

Section 2. Only licensed or registered active members in good standing shall be eligible for election to or retention in office.

Section 3. Payment of Dues and Annual Contributions shall be as follows:

- A. Dues and annual contributions shall be payable by March 1st. of each year. For all new members, dues shall be prorated on semi-annual basis.
- B. Annual statements shall be mailed to all members in January of each year. Members who have not paid dues or annual contributions by the first day of the annual meeting shall be delinquent and

membership privileges shall be suspended. Such members, during the remainder of the year, will be automatically reinstated upon payment of that year's dues or contribution.

- C. The Secretary-Treasurer shall forward to the national or international association the amount of dues collected for affiliation to any association. Remittances of dues collected during any month shall be made on or before the 15th. of following month.
- D. Changes in dues for all classes of members, as such dues are listed in the Bylaws, may be adopted by a majority of all membership voting at the annual meeting.

#### Article IV Officers and Their Duties

- Section 1.
  - A. The officers of the Association shall be President, President-Elect, and Secretary-Treasurer.
  - B. Officers shall be elected for a two-year term in accordance with the provision as of Article VII of this constitution.
  - C.1 In the event of a vacancy in any office, the vacancy shall be filled by appointment by the Executive Council until the next annual meeting, at which time the vacant office shall be filled as provided in Article VII of this constitution.
  - C.2 If the office of President-Elect shall become vacant, the appointee to the office shall not become President. The office of President shall be filled as provided in Article VII of this Constitution.

- Section 2. The duties of the Officers shall be as follows:
  - A. The President shall be chief executive officer and is the official representative of the Association. The President shall preside at all business meetings of the Association or its Executive Council. Subject to the approval of the Executive Council, the President shall appoint the Editor of the Digest and all committees and chairmen thereof, and shall also receive for consideration and action all committee reports and certifications of election results.
  - B. The President-Elect shall preside at all business meetings in the absence of the President and shall perform such other duties as assigned by the President.
  - C. The Secretary-Treasurer shall be the official custodian of all documents, correspondence, and records of the Association. The Secretary-Treasurer shall have custody of all funds of the Association, which shall be deposited in one of more depositories designated by the Executive Council. Disbursements shall be made only by checks or money orders that shall be signed by either the Secretary-Treasurer or President. The Secretary-Treasurer shall be bonded if the Executive Council so orders and the amount of the bond shall be determined by the Executive Council. The Secretary-Treasurer shall submit written quarterly financial statements to each member of the Executive Council. The Secretary-Treasurer shall serve as Secretary of the Executive Council and shall perform such other duties as assigned by the President.

#### Article V The Executive Council

Section 1. The Executive Council shall consist of all elected officers of the Association, the immediate past president of the Association, and one representative of each local chapter. In the event a portion of the state is not represented by a local Chapter, members of the association in each of the following geographic areas shall designate representative from their area.

Area A. All those counties north of and including Idaho County. (Public Health Districts 1, 2)

Area B. All those counties south of Area A and west of Area C (Public Health Districts 3,4)

Area C. All those counties east of and including Lemhi, Custer, Camas, Gooding and Twin Falls Counties. (Public Health Districts 5,6,7)

- Section 2. The Executive Council shall conduct the business of the Association between annual meetings and in addition there to shall have such other applicable powers, duties, and privileges as prescribed in the Bylaws. The President and fifty percent of the other council members constitute a quorum.
- Section 3. The Executive Council shall have the authority, upon consensus, to develop and present position papers on behalf of the Association. Consensus shall mean mutual agreement by the Executive Council at meetings held in conformance with Article VI of the Constitution.

#### Article VI Meetings

- Section 1. An annual meeting shall be held at a time and place fixed by the Executive Council. 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, except as otherwise provided in this Constitution and Bylaws. Proxy votes will be permitted in all voting matters as provided in article VII Section 3.
- Section 2. 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.
- Section 3. To open the annual meeting a quorum consisting of at least one elected officer and majority of members of the Executive Council shall be present.
- Section 4. All actions by the Executive Council shall be by a majority vote of the members present and voting.
- Section 5. Regional or chapter meetings may be held by the membership within a region, at a time and place to be fixed by the respective membership and with the knowledge of a member of the Executive Council.

#### Article VII Nominations and Elections

- Section 1.
- A. Officers shall be elected by written ballot at the annual meeting which falls in even numbered years, shall take office at the close of that annual meeting, and shall serve until replaced by their successors.
  - B. If any area named in Article V, Section 1 has not designated a representative to the Executive Council prior to the annual meeting, that position shall be vacant and shall be filled by election procedures as outlined in Article VII, provided that only members from an area shall be entitled to vote for the representative of that area.
- Section 2.
- A. The Nominating and Election Committee shall notify the general membership of their nomination for each office 30 days before the annual meeting. Any Active member may make nominations for each office from the floor.
  - B. An affidavit signed by each nominee indicating a willingness to accept office if elected and to resign any other elected office then held in the Association, must be in the possession of the Nominating Committee prior to his name appearing on the ballots.

- Section 3. An absent member may delegate an attending member to vote by proxy when written authority has been presented to the Secretary-Treasurer. Proxy voting is only authorized for issues made in the form of a motion and printed in the Digest, or for elections.
- Section 4. All ballots shall be preserved by the Secretary-Treasurer for a period of 60 days after the announcement of the election results and immediately thereafter shall be destroyed if the election results are not then in dispute.
- Section 5. The Nominating and Elections Committee shall meet in the presence of the Secretary-Treasurer or his designated delegate and at least one (1) other member of the Executive Council to open and tally the ballots. The Nominating and Elections Committee shall immediately certify the results of the election in writing to the President, declaring as elected the candidates for each office receiving a majority of valid votes. In case of a tie vote, the office shall be decided by vote of the Executive Council.
- Section 6. No member shall be nominated who has not been an Active member of the Association for at least two years prior to his nomination and be otherwise qualified. Questions regarding the qualifications of a nominee shall be determined by the Executive Council.
- Section 7.
- A. If a vacancy in one of the offices of the Association should occur such that an annual meeting is held before the next regular Association election of officers, as provided in Section 1. of this Article, an election shall be held at the annual meeting to fill the remainder of the term of office vacated.
  - B. If the office vacated is President-Elect, an election shall be held at the next annual meeting. An appointee of the Executive Council shall not progress from President-Elect to President, unless elected. The appointee shall be a nominee for President.
  - C. If a vacancy on the Executive Council shall occur, the vacancy shall be filled until either the next annual meeting, or a representative is elected as provided in Article V Section 1.

#### Article VIII Committees

- Section 1. The following Standing Committee of not less than two members shall be appointed by the President with the approval of the Executive Council:
- A. Nominating and Elections
  - B. Membership
  - C. Program and Education
  - D. Audit
  - E. Professional Promotion
  - F. Budget
  - G. Awards
  - H. Legislative
  - I. Constitution and Bylaws
- Section 2. Such other committee as may be needed to implement the objectives of the Association may be established by the Executive Council and will serve at their discretion.
- Section 3. It shall be the duty of these committees to fulfill their charge as delineated in the Bylaws, and submit their reports in writing to the President.
- Section 4. The President shall be an ex-officio member of all committees.
- Section 5. The Past President shall coordinate and expedite the work of all committees.

Article IX  
Chapter Organization

- Section 1. Chapters may be established upon written application, signed by not less than ten active members or others eligible for membership.
- Section 2. Chapter Bylaws shall follow the general pattern of the Constitution and Bylaws of the Idaho Environmental Health Association and have Executive Council approval.
- Section 3. Each Chapter shall be self-governing and may collect dues.
- Section 4. Each Chapter shall designate one representative to serve on the Executive Council.

Article X  
Amendments to the Constitution

- Section 1. Amendments to the constitution may be proposed by majority vote of the Executive Council or by majority vote of the members of the Association.
- Section 2. Any proposed amendment to the constitution must be submitted to the membership at least 30 days prior to any annual general assembly meeting when a vote is to be taken on the amendment. Adoption shall be by 2/3 affirmative vote. The Executive Council may request voting on Constitution proposed changes by special written ballots.

Article XI  
Resolutions

No resolution or proposal, which is essentially religious, politically partisan, or racial may be presented to or considered by this Association.

Article XII  
Bylaws

- Section 1. Bylaws may be adopted by the Association to govern administrative procedures of the Association.
- Section 2. Bylaws may be proposed by action of the Executive Council or by any member at the annual meeting. If a member is unable to attend the meeting, the proposal may be written to any member of the Executive Council.
- Section 3. Bylaws may be adopted, deleted, or amended by a majority vote of all membership voting at any annual meeting, unless there are other restrictions on that proposal as provided in either the Constitution or the Bylaws.

Article XIII  
Removal of Officers

- Section 1. An officer of IEHA may be removed if the officer does not adhere with the objectives of the Constitution as seen in Article II or does not perform the duties delineated in Article IV.
- Section 2. Removal of an officer must be initiated by an Active member who submits a petition to the Executive Council. The petition must be signed by at least twenty five (25) percent of the membership who are eligible to vote and must be accompanied by a clear description of the reasons that removal is requested and cite sections of the Constitution which

were violated. The Executive Council must, after verifying the signatures on the petition, arrange an emergency executive session or conference call within ten (10) days after the petition is submitted. The meeting and/or conference call will be attended by the Executive Council, the filer of the petition, and the defendant.

Section 3 The Executive Council shall allow thirty (30) minutes each to the filer of the petition and defendant to present their case. An additional fifteen (15) minutes will be allowed for rebuttal.

After this time, the filer of the petition and the defendant will be excused, and the Executive Council will render its decision. The defendant shall not vote on this decision.

Section 4 If an officer is removed, the vacancy will be filled as provided in Article VII, Section 7.

#### Article XIV Procedure Not Covered

In all matters of procedures not covered by this Constitution and Bylaws, the provisions set forth in Robert's Rules of Order Revised shall be followed.

As amended and adopted at the 1974 Annual Meeting  
Pocatello, ID. -- April 3, 1974  
(with subsequent amendments through March 1993)

**Idaho Environmental Health Association**  
**Bylaws**

Section I. Members, Dues, and Funds:

1. The dues or annual contributions of the association shall be, for each category as listed in the Constitution.
  - A. Active \$ 15.00
  - B. Student \$ 5.00
  - C. Retired None
  - D. Honorary None
  - E. Sustaining \$100.00
2. All prospective members will be sent a membership application.
3. Any monies not required for current operations will be kept in a savings account.
4. The Association Fiscal Year shall run from July 1 to June 30 of the next year.

Section II. Annual Training Conference:

1. The annual training conference will be held during March.
2. Proceedings of the conference will be sent to all Active and Retired members in the state. These proceedings will include the minutes of the annual meeting.
3. Persons addressing the conference are encouraged to provide an abstract or synopsis of their presentation. These abstracts will be included in the conference proceedings.
4. Persons representing the Association at any conference will be required to submit a report of that conference.
5. Association members may be given a discount of a portion of the registration fee for the annual conference. The amount of the discount will be determined by the Program Committee and approved by the Executive Council.
6. The Program and Education Committee may propose partial course registration fees, provided that such fees will only apply to those who are not in attendance at any training sessions for an entire day. Such actions will require approval of the Executive Council. Two persons may use the same registration, provided only one is in attendance at any one time.

Section III. Publications:

1. Proceedings of the annual conference will be included in the newsletter during the spring edition.
2. The newsletter will also contain minutes of the Executive Council, audit reports, a treasurer's report and other reports as determined by the Editorial Board and Executive Council.
3. The Treasurer's report will cover the entire period since the last published report.
4. The newsletter will be called the "DIGEST" and will have the following format:
  - A. A magazine type edition will be sent each spring.
  - B. All other editions will be a newsletter, with at least one edition that will be mailed by no later than 30 days prior to the annual meeting. These editions will be sent as sufficient news is accumulated.
5. The Editor is authorized to expend up to \$200 for the annual production and mailing of the Digest. Any amount in excess of that amount must be approved by the Executive Council.
6. The Editor of the Digest will be exempted from the payment of Association dues, during years served as editor. (March 12,1980)

Section IV Officers:

1. The Secretary-Treasurer will be provided equipment to maintain and store the association records.

Section V

2. The Secretary-Treasurer will be exempted from the payment of Association dues for the term of office.  
Committees: The following section delineates the general tasks of each committee. The President may assign specific duties under each task on an annual basis.
1. The Nominations and Elections Committee will perform duties as detailed in Article VII of the Constitution.
  2. The Membership Committee shall:
    - A. Solicit membership from government, industry, students, related associations, the private sector, and REHS's in the state.
    - B. Prepare prospective member information packets.
    - C. Prepare new member information packets.
    - D. Print a membership directory for distribution to IEHA members.
  3. The Program and Education Committee will be chaired by the President-elect and shall:
    - A. Set up the program for the annual conference including exhibits.
    - B. Contact possible exhibitors.
    - C. Investigate avenues of continuing education.
    - D. Submit presentation abstracts to the editor of the Digest.
  4. The Audit Committee will be appointed by the President specifically to perform the annual audit at the annual meeting.
  5. The Professional Promotion Committee shall:
    - A. Promote IEHA.
    - B. Promote the REHS credential.
    - C. Investigate professional opportunities for IEHA members.
    - D. Assist the Membership Committee with their duties.
    - E. Establish and maintain a central clearing house for REHS stamps or embossers. Encourage REHS's to use them on approved plans and other documents.
  6. The Budget Committee will be chaired by the Secretary-Treasurer, and shall:
    - A. Prepare a tentative budget.
    - B. Explore possible sources of income, including training grants.
    - C. Include provisions for funding continuing education.
    - D. Make provisions to print the Digest, obtain supplies, send a delegate or delegation to national conferences, and pay per diem, if any, for attendance at Executive Council meetings.
  7. The Awards Committee shall:
    - A. Solicit nominations for field and administrative REHS of the year.
    - B. Select award recipients.
    - C. Prepare award plaques for presentation at the annual meeting.
    - D. Maintain the selection criteria rating sheet.
  8. The Legislative Committee shall:
    - A. Keep informed of all proposed legislation that may affect the Association or its membership.
    - B. Inform the President of such proposals.
    - C. Prepare a report to be presented at the annual meeting.
  9. The Constitution and Bylaws Committee shall:
    - A. Update the Constitution and Bylaws pursuant to each change approved at the annual meeting.
    - B. Distribute current copies to all active members of IEHA.

As adopted at the 1979 Annual Meeting  
Boise, ID. - March 13, 14, 1979.  
(with subsequent amendments through March, 1993).