

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION

POLICY AND PROCEDURE MANUAL

TABLE OF CONTENTS

INDEX

<u>POLICY NAME</u>	<u>POLICY NUMBER</u>	<u>PAGE NUMBER</u>
Policy and Procedure Manual	1	2
Annual Audit	2	3
Annual Budget	3	4
Travel Expense	4	5
Support Staff	5	6
Contracts	6	7
Officers	7	8
Committee Operations	8	12
Elections	9	14
Section Affiliation	10	16
Student Membership	11	18
Membership Dues	12	19
Mailing Lists and Labels	13	20
Membership	14	21
Professional Development	15	22
Publicity Committee	16	23
Continuing Education Committee	17	23
Awards	18	35
Legislative Committee	19	27
Nomination/Resolution	20	27
Cards/Gifts/Charitable Donations	21	28
A.E.C. Coordination Activity	22	29
Refund Policy	23	35

POLICY AND PROCEDURE MANUAL

POLICY 1

Page 1 of 1

I. REFERENCE:

Constitution, Article IV, Section 7.

II. PURPOSE:

To provide and promulgate Michigan Environmental Health Association Policy and Procedural Guidelines. (For guidance in conducting the affairs of the Association within the framework of the Constitution and By-laws.)

III. BACKGROUND:

(To provide consistency in operation and management of the organization.) The Executive Board is empowered to develop and maintain a Policy and Procedure Manual.

IV. POLICY:

The Association shall maintain a Policy and Procedure Manual setting forth MEHA policies concerning routine operations and such other matters, as the Executive Board desires.

V. PROCEDURE:

- A. The President shall assure that the Executive Board is advised annually of the status of the manual; i.e., its completeness, necessary revisions, current activity, etc.
- B. The Committee Chairs and/or members may advise the president of specific areas requiring attention and may recommend ad hoc working groups, committees, etc., for developing or revising manual components.
- C. The Executive Board shall have final approval over the establishment, change, update, etc, of all policies and procedures.
- D. The Executive Board shall be responsible for maintaining a current and complete policy and procedure manual and it shall be make available for Board review. The President will be responsible for insuring the distribution of Policy and Procedures to all Board members.
- E. The Association Secretary shall be responsible for publication and distribution of

any proposed updates, changes, additions, or deletions in accordance with the Association's clerical support.

- F. Committee Chairs will receive Policy and Procedural sections, pertinent to their committees.

ANNUAL AUDIT

POLICY 2

Page 1 of 1

I. REFERENCE:

By-Laws, Article ifi, Section 3.

II. PURPOSE:

To assure complete accountability of MEHA funds.

III. BACKGROUND:

Accountability of funds is essential to effective management and to the "open" management policy of the Association. Competent audits can improve many aspects of fund handling, budgeting and resource utilization.

IV. POLICY:

To require an annual audit of all MEHA funds and make audit findings available to the Executive Board and Association membership.

V. PROCEDURES:

An annual audit of association funds shall be conducted and submitted for approval by a person(s) designated by the Executive Board. The Board will receive and study, then approve, or reject the auditor's report.

ANNUAL BUDGET

I. REFERENCE:

POLICY 3

Page 1 of 1

Constitution, Article VII, Section 3

II. PURPOSE:

To set forth procedures in establishing an annual budget.

III. BACKGROUND:

Development of a sound budget is essential to maintain a strong, viable organization. To assure maximum confidence in the final budget, uniform procedures and time schedules for formulation are necessary.

IV. POLICY:

The Association will strive for consistent growth within a balanced budget.

V. PROCEDURES:

Responsibilities and activities for budget formulation are:

RESPONSIBILITIES

1. MEHA Board President, Past President, President-Elect, Secretary, and Treasurer shall Comprise the Budget Committee.

ACTIVITIES

Shall draft a line item budget showing previous year's budget, actual expenditures and proposed budgeting for coming year with budget justification and/or explanation.

The proposed budget shall be submitted for Executive Board approval, no later than the second month following the A.E.C.

2. Executive Board

Shall review proposed budget, make recommended changes. Shall study income and expenditure areas to determine if income may be increased in some areas or if there are new sources available. Shall study expenditures to determine if adjustments in procedures may save expenditure.

Having reviewed the report, the Executive Board shall approve or reject the committee recommendations.

TRAVEL EXPENSE

I. REFERENCES:

Article IV, Section 6 & 7

II. PURPOSE:

POLICY 4 Page 1 of 1

To provide an established policy for approval and payment of expenses by MEHA officers or members who represent the Association on behalf of the Executive Board.

III. BACKGROUND:

It may be necessary and desirable for officers or members who have particular expertise to represent the Association in order to participate effectively with other organizations, or governmental agencies.

An orderly and established system, therefore, is necessary so that (1) proper accountability of association funds is assured, (2) individuals accomplishing approved travel may be properly compensated and (3) the mission of the Association is achieved.

IV. POLICY:

The President, or Executive Board, may appoint persons to represent the Association at meetings, conferences, hearings, and seminars, depending upon their expertise and position. Therefore, Board Approval may reimburse expenses incurred on behalf of the Association.

V. PROCEDURE:

- A. During the budgeting process, anticipated travel expenses should be included, such as attendance at the national conferences, and travel to meetings for which commitments have been made in advance.
- B. Local travel by personal vehicle on Association business may be reimbursed at a per-mile rate approved by the Executive Committee.
- C. A record of date, destination and purpose of the trip shall be completed and submitted to the Treasurer. It shall include daily itemization accompanied by receipts for parking, limousine, airfare, taxi, etc. The record is to be submitted to the treasurer within 30 days after completion of the trip.

- D. The Treasurer will submit any respective expenses incurred, for Board approval, at the next Board Meeting following submission.
- E. The Executive Board sets the limits for Association travel expenditures. For this purpose, current State of Michigan standard travel regulations will be utilized, unless otherwise specified by the Executive Board.

SUPPORT STAFF

I. REFERENCE:

POLICY 5 Page 1 of 2

Constitution, Article IV, Section 6

II. PURPOSE:

To set forth general policies and procedures of the Association relating to support staff, retained by the Association to accomplish specific job functions or duties.

III. BACKGROUND:

It is essential to the reputation of the Association that clerical business be conducted in an efficient, timely manner. As the Association expands in size, clerical duties require additional time. These duties may include typing of letters, reports, and meeting minutes as well as distribution of publications.

IV. POLICY:

The Executive Board shall approve personnel and assign duties to assist in clerical responsibilities. Personnel shall work to provide specific services assigned, and shall not work as employees of the Association. Personnel shall provide their own equipment and materials.
(The Association is an equal opportunity employer.)

V. PROCEDURES:

- A. The Secretary shall select and supervise clerical support staff, and shall establish criteria for acceptable performance standards.
- B. All work assignments shall be made by the Secretary. All other officers, committees, and other members shall coordinate work through the Secretary.

- C. Clerical support personnel shall submit a bill to the Secretary for service performed. The Secretary shall review the work and forward the bill to the Treasurer with a recommendation whether payment is authorized. No payments shall be made until the work is completed and a bill is received.

CONTRACTS

I. REFERENCES:

Article IV, Section 6

II. PURPOSE:

POLICY 6

Page 1 of 1

To develop a uniform policy for the commitment of Association funds or other resources.

III. BACKGROUND:

From time to time it may become necessary for the Board, or its delegates, to enter into contractual agreements with various organizations, vendors, or persons. While acting on behalf of the Association, the Board may commit such funds or resources necessary to the fulfillment of its duties. Therefore, it is necessary to develop an orderly system, outlining those responsibilities, accountabilities, limitations and restraints necessary for the protection of the Board and the Association.

IV. POLICY:

It shall be the policy of this Association that any officer, committee, or member who enters into a contractual agreement shall have prior approval, by the Executive Board, to enter into said agreement. Any contract which is entered upon contrary to this policy shall be void, and the person signing said contract may be personal liable for the terms of the contract, including compensation.

V. PROCEDURE:

- A. Contracts authorized by the Executive Board shall be signed only by an officer, or a representative specifically authorized by the Executive Board.
- B. A copy of each contract shall be filed with the Secretary. In addition, any contract involving revenue or expenditure of funds shall be filed with the Treasurer.

OFFICERS

I. REFERENCE:

POLICY 7
Page 1 of 4

Constitution, Article IV

II. PURPOSE:

To set forth the duties and responsibilities of the officers of the Association.

III. BACKGROUND:

Clearly defined responsibilities, duties and channels of communication are essential for effective and efficient management. It is essential that members, as well as incumbents, be conversant with the responsibilities of the various offices.

IV. POLICY:

Each officer of the Association is responsible and accountable for accomplishing the duties connected with the office. Delegation of certain tasks, along with commensurate authority to perform them is permitted, but responsibility is retained with the officer and may not be delegated.

V. PROCEDURES:

Offices, an area of responsibility and certain tasks as follows:

- A. President - The president, in conjunction with the Executive Board, is responsible to provide direction, organization and evaluation of the Association. The president presides over the Executive Board. Specific functions and responsibilities include:
1. Promoting MEHA goals and objectives.
 2. Representing MEHA to the members; the public; political, professional, educational and other groups.
 3. Promoting professionalism among members and other environmental health personnel.

4. Fostering and encouraging research, education, and training in environmental health fields.
5. Preside over Executive Board meetings.
6. Appoints committees, task forces, and other groups as necessary.

Page 2 of 4

7. Assures that all officers and committees are functioning satisfactorily in their assignments.
8. Appoints committee chairpersons. Subject to approval by Executive Board.
9. Sets the agenda for all Executive Board and all board meetings.

B. Past President

1. The Past President shall assist the president of the association in the pursuit of the stated purposes and objectives of the Association.
2. Shall preside at all Association meetings in the absence of the President and President-Elect.
3. Perform such other duties as assigned by the President or Executive Board.

C. President-Elect

1. Shall develop familiarity with the President's duties and responsibilities.
2. The President-Elect shall be responsible in all matters to the Executive Board.
3. The President-Elect shall preside at all Association meetings in the absence of the President.
4. The President-Elect shall assume the office of the President of the Association in the event of the death or resignation of the President, or in the event of any illness or disability, which in the opinion of the Executive Board renders the President incapable of carrying out his prescribed duties.
5. Participate in affiliate/regional meetings when possible.

D. Secretary

1. The Secretary shall issue notices of all meetings and keep detailed minutes of all

meetings.

2. The Secretary shall record all motions and seconds by name and otherwise record all official proceedings of all Association meetings.
3. The Secretary shall record votes by name when an officer requests a roll call vote at an Executive Board meeting.

Page 3 of 4

4. The Secretary shall notify the membership of the slate of candidates as recommended by the Nominations and Resolutions Committee by notice of same in the official Association publication issued prior to the annual educational conference.
5. The Secretary shall validate all petitions, and upon confirmation, insure said petitions are forwarded to the chairperson of the Nominations and Resolutions Committee for placement on the ballot.
6. The Secretary shall make such reports and perform such other duties as may be consistent with the office or as may be required from time to time by the Executive Board or the President.
7. The Secretary shall be the official custodian of all documents, correspondence and records of the Association and provide the Treasurer copies of all duly signed association contracts.
8. The Secretary shall be the custodian of membership listings. Such mailing lists shall be provided by the Secretary once approved for distribution by Executive Board.
9. The secretary shall send membership renewal to all current members before December 31 each year, and send second notices to all non-renewal members after February 1 each year.
10. The secretary shall receive all new and renewal membership applications and issue a membership card to each paid member.

E. Treasurer

1. The Treasurer shall have custody of all funds of the Association, which shall be deposited, in one or more depositories approved by the Executive Board. All money received must be deposited in a timely fashion, but in no instance may it exceed 30 days.
2. The Treasurer shall be responsible for all disbursements, agreed upon by

Executive Board action, by means of signed check or voucher. In the Treasurer's absence, the Secretary or President shall be authorized to sign checks or vouchers. ~ 5127,93)

3. The Treasurer shall obtain a surety bond equal to the amount prescribed by the Executive Board.
4. The Treasurer shall submit monthly reports with summary to be published in the official publication of the Association. In addition, the Treasurer will provide quarterly reports comparing budgeted amounts to actual expenditures.

Page 4 of 4

5. The Treasurer shall be responsible for collection of membership/association dues.
6. The Treasurer shall be a member of both the Budget and Audit committees.
7. The accounting procedure to be used is "Governmental Accounting and Financial Reporting" utilized by local health departments.
8. The Treasurer may advance or must have Board approval prior to paying any bills over \$100.00 unless the bills are discounted or for authorized conferences. However, the Treasurer may pay bills up to \$300.00 for income-producing assets, which come under the category of Education and Publications without further Board approval.

F. Executive Board Member

1. Each Executive Board member shall serve as an ex-officio liaison to the Executive Board for each committee to which he has been assigned.
2. Each Executive Board member, as liaison, shall report to the Board any findings or business which their respective committee has conducted.
3. Each Board member shall complete the duties and responsibilities assigned to them by the President or other delegated authority.
4. Each Board member shall attend all Executive Board meetings unless excused by the President.

COMMITTEE OPERATIONS

I. REFERENCES:

By-Laws, Article I - Committees

II. PURPOSE:

POLICY 8 Page 1 of 2

To promote efficient organization and use of the committee process to accomplish the aims and goals of the Association.

III. BACKGROUND:

Efficient organization and use of technical and administrative committees is essential for accomplishing a variety of routine and special tasks. Selection and designation of committee chairpersons and members bears directly on the effectiveness of the committees in accomplishing their responsibilities. Each committee must be given a specific well-defined charge and such additional instructions to allow the committee to understand and fulfill its objectives.

IV. PROCEDURE:

- A. Selection and designation of committee chairpersons is the responsibility of the president, with Board approval. Early notification of assignments and beginning or continuing committee action is essential; therefore, chairpersons and members must commit themselves to unlimited efforts. The president may authorize a committee chairperson to select additional members, in conjunction with the Executive Board.
- B. Person(s) appointed to committees should be Association members currently in good standing. Exceptions may be made in accordance with the Association By-Laws. Exceptions should be rare and justifiable because of unusual circumstances. The Board will be kept fully informed of all committee appointments.
- C. The president may appoint one Executive Board member (excluding the President, Secretary, and Treasurer) to each of the standing committees to serve as a non-voting liaison.
- D. Each committee chairperson shall maintain a committee file, including all papers and information pertinent to operation of the committee, in a form and format, which will permit transfer to succeeding chairpersons so that continuity of committee activities can be maintained. The president will maintain a file on each committee which will include at least the

committee charge, membership, reports, and such other data as may be useful in promoting the goals of the Association.

Page 2 of 2

- E. Each committee chairperson shall submit an annual report to the President, for dissemination to the Board, at least 30 days prior to the Annual Education Conference. Adherence to the 30-day deadline is essential so that copies can be made available at the Annual Education Conference.
- F. The Executive Board shall be kept informed by the Committee liaison of Committee progress.
- G. Each Committee shall submit a copy of minutes/correspondence to the President within 30 days of respective meetings.
- H. No committee is authorized to disseminate its findings representing or which may represent MEHA policy without the prior knowledge, and approval of the Executive Board.
- I. Surveys - to reduce duplication of efforts and association expense, all requests for surveys/polls, etc. shall receive prior Executive Board approval.
- J. The chairperson is responsible and accountable for accomplishing the duties connected with their respective Committee. Delegation of certain tasks, along with commensurate authority to perform them is permitted, but responsibility is retained with the Chair and may not be delegated.
- K. The charges of the committee are developed by the President, which contain the broad range goals for the Committee's actions throughout the coming year.
- L. Committee chairs/shall receive approval from the Executive Board prior to making any expenditure over \$100.00 or their approved budget.

ELECTIONS

I. REFERENCE:

POLICY 9 Page 1 of 2

By-Laws, Article IV, Section 3

II. PURPOSE:

To establish and promulgate specific activities relating to elections at large and/or other open balloting conducted by the Association.

III. BACKGROUND:

Ultimate authority of the Association rests with the members; thus election must be held periodically to select officers, consider modifications of the Constitution and Bylaws, and refer matters to the membership at large. An efficient, effective and respected electoral process is essential for proper management and operation of the organization.

The geographic location of members suggests that, at times, the mail ballot may be the most feasible means of assuring each eligible voter an opportunity to participate directly in governing the Association and members have expressed their will in the past that this method of voting be established and utilized.

IV. POLICY:

It is the responsibility of the president to assure that the electoral process is utilized in all cases where required by the Constitution and Bylaws and for other matters as directed by the Executive Board. All electoral activities, including actions, dates, mailings and other events, shall be available as general information. Individual ballots, however, shall be considered secret and strict confidentiality shall be maintained regarding them.

V. PROCEDURE:

- A. The secretary shall oversee printing of the official ballot, indicating offices to be filled, candidates' names, proposed changes and/or all other matters to be voted on.
- B. Active and Emeritus members are eligible voters provided that current annual dues are paid. The secretary shall provide a list of eligible voters to the Election Committee prior to the start of elections at the Annual Educational Conference.

- C. Upon written request, the secretary will provide absentee ballots to each eligible voter. Absentee ballots must be received by the Elections Committee prior to the close of balloting at the Annual Educational Conference.

Page 2 of2

If dues have not been paid for the current year, the Secretary shall immediately notify the person that the request for an absentee ballot is denied. The person making the request may make a second request after dues are paid.

- D. Election Committee - The Election Committee shall be comprised of the following members:
 - 1. Chairman of Membership Committee.
 - 2. Chairman of Nomination/Resolution Committee.
 - 3. At least one Executive Board member selected by the President.
- E. The Election Committee shall count the ballots at the close of balloting and furnish a written report of the results to the Board. The voting period expires at such time as shall be determined by the Election Committee.
- F. Election results will be announced at the Annual Business meeting.
- G. Challenge of election results may be made to the president by any candidate, but not later than 30 days after the annual meeting. The president, upon receiving a challenge of election results, will appoint an ad hoc committee of three (3) members of the Executive Board. This group will review all matters pertaining to election activities, recount ballots, and make a report to the President prior to the following Executive Board meeting.
- H. In the event that the ad hoc committee's results differ from those of the Election Committee, the Executive Board shall determine the course of action to be followed.
- I. The Election Committee will discard ballots 30 days after the election if no challenge is made.

- 3. Newly elected officers will take office at the end of the Annual Business meeting following the verification of their election.

SECTION AFFILIATION

I. REFERENCE:

Constitution, Article I, Section II

II. PURPOSE:

POLICY 10 Page 1 of 3

To provide direction and guidance in establishing and maintaining organizational relationships between MEHA and national, state, professional, educational, and other environmental groups.

III. BACKGROUND:

The multi-faceted interests of its members require that MEHA establish and maintain sustained relationships with members of the national government, professional organizations, educational institutions, and other environmentally oriented groups in order to advance common professional goals and objectives.

It is not feasible or practical for the President and/or Board members to represent the Association on all occasions requiring or indicating a need for MEHA presence. Varying types and degrees of expertise is required, sometimes technical, often Organizational and frequently administrative.

IV. POLICY:

- A. The Association's policy is to encourage contacts and reciprocal endeavors with related organizations when it is in the best interest of the members. Selection of individuals to participate in joint functions, attend meetings, provide information, or otherwise participate on behalf of the Association is the responsibility of the Executive Board.
- B. Certain organization closely allied with MEHA, e.g. N.E.H.A.I.A.M.F.E.S. etc.; often hold meetings, luncheons, etc., in conjunction with the MEHA Annual Educational Conference. This practice is encouraged and supported by the Association to the extent feasible but MEHA does not underwrite any expenses for these groups or plan or set up their activities.
- C. Officers (as defined in Article VII of the By Laws or designates) shall be deemed official spokespersons for the Association and are expected to represent the organization whenever possible.
- D. Policy statements shall be made in writing, whenever possible, and issued

by or with Board approval. In case the need for immediate reaction arises, verbal statements may be given, followed immediately in writing. This shall not preclude any member from expressing his personal view at any time on any subject provided it is clearly stated as such.

Page 2 of 3

V. PROCEDURE:

- A. Support of closely allied organizations will be given, within limits of personnel and fiscal resources.
 - 1. Meeting rooms may be arranged in conjunction with the AEC, provided the requesting organization gives written notification to the Executive Board prior to due deadline for printing of AEC program booklet.
 - 2. Banquets, luncheons, and other special arrangements are the responsibility of the requesting organization and involvement by MEHA staff is not authorized.
- B. A letter from the President, with the Board's approval, will be sent to appropriate organizations designating the association's representative.
- C. Statements of MEHA position or policy shall be made by or with the approval of the President and shall be in writing whenever possible. This does not preclude expression of individual views when clearly stated as such.
- D. Representatives will submit a written report concerning matters of MEHA interest within 30 days after completion of the meeting. Individuals assigned to represent the Association are responsible to ascertain MEHA positions and interests regarding the related organization.
- E. The Association shall assume financial responsibility for representation at meetings, hearings, etc., only upon approval of the Executive Board. The extent of financial obligation by MEHA to the representative should be determined and approved in advance.
 - 1. Authorized travel expenses will be filed in accordance with Travel Expenses, and Food and Lodging - of Policy.
 - 2. The choice of the MEHA representative, when other than the President shall be based on:
 - a. The experience of the individual and his knowledge of the Association.
 - b. The nearest available and suitable representative should be first

- choice.
 - c. Personal knowledge of the situation and personnel involved.
 - d. Other suitable criteria the President and/or Executive Board may deem appropriate.
- F. Technical matters should be routed to the appropriate section and/or committee for input and/or presentation, whichever is most prudent and will best represent the organization.
- G. The President will assure that the involved technical section/committee is informed appropriately.

STUDENT MEMBERSHIP

I. REFERENCE:

Constitution, Article III, Section 3D

II. PURPOSE:

POLICY 11 Page 1 of 1

To establish the definition of an eligibility for student membership.

III. BACKGROUND:

Student membership is defined by MEHA Constitution as follows: "Any full-time student working towards a degree in public health sanitation, sanitary science, sanitary engineering, environmental health or allied field."

IV. POLICY:

The general policy of MEHA will be to permit student membership status only for full-time students, defined as carrying an academic course load of 12 credit hours.

- A. Academic advisors may be asked to verify that students comply with the above policy.
- B. In colleges and universities with accredited environmental health programs, students affiliated with the Student National Environmental Health Association will be assumed to qualify for student membership status.

- C. Regardless of the above, no person working full-time but returning to a college or university will be considered for student membership status.
- D. The dues for student members shall not be less than 1/2 the current Active Membership fee.

MEMBERSHIP POLICY

I. REFERENCE:

POLICY 12 Page 1 of 1

By-laws, Article TI, Section 1; and Article III, Section 1.

II. PURPOSE:

To record the annual dues or special assessments for the various classes of membership.

III. BACKGROUND:

Annual dues or special assessments for the various classes of membership shall be established by a two-thirds (2/3) majority of the entire board, and shall be recorded in the Policy and Procedure Manual. All such amounts shall be effective when said change is voted upon and recorded.

IV. POLICY:

The various classes of membership include three (3) classes of membership with voting privileges, Active, Emeritus and retired, and four (4) classes of non-voting membership designated as Student, Associate, Honorary, and Sustaining.

<u>Membership Class</u>		<u>Date Established</u>
a.	Active	\$30.00 December 11, 1997
b.	Emeritus	-0-
C.	Student	\$15.00
d.	Associate	\$30.00
C.	Honorary	-0-
f.	Sustaining	\$50.00
g.	Retired	-0-

Dues received after November 1 may constitute payment for the current and following years (14 months). For renewal membership fees received after January 31 of each year, a \$5.00 late fee will be added to the membership fee.

V. PROCEDURE:

All application and association fees will be submitted to the Secretary. The Secretary will forward all monies collected to the Treasurer within thirty (30) days. The Treasurer will acknowledge receipt of all monies at the next regularly scheduled Board meeting.

MAILING LISTS AND LABELS

POLICY 13

Page 1 of 2

I. REFERENCE:

Constitution, Article IV, Sections 6 & 7.

II. PURPOSE:

To establish conditions and fees for distribution of mailing lists and mailing labels.

III. BACKGROUND:

Occasionally members, non-members, and other organizations request a mailing list of Association members.

IV. POLICY:

- A. The secretary shall maintain a list of all members of the association for mailing purposes. This list may also include non-members who have an interest in the purposes of the organization. The list shall identify the membership class of each individual.
- B. Mailing lists and mailing levels may be provided under the following terms and conditions:
 1. Category I list and labels shall be furnished without charge to further the organizational purposes of the association. Category I list and labels are furnished to officers and directors of the Executive Board, committee chairpersons, and regional association officers.
 2. Category II lists and labels shall be furnished for a fee established by this policy. "Campaign"¹ lists and labels are furnished, upon request, to any candidate who is seeking an elective office of the association. "Non-commercial" lists and labels are furnished to any member or any professional organization, educational institution, or governmental agency for any non-commercial purpose, which is designed to further the stated purposes of the

association.

3. Category III lists and labels shall be furnished for fee established by this policy. "Commercial" lists and labels are furnished for any legitimate business purpose. Any member of the association may, upon request, have his/her name deleted from any category III list.
- C. Category III lists and labels shall not be provided until payment has been Received.
 - D. The Executive Board shall approve requests for "non-commercial" category II and all category III mailing lists and labels. The requesting person, organization or firm shall submit at least six (6) copies to the secretary of the material to be mailed using the mailing lists and labels.
 - E. The following fees shall be charged as authorized above:
 1. Category II - \$1.25 per 100 names (postpaid)
 2. Category m - \$6.00 per 100 names (postpaid)
 - F. The President may waive the fees listed above when in the best interest of the Association.

MEMBERSHIP COMMITTEE

I. REFERENCE:

By-Laws, Article I, Section 1 & 2

II. PURPOSE:

POLICY 14 Page 1 of 1

To monitor trends in the membership of the association, compile representation data, and determine action necessary to insure numerical growth of the organization.

To review and monitor the classes of membership as defined under Article II and to provide membership opportunities to all persons defined.

To work closely with past committee members to continue their research into obtaining more sustaining members.

Develop procedures for soliciting new members for all classes of membership

and to research means to increase dual NEHA-MEHA, IAMFES membership.

III. BACKGROUND:

The success of any organization is directly dependant on the input, diversification, and strength of its membership.

PROFESSIONAL DEVELOPMENT COMMITTEE

I. REFERENCES:

A. Article I, Section 1 & 2

B. By-Laws

II. PURPOSE:

POLICY 15

Page 1 of 1

To gain recognition of the environmental health profession among the public and private sectors.

To promote the use of registration of environmental health practitioners among those employed in the field of environmental health.

To obtain a governor declaration of Environmental Health Week in Michigan to coincide with the dated of the Annual Educational Conference.

III. BACKGROUND:

A. The practitioners in the field of environmental health have long been misunderstood as to their job function and benefit to public health and welfare largely due to a lack of recognition and confusion with other titles.

B. Practitioners in the field of environmental health have further failed to make public their work activities and have continued to work behind the scenes in disease prevention and promotion of health environment.

C. Due to this lack of recognition, the environmental health practitioner has not been credited with the gains and reduction of acute diseases, identification of cause of agents for chronic diseases and a general improvement in the environmental quality.

- D. Continued promotion of programs and procedures which bring recognition to the environmental health practitioner for protection of public welfare and protection of environmental quality will serve to strengthen the profession of environmental health and elevate their positions, in both the private and public sectors.

PUBLICITY COMMITTEE

I. REFERENCE:

By-Laws, Article I, Section 1, 2, & 3

II. PURPOSE:

POLICY 16

Page 1 of 1

To publicize M.E.H.A. and its members who have received awards from recognized public health associations or who have been elected to positions within said associations.

To publicize the Annual Education conference and the Michigan Environmental Health Week through the media. Take charge of news media and let know who' they can/cannot talk to.

To publicize events or individuals that should be recognized by the Association through the media.

III. BACKGROUND:

A need currently exists to gain recognition of environmental issues and to promote those professionals dedicated to improving the environment.

CONTINUING EDUCATION COMMITTEE

I. REFERENCES:

By-Laws, Article I, Section 1 & 2

II. PURPOSE:

POLICY 17 Page 1 of 2

- A. To improve the quality of environmental health service in the State of Michigan.
- B. To keep professional sanitarians abreast of new and changing technology.

- C. To provide training in the assessment of newly recognized environmental health hazards and concerns.
- D. To provide expertise in the development and implementation of the environmental health programs to meet community needs.
- E. To develop a method of evaluating the expertise of professional sanitarians.
- F. To demonstrate and insure to consumers the level of professional commitment of its membership to quality professional services.

III. BACKGROUND:

The Michigan Environmental Health Association has among its responsibilities assurance of competency of its membership. In order to achieve this, in 1981, the MEHA Executive Board established a Continuing Education Board with the charge of developing a program for its membership.

IV. PROCEDURES:

- A. Membership on the committee of six professional registered sanitarians who represent the membership from both the public and private sectors. Membership shall attempt to represent a geographical cross-section of the state. Committee terms are for three years to help maintain continuity of the committee.
- B. Major functions of the Committee include:
 1. Awarding of credits.
 2. Evaluation of criteria.
 3. Establishing criteria for CBU credit for members; the board reviews submitted evidence and awards CEU credits, one (1) CEU credit for each ten (10) direct hours of training. Course participation and documentation shall be submitted within sixty (60) days after completion to receive credit.
 4. Record keeping.
 5. Assists in identifying.
 6. Develop and implement training calendar for use by the membership.
- C. An annual evaluation and report are prepared and provided to the

association membership. A committee file is kept which includes all papers and information. The board shall publish and provide a pamphlet containing a definition of Continuing Education Units and related requirements.

- D. Information from the board will not be disseminated without first being submitted to the Executive Board for their approval, except that MEHA members may request, at any time, information on their personal credit accumulations. Also, general information articles to be published within the MEHA newsletter do not require prior approval.

AWARDS COMMITTEE

I. REFERENCES:

By-Laws, Article I, Section 1 & 2

II. PURPOSE:

POLICY 18 Page 1 of 2

It shall be the responsibilities of the Awards Committee to seek out members and non-members of the Association engaged in the environmental or public health practice, for the purpose of bestowing on them honors and accolades. The Committee is to perform this task by soliciting nominations from the membership, the regional associates, the National Environmental Health Association and the International Association of Milk, Food, and Environmental Sanitarians. Further, it is the responsibility of the Committee to screen nominees and applicants and, where appropriated, request a joint sponsorship by the nominee sponsor and the Michigan Environmental Health Association for applicable award candidacies to the National Environmental Health Association and the International Association of Milk, Food and Environmental Sanitarians.

III. BACKGROUND:

Awards are used to honor achievement, service, and contributions to the field of Environmental Health. It is fitting that this association for their outstanding contributions recognize these persons.

IV. PROCEDURE:

- 1. Secure nominations and select deserving individuals for the following awards (but not limited to) at the Annual AEC Awards Banquet:

-Honorary Membership

-Special Recognition - Non-member

-Special Recognition - Member

-The David H. McMullen Young Professional Award

-The LaRue L. Miller, Sanitarian of the Year Award

2. Search out deserving members of the Michigan Environmental Health Association and nominated them for the many different Regional, State, and National awards that are given each year.
3. Work with Publicity Chair to insure proper media coverage of awards/accomplishments of members.
4. Solicitation for nominations is to take place by means of an individual mailing to each active member of the Association. The committee must provide a minimum of six (6) weeks for submission of nominations each year. Additionally, the committees to receive a minimum of six (6) for deliberation and assessment of all nominations. The names of successful candidates will be presented to the Executive Board thirty (30) days prior to the Annual Conference. The Executive Board must approve each candidate in order to make the award official.
5. Specific wording on plaques is at the discretion of the committee. However, each award must contain:
 1. The heading: MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION
 2. The Award title
 3. The designee's name
 4. The month and year of the presentation

LEGISLATIVE COMMITTEE

I. REFERENCES:

By-Laws, Article I, Section 1 & 2

II. PURPOSE:

POLICY 19 Page 1 of 1

To monitor legislation, identify legislation of public health significance, and develop methods and procedures for reviewing significant legislation.

To monitor and identify public-environmental health legislation that may have an impact on the MEHA membership. The committee shall make recommendations to the Board for disposition of the legislation.

III. BACKGROUND

There is a need to keep abreast of legislative action that could have an impact on its members and to provide input into the legislative process. To that end the by-laws have established the Legislative Committee.

NOMINATIONS AND RESOLUTIONS COMMITTEE

I. REFERENCES:

By-Laws, Article I, IV, V

II. PURPOSE:

POLICY 20

Page 1 of 1

To seek out, promote, and present those individuals who, through their knowledge, expertise, experience, and commitment to the profession, are willing to fulfill the duties of office holder within the Association.

To provide a means for the consideration of matters affecting this Association.

III. POLICY:

To promote efficient organization and use of the committee process to accomplish specific charges as set forth by MEHA Executive Board.

IV. PROCEDURE:

NOMINATIONS

Refer to Articles IV and V of the Constitution and Article IV of the By-Laws.

RESOLUTIONS

All resolutions must be supported in accordance with the procedure outlined in Article V of the By-Laws.

Each resolution should be relevant to the objectives of the Association and, where action is proposed, it should be capable of being accomplished.

Final disposition of a resolution shall be the decision of the Executive Board.

CARDS/GIFTS/CHARITABLE DONATIONS

I. REFERENCE:

Constitution, Article IV, Section 6.

II. PURPOSE:

POLICY 21 Page 1 of 1

To recognize member bereavement, upon the death of an immediate family member, to provide for the acknowledgment of birth announcements, and for the conditions under which donations to charitable and non-profit organizations may be made.

III. POLICY:

Upon the death of a member, member's spouse, or member's child, the Association may provide a maximum of thirty dollars for flowers or donation specified by the member family.

The Association may provide a sympathy card, upon notification of death of a MEHA supporter or family member not specifically mentioned above.

While acting on behalf of its members, the Board may direct the Treasurer to make certain contributions to charitable, non-profit organizations, or specified individuals.

A.E.C. COORDINATION ACTIVITIES

- I. REFERENCE:
Constitution, Article III
- II. PURPOSE:

POLICY 22 Page 1 of7

It is the purpose of this policies and procedures statement to provide assistance to those coordinators who will be responsible for preparing, organizing, and ensuring a successful conference. Each coordinator's personality, staff support, and conference goals will influence the activities undertaken during the planning stages.

- III. BACKGROUND:

The Annual Educational Conference (AEC) is a meaningful and important educational tool for the Association. The mature Professional status of the organization is expressed through the educational program, the business meetings, the conference setting, and the manner in which the conference is conducted. Members expect and are entitled to receive will-planned and executed professional presentations along with opportunities to renew and broaden both professional and social contacts. Good organization and management are essential to successful conferences.

- IV. POLICY:

The following items are of major importance and are approved by the Executive Board:

1. The date of the annual education conference is selected shortly after the previous conference.
2. The conference site is selected by the Executive Board shortly after the last annual meeting. A site is selected after reviewing proposals submitted by the Conference Coordinator. A budget and proposed registration fee are prepared for Board approval. It is intended that the budget prepared is not for profit but rather to offer MEHA member's reasonable conference fees.

Hotel Selection

A key factor to conference success is the hotel and hotel location. The Conference Coordinator should be familiar with the proposed hotels. Discussion with others who have utilized the hotel services for conferences and discussion with the

local health. jurisdiction regarding hotel sanitation should be completed prior to final booking.

The following factors should be reviewed in search of a hotel facility. While some of the factors are minor, they do play a role in the overall success of the conference.

1. Size of the Facility:

Projections for the annual conference are made with previous year's attendance information. The hotel should be able to easily accommodate projected attendance figures. A hotel can be "too large" in which case members become lost or services by the hotel to our group are not a priority.

2. Cost:

All general meeting, luncheon, and reception rooms should be provided on a commentary basis. The Conference Coordinator should be able to negotiate any proposed charges by the hotel facility. Normal complimentary sleeping rooms include one complimentary room for every 50 rooms booked. Generally, there is no charge for room set-ups and microphones. Most facilities charge for audiovisual equipment.

3. Flow of Activities:

If possible, all session rooms, breakout rooms, and breaks should be on the same floor of the hotel. The Conference Coordinator should avoid facilities where rooms have to be "torn down" to arrange for the next meeting. This should be avoided if at all possible.

4. Room Setup:

The Conference Coordinator arranges for appropriated room set-up based upon program agenda.

5. Guest Accommodations:

Rates for single and double occupancies should be negotiated with facility. Ensure that the costs are guaranteed for the date of the conference. It is also necessary to check the reservation cut-off date, the time hotels release rooms, how flexible they are, and do late registrations continue to receive guaranteed room rates. Other considerations for guest accommodations include transportation to and from the hotel and airport and any recreational facilities to guests with or without a charge.

In summary, written proposals are solicited from various conference facilities having adequate space, lodging, and other amenities that enhance the annual conference. Consideration is given to the facility's available dates, geographical location, anticipated meeting room requirements and cost, lodging capacity and cost, food, facilities and cost, and general hotel layout.

Program Arrangement -

The Program Coordinator needs to determine the general format and number of sessions. The Coordinator or a designee must be responsible for contacting all proposed speakers. All speakers should be followed up in writing to confirm their participation, topic, and time allotment. Honorariums and covered expenses must be established prior to the conference.

The Program Coordinator needs to select a moderator for each session and confirm each moderator in writing. The moderator and/or Program Coordinator should obtain all audiovisual equipment necessary for each speaker and a resume of each speaker for introduction purposes. The Program Coordinator or designee should see that speakers are met at the hotel and/or airport, provide introductions for session moderators, and issue luncheon and/or banquet tickets as appropriate through the Conference Coordinator. Moderators must check the session room prior to the session to ensure that everything is ready for the speaker and conference participants; i.e., ice water, seating arrangements, temperature, lighting, and P.A. system.

The Program Coordinator is required to send thank you letters to all speakers immediately following the conference.

In summary, all speakers should receive special attention. The Program Coordinator should ensure that they are introduced to others and they are greeted upon arrival.

Pre-Registration/Registration

It is a policy of the Board to encourage pre-registrations of all conference participants. Pre-registrations impact upon the registration process at the conference. The registration desk should be placed in a visible location without interfering with the normal flow of activity. The registration desk staff should be knowledgeable as to where sessions are being held, at what time events are happening, how to get around the area, and how to get a message to someone. The registration area should have the following items:

1. Registration packets with name badges
2. Any general handout material
3. Various supplies including extra name badges, pencils, pens, markers, paper, tape, paper clips, rubber bands, and a stapler

The Conference Coordinator needs to determine if any special directional signs or other information signs are necessary.

Miscellaneous

Publicity -

It is the policy of the Executive Board that an individual(s) is selected to coordinate all conference publicity.

Special Events -

It is the responsibility of the Conference Coordinator to arrange for all food and beverage functions with Board approval. The following items are a necessary part of this function: menu selection, head table arrangement, invocation arrangements, and distribution of complimentary meal tickets.

Hospitality Hour -

The Conference Coordinator is responsible for selecting the time and location of all hospitality events with Board approval. The Conference Coordinator and/or his designee are responsible for the purchase and serving of all alcoholic beverages. It is the policy of the Executive Board that drinks will be kept to a reasonable level

Coffee Service -

It is the responsibility of the Conference Coordinator to arrange for all the conference breaks, starting and ending times, and their location.

Conference Photographer -

The Conference Coordinator is responsible for assigning a conference photographer to capture the participants, speakers, and award recipients on film.

Awards Banquet -

The awards proceedings following the annual banquet are the responsibility of the Awards Committee. It is the policy of the Executive Board to limit the awards proceedings to one hour in length following the annual banquet.

Conference Coordinator -

Conference Coordination and program planning are essential to a successful conference. Following is the summary of duties of each group/individual:

Conference Coordinator

- Select dates with Board approval.
- Select location with Board approval.
- Negotiate with facility for all services.
- Prepare budget with Board approval.
- Identify hotel requirements for housing.
- Arrange for all printing - programs, etc.
- Pre-conference promotion.
- Conference program mailing.
- Keep Board informed of conference progress.
- Handle pre-registration and registrations.

- Special announcements to conference participants.
- Confirm room setups and other physical requirements w/ facility.
- Arrange for annual awards banquet/select menu.
- Confirm meal guarantee with facility.
- Confirm coffee breaks.
- Approve bills and expenditures.
- Approve speaker expense with program chairperson.
- Arrange for photographer.
- Arrange for conference prizes.
- Prepare conference accounting.
- Select hospitality room coordinator.
- Identify publicity chairperson.
- Negotiate prices for rooms, meals and meeting room space.

Program Planning Committee

- Advise coordinator of program arrangement needs.
- Set program objectives.
- List subjects and select speakers.
- Confirm all speakers in writing prior to program printing and after program printing.
- Develop them (optional) with conference coordinator.
- Negotiate expenses with speakers and conference coordinator.
- Obtain, check, run, and set up audiovisual equipment.
- Plan transportation for speakers, if necessary.
- Work with publicity chairman for coverage (usually "LHD host").
- Introduce speakers to conference coordinator and session chairmen.
- Check room setup.
- Check ventilation, temperature, and lighting.
- Check mikes and P.A. system.
- Send "thank-you" letters to program speakers.
- Provide back-up session (optional).
- Pre-conference publicity information by _____ for _____ Environmental

Health News mailing.

- Have a complete, accurate program agenda with titles and times of presentations, speaker names (correct spelling), speaker title, company affiliation, and city by each year.

The above responsibilities can be adjusted through special arrangements between the Conference Coordinator and Program Planning Committee.

The Conference Coordinator and the Program Planning Chair must keep the Executive Board informed of the progress. Of conference planning.

Suggested Conference Timetable

1 year in advance:

- Executive Board selects Conference Coordinator and Program Chair.

- Conference Coordinator solicits bids from various hotels for submitting to the Executive Board.
- Dates are selected.

9 months in advance:

- Have hotel selected and papers in process for signing contract.
- Begin determining session's topics, tentative schedule of session times and events, and general outline of the conference.
- Notify membership via newsletter of conference site and dates.

6 months in advance:

- Begin to identify possible speakers, keynote speaker, and other program arrangements.

3 months in advance:

- Finalize speakers and begin developing pre-program publicity for conference.
- Begin confirming speakers via letters and other details regarding the conference.
- Confirm session moderators.
- Determine room locations for all events to include in the program.
- Select individuals to work registration desk.
- Check hotel basic arrangements.
- Select conference photographer.
- Select conference publicity chair.

2 months in advance:

- Complete conference program.
- Begin pre-registration process.
- Mail conference announcement to all members.

1 month in advance and continuing through conference:

- Complete pre-registration packets.
- Prepare on-site registration forms and receipts.
- Review with hotel specifics regarding set-up for registration desk requirements.
- Publicity chair to prepare press release.
- Confirm final arrangements with all speakers.
- Confirm attendance counts with hotel.

After Conference:

each session, banquet counts,

- Program Coordinator writes thank you letters to all speakers and moderators.
- Meet with hotel staff to finalize billings and provide hotel with feedback.
- Publicity chairperson should notify appropriate press regarding award recipients.
- Conference Coordinator report accounting to Executive Board.

REFUND POLICY

Policy # 23

I. REFERENCE:

Constitution, Article VIII, Sections I and II

II. PURPOSE:

To establish and provide guidelines and direction for the refunding of registration fees collected for MEHA sponsored conferences, training sessions, special events and other revenue generating events.

III. BACKGROUND

There are occasions and occurrences when refunding of a prepaid registration fee or other fee to individuals or agencies that have registered for attendance at a MEHA sponsored event is warranted. Creation of a policy by the MEHA Executive Board that establishes guidelines for refunding of a registrant fee will provide guidance and direction to the MEHA Treasurer when refund requests are received.

IV. POLICY:

Refunding of registration fees is not a standard practice of the MEHA. Registrants are expected to honor their commitment and have planned their schedule accordingly to attend an event for which they have pre-registered. However, the MEHA will grant refunds under specific conditions and for certain occurrences including but not limited to the following:

Conditions

- Refunds will be issued, regardless of reason, if they are requested before the event's pre-registration deadline.
- No partial or pro-rated refunds will be issued.
- Refund requests must be submitted within 10 working days of the conclusion of the MEHA sponsored event.

Occurrences

- Death in the immediate family.
- Serious illness.
- Accidents resulting in debilitating injury.
- Hospitalization
- Other occurrences that must be approved by the MEHA Executive Board. Request for refunds in this case must be submitted in writing to the MEHA Treasurer.

MICHIGAN ENVIRONMENTAL HEALTH ASSOCIATION, INC.

CONSTITUTION AND BYLAWS

CONSTITUTION

Preamble		1
Article I	Name and Affiliation	1
Article II	Purpose	2
Article III	Membership	2
Article IV	Officers and Executive	4
Article V	Board Vacant Offices	6
Article VI	Meetings	6
Article VII	Finances	7
Article VIII	Amendments	8

-BYLAWS-

Article I		8
Article II	Committees	10
Article III	Membership	10
Article IV	Financial Disposition	10
Article V	Elections	13
Article VI	Resolutions	13
Article VII	Procedures Not Covered	13
Article VIII	Section Affiliations	15
Article IX	Order of Business	16
Article X	Official Emblem and Publication	16

Dissolution

HISTORICAL DEVELOPMENT OF MEHA

In 1934, seventeen sanitarians met in Lansing as a separate group at the 14th Annual Conference of the Michigan Public Health Association. This small group grew to 33 sanitarians in 1935 and was granted affiliate status by the Michigan Public Health Association (MPHA). At the same time, a membership of 40 sanitarians, called Michigan Association of Milk and Dairy Inspectors, were holding their 9th Annual Conference in Grand Rapids. One sanitarian's name that appears on the membership listing of both organizations and many of the reorganizations over the years is Art Harvey.

During the war years. Many organizations did not have annual meetings. In 1944 Michigan Association of Sanitarians became more active. At that time, there was interest in forming an alliance with a national or regional association. The National Association of Sanitarians had made an offer, but was considered to be "dominated by industry". The governing board was instructed to look at the possibility of forming an association of sanitarians on a state/regional basis. There was a motion made and passed that the Constitution be amended if necessary to include other states and that the suggested name be the American Association of Sanitarians. The movement to form the National Association died in Cleveland, Ohio, at the American Public Health Association's 74th Annual Meeting.

Records show that the annual meeting in 1948 was held at Michigan State College and the dinner cost was \$1.55. In 1948, Michigan Association of Milk and Dairy Inspectors and Michigan Association of Sanitarians dissolved their charters and joined forces to create a new Michigan Association of Sanitarians with a constitution and by-laws. In 1953, MPHA adopted a new set of by-Laws, which set up ten sections, one of which was called Environmental Health.

In 1959, there was the creation of another sanitarian group called Michigan Society of Environmental Sanitarians. This group formed an affiliation with National Association of Sanitarians. They proceeded to develop a master list of active sanitarians in Michigan and were instrumental in the first Registered Sanitarian (R.S.) exam in 1963. Sanitarians successfully meeting the minimum requirements and passing the test were certified as R.S. in Michigan and with the National Environmental Health Association.

Records show that the membership of MAS broke 200 in 1969. The first Art Harvey Award recipient was honored at Gull Lake.

In 1970, the Michigan Society of Environmental Health and Michigan Association of Sanitarians joined membership. The new name was Michigan Environmental Health Association. This same year, discord arose with the Board of Directors of MPHA over a conflicting evening speaker. As a result of this disagreement, the sanitarians never met again with the MPHA as an Environmental Health Section.

1970 also marks another milestone in the sanitarian's history. Membership was

about to break the 300 mark and Gull Lake accommodations were not large enough to handle the Association. Locations of annual conferences would vary around the state; conferences would be of top professional quality and banquets formalized. Current annual banquets reflect those changes of the early 1970's.

In 1975, the first LaRue Miller Award was presented. With a growing and active association, members in this professional group quickly grew to over 400. In 1978, the First Edition of the Sanitarian's Ready Reference was printed and given to each member.

As the Association entered the 80's, talk turned to action for Michigan to host the National Education Conference. Grand Rapids was selected as the 1984 host city and the Association orchestrated a professional National Environmental Health Conference that was second to none.

The Association started direct mailing of newsletters to the membership in 1985. The current Constitution and policy and procedures manual were updated in 1987 along with the membership directory. The first edition of the Food Service Manual was printed in 1983 along with an improved 3rd version of the Sanitarian's Ready Reference Manual. The Dave McMullen Young Professional of the Year award was created in 1987.

DAVID H. MCMULLEN MEMORIAL FUND ESTABLISHED JANUARY 1994

A special fund created in memory of David H. McMullen to be set aside for use by MEHA members for the purpose of the discovery of new ideas, technologies and program administration in the field of Environmental Health.

The Memorial Fund Objective is "to provide a source of funds to provide for expenses to obtain special knowledge of new technologies and program administration."

Criteria/Requirements for Reimbursement

1. Maximum Request is \$500.00. While not mandatory it is desired that the employer support the proposal through additional funding and/or administrative leave.
2. A report is required to MEHA membership through a written report, presentation at a conference or other method approved by the MEHA Board of Directors.
3. All proposals require advanced approval. Applicant must submit proposal 90 days in advance of the travel.
4. State travel regulations will be used to determine reimbursement of all travel. Travel details to be determined by the MEHA Board of Directors.
5. Each request will be reviewed by the board on a case-by-case basis.

6. MEHA Board of Directors reserves the right to revise or deviate from these criteria/requirements when deemed necessary.
7. This fund is NOT for the purpose of supporting member's travel or attendance at national conferences, organized training, or tuition reimbursement.

Options - Board to contribute a minimum of ~1,000.00/per year to this fund from fund raising events or from the general funds of the association.

MEHA Memorial Fund

The Memorial Fund, originally created in memory of David H. McMullen, FSU professor, *is* to be used to provide a source of funds to obtain special knowledge of new technologies; to broaden the impact of modern environmental health techniques on a national or international scale; and providing for increased program administration in the field of environmental health.

Criteria/Requirements for Reimbursement

1. Maximum request is ~ While not mandatory, it is desired that the employer support the proposal through additional funding and/or administrative leave.
2. A report is required to MEHA membership through a written report, presentation at a conference and/or another method approved by the MEHA Board of Directors.
3. All proposals required advanced approval. Applicant must submit proposal in a timely manner, in advance of the travel and include a proposed budget.
4. Each request will be reviewed by the' board on a case-by-case basis.
5. This fund is not for the purpose of supporting member's travel or attendance at national conferences, organized training or tuition reimbursement. Any disbursement of funds will be to cover actual expenses incurred and shall not be used to supplement a member's income or provide payment for services to a member.
6. Eligible members will have three years of active membership immediately preceding the request and be currently employed in the field of environmental health.
7. MEHA Board of Directors reserves the right to revise or deviate from these criteria/requirements when deemed necessary.
8. The MEHA Board may contribute to this fund to provide a source of funding and to maintain the David H. McMullen memorial plaque.

12/08/94

JJ: lvo

MEHA Memorial Fund

The Memorial Fund. Originally created in memory of David H. McMullen₁ FSU professor₁ is to be used to provide a source of funds to obtain special knowledge of new technologies; to broaden the impact of modern environmental health techniques on a national or international scale; and providing for increased program administration in the field of environmental health.

Criteria/Requirements for Reimbursement

1. Maximum request is ~ While not mandatory, it is desired that the employer support the proposal through additional funding and/or administrative leave.
2. A report is required to MEHA membership through a written report, presentation at a conference and/or another method approved by the MEHA Board of Directors.
3. All proposals require advanced approval. Applicant must submit proposal ~ days in advance of the travel or proposed travel, and include a proposed budget.
4. Each request will be reviewed by the board on a case-by-case basis.
5. This fund is not for the purpose of supporting member's travel or attendance at national conferences, organized training or tuition reimbursement. Any disbursement of funds will be to cover actual expenses incurred and shall not be used to supplement a member's income or provide payment for services to a member.
6. Eligible members will have three years of active membership and be currently employed in the field of environmental health.
7. MEHA Board of Directors reserves the right to revise or deviate from these criteria/requirements when deemed necessary.
8. The IWIIA Board may contribute to this fund to provide a source of funding and to maintain the memorial plaque.

~8/18/94

JJ/skt

MEHA PROGRAM INTERESTS

EPIDEMIOLOGY	70
FOOD SERVICE	185~
GENERAL SANITATION	
GROUNDWATER PROTECTION	235C)
HAZARDOUS MATERIALS	82
HOUSING	41
INDOOR AIR POLLUTION	89
INDUSTRIAL HYGIENE/OCCUP~ONAL HEALTH	58
INS~ONAL SANIT~ON	38
LAND USE~ZONING	60
MANAGEMENT/ADMINIST~ON	82

OUTDOOR AIR POLL~ON	19
PFSTICIDES/VECTOR CONTROL	62
PUBLIC EDUC~ON	85
QUALITY CONTROL	33
RADIATION SAFETY	22
RECREATIONAL AREAS	27
RESEARCH	40
SOLID WASTE MANAGEMENT	74
SUFACE WATER/WETLANDS	128~
SWIMMING POOLS/BATHING BEACHES	95
TOXICOLOGY	54
UNDERGROUND STORAGE TANKS	88
WASTE REDU~ON	53
WASTEWATER TREATMENT	106~ Q-~~c)
WATER SUPPLY	196 Q

MEHA ENDOWMENT FUND

Purpose:

The endowment fund shall serve as a source of funding that provides money for environmental health projects. The fund will allow the Michigan Environmental Health Association the opportunity to receive financial backing for distributing funding to eligible parties. This source of funding could come from fund raising, grants, or donations.

CRITERIA

1. To be eligible, an organization must provide the MEHA board with a written request outlining what the project entails, projected cost and amount requesting.
2. The proposal must be a special project related to environmental health such as a display that will be housed in a public place or travel around the state. The project must be educational and impact on the public.
3. A report is required to the MEHA membership through a presentation at a conference and/or other method approved by the MEHA Board of Directors.
4. Recognition of MEHA support must be part of any proposal.
5. The MEHA Board of Directors may contribute association money to this fund to provide a source of funding and to maintain the funds solvency.
6. Each request will be reviewed by the MEHA Board of Directors on a case-by-case basis. The Board reserves the right to revise or deviate from these criteria/requirements when deemed necessary.

PURPOSE

The Michigan Environmental Health Association needs to look into fund raising activities for the Endowment Fund. There are two types of categories that can be utilized. Category one would deal with functions related to conferences. The other would deal with projects that would stand-alone and would not be held in conjunction with a conference.

CATEGORY ONE

1. Tournaments at conferences such as:
 - a. Euchre
 - b. Bowling
 - c. Golf
 - d. Tennis
2. 50-50 drawings at each conference

CATEGORY TWO

1. A statewide golf tournament sponsored by MEHA and held in the Lansing Area.
2. Raffles of a donated gift or MEHA purchased item such as a weekend at one of Michigan's resort hotels.
3. Some type of a statewide road rally.
4. Vacation trips with fellow MEHA members and families through a travel agency. These could range from day excursions in state to week cruises in the Caribbean.

The committee also decided that a survey of the membership would be appropriate before any of these ideas would be addressed. Membership interest is necessary to venture into some of these ideas.

FUND RAISING SURVEY

Purpose

The MEHA Board of Directors is looking into the possibility of raising monies for the Endowment fund. This fund will allow the Michigan Environmental Health Association to provide assistance to environmental health related, projects from outside organizations or individuals.

Fl-must meet • criteria by the MEHA Board.

Recommendations

Please indicate after each question whether you would be interested in participating (a), not interested (b), or not sure (c)

Questions

1. Would you be interested in participating in a type of?
Tournament such as euchre, bowling, tennis or golf at
Our regular conferences?

a) ___ b) ___ c) ___
2. Would you be interested in participating in a statewide golf
tournament held in the Lansing area?

a) ___ b) ___ c) ___
3. Would you be interested in purchasing raffle tickets for items
such as a weekend at one of Michigan's resort hotels?

a) ___ b) ___ c) ___
4. Would you be interested in participating in a statewide road
rally?
a) ___ b) ___ c) ___
5. Would you be interested in participating in vacation trips with
fellow MEHA members and families possible through a travel
agency? These could range from day excursions in state to week
cruises in the Caribbean.

a) ___ b) ___ c) ___ **Comments**

J