

**Michigan Environmental Health Association, Inc.**

**Constitution and By-Laws**

**Constitution**

**Preamble**

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# CONSTITUTION

## **Preamble**

In order to foster, promote and attain high standards in the environmental health profession and the qualifications for engaging therein; to strive for recognition from the public and official sources as a scientific group, providing a service for the general welfare of the public; to bring a harmonious and cooperative effort for the understanding and efficient rendering of duties and responsibilities; to bring about the standardization of methods of law enforcement and general public health practice in respective fields in state, cities, towns and counties; to encourage courses of instruction in schools for the purpose of increasing the knowledge and efficiency of the members and the value in public health sanitation or in allied occupations; to professionalize environmental health status; to extend cooperation and work in joint enterprises with the National Environmental Health Association, International Association of Food Protection, and any other association with similar objectives; to take an active leadership role in the resolution of issues and formulation of environmental health policy; to create a forum for the free interchange of thought, opinion and philosophy and to give identity and voice to the environmental health professional of the great State of Michigan, the Michigan Environmental Health Association, Inc. does ordain and establish this Constitution.

## **ARTICLE I            NAME AND AFFILIATION**

- Section 1            The name of this organization, a non-profit, professional association, incorporated in the State of Michigan, shall be the Michigan Environmental Health Association, Inc., hereinafter referred to as the Association.
- Section 2            This Association is established in accordance with the provisions of the Constitution and By-laws of the National Environmental Health Association and is their recognized affiliate.
- Section 3            The Association shall be affiliated with the National Environmental Health Association, the International Association of Food Protection, and other national or state associations beneficial to the membership.
- Section 4            The Association may accept the affiliation of Regional Organizations and of student chapters organized by student members of the Association.

## **ARTICLE II            OFFICIAL EMBLEM AND PUBLICATION**

- Section 1            The official emblem of the Association shall be as dictated in Article ( ) Section ( ) of the By Laws

Section 2 The official publication shall be distributed at least quarterly to the membership. The Official Web Site shall be updated at least quarterly.

### **ARTICLE III PURPOSE AND OBJECTIVES**

Section 1 To promote the objectives of the National Environmental Health Associations and the International Association of Protection, or other associations beneficial to the membership.

Section 2 To promote the recognition and status of the environmental health professional through such means as advocating the registration or licensure of its members in their respective disciplines.

Section 3 To provide its members with a forum for the exchange of information, discussion and study of environmental health issues.

Section 4 To promote the Canon of Ethics and Code of Conduct so as to establish and maintain standards for professional conduct of its members.

Section 5 To work towards standardization in interpretation and uniformity in the administration of public health laws and environmental health practices in the State of Michigan.

Section 6 To provide the general public and industry with a source of information regarding environmental health concerns.

### **ARTICLE IV CANON OF ETHICS OF MEHA**

**As a member of the Michigan Environmental Health Association, I acknowledge and accept:**

**That I have an obligation to the sciences and the arts for the advancement of environmental quality. I will strive to uphold the standards of my profession, continually search for truths and disseminate my findings; and I will strive to keep myself fully informed of the developments in the field of Environmental Health.**

**That I have an obligation to the public whose trust I hold and I will endeavor to the best of my ability to guard their interests honestly and wisely.**

**That the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being, without exception, and I will apply my expertise to secure that standard.**

**That, being loyal to my profession, I will uphold the Constitution and the By Laws of the Michigan Environmental Health Association and I will, at all times, conduct myself in a manner worthy of my profession.**

**ARTICLE V                    CODE OF CONDUCT OF MEHA**

- 1. I will apply my expertise and inform my constituents and interest groups of their obligations and options in regards to Environmental and Public Health issues.**
- 2. In Professional matters I will confine myself to the respective disciplines in my area of expertise**
- 3. I will seek out and advise on applicable standards and statutes when rendering my expertise.**
- 4. I will be mindful that I represent all members of the profession as I provide my expertise.**
- 5. I will take no professional action, nor offer professional consultation that will endanger the Public Health or the Environment**

**ARTICLE VI                    DUTIES OF OFFICERS AND EXECUTIVE BOARD**

Section 1                    Duties of the President shall be as follows:

- A. The president shall be the Chief Administrative Officer of the Association and the Chairperson of the Executive Board.
- B. The President shall preside at all Association meetings.
- C. The President shall nominate the chairperson of all standing committees subject to ratification by the Executive Board.
- D. The President may appoint ad hoc committees as deem necessary.
- E. The President is responsible to all matters to the Executive Board.
- F. The president shall be ex-officio member of all committees on External Affairs.

G. In concert with the officers, the President shall set the agenda for all Association meetings.

H. The President, as the official delegate of the NEHA, shall be a member in good standing of the NEHA.

Section 2 Duties of the Past President shall be as follows:

A. The Past President shall assist the President of the Association in the pursuit of the stated purposes and objectives of the Association.

B. The Past President is responsible for pursuing stated Association purposes and objectives, which can be achieved by consulting with the Executive Board and serving on Association and NEHA committee task forces.

C. The Past President shall be a member of the Nominations and Resolutions Committee.

D. The Past President shall preside at all Association meetings in the absence of the President and President Elect.

E. The Past President shall perform such other duties as assigned by the President or Executive Board.

F. The Past President shall serve as the parliamentarian during all Association meetings.

Section 3 Duties of the President Elect shall be as follows:

A. With the exception of the Nominations and Resolutions Committee, the President Elect shall be ex-officio of all committees on Internal Affairs and a member of the Finance and Budget Committee.

B. The President Elect shall be responsible in all matters to the Executive Board.

C. The President Elect may report to the Executive Board on the progress of all committees on Internal Affairs.

D. The President Elect shall preside at all Association meetings in the absence of the President.

- E. 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.
- F. Should the office of President Elect become vacant, the office shall remain unfilled until the next general business meeting at which time elections for both President Elect and President shall be held.

Section 4 Duties of the Secretary shall be as follows:

- A. The Secretary shall issue notices of all meetings and keep detailed minutes of all meetings.
- B. The Secretary shall record all motions and seconds by name and otherwise record all official proceedings of all Association meetings.
- C. The Secretary shall record votes by name when an officer requests a roll call vote at an Executive Board meeting.
- D. 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 immediately preceding the annual education conference.
- E. The Secretary shall validate all petitions, and upon confirmation, ensure said petitions are forwarded to the Chairperson of the Nominations and Resolutions Committee for placement on the ballot.
- F. The Secretary shall make such reports and perform such duties as may be consistent with the office or as may be required from time to time by the Executive Board or the President.
- G. The Secretary shall be the official custodian of all documents, correspondence and records of the Association.
- H. The Secretary shall be the custodian of the corporate seal, if provided by the Association.

Section 5 Duties of the Treasurer shall be as follows:

- A. 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.
- B. The Treasurer shall have sole responsibility for all disbursements, agreed upon by the Executive Board action, by means of a signed check or voucher.
- C. The Treasurer shall be bonded for the amount determined by the Executive Board.
- D. The Treasurer shall submit monthly reports to the Executive Board, a summary of which shall be published in the official publication of the Association.

Section 6 Duties of the Executive Board shall be as follows:

- A. Each Executive Board member shall serve as an ex-officio liaison to the Executive Board for each committee to which he has been assigned.
- B. The Executive Board shall adopt a projected annual budget and direct general management of the resources of the Association.
- C. The Executive Board shall conduct and carry on the affairs and business of the Association at its meetings.
- D. The Executive Board shall approve a depository or depositories for funds of the Association.
- E. The Executive Board shall provide for auditing the accounts of the Association annually.
- F. The Executive Board shall fix the time and place of the annual business meeting and any other authorized assembly.
- G. Any Executive Board member who misses more than two consecutive meetings, without notifying the President, during a term of office may be terminated from his office by a two-thirds vote of the Executive Board, provided an opportunity for a hearing is granted.
- H. The Executive Board shall have the power to temporarily fill any vacant office, except President Elect. At the next annual

election, the voting membership shall elect a replacement to fill the remaining unexpired term of the original vacant office.

- I. The Executive Board shall develop a policy and procedures manual for the purpose of identifying and carrying out these provisions in cases not specifically covered herein.

## **ARTICLE VII MEETINGS**

### **Section 1 Annual Business Meeting**

- A. The Association shall call an annual business meeting of the membership for the purpose of conducting such business as is necessary or required by the Constitution or By-laws. The annual business meeting shall be held during the Association's annual educational conference as directed by the Executive Board.
- B. A quorum shall consist of at least 10% of the voting members attending the conference. Voting by proxy shall not be permitted.
- C. In case there is no quorum present to transact necessary business, the Executive Board is authorized to act in the best interest of the Association.
- D. Notice of the Association's annual business meeting shall be submitted to the membership at least 30 days prior to the date of the meeting.

### **Section 2 Executive Board Meetings**

- A. The President shall designate the time and place of the Executive Board meetings and shall conduct a minimum of six Executive Board meetings per year in addition to the annual business meeting.
- B. The President may call a special Executive Board meeting to consider urgent business. Notification of special meetings shall be the responsibility of the President.
- C. The Secretary shall notify all Executive Board members of the time and place of each meeting.

D. A quorum of the Executive Board shall administer the affairs of the Association. A quorum of the Executive Board shall consist of seven officers of the Association.

Section 3 Urgent Business

A. Upon the approval of the Executive Board, urgent business may be brought before the membership by mail ballot as referenced in this Constitution, Article IX, Section 3.

**ARTICLE VIII FINANCES**

Section 1 To accomplish the objectives set forth in the Constitution and By-laws, the Association shall be funded from membership dues, gifts, bequests, grants, and proceeds, if any, from activities undertaken in accordance with the purposes of this corporation not for profit.

Section 2 The Executive Board, as provided for in Article V, shall comply with all conditions upon which dues, grants, gifts, bequests, and devises are given, provided the conditions are not in conflict with the purposes of this corporation not for profit as expressed in the Constitution or By-laws.

Section 3 All funds received, handled and expended shall be accounted for as specified by the Executive Board.

Section 4 All monies received on behalf of the Association shall be forwarded to the Treasurer within 30 days of receipt.

**ARTICLE IX AMENDMENTS**

Section 1 Amendments to the Constitution, By-laws may be proposed by the Executive Board, Constitution and By-laws Review Committee or as provided under Section 4. All amendments proposed for balloting at the annual educational conference shall be submitted in writing to the membership by the Secretary at least 60 days prior to the date of the annual business meeting.

Section 2 The Constitution, By-laws may be amended at an annual meeting by a two-thirds majority of the ballots cast.

Section 3 With the exception of at-large amendments, the Constitution, By-Laws, may also be amended at any time by the following procedure:

- A. Mail ballots shall be distributed to all voting members in good standing along with proposed written changes to either the Constitution, By-laws,
- B. The mail ballots shall contain a mailing date. A deadline date for the return ballot shall be designated as 30 days after the mailing date and shall contain a provision whereby each proposed amendment can be voted upon either by YES or NO.
- C. Proposed amendments shall be passed by an affirmative vote of two-thirds of the ballots cast.

Section 4 Any at-large proposed amendment must be endorsed in writing by at least 50 voting members in good standing, as provided in Article IV. Voting on at-large proposed amendments shall only be conducted at the annual business meeting.

Section 5 Voting members may vote on amendments by absentee ballot as provided in the By-laws, Article III, Section 2.

Section 6 Voting by proxy shall not be permitted.