

CONSTITUTION
OF THE
SOUTHEASTERN MICHIGAN ENVIRONMENTAL HEALTH
ASSOCIATION

ARTICLE I – Association

Section 1 There is hereby created an association of environmental health professionals in Southeastern Michigan. The organization shall be known as the Southeastern Michigan Environmental Health Association, and referred to herein as the Association or SEMEHA.

Section 2 The Association shall be affiliated with the Michigan Environmental Health Association (MEHA).

ARTICLE II – Purpose and Scope

Section 1 The Association shall be an organization comprised of persons interested in and dedicated to the betterment of the health and welfare of mankind through improvement of the environment.

Section 2 The purpose of the Association shall be ~~to~~:

1. To foster, promote and attain higher standards for better protection of the public health through the improvement of environment;
2. To sponsor regional meetings; ~~and publications;~~
3. To promote and maintain high qualifications for those persons engaging therein;
4. To afford an opportunity to discuss mutual problems and exchange ideas;
5. To encourage and take part in the development of improved technical and educational materials;
6. To further the cooperation with other agencies and organizations;
7. To promote other activities which will lead to greater efficiency of environmental sanitarians and the performance of services; and
8. To promote a program of improved public relations and information.

ARTICLE III- MEHA DIRECTOR

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Section ~~13~~ Acting on input from the membership, ~~t~~The SEMEHA Executive Board will nominate for the Executive Board of MEHA ~~1 or more~~~~two~~ ~~(2)~~ candidates for the position of “Southeast~~ern~~ MEHA Regional Director” for a term of three (3) years beginning in 1995. Candidates must be a MEHA member in good standing, must meet the criteria for SEMEHA membership as set forth in Article ~~IV~~~~H~~, Sections 1 and 2 and must have attended at least one SEMEHA education seminar in the two years prior to the nomination. Nominations must be submitted for acceptance to the MEHA Nominations and Resolutions Committee no more than ~~90~~~~120~~ days prior to the MEHA annual educational conference.

Section ~~1~~~~(3a)~~ In the event that the position of Southeast~~ern~~ MEHA Regional Director is vacated, upon notice of the vacancy, the SEMEHA Executive Board will recommend to the MEHA Executive Board a member in good standing to fill the remainder of the vacated Southeast~~ern~~ MEHA Regional Director’s term.

Section ~~24~~ The Southeast~~ern~~ MEHA Regional Director shall be an advisor to the SEMEHA Executive Board; and shall not be considered a member of the SEMEHA Executive Board.

Section ~~24~~(a) Responsibilities of the Southeast~~ern~~ MEHA Regional Director

I. Act as a liaison between the MEHA Executive Board and the SEMEHA Executive Board:

1. Report to the SEMEHA Executive Board all pertinent information regarding MEHA activities.
2. Report to the MEHA Executive Board all pertinent information regarding SEMEHA activities.
3. Inform the MEHA Executive Board of the SEMEHA membership’s concerns.
4. Report MEHA updates and activities to the general membership at SEMEHA ~~E~~education seminars.

II. Maintain regular communication with the SEMEHA Executive Board:

1. Attend SEMEHA Executive Board meetings and ~~E~~education seminars.
2. Offer input on SEMEHA activities as related to the Association’s goals and objectives.
3. Provide input regarding the planning of SEMEHA ~~E~~education seminars.

ARTICLE IVH – Membership

- Section 1 Any person in good standing, as defined in Article ~~IVH~~, Section 2, who is (1) employed in the field of environmental health, or (2) active in the promotion of environmental health, or (3) a resident enrolled in a program of environmental or public health, shall be eligible for membership and may become a member upon attending a ~~regular~~General Membership meeting of the organization.
- Section 2 Southeastern Michigan shall include the following counties: Bay, Genesee, Huron, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Saginaw, Sanilac, Shiawassee, Tuscola, Washtenaw and Wayne.
- Section 3 The Association will recognize annually a member with a special recognition award for his/her outstanding accomplishments or dedication to the environmental health profession. - Membership may submit nominations for this award or, if no nominations are received, the Executive Board may select nominee(s). The Executive Board will select the recipient of the special recognition award.

ARTICLE IV – Officers and Executive Board

- Section 1 The officers of this Association shall consist of the following: President, Secretary and Treasurer.
- Section 2(a) There shall be an annual election held at the ~~last~~General Membership meeting of each calendar year.
- The officers holding positions for which the term of office will-, or has, expired shall be elected at this meeting and shall take office upon adjournment of said meeting.
- The term of the President and Secretary shall be two (2) years. The President shall hold office for a period of one (1) year for the inaugural term only. Thereafter, the term shall be two (2) years. The Treasurer shall be elected for a term of three (3) years.
- Section 2(b) The Executive Board shall consist of the President, Secretary, Treasurer and one (1) representative from each of the regional areas defined in Section 2(c).
- Representatives from Region A and C shall hold office for a period of one (1) year of the inaugural term only. Thereafter, the term shall be two (2) years.

As a result, following the inaugural term, regional Executive Board members from Regions A and C and B and D will be ~~elected~~appointed on alternating two (2) year periods, ~~not to exceed two (2) consecutive terms in any one position.~~

Section 2(c) The counties of Southeastern Michigan as defined in Article ~~IV~~VII, Section 2 shall be herein divided into the following regions:

Region A Saginaw, Tuscola, Huron, Sanilac, Bay
Region B St. Clair, Macomb, Oakland, Lapeer
Region C Wayne, Monroe, Lenawee, Washtenaw
Region D Genesee, Shiawassee, Livingston

This division shall be for the purpose of regional Executive Board representation~~on~~ve and meeting convenience only.

Section 2(d) The regional Executive Board members shall be ~~elected~~appointed by the members in attendance at the ~~last regular~~ General Membership meeting of the calendar year, from the respective regions.

Section 3 A quorum of the Executive Board shall administer the affairs of the Association. A quorum of the Executive Board shall be four (4).

Section 4 Duties of Officers

Section 4(a) The President shall set and establish meeting dates, call for the meeting, provide a schedule for and then preside over Executive Board and General Membership meetings; and shall set the agenda for said meetings; and shall appoint all necessary committees from the membership.

The President shall distribute all Executive Board Meeting minutes to the Michigan Environmental Health Association (MEHA) Region Representative.

The President shall guide the organization, utilizing established objectives that meet the goals of the Association; and shall establish and maintain open channels of communication with the general membership; and shall meet with appointed committees periodically.

The President shall be the Association spokesperson and provide comments on proposed legislation.

The President shall oversee the collection or transfer of all SEMEHA financial account information, checkbooks, credit/debit cards, records, or

any other such financial data no more than 45 days after the end of the Treasurer's term or departure from office.

Section 4(b) The Secretary shall record the minutes of the Executive Board and the General Membership meetings; and shall distribute Executive Board minutes to Executive Board Members; and shall provide General Membership minutes to ~~M~~members in attendance at current meetings; and shall maintain the Association records; and shall distribute all notices for meetings of the General Membership or the Executive Board.

The Secretary shall also maintain a current membership list, ~~mailing list; and shall submit a list of — MEHA members attending General Membership meeting to MEHA Continuing Education Board; and shall request MEHA continuing education units (CEU'S) for SEMEHA General Membership meetings.~~

Section 4(c) The Treasurer shall have charge of all receipts and monies of the Association, deposit them in the name of the Association in a bank approved by the Executive Board, and disburse funds as ordered or authorized by the Executive Board; and shall keep regular accounts of Association receipts and disbursements; and shall submit records when requested; and shall provide an itemized statement at General Membership and Executive Board meetings.

The Treasurer shall sign checks and withdrawal slips and make debit card transactions on behalf of the Association upon any and all of its bank accounts, and the same shall be honored on the Treasurer's signature alone for any Association related transaction of less than \$200.00; however, any proposed transaction greater than \$200.00 shall require the approval of the Executive Board.

In the case of the absence or incapacitation of the Treasurer, any Executive Board member may be granted the authority to sign checks and withdrawal slips on behalf of the Association and then only with a sustained Motion for Authorization and Order executed by the Executive Board.

The Treasurer shall also work with the Educational Seminar Committee and negotiate contracts and establish fees for registration for Member functions; and shall collect fees from attendees at Association functions.

The Treasurer shall ensure that all SEMEHA financial account information, checkbooks, credit/debit cards, records, or any other such financial data are relinquished or transferred no more than 45 days after the end of his/her term or departure from office.

Section 5 During any regular terms, any Executive Board member vacancy may be filled by appointment until the next official election meeting by the remaining Executive Board members.

ARTICLE VI- Meetings

Section 1 There shall be at least ~~one (1)~~two (2) ~~regular~~ General Membership meetings held annually.

Section 2 ~~General Membership m~~Meetings will be held, on a rotational basis in each of the four (4) described regions as described in Article V, Section 2(c).

Section 3 Special meetings of the Association may be called by the officers of the Association or upon the request of ten (10) or more members. Written notice of the time, place and purpose of such meeting shall be ~~communicated-mailed~~ by the Secretary at least ten (10) days prior to the date of the special meeting. In all special meetings a quorum shall be defined as those members present.

Section 4 The Executive Board of the Association ~~may shall~~ hold a minimum of three (3) ~~e~~Executive Board meetings at any time for the purpose of conducting the business of the Association.

Section 5 In all General Membership~~regular~~ meetings of the Association, a quorum shall consist of all members present. Voting by proxy shall not be permitted. The Secretary shall maintain a roster showing those members in attendance at any meeting.

ARTICLE VII- Procedure

Section 1 The most current edition of Roberts Rules of Order for parliamentary procedure shall govern all meetings of the Association.

ARTICLE VIII - Amendments

Section 1 The constitution or By-Laws may be amended at a ~~regular~~ General Membership meeting or a meeting of the membership especially called for such purpose, by a majority vote of all members present, provided that written notice of the proposed amendment has been given each member (having attended the last regular or special meeting of the Association) ten (10) days in advance of such meeting.

ARTICLE IXVIII – Registration Fee

Section 1 Each person attending a ~~regular~~General Membership meeting shall pay a registration fee. The officers prior to that meeting shall set this fee.

ARTICLE IX – Finances

- Section 1 To accomplish the objectives set forth in the Constitution and By -Laws, the Southeastern Michigan Environmental Health Association may be funded from membership dues, gifts, bequests, grants and proceeds, if any, from activities undertaken in accordance with the purpose of the Association.
- Section 2 The Executive Board shall comply with all conditions upon which grants, gifts, bequest, and devises are given, provided the conditions are not in conflict with the purpose of the Association, as expressed in the Constitution and By -Laws.
- Section 3 All funds received, handled and expended shall be accounted for as specified by the Executive Board.
- Section 4 The Executive Board shall control and manage the funds of the Association in accordance with the Constitution and By-Laws and shall be vested with the title to all property and assets of the Association.
- Section 5 In the event of dissolution, the assets of the Association, after all debts, obligations and liabilities have been paid and discharged, shall be donated to one (1) or more tax exempt, non-profit organizations associated with public health which shall be determined by the Executive Board serving at the time of dissolution.

ARTICLE XI - Association Dissolution

In the event it becomes necessary to dissolve the Association, a special meeting shall be called in accordance with Article VI, Section 3. A two-thirds majority vote of those in attendance shall be required to act on dissolution.

BYLAWS

ARTICLE I - Committees

- Section 1 Committees as may be deemed necessary to the functioning of the Association shall be appointed by the President and confirmed by a quorum of the Executive Board.
- Section 2 Each committee shall elect its Chairman.

Section 3 It shall be the duty and responsibility of each Committee Chairman to submit annual reports of committee activities in writing, dated and signed or approved by the membership, to the President who shall refer same to the Executive Board. The Secretary shall keep said reports on file. Members of these committees not in agreement may submit a written report in the same manner.

ARTICLE II – Resolution

Resolutions shall be supported in writing by five (5) members and submitted in duplicate to the Secretary of the Association thirty (30) days prior to the next meeting. The Secretary shall submit one copy to the Executive Board. Resolutions shall be presented with the recommendation of the Executive Board to the membership at the next meeting.

ARTICLE III – Order of Business

1. Meeting called
2. Roll Call of Officers
3. Reading of the Minutes of the last meeting
4. Reports of officers
5. Reports of committees
6. Reading of communications and notices
7. Unfinished business
8. New business
9. Discussion of items concerning the welfare of the Association
10. Election of officers
11. Adjournment of the business meeting

This is to certify that the undersigned do hereby authenticate the foregoing record of the Constitution and By - Laws therein set forth.

| _____
Date ~~Jamice Landrum~~, President

| _____
Date ~~Deborah Socier~~, Secretary

Date _____ Theresa Brestovansky, Treasurer

Date _____ Region Representative

Date _____ Region Representative

Date _____ Region Representative

Date _____ Region Representative

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I hereby certify that the foregoing is a true copy of the Constitution and Bylaws as amended and adopted by vote of the membership of the Southeastern Michigan Environmental Health Association at the meeting of the same on ~~September~~ December 27~~th~~, 20019. All previous versions of the Constitution and By-Laws are hereby invalid.

Kara Green~~Deborah Socier~~, Secretary

- 12-03-73 – drafted
- 12-11-73 – revised
- 06-12-74 – Adopted by membership
- 08-11-81 – revised
- 11-18-81 – adopted by membership as revised
- 06-09-82 – revised
- 04-15-94 – adopted by membership as revised
- 09-20-95 – revised
- 12-07-95 – adopted by membership as revised
- 05-06-04 – revised

12-04-03 – adopted by membership as revised
02-27-07 & 03-20-07 – revised
05-03-07 – adopted by membership as revised
3-25-08 – amended
5-08-08 - adopted by membership as amended
11-1-09 - amended
12-11-09- adopted by membership as amended
08-11-16- amended
09-23-16- adopted by membership as amended
09-06-19- amended
09-27-19-