

# MONTANA SECTION OF THE NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION

Adopted September 23, 1971

Revised October 5, 1976

Revised April 9, 1985

Revised October 7, 1998

Revised September 29, 1999

Revised October 7, 2009

## BY-LAWS

### Article I

#### MEMBERSHIP

**Section 1:** Membership shall be available to persons of acceptable character, education and experience as set forth in the various membership categories.

**Section 2:** Active membership is offered to those employed in the fields of sanitation, environmental health, or related educational activities, who have a bachelor's degree in environmental health or have a minimum of fifteen (15) semester of units physical, biological and environmental health sciences, and who have been approved by the Montana Board of Sanitarians.

**Section 3:** Associate membership may be conferred on any qualified individual. Applicants unable to meet the requirements for Active membership will be considered for Associate membership.

**Section 4:** Student membership is available to those working toward a degree in sanitary science, public health, environmental health, or a related academic discipline.

**Section 5:** Retired membership may be awarded to any Active member, provided he/she has been a member of the Association for at least five (5) years, has accrued at least twenty (20) years of service, and has retired due to age or disability.

**Section 6:** Honorary membership may be conferred upon any person or persons for distinguished achievement or service in the field of Environmental Health or public benefit by a two-thirds (2/3) vote of the voting membership at any Annual meeting.

**Section 7:** Agency membership may be conferred on any firms, corporations, non-profit organizations or institutions, or official agency expressing interest in the field of environmental health, the Association and its objectives.

**Section 8:** The annual dues will be determined at the Fall Business meeting. The dues will remain the same as the proceeding year unless changed during this meeting. Student and retired member's dues shall be 50% of Active/Associate dues. Upon payment of dues, membership will be valid from January 1 to December 31.

### Article II

#### FINANCES

**Section 1:** The Treasurer shall provide an annual financial report to the Board or more often if requested.

**Section 2:** An annual financial report shall be presented by the Treasurer for publication in the *Montana Environmental Health Association Newsletter* after the Fall Business Meeting.

**Section 3:** The Treasurer shall have charge of all funds of the Section and shall deposit the same in a bank designated by the board of Directors. The Treasurer whenever requested to do so shall report the financial condition of the Section to the Board of Directors.

**Section 4:** The President-Elect shall present to the membership present at the Fall Business Meeting a proposed budget for the next administration year. The proposed budget shall be approved by the membership present and shall govern the expenditures of the Montana Environmental Health Association for the next administrative year. Changes to the budget and/or emergency financial appropriations shall be allowed upon a two-thirds (2/3)-approval vote of members of the Board of Directions. A report of any Board of Directors budget action shall be communicated to the membership through the newsletter or at the next scheduled meeting, whichever comes first.

## **Article III**

### **COMMITTEES**

**Section 1:** The Awards Committee shall have the responsibility of selecting candidates for as many awards as deemed necessary including the "William G. Walter Outstanding Sanitarian Award", the "Vernon E. Sloulin, R.S., Rookie of the Year Award", "Donald E. Pizzini Outstanding Achievement Award", and the "Award for Distinguished Service in Environmental Health". The Committee shall use the awards criteria as established by the Board of Directors.

a. The William G. Walter Award may be granted annually to a Montana Sanitarian in good standing with the Montana Environmental Health Association for outstanding performance. The Vernon E. Sloulin Award may be granted for outstanding performance to a Montana Sanitarian with less than eighteen (18) months service in the field and in good standing with the Montana Environmental Health Association.

b. The Donald E. Pizzini Award may be granted annually to a Montana Sanitarian who has contributed for several years to the field of environmental health and a member in good standing with the Montana Environmental Health Association for the period referred to, but may not be a current member.

c. The award for Distinguished Service in Environmental Health may be awarded at the discretion of the committee to an individual (or organization) who (or which) has made an outstanding contribution to the field of environmental health in Montana. The contribution shall have been above and beyond what is expected of an individual (or organization) in whatever profession or field of endeavor the individual (or organization) might be engaged.

d. The recipient of the Excellence Award is a recognized professional expert and leader in a given area of Environmental Health, or has taken the initiative to solve a particularly difficult issue, or has overcome adverse conditions and is a member in good standing.

**Section 2:** The Resolutions and Legislation Committee shall operate within the following guidelines:

a. Proposed resolutions shall be submitted to the Resolutions and Legislation Committee thirty (30) days prior to any business meeting.

b. Resolutions shall be submitted to the Board of Directors prior to any Business Meeting.

c. Resolutions shall be presented to the membership in writing prior to any Business Meeting.

d. During a business meeting, resolutions shall be presented to the membership by the Resolutions and Legislation Committee.

e. Resolutions of questionable content, which may reflect adversely on the Association, or the field of environmental health, shall not be considered.

f. The President shall give additional direction.

## **Article IV**

### **PUBLICATIONS**

**Section 1:** The *Montana Environmental Health Association* Newsletter shall be the official publication of the Montana Section of the National Environmental Health Association.

## **Article V**

### **ELECTION OF OFFICERS & VOTING PRIVILEGES**

**Section 1:** Voting for Officers of this Section shall be by secret ballot.

**Section 2:** The Officers shall be elected by a majority of votes of members present at the Fall Business Meeting and shall be inducted into the office at the close of the Fall Business Meeting, and shall hold office until their successors have been qualified.

**Section 3:** In the event of a vacancy in the office of President, the President-Elect shall assume the duties of that office. In the event of a vacancy in any office an Active or Associate member of the Section in good standing shall be appointed by the Board of Directors to hold such office until the next Annual meeting, at which time a member shall be elected to serve the remaining portion of any unexpired term created by such a vacancy. Should any member of the Board of Directors absent himself without cause from two (2) consecutive meetings, he/she may be suspended by a majority vote of the Board of Directors and the office declared vacant.

**Section 4:** When the President and President-Elect are not present at a state meeting, the First Vice President or Secretary shall call the meeting to order and a chairman protem shall be selected by a majority vote of the Active and Fellow members in good standing who are present.

**Section 5:** Any member in good standing with voting privileges, who is unable to attend a Business Meeting, may, by written authority presented to the Secretary, delegate any member with voting privileges to vote for him/her by proxy. Any member with voting privileges who is in good standing and is present at a Business Meeting may vote by proxy or by individual voice.

## **Article VI**

### **BOARD OF DIRECTORS**

**Section 1:** When there is not a quorum of members present at any regular authorized Board of Director's meeting, the President is hereby authorized to appoint temporarily any Active or Associate member in good standing to act on said Board at any meeting as Director in full authority.

### **History of Revisions**

(List changes made and the purpose)

**October 5, 1994** *The only changes that appear to have been made were to change the name of the association from "section" of the national to the "Montana Affiliate". This needs to be checked in the minutes, however.*

**October 7, 1998** *Two additional members were added to the Board of Directors. Changes were made to Article VI, section 1, and section 3 of the Constitution and Article VI, Section 1 of the By-laws to reflect these changes. The purpose of this change was to allow expanded membership on the Board to reflect the size of our organization (about 110 at the time of the change) compared to its size when founded.*

**September 29, 1999** *Changed title from Constitution to Articles of Incorporation, Redefine membership classifications and dues, add clarification to committee organization and duties, add "Donald E. Pizzini Outstanding Achievement Award", additional changes made to maintain consistency with NEHA Articles of Incorporation and By-Laws.*

**October 7, 2009** *added the "Excellence Award" and changed wording to include the First Vice President under Article V Section 4 of the By-Laws as a result of re-structuring the Board as a means to provide continuity for succeeding Presidents. Therefore, Article VI, Section 1 of the Articles of Incorporation was changed to incorporate the First Vice President position. The intent for adding a First Vice President is based upon natural succession into President-Elect which then progresses into President. The First Vice President is a three year commitment, and should better prepare and equip the President during term. In addition, an Alternate Treasurer/Director position was also added to provide a back up for the Treasurer. The Past President position has been eliminated from the Board and will serve in an unofficial capacity. Article VI, Section 2 of the Articles of Incorporation has added wording "and must work and reside in Montana." In Article VI, Section 3, the Past President has been replaced with the First Vice President, and the Alternate Treasurer/Director has replaced the previously worded "two Directors elected during even numbered years." In Article VI, Section 6, the newly adopted position titles were added to reflect changes of the Board. Article IX, Section 4 has been revised to replace the President-Elect in exchange for the First Vice President to be elected annually. The First Vice President has also been added to indicate the need for re-election if the First Vice President is unable to serve as President-Elect. The Treasurer and Secretary was also relocated from the sentence stating "the voting members shall annually elect" and placed into the sentence stating "election upon termination of office." Article X, Section 3 of the Articles of Incorporation is changed and the Immediate Past President has been replaced by the First Vice President. Article X, Section 4, the First Vice President replaces the President-Elect as Chairman. Additionally, other committee members shall include the President-Elect, and past award recipient of any award (rather than previous award recipients of the Outstanding Sanitarian award only), or any member in good standing. Article X, Section 7 changes entail replacing the President as Chairman with the President-Elect. The President and First Vice President have been added and shall also serve on the committee. Most of the changes to the By-Laws and Articles of Incorporation are a result of re-structuring the Board and re-assignment of duties previously occupied by the Past President and/or President. The re-structuring is also meant to relieve the President of conference planning duties and to sanction the President as a figure head and representative of MEHA for other organizations.*