

IOWA ENVIRONMENTAL HEALTH ASSOCIATION, INC.
BY-LAWS
Revised July 2020
Effective December 24, 2019

PREAMBLE

We the members of the Iowa Environmental Health Association, in order to foster, promote and attain high standards in our work and our qualifications for engaging therein; To strive for our recognition from public and official sources as a scientific group; To render service for the general welfare of the public; to bring about standardization in methods of law enforcement and general public health practice in our respective fields in state, cities, towns, and counties; To encourage courses of instruction and schools of training for the purpose of increasing the knowledge and efficiency of our members and our value in public health sanitation or allied occupations; To professionalize our status; To extend cooperation and work in joint enterprises with the National Environmental Health Association and any other association with similar objectives; And to cultivate social intercourse among our members and to establish a central point of reference and union for our members, do proclaim and establish these by-laws for the Iowa Environmental Health Association.

ARTICLE I

Name

The name of this organization, a non-profit, professional organization shall be the Iowa Environmental Health Association, Inc.

ARTICLE II

Objectives

The objectives of this association shall be:

1. To further and promote a high degree of skill and efficiency among its members, and to foster, promote and sustain such practices as will reflect or result in high standards of public, personal and environmental health.
2. To conduct meetings for the purposes of exchange of information and discussion/study of the various aspects of the science of environmental health.
3. To maintain a code of professional conduct which shall best serve the interests of its members and society in general.
4. To promote better working relationships.
5. To improve social, intellectual and economical conditions of its members.
6. To work toward the certification and registration of Environmental Health Specialists and Sanitarians, and to professionalize their status.

ARTICLE III

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.

There shall be one category of membership with voting privileges, designed as Active and categories of non-voting membership designed as Student, Retired, Agency, and Affiliate. Each of these memberships qualifies for reduced conference rates.

- a. Active membership is offered to individuals employed or formerly employed in the field of environmental health or related professional fields. This level of membership includes, but is not limited to the following privileges and benefits: voting, nomination, election or holding an office or committee position; education and certification benefits when qualified.
- b. Agency membership is offered to any non-profit organization, institution, or official agency expressing an interest in the association and its objectives. The agency membership includes 3 active memberships with all the privileges and benefits of an individual active membership, including voting. The agency can purchase additional active memberships and these memberships have all the privileges and benefits of an active membership, including voting.
- c. Student membership is offered to those working toward a degree in sanitary science, public health, environmental health or a related academic discipline.
- d. Retired membership may be awarded to any member in good standing and retired age or disability, having accrued twenty (20) years of service, or been a member of the Association for at least five (5) years.
- e. Affiliate membership is offered to individuals, firms or corporations expressing an interest in the association and its objectives.

Section 3.

All dues are payable by January 1st of each year and shall be considered delinquent if not paid within 60 days.

Section 4.

Any member whose dues are delinquent shall not be in good standing, and shall be suspended from the association.

Section 5.

Reinstatement of suspended members shall be at the discretion of the Executive Board,

Section 6.

No member of IEHA may publicly state a personal opinion (written or orally) in such a way that implies the stated opinion is the prevailing opinion of the Association. Failure to comply will result in disciplinary action of the member by the Association as a whole.

ARTICLE IV

Finances

Section 1.

The Executive Board may submit proposed changes to the schedule of dues for the designated membership categories. This proposed schedule shall be submitted to the entire membership for vote. From the votes cast, a 2/3 majority is needed to approve the proposed dues.

Section 2.

In case of necessity, the President shall be authorized to appoint a committee to find ways and means to raise additional funds.

Section 3.

The Treasurer shall provide a quarterly financial report to the Board, or more often if required.

Section 4.

A yearly financial report shall be presented by the Treasurer at the Annual Business Meeting.

ARTICLE V

Officers and Members at Large

Section 1.

The officers and members at large of the Association shall be:

The President-Elect shall be elected for a term of one (1) year. The Secretary and Treasurer shall be elected for a term of (2) years. Three (3) Members at Large shall be elected for three (3) year terms, one-third retiring each year. The President-Elect shall assume the duties of President for the following one (1) year. Outgoing President shall become the Past-President for a term of one (1) year with all voting privileges retained.

Section 2.

Active members who have been members in good standing for at least one (1) calendar year shall be eligible for elections as officers and members at large of the Association. President-Elect shall have at least one (1) full year of active committee service with IEHA (i.e., Executive Board Member, Standing Committee Member, Non-Standing Committee Member, etc...).

Section 3.

In the event that any officer or member at large, except the President shall terminate membership or become otherwise unable to serve or conduct the assigned duties of the office to which elected, the President shall name a successor, subject to confirmation of the Executive Board, who shall serve until the term of the office expires.

Section 4.

In the event that the President shall terminate membership, takes a leave of absence or otherwise becomes unable to serve or conduct the assigned duties of the office to which elected, the President-Elect shall act as Interim-President until the next annual meeting at which time he/she will assume the title and duties of President, or when the leave of absence expires. The Secretary will assume the duties of Interim-President Elect in addition to his/her regular duties until the next annual meeting or leave of absence expires.

Section 5.

The Executive Board may, for good cause, determine by two-thirds (2/3) majority vote that an officer or board member is unable to serve in the capacity for which that person was elected, and a successor will be appointed as provided for in Article V, Section 3. If an officer or board member who is removed from office, becomes able to serve again in the capacity for which that person was elected, such person shall so notify the Executive Board who may, by two-thirds (2/3) majority vote, reinstate that person to the original office.

ARTICLE VI

Duties of Officers and Members at Large

Section 1.

The duties of officers and members at large shall be such as are implied by their respective title and which usually pertain to their respective offices, together with such other duties as are specified in these by-laws or may from time to time be delegated to them by the Executive Board.

Section 2.

The Past-President of the Association:

shall assist the President of the Association in the pursuit of the stated purposes of the Iowa Environmental Health Association. The Past-President is responsible for pursuing stated IEHA purposes and aims, which can be achieved by consulting with the Executive Board; serving on IEHA and NEHA committee and task forces; serve on the Governor's Conference planning committee; and serve on the nomination committee.

Section 3.

The President:

shall be responsible for pursuing the objectives of the Iowa Environmental Health Association (IEHA) and the National Environmental Health Association (NEHA). The President will be required to be a member of NEHA per NEHA affiliate requirements (the membership fee will be paid for by IEHA) and shall represent IEHA on NEHA committees (when requested) and promote IEHA and NEHA's aims and goals; coordinate with other professional groups; testify before legislative committees and bodies; foster and encourage research and education relating to the environmental concern; promote professionalism among environmental groups by developing and maintaining effective working relationships with other environmental regulatory agencies; serve and participate in IEHA and NEHA's committees and task forces; serve on the Governor's Conference planning committee; and organize, coordinate and review the Association's progress

Section 4.

The President-Elect:

shall assist the President in the implementation of the objectives stated herein. The President-Elect is responsible for learning the duties and responsibilities of the President by maintaining a working knowledge of the President's role, and assisting the President as directed. The President-Elect will be required to be a member of NEHA (the membership fee will be paid for by IEHA). The President-Elect is also responsible for the coordination of committees by developing specific charges as required for approval by the President; actively serve on IEHA and NEHA committees (when requested) and task forces; promote and inspire the respective IEHA committees to achieve their specific charges; develop goals and objectives for his/her tenure as President, and work with the President, and-Treasurer in budget preparation.

Section 5.

The Secretary:

shall keep a record of the Association. The Secretary shall assist the Treasurer as directed by the Executive Board. The Secretary shall be the historian of the Association. The Secretary has the

responsibility to maintain accurate recordings of the Association's business, by recording Executive Board meetings, the rate and rank of members present, and conduct the correspondence of the Association.

Section 6.

The Treasurer:

shall have charge of all funds of the Association and shall allow disbursement of these funds for actual expenses of the Association. The Treasurer is responsible for maintaining financial stability of the Association and working with the President and President-Elect to prepare an annual budget for approval at the annual meeting, keep an accurate record of all reimbursements, membership fees, and disbursements, and submit a quarterly financial report to the Executive Board. The Treasurer is also responsible for the planning and organizing of goals and objectives by serving on finance committees.

Section 7.

The Members at Large:

shall be responsible for becoming acquainted with the operations, management, and objectives of IEHA and NEHA and shall attend IEHA committee meetings, serve on IEHA and NEHA task forces and committees (when requested), endeavor to obtain input from the maximum number of members and disperse IEHA's business and areas of concern to members.

ARTICLE VII
Executive Board

Section 1.

The Executive Board:

shall consist of all elected Officers, and Members at Large, and the Association's Executive Director (when applicable). The President shall be the Chairperson of the Executive Board.

Section 2.

The Executive Board shall have the same rights, powers, and privileges as are generally conferred upon an Executive Board, and shall conduct and carry on the affairs and business of the Association. They shall examine the qualifications of the persons for membership under the By-laws of the Association.

Section 3.

Ex-Officio Membership status may be granted to an individual upon written petition to the Executive Board for discussion and an affirmative vote by at least 25% of the Board.

Section 4.

Meetings of the Executive Board shall be called by the Chairperson or by petition to the Chairperson or the Secretary by three (3) Executive Board members and there must be five Executive Board members present for a quorum. In addition to face-to-face Board meetings, the Executive Board can debate, vote and conduct Association business via teleconference, video conference, email, internet survey, a platform where all board members have the opportunity to participate or any combination thereof (i.e. board meeting and teleconference).

- a. An Executive Board member participating in an Executive Board meeting by teleconference, video conference, email, internet survey or other platform has the same privileges as a Board Member attending in person.

Section 5.

No member of the IEHA Executive Board may publicly make a statement (written or orally) in such a way that implies he/she is making the statement as a representative of the Association if:

- a. The Executive Board has taken a position that is in opposition to the given statement
- b. The Executive Board has not discussed or voted on the issue

Failure to comply will result in disciplinary action of the Executive Board member by the Association as a whole.

ARTICLE VIII

Meetings

Section 1.

There shall be other general meetings and board meetings as are deemed necessary by the Executive Board. There shall be an Annual Business Meeting. It should be held during the same time and at the same location as the spring conference. If circumstances do not allow the meeting to occur during the spring conference it will be held at the same time and same location as the fall conference. **If there is not a spring conference or fall conference the Board will determine and vote on other means (i.e. online meeting), date, and time to hold an Annual Business Meeting.** The primary purposes of this meeting shall be for the announcement of election of officers and to conduct association business. Business may be conducted at any scheduled meeting with a quorum present.

Section 2.

The conduct of all meetings shall be guided by the most current edition of Robert's Rules of Order.

Section 3.

Parliamentarian shall be the Chairperson of the Legislative, Resolutions and By-Laws Committee.

Section 4.

A quorum for the conduct of business at the Annual Business meeting shall be the Executive Board and Active Members in attendance.

ARTICLE IX

Voting Privileges

Section 1.

Every active member of the Association present at any regularly and specially called meeting and who is in good standing shall be entitled to one (1) vote.

Section 2.

Active members can vote in person or electronically.

ARTICLE X

Nominations and Elections

Section 1.

The President, upon assuming office shall appoint a three (3) person Nominating Committee, subject to the approval of the Executive Board. One (1) of these three (3) shall be the immediate Past-President, if willing to serve.

Section 2.

Recommendations for nominations for office may be directed to the Chairperson of the Nominating Committee.

Section 3.

The Executive Board shall adopt, modify, or rescind the Nominations Committee report and announce their candidates 40 days prior to the annual business meeting.

Section 4.

Floor nominations for candidates shall be conducted during the annual business meeting.

Section 5.

All candidates, upon accepting the nomination for office, shall address the membership during the annual business meeting and state their philosophy on the management of the Association.

Section 6.

Election of officers and members at large shall be conducted as follows:

a. Election of candidates

1. Election of the candidates shall be by paper ballot at the annual business meeting. The ballots will be given to members in good standing by membership roll call.
2. Remote meeting- The election shall be by electronic means and sent to all current members with voting rights. The voting window will be open for 10 days. At least 30 days in advance of voting, the Board will determine and announce the date and time the voting window will commence. Upon announcement membership has 10 days to request up to 10 days be added to a voting window.

b. Absentee ballots

1. Absentee ballot process is only available for an In-person meeting. There are no absentee ballots for a Remote meeting.
- ~~2. Election of the candidates shall be by paper ballot at the annual business meeting. The ballots will be given to members in good standing by membership roll call.~~
3. The Secretary shall inform active IEHA members about the use and submission of "absentee ballots" at least forty (40) calendar days before the voting. The "absentee ballot" shall be accepted if the member submits the request in writing (email) to the Secretary thirty (30) days prior to the annual meeting.
4. The Secretary shall certify the eligibility of the absent member to vote by "absentee ballot."
5. The Secretary shall mail an absentee ballot to the member with a biography of the candidate and shall enclose an envelope which will be stamped "Ballot Enclosed."
6. The ballot envelope shall bear the signature of the voter on it and shall be sealed and enclosed in another envelope addressed to the Secretary of the Association.
7. The Secretary will retain the sealed addressed envelope until the election of officers during the annual business meeting at which time all the ballots shall be tabulated by tellers appointed by the President.
8. The tellers shall notify the President of the election results.
9. The election of candidates shall be announced by the President of the Association.

10. The tellers shall destroy the ballots following the adjournment of the meeting.

Section 7.

Proxy voting is not permitted.

ARTICLE XI

Boards/Committees

Section 1.

There shall be the following standing Board/committees:

- a. Executive Board
- b. Nominating Committee
- c. Legislative, Resolutions and By-Laws Committee
- d. Awards Committee
- e. Fall Conference Planning Committee
- f. Membership & Marketing Committee
- g. Professional Development Committee
- h. Finance Committee
- i. Scholarship Committee

Section 2.

The President shall appoint the chairpersons and members of all committees, with the approval of the Executive Board. Additional non-standing committees may be appointed as the need occurs.

Section 3.

It shall be the duty of these committees to submit their reports in writing, dated to the Executive Director who shall then refer to the Executive Board and file the report with the Secretary. Members of these committees, not agreeing, may submit a written minority report in the same manner.

Section 4.

The Resolution, Legislative, and By-Laws Committees shall consist of five (5) to seven (7) members. It shall be the duty of the committee to create the legislative objectives of the Association and to consider all proposed legislation and make its recommendations to the Executive Board.

ARTICLE XII

Resolutions

Section 1.

Resolutions may be proposed in writing by members in good standing, and submitted in duplicate to the Secretary of the Association. The Secretary shall submit one copy to the Executive Board. The Association shall not act on any resolutions dealing with questions which are fundamentally racial, religious, or political in nature, but rather based fundamentally in sound science.

ARTICLE XIII

Publication

Section 1.

The name of the Iowa Environmental Health Association newsletter shall be the Saniscript. This publication is available at no cost to all members at www.ieha.net. This publication shall be the responsibility of the Secretary or designee.

Section 2.

The Association shall maintain an official website: www.ieha.net.; and facebook page: www.facebook.com/IowaEHA/.

ARTICLE XIV

By-law revisions

Section 1.

As a pre-requisite to the adoption of any revisions to these By-Laws, the revision must first have been submitted to the Executive Board at least sixty (60) days prior to a scheduled meeting and copies of the proposed by-laws will be provided to each member 30 days prior to vote.

Section 2.

The By-Laws may be amended by an affirmative vote of two-thirds (2/3) of the votes cast by membership. The voting may be electronic or in person, provided that steps are taken to ensure an active members vote is counted only once. The changes will be effective immediately and the Secretary will notify the membership of them.

ARTICLE XV

Exceptions

Section 1.

In all matters not covered by these By-Laws, the most current edition of Robert's Rules of Order shall prevail.

ARTICLE XVI

Representative to Annual National Meetings

Section 1.

The Iowa Environmental Health Association may send two Official Representatives to attend the National Environmental Health Association Annual Educational Conference (NEHA). It is proper that the President and President-Elect of the Iowa Environmental Health Association be afforded first opportunity to attend this conference and to represent this Association.

Section 2.

If the President and the President-Elect for some reason should decline to be the Official Representatives to NEHA's Annual Educational Conference, one alternate who is a member of the Iowa Environmental Health Association, in good standing,-shall be appointed by the Executive Board to be the Official Representative of IEHA.

Section 3.

The Iowa Environmental Health Association shall contribute to the expense of the Official Representative(s) to the best of their means including conference registration, hotel, travel, and meal costs.

ARTICLE XVII

Suggested Order of Business at the Annual Business Meeting

Agenda may be changed by Board after Roll Call of Officers and Directors is complete

1. Meeting called to order
2. Roll call of Officers and Directors
3. Election Proceedings
4. Approve the minutes of the last annual meeting
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Discussion for the welfare of the Association
10. Guest Speakers
11. Announcement of election results
12. Passing of the Gavel
13. Adjournment of the business meeting