



American
Industrial
Hygiene
Association

Bylaws 2016

ORANGE COUNTY SECTION, AMERICAN INDUSTRIAL HYGIENE ASSOCIATION BY LAWS REVISED DECEMBER 2009

Article I – NAME

Section 1. The Local Section: The name of this organization shall be the Orange County Section, American Industrial Hygiene Association (hereinafter called the Local Section).

Article II – OBJECTIVES

The objectives of the Local Section shall be:

1. To promote the principle and practice of industrial hygiene, including the recognition evaluation, control and study of environmental factors that may result in injury, illness impairment or affect the well-being of workers and members of the community;
2. To broaden knowledge of the profession by bringing together persons involved with the various fields of industrial hygiene, occupational and environmental health for their mutual benefit;
3. To promote the profession through the encouragement of interest within governmental, industrial, educational and community groups, and;

To encourage member participation in the Local Section Meetings, Educational Seminars and Committees

Article III – ADMINISTRATION

Section 1. The Local Section Board: The Local Section Board shall consist of the Officers and Directors.

Section 2. The Executive Committee: The Executive Committee shall consist of the Officers.

Section 3. Before the Local Section publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the national American Industrial Hygiene Association (National), it must obtain the consent of the Board of Directors of National.

Section 4. Before an officer or director of the Local Section publishes or otherwise issues publicly any statement upon policy matter which is within the policy area and representing the opinion of the Local Section, vote of the Local Section Board shall be required.

Section 5. If this Local Section is dissolved, the Local Section's Board shall distribute the existing assets to another professional Industrial Hygiene organization possessing a similar tax exempt status, in accordance with the laws of the State of California.

Section 6. The accounting period of the Local Section shall be January 1 to December 31 inclusive. At the close of each period, an audit shall be performed by the Audit Committee. The Audit Committee shall consist of a Past President and the Treasurer-Elect in good standing. A report of the findings is made to the Membership within 60 days of the close of the accounting period.

Article IV – MEMBERSHIP

Section 1. All members of the national American Industrial Hygiene Association (AIHA) residing or working within the State of California in the counties of Orange, Los Angeles, San Bernardino and Riverside may become members of the Local Section upon application and approval by the Local Section Board and with the recommendation by the Membership Committee and payment of the Local Section dues. Subject to approval, any member of the Association living or working outside the above territory may join by

making application to the Local Section and paying the Local Section dues. A member of AIHA may be a member of more than one Local Section.

Section 2. Any person having a professional interest in industrial hygiene may become a member of the Local Section and be entitled to the privileges of Local Section membership upon payment of Local Section dues and approval by the Local Section Board by recommendation of the Membership Committee.

Section 3. Dues notices shall be mailed by December 1 and are payable by January 31. Dues may be paid through the National AIHA and their annual dues process or by direct payment to OCAIHA. Any member whose dues are unpaid after that date will have his or her membership automatically terminated. A lapse in membership requires re-application.

Section 3.1. Any member whose dues are unpaid on February 1 is not in good standing and shall have no vote or other privileges of membership in the local section. If the dues of any member are not paid within one year of the date due, the membership of the member in the local section shall be terminated subject to reinstatement.

Section 4. Emeritus membership in the Local Section may be extended to a member who has retired from the practice of the industrial hygiene profession, with the approval of the Local Section Board. An Emeritus member retains all privileges of a member of the Local Section but will not be assessed dues. Additional classes of membership may be created with the approval of the Local Section Board.

Article V – OFFICERS

Section 1. The officers of the Local Section shall consist of the President, President-Elect, Past-President, Secretary, Treasurer, and, for the year preceding the expiration of the term of office of the Secretary and Treasurer, a Secretary-Elect and Treasurer-Elect. The Executive Committee shall consist of the officers of the local section. An officer need not reside or work in the geographic boundaries of the local section.

Section 2. Only members in good standing in the Local Section and Full or Emeritus members of the National shall be eligible to serve as officers of the Local Section. No person shall serve as an officer in more than one Local Section at the same time.

Section 3. The officers of the Local Section shall be elected by e-mail ballot for terms beginning and ending on the date of the annual Local Section Meeting or by acclamation at the annual meeting when less than 2 candidates are nominated for a position. . Each officer shall hold office until a successor is duly elected or until death, resignation or removal. The local section shall give notice of the names and addresses of the newly elected officers to National within 30 days of such election.

Section 4. Any officer may resign by oral tender of resignation at any meeting of the Local Section Board, or by giving written notice to the Local Section Board. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 5. An officer may be considered for removal from office by petition of 25 percent of the current membership after showing of good cause to the Local Section Board. A majority vote of the membership present at a local section meeting is required for removal. An officer may also be removed, with or without cause, at a meeting expressly called for that purpose, by a two-thirds (2/3) vote of the Board of Directors.

Section 6. A vacancy in office because of death, resignation or removal of an officer may be filled by the Local Section Board observing the succession by the President-Elect to a vacancy in the office of the President, by the Treasurer-Elect to the office of Treasurer and the Secretary-Elect to the office of Secretary. If the office of President-Elect becomes vacant, an emergency election shall be conducted following the procedures under Article VII. If a vacancy occurs in an office of the Local Section Board (except for the office of President-Elect), the Local Section Board shall appoint, by majority vote, a member to fill the vacancy until the next annual meeting, whereupon an election will be held to fill the vacancy.

Section 7. The President shall be the Chief Executive Officer of the Local Section and shall preside at all meetings of the Local Section, the Local Section Board and the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. The President shall designate an alternate in his or her absence. The President shall appoint, subject to the provisions of these bylaws, members and chairpersons to all committees. The President shall be an ex-officio member of all committees. The President shall serve a one year term of office.

Section 7.1. The President shall maintain current with the developments in the field of Industrial Hygiene and guide the Local Section in the formulation of constructive activities. The President shall perform

such other duties as may be prescribed by the Local Section Board.

Section 8. The President-Elect shall automatically succeed the President in the office upon the completion of the President's term of office. The President-Elect shall serve a one year term of office. The President-Elect shall perform such other duties as may be delegated by the Local Section Board. The President-Elect shall serve a one-year term of office.

Section 9. The Past-President shall serve as Chairperson of the Nominating and Elections Committee, and be a member of the annual audit committee and shall perform such other duties the Local Section Board may from time to time assign. The Past-President shall serve a one year term of office.

Section 10. The Treasurer shall be the custodian of all funds of the Local Section, and shall receive all funds, shall pay all authorized bills and shall maintain all financial records of the Local Section. The disbursement of all funds shall be made upon authorization of the Local Section Board. All disbursement shall bear one signature of approval: it shall be the Treasurer, the President or the Treasurer-Elect. All disbursements shall be made upon authorization of the Executive Committee. The Treasurer shall receive, disburse, and be custodian of all funds of the local section. The Treasurer shall prepare a preliminary annual financial report and submit the accounts of the local section for audit at the last meeting of the Board of Directors prior to the annual meeting of the local section. The Treasurer shall present a final annual financial report at the annual meeting of the local section. The Treasurer shall serve a one-year term of office. After the annual meeting of the local section, the Treasurer shall transmit to his/her successor in office all funds and property of the local section.

Section 11. The Treasurer-Elect shall serve as Chairperson of the Audit Committee. The Treasurer-Elect shall automatically succeed the Treasurer in office upon completion of the Treasurer's term of office. The Treasurer-Elect shall serve a one year term of office. The Treasurer-Elect shall perform such other duties as are delegated by the Local Section Board or assigned by the Treasurer.

Section 12. The Secretary shall keep an accurate record of all the transactions of all meetings of the Local Section, Local Section Board and Executive Committee; shall carry on the correspondence of the Local Section; shall prepare and send all Local Section Board correspondence and maintain all Local Section historical records except financial records. The Secretary shall submit a list of the officers and directors of the Local Section Board to the Executive Director of the National AIHA by February of each year. The Secretary shall perform such other duties as are delegated by the Local Section Board or assigned by the President. The Secretary shall serve a one year term of office.

Section 13. The Secretary-Elect shall automatically succeed the Secretary in office upon completion of the Secretary's term of office. The Secretary-Elect shall serve a one year term of office. The Secretary-Elect is responsible for publishing the newsletter. . The Secretary-Elect shall perform such other duties as are delegated by the Local Section Board or assigned by the Secretary.

Article VI – DIRECTORS

Section 1. The Directors shall be titled: Membership, Government Relations, Professional Development and Professional Development-Elect. Except as these Bylaws may require that action shall be otherwise authorized or taken, all authority of the Association shall be exercised by its Board of Directors.

Section 2. The Board of Directors shall consist of the at-large directors and the officers. Any member of the local section in good standing may be eligible to serve on the Board of Directors of the local section. The directors of the Local Section shall be elected by e-mail ballot for terms beginning and ending on the date of the annual Local Section Meeting or by a at the annual meeting when less than 2 candidates are nominated for a position. . Each officer shall hold office until a successor is duly elected or until death, resignation or removal. Terms of office shall start and end at the Local Section Board meeting in January.

Section 2.1 The Professional Development Director shall organize the annual Professional Development Symposium and perform such other professional development duties as are delegated by the Executive Committee. The Professional Development Director shall serve a one year term of office

Section 2.2. The Professional Development Director-Elect shall automatically succeed the Professional Development Director at the completion of the Professional Development Director's term of office. The Professional Development Director-Elect shall assist the Professional Development Director with the organization of the annual Professional Development Symposium and perform such other duties as are delegated by the Professional Development Director

Section 2.3. The Government Relations Director shall serve as one of the two local section representa-

tives to the California Industrial Hygiene Council or its successor body. Governmental Relations Directors shall serve a 3 year term. of office.

Section 2.4 The Membership Director shall maintain the database of current local section members and provide the membership list to other board members as necessary; The Membership Director shall provide the membership list to other organizations when approved by the Executive Committee. The Membership director is also responsible for sending out local section dues notices in November and December for the following year. The Membership Director shall serve a two year term of office.

Section 3. A director may resign at any time, either by oral tender of resignation at any meeting of the Board of Directors or by giving written notice thereof to the Secretary. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. The Board of Directors may, by a vote of two-thirds (2/3) of its members, remove any director at a meeting expressly called for that purpose.

Section 5 The vacancy in office of any director may be filled by vote of the Board of Directors. A director elected to fill such vacancy shall be elected to the unexpired term of the predecessor in office.

Section 6. The Board of Directors shall hold meetings at least twice a year. Meetings may be held in person or by some other means where each officer and director can communicate with all other officers and directors. Notice of the time and place of each meeting of the Board of Directors shall be given not less than five (5) days before the date of the meeting, which notice need not specify the purpose of the meeting.

Section 7. The presence of a majority of the Board of Directors is necessary to constitute a quorum of a meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Board of Directors. Each member of the Board of Directors shall be entitled to one vote. Proxy voting shall not be permitted for any purpose.

Article VII – ELECTIONS

Section 1. The President-Elect shall automatically accede to the office of President upon the election of a successor. The change in authority shall take place at the beginning of the calendar year.

Section 2. The positions of President-Elect, Treasurer-Elect, and Secretary-Elect shall be elected annually by ballot. The results shall be announced at the annual meeting.

Section 3. The position of Professional Development Director-Elect shall be elected annually by ballot. The results shall be announced at the annual meeting. The positions of Membership Director and Government Relations Director shall be elected every other year. The Membership Director and Government Relations Director shall each serve a two year term of office.

Section 4. The Treasurer-Elect and Secretary-Elect shall each serve a term of one year and automatically accede to the offices of Treasurer and Secretary, respectively, for one year terms.

Section 5. If the office of a Director, Treasurer-Elect or Secretary-Elect becomes vacant, a replacement shall be appointed by a majority vote of the remaining members of the Local Section Board at their next meeting.

Section 6. Nominations of officers and directors shall be made by the Nominating and Elections Committee chaired by the Past-President. This committee shall be responsible for distributing, collecting and counting ballots.

Section 6.1. This committee shall provide nominees for each elective office and shall deliver its nominations for each office in writing for approval of the Local Section Board not later than November of each year.

Section 6.2. Each person nominated as an officer must be a member in good standing of the National AIHA and of the Local Section. Any person nominated as a Director must be a member in good standing of the Local Section. The ballot of election, showing the names of all nominees shall be made known to the membership before the annual meeting.,

Section 6.3. An additional nomination may be made for any elective office may be made by submittal of a petition, signed by five (5) members in good standing of the Local Section endorsing the nomination, to the Chairperson of the Nominating and Elections Committee within ten (10) days before the annual business meeting (December). Nominations from the floor will be accepted at the annual business meeting..

Section 7. When applicable, ballots shall be returned to the Chairperson of the Nominating and Elections Committee no later than the day before the annual Local Section meeting in December. The ballots shall be counted by the members of the Nominating and Elections Committee on the day of, or during, the annual meeting.

Section 8. The successful candidate for any elective office shall be the candidate who receives a plurality of the votes cast. In case of a tie vote in any election of officers or directors, the tie shall be resolved by vote of the Board of Directors.

Section 9. At the time election ballots would normally be sent out to the membership in good standing, if only one candidate is present on the ballot for each elective office, mailing of the ballots may be suspended. In this event, the slate of candidates represented on the ballot may be elected by voice acclamation by a majority of the members in good standing at the annual December business meeting.

Section 10. In the event that the office of President-Elect becomes vacant, an emergency election shall be conducted under the direction of the Executive Committee.

Section 11. The Board of Directors, at any time, may conduct by ballot a referendum of the membership in connection with any issue it may consider or action to be taken. Such ballot of referendum shall specify a deadline for its return.

Section 12. Any member eligible to vote, at any time, may on written request to the President require the Board of Directors to conduct a ballot referendum of the membership on any issue to be considered and/or action to be taken relating to the purposes of the local section. Such a request shall state with specificity the issues to be considered and/or the action to be taken and shall bear the signature of not less than five percent (5%) of members eligible to vote.

Article VIII – MEETINGS

Section 1. Local Section meetings shall be held at least four times per calendar year. Any change in the time and place of the meetings must be submitted by the President-Elect for approval of the Local Section Board.

Section 2. The annual Local Section meeting shall be held in December.

Section 3. Special Local Section meetings may be called by the President at any time, with the approval of the Executive Committee, or by petition to the President and signed by twenty (20) percent of the membership of the Local Section in good standing.

Section 4. Members in good standing shall be notified of all Local Section meetings in advance of the date set for meeting.

Section 5. A quorum for the Local Section meeting shall consist of twenty (20) percent of the total membership.

Section 6. The Local Section Board shall hold meetings at least six (6) times per calendar year, corresponding with the Local Section meetings. Other meetings may be held as needed. Any change in the time and place of the meetings must be submitted for approval of the Local Section Board.

Section 7. The presence of six members of the Local Section Board is necessary to constitute a quorum for a Board meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Local Section Board.

Article IX – COMMITTEES

Section 1. The Executive Committee shall be responsible for the governance of the local section between meetings of the Board of Directors. The President shall serve as chair of the Executive Committee. The presence of a majority of the Executive Committee is necessary to constitute a quorum for a meeting (4 members). Each member of the Executive Committee shall be entitled to one vote. Meetings of the Executive Committee may be called at the discretion of the President on not less than five days notice.

Section 2. The Program Committee for the Local Section Meeting shall present a tentative schedule of programs for the year to the Board of Directors for its approval. On approval of the Board of Directors, the Program Committee will implement arrangements for the programs and provide the Secretary with information to be circulated to the members of the local section. The chair person of the Program Committee shall be the President Elect.

Section 3. The President shall appoint such other committees as deemed desirable for the effective business of the Local Section.

Section 4. The membership of all committees shall terminate with the close of the annual meeting of the Local Section, or at a two-thirds (2/3) vote of the Local Section Board

Article X – DUES

Section 1. The Local Section dues shall be set by the Local Section Board.

Section 2. Dues shall become payable no later than January 1st of each year for a member to remain in

good standing and be listed as a member of the Local Section.

Section 2.1. A new member of the Local Section who joins between June and December of any year shall be assessed one-half (1/2) the annual dues. Full annual dues become payable by January 1st of that year.

Article XI – LOCAL SECTIONS COUNCIL REPRESENTATIVES

Article VIII—Local Sections Council Representatives

Section 1. The President and President-Elect shall serve as representatives of the local section on the Local Sections Council of AIHA provided that neither is an officer or director of AIHA, in which event the Executive Committee shall appoint another member as such representative.

Section 2. The representatives of the local section shall report at the annual meeting of the Local Sections Council on the activities of the local section and report back to the local section on the actions of the Local Sections Council.

Article XII – AMENDMENTS

Section 1. Amendments to these bylaws may be presented by any member in good standing in writing to the Local Section Board. Upon approval of the Local Section Board, the proposed amendments shall be circulated with a ballot to the membership in good standing. A two-thirds (2/3) affirmative vote on the ballots returned within thirty (30) days from the time of the mailing shall be necessary for the adoption of an amendment.

Section 2. Amendments to these bylaws must be approved by the Board of Directors of the national AIHA before they become effective.

