

**LOUISIANA
ENVIRONMENTAL
HEALTH
ASSOCIATION**

**CONSTITUTION
AND
BY-LAWS**

REVISED JANUARY, 2005

LOUISIANA ENVIRONMENTAL HEALTH ASSOCIATION

CONSTITUTION

ARTICLE I NAME

The name of this organization shall be the Louisiana Environmental Health Association.

ARTICLE II DEFINITIONS

Section 1.

The word **Association** and abbreviation, **L.E.H.A.** hereinafter used, shall mean the Louisiana Environmental Health Association.

Section 2.

The word **Board** hereinafter used shall mean the Board of Directors of the Louisiana Environmental Health Association.

Section 3.

The words **Professional Sanitarian and/or Environmental Professional** hereinafter used shall mean an individual who by virtue of education, training and/or examination has been qualified to practice preventive medicine through investigation of conditions in both man's immediate and general environment that predisposes the occurrence of illness, injury or disease, and through prescription methods and procedures, alters the environment preventing said illness, injury and diseases. This practice shall include but not be limited to food sanitation, food, drug, and cosmetic control, air quality control, water quality control, hazardous waste management, solid waste management, sewage management, occupational health and safety, institutional sanitation, premises sanitation, housing sanitation, communicable disease control, vector control, toxic substances control, nuclear energy control, etc.

Section 4.

The words **active members** hereinafter used shall mean professional Sanitarian and/or Environmental Professional whose primary source of income is derived from the practice of Public Health and/or Environmental Protection.

ARTICLE III OBJECTIVES AND PURPOSES

Section 1.

To promote continual professional development through annual educational conferences, professional seminars and other appropriate educational forums.

Section 2.

To provide education and information to the community, industry and governmental agencies in the areas of public health and environmental health for the betterment in the general welfare of the public.

Section 3.

To provide participation in public affairs which promote and render better public health and environmental protection to the community.

Section 4.

To hold meetings for the presentation, discussion and solution of public health and environmental problems and to allow social intercourse among professionals.

Section 5.

To develop and maintain high professional and ethical standards among its members in their relationship with each other.

Section 6.

To bring about standardization in methods of law enforcement inclusive of general public health practices and environmental protection in their respective fields in cities, towns, parishes and the nation.

Section 7.

To encourage the development and conduct of courses of instruction in schools of training for the purposes of increasing the body of knowledge within the profession and its importance in public health and environmental protection.

Section 8.

To promote the general welfare of the Professional Sanitarian and Environmental Professional in the State of Louisiana and in the nation.

**ARTICLE IV
MEMBERSHIP**

Section 1.

There shall be one (1) class of membership with voting privileges, designated as Active, and six (6) classes of non-voting membership designated as Life, Student, Honorary, Sustaining, Agency, and Associate.

**ARTICLE V
FINANCES**

Section 1.

The operating expenses of the Association shall be met from membership dues and from any other source approved by the Board.

Section 2.

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

Section 3.

Annual dues or special assessments shall be established by a two thirds (2/3) majority vote of the entire Board. All such amounts shall stand until a change is voted.

ARTICLE VI OFFICERS

Section 1.

The officers of the Association shall be a President, President-elect, Vice President, Secretary, and Treasurer. The immediate Past-President shall automatically become a Director for the year following the expiration of his/her Presidential term.

Section 2.

Only active members shall be eligible for election as an officer.

Section 3.

Officers shall serve for one (1) year, or until their successors have been duly elected and inducted.

Section 4.

The duties of the Officers shall be as implied by their respective titles and any other duties that may be specified in the By-laws or as directed by the Board.

Section 5.

In the event of a vacancy in the office of President, President-elect, Vice President, Treasurer and/or Secretary, the procedure established in the By-laws shall be followed.

ARTICLE VII BOARD OF DIRECTORS

Section 1.

The affairs of the Association shall be governed by a Board of Directors consisting of the duly elected officers, the immediate Past-President and fourteen (14) elected active members.

Section 2.

There must be a quorum of seven (7) members present at any regular authorized Board of Directors meeting to conduct the business of the Association.

Section 3.

The Directors shall be elected at the annual business meeting and shall hold office for a period of four (4) years. Two alternate Directors shall also be elected at the annual business meeting and shall hold a non-voting office for a period of one (1) year. In the event of a vacancy in the Board, an alternate will be appointed by the Board of Directors to serve as an interim voting member of the Board until the next Annual Business Meeting.

Section 4.

The Board, in addition to its other powers and duties, as implied by its title, shall have the authority to:

- (a) Conduct and carry on the affairs and business of the Association.
- (b) Provide for the maintenance of the various committees and activities of the Association.
- (c) Devise ways and means of increasing the membership and providing for the financing of the Association.
- (d) Direct the preparation of and adopt an annual budget each year at the first Board meeting that year.
- (e) Fix the time and place of the annual educational conference.

- (f) Investigate or cause to be investigated, any alleged violation of the National Code of Ethics of the Association, and to assure the integrity and moral standards of the Association. By two-thirds (2/3) vote, the Board may reprimand or expel any member found guilty of such a violation after said member has had an opportunity to be heard.
- (g) The Board shall hold a minimum of two (2) meetings each year which shall be called by the President.
- (h) The Board shall review events and legislation affecting environmental health in Louisiana and by a majority vote may state publicly the position of the Board of Directors of LEHA relative to the event or legislation.

Section 5.

The Board may take action in or out of session. Board actions taken while in session, unless otherwise provided in the Constitution and By-laws, and actions taken out of session shall be by a majority vote of members eligible to vote. In or out of session, seven (7) members shall constitute a quorum.

**ARTICLE VIII
MEETINGS**

Section 1.

There shall be an annual educational conference sponsored by the Association, to be held at a time and place fixed by the Board.

Section 2.

There shall be an annual business meeting at the annual educational conference. It shall include:

- (a) Committee reports
- (b) Old business
- (c) New business
- (d) Nomination and election of new officers and Board members
- (e) Approval by Board members of committee chairpersons appointed by the new President.

Section 3.

Special meetings may be called or authorized at the discretion of the President or seven (7) members of the Board.

Section 4.

Notification of all association meetings shall be given in writing to all members at least twenty (20) days in advance of such meetings. Notification of all Board meetings shall be given in writing to all Board members twenty (20) days in advance of such meetings.

Section 5.

All meetings shall be conducted according to Roberts Rules of Order, and the President shall appoint a parliamentarian at each meeting to see that such rules are carried out.

ARTICLE IX ELECTIONS

Section 1.

Elective officers shall be nominated by a Nominating Committee.

Section 2.

The Nominating Committee shall make nominations for each elective office and vacant position on the Board.

Section 3.

Nominations from the floor at the Annual meeting will be accepted, provided each nomination is accompanied by a second from a voting member in good standing.

Section 4.

The Nominating Committee shall submit to the membership in writing a list of the members/offices nominated prior to the annual meeting.

Section 5.

Every active member of the Association, who is present at the annual business meeting, and who, prior to the business meeting is in good standing, shall be entitled to one vote.

Section 6.

The winning candidate for all offices except the Board of Directors must have a clear majority of votes (over 50%). If no candidate receives a clear majority of votes, a run off will be held between the two candidates who received the most votes. All candidates for the Board of Directors shall be placed on one ballot. Each eligible voter shall vote for as many candidates as there are positions to be filled. Board positions shall be filled in the order of total votes each candidate received.

ARTICLE X DUES

Section 1.

Dues shall be assessed on an annual basis.

Section 2.

Dues shall be set as stated in Article V, Section 3.

Section 3.

Dues statements shall be mailed to all members on or before November 30, by the Treasurer of the Association.

Section 4.

Upon payment of annual dues, a membership card in the Association for the current calendar year shall be issued to each member. Said membership card shall be signed by the President and/or Treasurer of the LEHA.

Section 5.

Members who have not paid dues by January 31, shall be delinquent and membership privileges shall be suspended. Such members, during the remainder of the calendar year, will be automatically reinstated by payment of the full year's dues. Thereafter, the procedure applicable to new membership shall be followed.

**ARTICLE XI
COMMITTEES**

Section 1.

There shall be the following standing committees:

- (a) Professional Development Committee
- (b) Education and Information Committee
- (c) Publicity Committee
- (d) Awards Committee
- (e) Resolutions Committee
- (f) Constitution and By-Laws Committee
- (g) Finance Committee
- (h) Nominating Committee
- (i) Membership Committee

Section 2.

The Finance Committee shall consist of at least three (3) members, one (1) of which shall be the Treasurer, and shall be responsible for devising ways and means of raising funds for the operation of the Association. It shall review the Association's financial transactions, prepare an annual budget for approval by the Board, and provide for the manner and method of payment of all bills and expenses of the association.

Section 3.

The Resolution Committee shall consist of at least three (3) members. It shall be the duty of the committee to consider all resolutions referred to it by the Secretary, and to present, at the annual business meeting, a report upon each resolution, accompanied by the recommendation of such committee with regard there unto.

Section 4.

The Membership Committee shall consist of at least three (3) members, one of which shall be the Treasurer. It shall be the duty of said Committee to devise ways and means of increasing the membership of the Association.

Section 5.

The Education and Information Committee shall consist of at least three (3) members. It shall be the duty of said Committee to compile and distribute information on public health, environmental protection and sanitation for the promotion, education and betterment of the general welfare of the public; to study ways and means of encouraging legislation which promotes public health, environmental protection and sanitation.

Section 6.

The Constitution and By-Laws Committee shall consist of at least three (3) members. It shall be the duty of said Committee to submit its recommendations concerning proposed changes of the Constitution and By-Laws.

Section 7.

The Professional Development Committee shall consist of at least three (3) members, one of which shall be the Vice President. It shall be the duty of said Committee to promote the continued professional development of the Sanitarian and/or Environmental Professional through at least one conference during the year and other professional seminars or meetings deemed appropriate.

Section 8.

The Nomination Committee shall consist of at least three (3) members, one (1) which shall be the immediate Past-President who shall serve as chairperson and three (3) who shall be active members appointed by the President.

Section 9.

The Publicity Committee shall consist of at least three (3), one of which shall be the publicity chairperson and one of which shall be the Secretary. It shall be the duty of said Committee to make all necessary arrangements for the publicity of the Association.

Section 10.

The Awards Committee shall consist of at least three (3) active members, one of which shall be the chairperson. It shall be the duty of said Committee to provide for all awards in accordance with the currently approved guidelines. It shall be the duty of said Committee to receive and review nominations for all awards given by the Association in accordance with award guidelines approved by the Board and to submit Committee recommendations at the last board meeting of the year for approval or rejection. It shall be the duty of this Committee to secure all awards for presentation at the Awards Luncheon.

Section 11.

All Committee appointments are subject to the approval of the Board Directors and shall be submitted by the new President to the Board for approval at the first Board meeting of the new year which shall be held by March 31, of that year.

**ARTICLE XII
AMENDMENTS**

Section 1.

Amendments to the Constitution and/or By-Laws may be proposed by the Board or the Constitution and By-Laws Committee.

Section 2.

Proposed amendments along with recommendations from the Constitution and By-Laws Committee shall be presented to the Board which shall determine by a majority vote whether the proposed amendment or amendments shall be submitted to the membership for voting at the annual business meeting.

Section 3.

Any proposed amendment shall become part of the Constitution when there has been at least 30 days prior notification of the membership and when it has received the approval of two-thirds (2/3) of the voting members present at the annual business meeting. The members of the Association will be promptly notified of the adoption thereof.

Section 4.

Any proposed amendment shall become part of the By-laws when there has been at least 30 days prior notification of the membership and when it has received the approval of two-thirds (2/3) vote of the members present at the annual business meeting. The members of the Association will be promptly notified of the adoption thereof.

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 and approved by the Membership Committee.

Section 2.

Active membership is offered to any person as defined under Article II, Sections 3 and 4 of the Constitution and who meets the criteria and requirements of the Membership Committee.

In the event that an active member retires from full time employment as specified above, he/she may continue his/her active membership indefinitely by continual payment of annual dues before the date when dues become delinquent.

Section 3.

Associate membership may be conferred on any qualified individual in a responsible position in an enterprise serving or directly related to public health and environmental protection activities. Applicants unable to meet the requirements for active membership will be considered for Associate memberships.

Section 4.

Life membership may be awarded to any active member who, because of age or disability, is retiring from full time employment, provided:

- (a) That the member's tenure of continuous membership immediately preceding his/her retirement shall be at least five (5) years, or
- (b) That his or her years of membership preceding and/or following retirement plus years of employment total at least thirty (30) years.

Section 5.

Student membership is available to those working toward a degree that would qualify under Article II, Section 3 of the Constitution.

Section 6.

Honorary membership may be conferred upon any person by a two-thirds (2/3) vote of the members present and voting at the annual business meeting, for distinguished achievement or service.

Section 7.

Sustaining membership is available to individuals, firms or corporations expressing an interest in the Association and its objectives.

Section 8.

Agency membership may be conferred on any non-profit organization or institution, or official agency expressing interest in the field of environmental health.

**ARTICLE II
FINANCES**

Section 1.

The Treasurer shall provide a financial report to the Board, upon request, at their meetings.

Section 2.

A yearly financial report shall be presented by the Treasurer at the annual business meeting.

Section 3.

The fiscal year shall be July 1 to June 30.

**ARTICLE III
OFFICERS AND DUTIES**

Section 1.

The President shall be chairperson the Board of Directors, preside at all meetings of the Association, and subject to approval by the Board of Directors, shall appoint all committees and the chairperson thereof.

The President or designee shall serve as the LEHA representative to the National Environmental Health Association Council of Delegates. The President shall be either Active or Life member of the National Environmental Health Association.

Section 2.

The President-Elect shall, in the event of a vacancy in the Office of the President, assume the duties of the Office of the President of LEHA. Also, the President-Elect shall automatically accede to the Office of the President of the Louisiana Environmental Health Association the year immediately following service as President-Elect of LEHA.

The President-Elect or designee shall also serve as the LEHA representative to the National Environmental Health Association Council of Delegates. The President-Elect shall be either Active or Life member of the National Environmental Health Association

Section 3.

The Secretary shall keep full records of all proceedings of the Association and of the Board of Directors and have the custody of all records and papers belonging to it. The Secretary shall notify in writing all officers of their election and all members of committees of the appointment, give notice of the time, place and purpose of all meetings, conduct the correspondence of the Association and the Board of Directors. The Secretary shall also serve on the Publicity Committee.

Section 4.

The Treasurer shall have charge of all funds of the Association 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 Association to the Board of Directors. All disbursements shall be made only by check(s) of the Association signed by the Treasurer and/or President. The Treasurer shall be a member of and work with the Finance and Membership Committees.

Section 5.

The Vice-President shall coordinate and be responsible for the Louisiana Environmental Health Association's Annual Educational Conference and shall serve as a member of the Professional Development Committee.

Section 6.

In the event of a vacancy in any office other than the Presidency, an active member of the Association in good standing, shall be appointed by the Board of Directors to hold such office until the next annual business meeting, at which time an active member in good standing shall be elected to serve out the remaining portion of any unexpired term created by such a vacancy.

Section 7.

Should any members of the Board of Directors absent themselves without cause from two (2) consecutive Board meetings, such board member(s) may be suspended by a majority vote of the Board and the office declared vacant. In the event more than two alternates are required to fill vacancies in the Board of Directors, an active member of the Association in good standing shall be appointed by the Board of Directors to hold such Directorship until the next annual business meeting. At the next annual business meeting, an active member in good standing shall be elected to serve out the remaining portion of any unexpired term created by a vacancy.

**ARTICLE IV
PUBLICATIONS**

Section 1.

A newsletter shall be published by a member of the Association designated by the President.

**ARTICLE V
AMENDMENTS**

Section 1.

The Constitution and By-laws Committee shall mail a copy of the proposed amendments to the Constitution and/or By-laws to the Secretary at least forty-five (45) days prior to the annual business meeting. The Secretary is responsible for submitting proposed amendments to the membership at least thirty (30) days prior to the annual business meeting.

**ARTICLE VI
RESOLUTIONS**

Section 1.

Resolutions must be proposed in writing by an active member or members and submitted in duplicate to the Secretary of the Association at least thirty (30) days prior to the annual business meeting; upon receipt of any such resolution, a copy shall be delivered by the Secretary to the Resolutions Committee.

Section 2.

Resolutions received later than the thirty (30) day deadline will be considered only on report by the President and/or the Resolutions Committee and on affirmative vote of a simple majority of the voting members present at the annual business meeting.

Section 3.

To be adopted, resolutions must be approved by a two-thirds (2/3) vote.

Section 4.

The Association shall not take action upon any resolution dealing with any controversial question which is fundamentally racial, religious or political, in its character.