



# West Virginia Association of Sanitarians

## BYLAWS

**Amended September 22, 2011**

**BYLAWS  
WEST VIRGINIA ASSOCIATION OF SANITARIANS**

**Amended September 22, 2011  
Lakeview Resort, Morgantown, West Virginia**

**Table of Contents**

<b>Article I</b>	<b>Name</b>	<b>1.</b>
<b>Article II</b>	<b>Object</b>	<b>1.</b>
<b>Article III</b>	<b>Members</b>	<b>2.</b>
<b>Article IV</b>	<b>Officers</b>	<b>4.</b>
<b>Article V</b>	<b>Meetings</b>	<b>8.</b>
<b>Article VI</b>	<b>Executive Council</b>	<b>8.</b>
<b>Article VII</b>	<b>Committees</b>	<b>9.</b>
<b>Article VIII</b>	<b>Affiliation</b>	<b>11.</b>
<b>Article IX</b>	<b>Parliamentary Authority</b>	<b>11.</b>
<b>Article X</b>	<b>Amendments to Bylaws</b>	<b>12.</b>

## **BYLAWS**

### **THE WEST VIRGINIA ASSOCIATION OF SANITARIANS**

#### **ARTICLE I**

##### **Name**

The name of this organization shall be the West Virginia Association of Sanitarians, hereinafter referred to as "the Association" or "this Association".

#### **ARTICLE II**

##### **Object**

Section 1. Stimulate and foster uniform and effective environmental health programs.

Section 2. Develop a better understanding and coordination of environmental health efforts.

Section 3. Work on behalf of its membership in assuring professional status comparable to that of other professions having equal responsibility.

Section 4. Encourage the membership to constantly maintain the high standards of professional performance and personal conduct necessary to serve the best interests of the profession.

Section 5. Stimulate members to develop leadership, initiative and technical competence and encourage continuance of education.

Section 6. Sustain endeavors to recruit professionally trained persons to new positions and vacancies in environmental health programs.

Section 7. Promote and encourage effective local associations of Sanitarians.

Section 8. To recognize and regard outstanding contributions and achievements by members of this Association.

Section 9. Promote and encourage all members to become members of the National Environmental Health Association.

### **ARTICLE III**

#### **Members**

Section 1. There shall be four (4) classes of membership. The classes shall be full, life, honorary and associate.

Section 2. Any person shall be eligible for membership who is engaged in some field of environmental health upon payment of annual dues.

Section 3. Membership may be extended by a majority vote of the Executive Council to persons in fields closely related to environmental health and having a common bond with Sanitarians

Section 4. A full member who has been a member of the Association for a period of thirty (30) years or a full member of sixty (60) years of age or older who has been a full member of this Association for a period of five (5) years shall be eligible for life membership in the Association

Section 5. The title of honorary member may be conferred to any person who has rendered outstanding service to the goals and ideals of this Association. Nominations for honorary membership will be considered by the Executive Council upon recommendation by the awards committee.

Section 6. The title of associate member may be conferred to any person who has rendered valuable contribution or service to the environmental health profession or this Association. Nomination for associate membership will be considered by the Executive Council upon recommendation by the awards committee.

- Section 7. Nominations for honorary and associate membership will be considered by the wards committee upon recommendation of five (5) active members of the Association.
- Section 8. Full and life members shall be entitled to all the rights and privileges of members including, but not limited to, the right to vote, to hold office and attend all meetings of the Association.
- Section 9. Honorary and associate members shall be entitled to all the rights and privileges of members except the right to vote or hold office.
- Section 10. The dues of full members shall be payable to the Association on January 1 of each year.
- Section 11. Annual membership dues shall be recommended by the Executive Council and ratified by a two-thirds affirmative vote of the Association members present and entitled to vote at the annual meeting or a special meeting called for this purpose provided that notice of the proposed change has been sent to all full and life members not less than thirty (30) days prior to the voting date.
- Section 12. In the event the Executive Council determines the Association to be in financial need, it will be the Council's prerogative to assess each full member a determined amount not to exceed \$5.00 per year.
- Section 13. Life, honorary and associate members shall be exempt from dues and assessments of the Association.
- Section 14. A full member whose dues have not been paid by the first general or special meeting of the Association following January 1 of the current calendar year shall cease to be a member of this Association.
- Section 15. A former member of the Association may be reinstated upon the payment of the current annual dues.
- Section 16. Executive Council members shall have annual dues paid by the first day of January of the current calendar year to hold their seat or have voting privileges.

- Section 17. Any member of the Association may be suspended or expelled from the Association for improper conduct as may be determined by the Executive Council.
- Section 18. A member who has been suspended or expelled by the Executive Council may appeal to the Association at the next annual business meeting provided they have filed due notice with the president at least fifteen (15) days prior to the annual meeting. The case shall be heard in full by the membership. The vote of the Association on such occasion shall be by “secret ballot” “for the confirmation of the findings of the Executive Council” or “against confirmation of the findings of the Executive Council”. A majority of the votes cast will decide the question.
- Section 19. A member in good standing is a full member who has paid the current dues.

## **ARTICLE IV**

### **Officers**

- Section 1. The elected officers of the Association shall be the president, vice-president, and two (2) members-at-large. All officers shall take office at the close of the annual meeting when elected. The Executive Council will enact an implementation plan which will begin with the 2012-13 election year which will assure all incoming/current elected officers serve all or portions of their elected terms.
- Section 2. Appointed Officers:
- a. The appointed officers of the Association shall be the secretary-treasurer and the editor of the Sanitarians’ Newsletter.
  - b. Other officers of the Association may be appointed when deemed necessary and upon resolution of the Executive

Council.

- c. Appointed officers shall be appointed by the president and affirmed by the Executive Council. Affirmation shall take place by the first meeting of the Executive Council following the annual meeting and shall be by secret ballot. Appointed officers shall serve at the will and pleasure of the Executive Council and shall serve for a term of one (1) year. Appointed officers may be reappointed by a newly elected president.

Section 3. Election of officers shall be held annually at a general meeting of the Association. The president shall appoint a nomination committee of a chairman and three (3) or more full or life members in good standing. The committee shall submit to the president two (2) or more names for each elective position to be filled. The nominating committee shall secure the acceptance of each nominee prior to the election or publishing of their names. The committee shall also verify that each nominee is a full member in good standing.

Section 4. Each full and life member in good standing with the Association shall have the right to vote for the candidates for elected office. Ballots shall be mailed to each full and life member in good standing with the membership at least thirty (30) days prior to the first day of the annual meeting. Ballots may be returned to the nominating committee or brought to the meeting and deposited in a locked receptacle at the registration desk. Ballots will also be available at the registration desk for those who pay their dues at the meeting. Measures shall be taken to ensure each qualified member casts only one (1) ballot. Write-in candidates will be accepted.

Section 5. If any member of the Executive Council departs the State of West Virginia and/or is unable to personally attend the meetings of the Association and fails to fulfill the responsibilities of his/her office, that person shall cease to be a member of the Executive Committee.

Section 6. Duties of officers:

- a. The president shall preside at all meetings of the Association and the Executive Council and shall supervise and direct the business of the Association. In the initial year and upon creation of new committees the president shall, within thirty (30) days after the annual meeting, appoint a chairman and two (2) or more active members in good standing to all standing committees whose makeup is not specifically called for in the Bylaws of the Association. The chairman shall serve for one (1) year. One of the appointed members shall serve for (2) years, and the other appointed member(s) shall serve for one (1) year; the newly elected president shall appoint special committees as needed. The forming of special committees shall be subject to ratification of the Executive Council. The terms of appointment for a special committee shall be for one (1) year. In the case of death or resignation of the president, the vice president shall fill the unexpired term and the following term of office. The president shall serve ex-officio on all committees not chaired by the president
  
- b. The vice-president shall assist the president as requested and shall perform the duties of the president in his /her absence or at their request; shall succeed to the-office of president without other election at the next annual meeting following his/her term of office as vice-president. In the case of death or resignation of the vice-president, the Executive Council shall appoint an active member in good standing with the Association to fill the unexpired term until the next election of officers of the Association. The vice-president shall serve as chairman of the audit committee.
  
- c. The two (2) members-at-large shall serve staggered terms. At each annual meeting, one (1) member-at large shall be elected for a two year term. The members-at-large shall perform such duties as may be assigned by the president.

- d. The secretary-treasurer shall have custody of the funds of the Association and pay all bills of the Association by check; shall make financial reports at Executive Council meetings, general meetings, and present a financial report for the year-to-date at the annual meeting. The secretary-treasurer shall keep the minutes of all meetings of the Association or the Executive Council; keep the roll of membership; be the custodian of all books and records; provide Executive-Council members sufficient notification of all meetings and a copy of the minutes within thirty (30) days following any meeting of the Association or the Executive Council and shall perform other duties as may be assigned by the Executive Council. They shall be responsible for the registration at all annual and special meetings of the Association and shall serve as a member of the program committee. The secretary-treasurer shall have a completed yearly expenditure schedule with receipts and disbursement records in detail ready for review by the audit committee. For such services, the secretary-treasurer shall receive a salary as set by the Executive Council.
- e. The editor of the Sanitarians' Newsletter shall work closely with the Executive Council in the editing of the newsletter. The editor shall prepare and edit the Sanitarians' Newsletter for the Association.
- f. In the event of a vacancy in the offices of member-at-large the Executive Council shall appoint an active member in good standing with the Association to fill the vacancy until a successor is duly elected at the next annual meeting in accordance with the Bylaws.
- g. In the event of a vacancy of any appointed officer, the president shall appoint an active member in good standing with the Association to fill the vacancy.
- h. Other appointed officers shall perform such duties as assigned by the Executive Council.

## **ARTICLE V**

### **Meetings**

- Section 1. There shall be at least one general meeting of the Association held annually at such time and place as may be fixed by the Executive Council.
- Section 2. A special meeting of the membership of this Association shall be called by the president upon the direction of the majority of the members of the Executive Council or upon the request of 25% or more of the voting membership in good standing. A written notice of the purpose, time and place of the meeting shall be sent to all members by the secretary-treasurer at least fifteen (15) days prior to the date set. No business shall be transacted at such special meetings except as indicated on the notice.
- Section 3. One-fourth of the active membership shall constitute a quorum for the transaction of business at any general or special meeting of this Association.

## **ARTICLE VI**

### **Executive Council**

- Section 1. The Executive Council shall consist of the elected officers, appointed officers, committee chairmen, Director of Public Health Sanitation, and immediate past president.
- Section 2. The Executive Council shall be the governing body of the Association between meetings and hereinafter referred to as “the Executive Council” of the “Council”.

- Section 3. A majority of the members of the Executive Council, one of whom shall be the president or vice-president, shall constitute a quorum for the transaction of business at any meeting of the Council.
- Section 4. All members of the Executive Council shall be entitled to one (1) vote on the Council and shall be full members in good standing.
- Section 5. The Executive Council shall meet at least quarterly including the annual meeting. The first meeting shall be held within thirty (30) days following the annual meeting.
- Section 6. The Executive Council shall ratify all appointed officers and all special committee appointments. The Council shall also make other appointments as provided for in the Bylaws.
- Section 7. The Executive Council shall receive from the Bylaws committee any proposed amendments for consideration and approval. The Council shall see that the proposed amendments receiving approval are properly sent to the active membership.
- Section 8. A majority of any standing committee or special committee, one of whom shall be the chairman or his/her designated representative, shall constitute a quorum for the transaction of business at any meeting.
- Section 9. The Executive Council shall work closely with the president and program planning committee in making arrangements for the annual and other meetings of the Association and shall determine the place and time for these meetings.

## **ARTICLE VII**

### **Committees**

- Section 1. The standing committees of the Association shall be the audit, awards, bylaws, Interstate Environmental Health Seminar (I.E.H.S.), legislative, and program planning. (The nominating committee is covered under Article IV, Section 3 of these Bylaws).

- Section 2. In the event of a vacancy of a chairman or member of a standing or special committee, the president shall appoint an active member in good standing with the Association to fill the vacancy by the next scheduled meeting of the Executive Council, unless it is specifically addressed in the bylaws of this Association.
- Section 3. The president shall make all standing committee appointments within thirty (30) days after the annual meeting.
- Section 4. The audit committee shall audit the accounts of the Association annually by qualified persons selected by the Executive Council. A statement of the financial condition of the Association shall be submitted to the Executive Council and filed with the secretary-treasurer. The vice-president shall serve as chairman of the committee. An audit of the accounts of the Association will be made prior to the appointment of a new secretary-treasurer.
- Section 5. The awards committee shall be responsible for the recommendation of individuals for honorary and associate membership in the Association and the selection of individuals to be honored by the Association for outstanding and meritorious service in the field of environmental health. The awards are to be presented to the recipients during the annual meeting.
- Section 6. The bylaws committee shall make a continuing study of the rules and regulations governing the Association. The committee shall receive recommendations from the membership of the Association and shall consider all proposals. The committee shall make recommendations to the Executive Council for possible submission to the membership for their action.
- Section 7. The program planning committee shall be responsible for making arrangements for the annual and other meetings of the Association and shall work closely with the president and Executive Council. The committee shall coordinate all aspects of the programs in connection with the annual and other meetings.
- Section 8. The legislative committee shall inform the membership on matters of legislation by: revision proposed legislation, surveying the membership as to interest, preparing position statements, requesting

hearings, and speaking for the Association. The committee shall coordinate all legislative activities with the President and Executive Council.

- Section 9. The I.E.H.S. planning committee shall be responsible for planning and execution of all I.E.H.S. functions. The President shall appoint the chairperson. Functions of the chairperson will include, but may not be limited to, attendance of yearly planning meetings and other meetings deemed necessary to plan and promote the I.E.H.S. When the event is held in West Virginia, the chairperson will also be responsible for all arrangements for the conference within the State.

## **ARTICLE VIII**

### **Affiliation**

- Section 1. The West Virginia Association of Sanitarians may be affiliated with other organizations who have similar objectives, goals and ideas.

## **ARTICLE IX**

### **Parliamentary Authority**

- Section 1. The parliamentary Authority shall be Roberts Rules of Order Newly Revised for all matters not covered in these Bylaws.

## **ARTICLE X**

### **Amendments to Bylaws**

Section 1. These Bylaws can be amended at a general or special meeting of the Association by a two-thirds (2/3) affirmative vote of the members present and entitled to vote, provided that notice of the proposed amendment has been submitted in writing to the bylaws committee for consideration, approved by the Executive Council, and mailed to the full and life members eligible to vote at least thirty (30) days prior to the voting date. Publication of the proposed changes of the Bylaws in the Sanitarians' Newsletter shall satisfy this requirement.