



BYLAWS
West Virginia Association of Sanitarians

Amended Date
(Location)

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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~~ Purposes

The purposes of the Association are to

- Section 1. Stimulate and foster uniform and effective environmental health programs.
- Section 2. Develop 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~~ networking of environmental health professionals.
- Section 8. ~~R~~ To recognize and regard outstanding contributions and achievements by members of the Association.
- Section 9. Promote and encourage all Association members to become members of the National Environmental Health Association.
- Section 10. Provide continuing education opportunities for environmental health professionals.



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Section 11. Represent West Virginia's environmental health professionals regionally and nationally.

Section 12. Increase the visibility of the environmental health profession in local West Virginia communities.

ARTICLE III - Members

Section 1. There shall be four (4) classes of membership. The classes shall be Regular 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. Regular Members of the Association are all persons currently licensed as a Sanitarian- In Training, Sanitarian, or Registered Sanitarian by the West Virginia State Board of Sanitarians.

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 34. A Regular full Member who has been a member of the Association for a period of ten (10) thirty (30) or more 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 fifteen (15) years and then retires shall upon request to the Executive Council be made a Life Member of the Association eligible for life membership in the Association.

Section 45. 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 Member may be made by any member and will be considered by the Executive Council upon recommendation by the Awards Committee. The Awards Committee shall then forward their recommendation to the Executive Council who shall determine whether honorary membership should be conferred on the nominee.

Section 56. Any person who has an interest in environmental health may become 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. an Associate Member



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of the Association upon application to and approval by the Executive Council.

~~Section 7. Nominations for honorary and associate membership will be considered by the awards committee upon recommendation of five (5) active members of the Association.~~

~~Section 68. Regular Full and Life Members shall be entitled to all the rights and privileges of members including, but not limited to, the right to vote and to hold office and attend all meetings of the Association.~~

~~Section 79. Honorary and Associate Members shall be entitled to all the rights and privileges of members except the right to vote or to 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.~~



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Section ~~8~~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 ~~9~~¹⁸. A member who has been suspended or expelled by the Executive Council may appeal to the Association's membership 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 Business 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

The appointed officers of the Association shall be the Secretary.: Treasurer and the Editor of the Association's Sanitarians' Newsletter.

- a. Other officers of the Association may be appointed when deemed necessary and upon the resolution of the Executive Council.
- b. 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 Business Meeting ~~and shall be by secret ballot.~~ Appointed officers shall serve at the will and pleasure of the Executive Council and shall normally serve for a term of one (1) year. Appointed officers may be reappointed by a newly elected President.



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- Section 3. Election of officers shall be held annually at the Annual Business a-general Meeting of the Association. The President shall appoint a Nominating Committee of a chairman and three (3) or more Regular full- or Life Members in good standing. The Nominating Committee shall submit to the President the two (2) or more name or names for each elective position to be filled. The Nominating Committee shall secure the acceptance of each nominee prior to placing their name on the election ballot or publishing of their names. The committee shall also verify that each nominee is a Regular full or Life Member in good standing.
- Section 4. Each full Regular and Life Member in good standing with the Association shall have the right to vote for the candidates for elected office. Ballots shall be sent mailed to each Regular full. and Life Member in good standing with the membership at least thirty (30) days prior to the first day of the Annual Business Meeting. Ballots may be returned to the Nominating Committee Secretary-Treasurer, by USPS mail, or brought to the meeting and deposited in a locked receptacle at the registration desk, or by electronic means selected by Executive Council 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 ceases to be a member in good standing departs and/or fails to unable to personally attend three (3) or more consecutive the meetings of the Executive Council Association and fails to fulfill the responsibilities of his/her office, that person shall cease to be a member of the Executive Council committee.
- Section 6. If an Executive Council member fails to fulfill the responsibilities of his/her office, they may be removed from office by a two-thirds (2/3) vote of the Executive Council provided that at least thirty (30) days prior to any vote to remove them from office the person to be removed is informed in writing of the reasons for their proposed removal from office and given the opportunity to respond either in writing or in-person.
- Section 76. Duties of officers
- a. The President shall be the person who served as Vice-President the previous year. The President shall preside at all meetings of the Association and the Executive Council and shall supervise and direct



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the business of the Association. In the initial year and upon creation of new committees. The President shall, within thirty (30) sixty (60) days after the Annual Business 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 may 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 special committees shall be for one (1) year. In the case of death, or resignation, or removal from office 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. They shall succeed to the office of President without other election at the next Annual Business Meeting following his/her term of office as Vice-President. In the case of the death or resignation, or removal from office of the Vice-President, the Executive Council shall appoint an active a member in good standing with the Association to fill the unexpired term until the next election of officers of the Association whereupon both a President and Vice-President shall be elected. The Vice-President shall serve as chairman of the Audit Committee. The Vice-President shall serve as the Chairman of the Program Planning Committee and is responsible for planning the program for the WVAS Mid-Year Conference and the Sanitarian section for the WVPHA Conference.

- c. The two (2) Members-at-Large shall serve staggered terms. At each Annual Business 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 shall pay all bills of the Association. They by check; shall make financial reports at Executive Council meetings, membership general meetings, and present a financial report for the



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year-to-date at the Annual Business Meeting. The Secretary-Treasurer shall keep the minutes of all meetings of the Association ~~and or~~ the Executive Council. They shall keep the roll of membership and be the custodian of all ~~books and~~ records. They shall provide Executive Council members sufficient notification of all meetings and a copy of the minutes ~~within thirty (30) days prior to next meeting or upon following any meeting of the Association or the Executive Council~~. They shall perform other duties as may be assigned by the Executive Council. They shall be responsible for the registration at all Annual Business Meetings and special meetings of the Association and shall serve as a member of the Program Planning Committee. The Secretary-Treasurer shall maintain a detailed record and have a completed yearly expenditure schedule with of receipts and disbursements with supporting documentation. These records shall be available and records in detail ready for review by the Audit Committee at any time. For such services, the Secretary-Treasurer may shall receive an honorarium or complementary conference registrations salary as determined set by the Executive Council.

- e. The Editor of the Association's Sanitarians Newsletter shall work closely with the Executive Council in developing appropriate content for 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 Business 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.
- g. Other appointed officers shall perform such duties as assigned by the Executive Council.

ARTICLE V - Meetings

- Section 1. There shall be an Annual Business Meeting ~~at least one general~~ of the Association held annually at such a time and place as may be fixed by the Executive Council.



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Section 2. A-Special meetings of the membership of the is 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 10 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. A total of twenty (20) Regular and Life One fourth of the active members shall constitute a quorum for the transaction of business at any Annual Business Meeting, general or special meetings of the Association.

Section 4. Meetings of the Association, at the discretion of the Executive Council, may be held in-person or virtually by video conference.

ARTICLE VI- Executive Council

Section 1. The Executive Council shall consist of the elected officers, appointed officers, committee chairs, and the Director of Public Health Sanitation.∴

Section 2. The Executive Council shall be the governing body of the Association between membership 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.~~ Meetings of the Executive Council may be called by the President or any five (5) members of the Executive 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. 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 5 ~~4.~~ ~~The Executive Council shall meet at least quarterly, including the annual meeting. The first meeting of each new Executive Council shall be held within thirty (30) days sixty (60) following the Annual Business Meeting.~~ All members of the Executive Council shall be entitled to one (1) vote on the Council and shall be full members in good standing.



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Section ~~6~~ 5. ~~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.~~

The Executive Council shall meet at least quarterly, including the annual meeting. The first meeting of each new Executive Council shall be held within thirty (30) days sixty (60) days following the Annual Business Meeting.

Section ~~7~~ 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 ~~8~~ 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 of the Executive Council are properly sent to the Association's active membership for a vote.

Section ~~9~~ 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 ~~10~~ 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, Program Planning, Legislative, Interstate Environmental Health Seminar (IEHS), Media Relations, Event Planning and Nominating program planning committees. ~~(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 Regular or Life 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



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thirty (30) sixty (60) days after the aAnnual Business mMeeting.

- 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 Audit 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 proposed legislation. The committee may recommend by revision of proposed legislation, surveying the membership about their opinions or recommendations as to interest, preparing position statements, request hearings, and/or speak for the Association. The committee shall coordinate all legislative activities with the President and Executive Council.
- Section 9. The Interstate Environmental .Health .Seminar. planning Committee (IEHS) shall be responsible for planning and execution of all IEHS functions. The President shall appoint the IEHS 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



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~~I.E.H.S.~~IEHS. When the event is held in West Virginia, the chairperson will also be responsible for all arrangements for the conference within the state.

Section 10. The composition and duties of the Nominating Committee are described in Article IV, Section 3.

ARTICLE VIII - Affiliations

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

Section 2. The Association shall be the West Virginia state affiliate of the National Environmental Health Association (NEHA).

Section 3. The Association shall function as the Environmental Health Section of the West Virginia Public Health Association (WVPHA).

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 ~~sent mailed~~ to the Regular full and Life members of the Association ~~eligible to vote~~ at least thirty (30) days prior to the voting date. Publication of the proposed changes of the Bylaws in the Association Sanitarians' newsletter or link to an electronic version of the proposed shall satisfy this requirement.