

# WYOMING ENVIRONMENTAL HEALTH ASSOCIATION BY-LAWS

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**BY-LAWS**  
**OF THE**  
**WYOMING ENVIRONMENTAL HEALTH ASSOCIATION**

ARTICLE I – Name of Organization

The name of this organization is the Wyoming Environmental Health Association, hereinafter referred to as the Association. The Association is established under the authority of the by-laws of the National Environmental Health Association, and is their recognized affiliate for the State of Wyoming. The Association is also a recognized affiliate of the International Association for Food Protection for the State of Wyoming.

ARTICLE II – Objectives

- To provide an opportunity and stimulus for the professional growth of Environmental Health Professionals.
- To promote high standards of professional conduct for Environmental Health Professionals.
- To promote high standards of qualifications for Environmental Health Professionals.
- To strive for increased recognition of Environmental Health Professionals as a professional group by rendering service vital to the health and well being of the public.
- To promote public health in Wyoming.

ARTICLE III – Membership and Dues

Membership

Membership in the Association is open to all environmental health related professionals and persons in related industries, having the minimum qualifications as established by the Executive Council or the Association. The classes of membership in the Association and basic annual dues shall be as follows:

1. Active – Dues (To be set by Executive Council) – Any person who is actively engaged in the field of Environmental Health is eligible for active membership in the Wyoming Environmental Health Association. (Voting Member).
2. Student - Dues (to be set by Executive Council)- Student membership may be granted to any student who is enrolled as a full time undergraduate student at a university, college, or high school and has an interest in the field of environmental health but does not have a career in environmental health or industry and, upon payment of dues hereinafter prescribed, (Voting Member)

3. Honorary – No Fee – (Honorary membership may be conferred by a two-thirds vote of the Executive Council upon any person or persons for distinguished achievement or service.) Or upon any active member of five or more years standing whom is retiring from active public health service due to disability. (Voting Member).
4. Associate – Dues (To be set by Executive Council) – Associate membership may be conferred on an individual or group with a general interest in the Wyoming Association and its objectives and purposes, and desire to contribute to its success. Anyone not meeting the requirements for the active membership class will be considered for the Associate membership. (Non-voting Member).
5. Sustaining – Dues (To be set by Executive Council) – Sustaining membership may be conferred on a business, company, corporation or association of such firms which does not meet Associate requirement, with a general interest in the Wyoming and National Associations and their objectives and purposes, and a desire to contribute to their success. (Non-voting Member).

#### ARTICLE IV – Officers and Their Duties

- A. The officers of the Association shall be president, Vice President, Secretary and Treasurer. The Immediate Past-President shall serve as a member of the Executive Council. Officers shall be elected for a two-year term in accordance with the provisions of Article VIII of these By-Laws. Officer powers, duties and vacancies shall be governed by the Policy and Procedure Manual.

#### ARTICLE V – The Executive Council

- A. The Executive Council shall consist of all elected officers of the Association, and the Immediate Past President of the Association. The President and Secretary of the Association shall serve as Chairman and Secretary of the Executive Council respectively.
- B. The Executive Council shall conduct the business of the Association between meetings and in addition thereto shall have such other applicable powers, duties and privileges as prescribed in the by-laws of the National Environmental Health Association and the Policies and Procedures Manual.
- C. All actions by the Executive Council shall be by a majority vote of the Executive Council.
- D. A quorum to legally conduct the business of the Association shall consist of a majority of the members of the Executive Council.

## ARTICLE VI – Meetings

- A. Meeting of the General Membership shall be held at a time and location voted on by the General Membership. If the location voted on by the membership is inadequate, an alternate location will be chosen by the AEC committee and Executive Council. The meetings shall consist of a business meeting and an educational conference. All members in good standing in attendance at the meetings shall be entitled to vote on matters brought to a vote at the meeting, where a majority vote shall prevail.
- B. Meeting of the General Membership shall be called as outlined in the Policies and Procedures Manual.

## ARTICLE VII – Nominations, Voting, and Elections

- A. The Nominating Committee shall select one or more active members as candidates for each office, according to the procedures outlined in the Policies and Procedures Manual.
- B. Officers shall be elected by majority vote at the annual meeting, shall take office at the close of the election and shall serve until replaced by their successors. Elected officers shall not be eligible to serve more than two successive terms in the same office.
- C. Mail or electronic ballot may be carried out according to format set forth in the Policies and Procedures Manual.
- D. All issues before the membership including officer selection shall be decided by a majority vote of the eligible ballots/votes cast.

## ARTICLE VIII – Committees

- A. The following Standing Committees shall be appointed by the President with the approval of the Executive Council:
  - 1. Awards
  - 2. Nominations, Voting, and Elections
  - 3. Annual Education Conference
  - 4. Education
    - a. Food Safety
    - b. Pool
    - c. Day Care
    - d. Small Wastewater
  - 5. By-Laws/Resolutions
  - 6. Public Relations

7. Legislative
  8. Newsletter Editor
  9. Archives
  10. Membership
  11. Website
- B. Such other committees as may be needed to implement the objectives of the Association may be established by the President or Executive Council, and will serve at their discretion.
- C. It shall be the duty of these committees to fulfill their charges and submit their reports in writing to the President.
- D. The President shall be an ex-officio member of all committees.

#### ARTICLE IX – Amendments to the By-Laws

- A. Amendments to the By-Laws may be proposed by any member in good standing of the Association and submitted in accordance with the Policies and Procedures Manual.
- B. Voting on proposed amendments to the By-Laws shall be by written or electronic ballot. Every voting member shall be eligible to vote provided that such members are not delinquent in their dues at the time of distribution of the ballots/voting.
- C. All amendments to the By-Laws shall be decided by a two-thirds vote of the ballots/votes cast.

#### ARTICLE X – Procedures

- A. Day to day business of the Association shall be conducted according to the Policies and Procedures Manual adopted by the membership.
- B. In all matters of procedure not covered by these By-Laws or the Policies and Procedure manual the provisions set forth in Robert's Rules of Order Revised shall be followed.
- C. The Policies and Procedures Manual may be changed by majority vote of the membership.

#### ARTICLE XI – Fiscal Year

- A. The Fiscal Year of the Association will be January 1 through December 31.

## **POLICIES AND PROCEDURES**

### **PURPOSE:**

To provide and promulgate Wyoming Environmental Health Association operational guidelines, and assist with a smooth transition as the officers of the Association change.

### **BACKGROUND:**

Consistent with the National Environmental Health Association and International Association for Food Protection in strongly endorsing and diligently pursuing an open management policy and seeking a high degree of participation from its members, this manual attempts:

- I. To provide consistency in operation and management of the organization.
- II. To encourage and expedite participation.

### **PROCEDURE:**

- I. The president shall assure that the Executive Council is advised annually of the status of the manual, i.e. its completeness, necessary revisions, current activity, etc.
- II. Any member may advise the President of specific areas requiring attention and may recommend ad hoc working groups, committees, etc. for developing or revising manual components.

## **OFFICERS**

### PURPOSE:

To administrate the affairs and business of the association.

### POLICY:

The Executive Council consists of the President, Vice President, Secretary, Treasurer, and immediate Past President. It shall conduct the business of the association between annual meetings. The specific function and responsibilities of the Executive Council shall include:

- I. Meet a minimum of four times a year.
- II. Conduct an audit when needed. (See Section 11 for audit procedures).
- III. Present a report of the activities of WEHA to all association members at the annual meeting.
- IV. Be the only voting members at the Executive Council meetings. All association members may attend and participate in the general discussion at Executive Council meetings.
- V. To establish committees, as needed, by majority vote.
- VI. All Executive Council members shall pay their dues on time and remain a member in good standing.

### PROCEDURE:

- I. **PRESIDENT** – Is the chief executive officer of the organization; is responsible in conjunction with the Executive Council, to provide direction, organization, and evaluation of the association; presides over the executive council; is also a member of the Council of Delegates in NEHA; and must be a NEHA member. Specific functions and responsibilities include:
  - A. Promoting WEHA goals and objectives.
  - B. Representing WEHA to the members, the public, political, professional, educational, and other groups.

- C. Assist in coordinating WEHA with other groups.
  - D. Promoting professionalism among members.
  - E. Fostering and encouraging research, education, and training in environmental health fields.
  - F. Conduct executive council meetings and business according to Robert's Rules of Order, Revised.
  - G. Appoint committee chairs, task forces, and other groups as necessary.
  - H. Review all committee reports and certification of election results.
  - I. Assure that all officers and committee chairs are functioning.
  - J. Is entitled to vote by ballot and in all other cases where the vote would change the result; (example: ties, if a 2/3 majority is required).
  - K. Signs checks in the absence of the Treasurer. Uses debit card for WEHA purchases when needed.
  - L. Contacts delinquent members.
  - M. Disseminates NEHA and IAFP information to the membership.
  - N. Keep possession of or know the location of all WEHA physical assets.
- II. VICE PRESIDENT – Shall assist the President as assigned and shall act in his/her absence. The major functions are to:
- A. Coordinate and charge duties to all committee chairpersons in writing.
  - B. Maintain the Official Calendar. (see Section 7)
  - C. Develop familiarity with the President's duties and responsibilities.
  - D. Signs checks in the absence of the President and Treasurer and uses the debit card for WEHA purposes when needed.
  - E. Circulate proposed additions and corrections to the By-Laws and Policies and Procedures to the membership.



- G. Other duties as required.
- III. SECRETARY – Shall be official custodian of all documents, correspondence, and records of the Association. The major functions are to:
- A. Record all meetings of the Executive Councils and the Annual Business Meeting. Tapes of meetings will be kept for a minimum of six months and will be accessible to all WEHA members.
  - B. Provide a written transcript of the tapes (Minutes are to be sent to each member of the executive council, committee chairs, and Newsletter Editor.).
  - C. Keep NEHA and IAFP informed of the membership, changes of officers, and notify NEHA and IAFP of official delegate.
  - D. Develop and maintain a permanent historical record.
  - E. Notify NEHA and IAFP of affiliate news and the recipient of the Outstanding Environmental Health Professional Award.
- IV. TREASURER – Shall be official custodian of WEHA funds. The major functions are to:
- A. Take custody of all funds and, deposited into one or more repositories designated by the Executive Council.
  - B. Make disbursements by check, debit card, or electronic transfer.
  - C. Submit financial statements to the membership at the annual business meeting.
  - D. Send out WEHA applications annually and collect dues and bill members annually for WEHA dues.
  - E. Provide quarterly, to the President, a list of all classifications of members in good standing as well as those delinquent.
  - F. Provide an annual list of all classifications of membership to members through the Directory.
  - G. Inform the Editor of the Newsletter of any new members including sustaining and associate members.

- H. Files nonprofit status annually.
  - I. Completes all appropriate tax requirements in a timely manner.
  - J. Maintain a list of all physical assets and their location.
- V. IMMEDIATE PAST PRESIDENT – The major functions are to:
- A. Be a member of the Executive Council.
  - B. Provide advice through experience.
  - C. Act as a parliamentarian during business and Executive Council meetings and be familiar with Robert’s Rules of Order, Revised.
  - D. In the absence of the President and Vice President during a general meeting, shall assume the duties of President.

**\* NOTE: At least two members of the Executive Council must be NEHA members.**

## **NOMINATIONS, VOTING, AND ELECTIONS**

### **PURPOSE:**

To establish and promulgate specific activities relating to nominations, voting, and elections conducted by WEHA.

### **BACKGROUND:**

The ultimate authority for the association rest with its members, thus elections must be held periodically to select officers, consider modification to By-Laws, Policy & Procedures, and refer issues to the general membership. The annual meeting is the preferred mechanism to conduct the business of the association. Due to the widespread geographical location of members, it may at other times be more efficient to use mail or electronic, ballots.

### **POLICY:**

Individual ballots shall be considered secret and confidential and shall be maintained as such, except during the election of officers. All election ballots/votes will be tabulated by the Nominations-Elections committee or their designee, who shall certify the results and notify the President of the results. The results of all electronic ballots will be provided to the membership by the President within 30 days. All ballots shall be preserved for a period of 60 days after the announcement of the election results and immediately thereafter shall be destroyed if there is no dispute.

### **PROCEDURE:**

#### **I. ISSUES BEFORE THE MEMBERSHIP**

- A. Any matter may be brought before the general membership during an annual meeting or before the Executive Council during an Executive meeting for consideration.
- B. If the matter requires a vote by the general membership, a general ballot may, at the discretion of the Executive Council, be prepared by an Executive Officer and sent to the general membership, or be voted on at an annual meeting. General ballots will be; tabulated by an Executive Officer, certified by the Executive Council, presented to the President, and

announced to the membership within 30 days. All ballots shall be destroyed as above in the POLICY statement.

- C. A simple majority vote is required to pass issues before the membership.

## II. BY-LAW CHANGE

- A. Amendments to the By-Laws may be proposed to the By-Laws/Resolutions committee by any member in good standing.
- B. The By-Laws/Resolutions committee must submit to the Executive Council any proposed amendments to the By-Laws. The proposed changes shall be submitted to the general membership by a special written/electronic ballot or at the annual business meeting, providing the By-Laws change(s) are submitted to the membership at least two (2) hours prior to voting.
- C. A 2/3 majority vote of the eligible ballots cast shall be required to change the By-Laws.

## III. POLICY & PROCEDURE CHANGE

- A. Amendments to the Policy & Procedure Manual may be proposed to the Executive Council by any member in good standing.
- B. The By-Laws/Resolutions committee will give input to the Executive Council on the proposed amendment.
- C. A majority vote of the Executive Council is required to pass changes to the Policy & Procedure Manual.
- D. In the event the Policy & Procedure amendment is before the Executive Council during a general membership meeting, a majority vote of the attendees is required to pass the amendment.

## IV. OFFICER SELECTION – The Nominations-Elections committee shall utilize the following format for selecting candidates for each office:

- A. Any active member in good standing may be nominated for any office by a petition signed by at least two members in good standing. The petition must be accompanied by a statement signed by each nominee indicating their willingness to accept the office if elected and to resign any office then held in the association.

- B. All petitions must be submitted to the chair of the Nominations-Elections committee at least 30 days prior to the annual meeting. An absentee mail ballot with all officer nominees' names will be prepared prior to the annual meeting.
  - C. Members who cannot attend the annual meeting may request an absentee ballot from the Nominations-Elections committee but must return it to the committee prior to the annual meeting.
  - D. The absentee ballot can not include any write-in votes.
  - E. Officers will be elected at the annual meeting, from petitions as submitted above and with nominations accepted from the floor. Nominations for each position will be accepted from the floor at the General Membership meeting, provided the nomination is accompanied by two (2) signatures of voting members of the Association. Absentee ballots will be tabulated by the Nominations-Elections committee during officer elections and recorded.
  - F. A simple majority vote of the general membership is required to elect an officer.
  - G. In the event of a vacancy, a special election will be held. The Executive Council may suspend the time limits. A vacancy in the office of Immediate Past President will be left vacant.
  - H. A special election shall take no longer than 30 days to solicit officer nomination petitions. Petitions shall be sent to the Nominations-Elections committee who will prepare an electronic ballot that shall be sent to all the members in good standing. All ballots shall be returned to the Nominations-Elections committee within 5 days. The committee will then have 5 days to tabulate, certify, and notify the President in writing of the results. The winner of the election shall be notified in writing by the President.
- V. OFFICER IMPEACHMENT – Any officer may be removed from the Executive Board if they have acted in any way that could be detrimental to WEHA. The nominations/election committee shall utilize the following procedure for removing a member of the Executive Council.
- A. Any two (2) members in good standing may request in writing that a specific Executive Board member be removed. The request shall state the

reason for the removal and be submitted to the chair of the Nominations-Elections committee.

- B. The Nominations-Elections committee will then notify the President in writing of the request. If the request is for the removal of the President the Vice President shall receive the request.
  
- C. The Nominations-Elections committee shall send an electronic ballot to all members in good standing. The ballot shall contain the reason for the removal of the board member. All ballots shall be returned to the Nominations-Elections committee within 5 days. The committee will then have 5 days to tabulate, certify, and notify the President in writing of results. The officer that is being removed will then be notified by the President or Vice President if the President is removed, of the results.
  
- D. Once removed from the Executive Board all WEHA materials will be immediately returned to another Executive Board member.

## **COMMITTEE OPERATIONS**

### **PURPOSE:**

To promote efficient organization and use of the committee process to accomplish the aims and goals of the Association.

### **BACKGROUND:**

Efficient organization and use of technical and administrative committees is essential for accomplishing a variety of routine and special tasks. Selection and designation of committee chairs and members bears directly on the effectiveness of the committees in accomplishing their responsibilities. Each committee must be given a specific well-defined charge and such additional instructions to allow the committee to understand and fulfill its objectives.

### **PROCEDURE:**

#### **I. COMMITTEE RESPONSIBILITIES**

- A. At the conclusion of the AEC in which an election takes place, the President shall select committee chairs and members. Early notification of charges to the committee is essential. Also, chairs must commit themselves promptly to diligent effort on behalf of their committee.
- B. It is the duty of the President to assign committee charges to the committee chairs.
- C. Any member desiring membership on any committee should notify the President 30 days prior to the annual meeting.
- D. Members selected or appointed to any committee must be in good standing within the Association.
- E. Each committee chair shall maintain a committee file, of the committee in a form and format which will permit smooth transfer to the succeeding chair so that continuity of committee activities can be maintained.

- F. Each committee chair shall submit a written annual report that will address the accomplishments of the committee and offer suggestions and improvements to the Executive Council at least 24 hours prior to the AEC. Written committee reports shall be submitted and will be expected at each Executive Council meeting.
- G. The President is an ex-officio member of all committees and, therefore, must be notified of all committee meeting dates, times and places.



## **COMMITTEES AND THEIR GENERAL FUNCTIONS**

### PURPOSE:

To assist committee chairs with a description of the committees and their general functions.

### PROCEDURE:

- I. The standing committees are: Awards, Nominations-Elections, Annual Educational Conference, Education (Food Safety / Pools & Spas / Child Care / Water-Wastewater), By-Laws and Resolutions, Public Relations, Legislative, Newsletter Editor, Archives-Scrapbook, and Membership.
- II. General functions of the standing committees are outlined below:
  - A. AWARDS COMMITTEE – is comprised of three former recipients of the Outstanding Environmental Health Professional Award. The committee will solicit nominations for awards from the association membership. Nominations must be submitted on award forms a minimum of 60 days prior to the annual meeting. Selections for award recipients will be made at least 4 weeks prior to the annual meeting and held in strict confidence until the awards are presented:
    1. OUTSTANDING ENVIRONMENTAL HEALTH PROFESSIONAL AWARD - any voting member of WEHA is eligible for this award when recommended on an awards form by another voting member. The recommendation should include:
      - a. Performance of assigned duties and job description.
      - b. Cooperation with fellow workers and peers.
      - c. Willingness to take constructive criticism and offer the same to others in a tactful manner.
      - d. Educational background including special training or education.
      - e. Published documents or articles written or presented by the nominee relating to his/her profession.
      - f. Outline the areas in which the candidate has made a significant recognizable contribution to WEHA.



1. Set the specific dates, place, and fees of the upcoming Annual Educational Conference. The Executive Council shall review the tentative plans for the Annual Educational Conference.
2. Negotiate contractual arrangements for all hotel and meeting facilities, including lodging and exhibit space.
3. Coordinate with the previous year's committee chair.
4. Coordinate all advertising and mailings.
5. Utilize procedure specifics as deemed necessary (see Section 12 of this Policy & Procedure Manual).

D. EDUCATION COMMITTEE - The Education Committee shall plan and implement any educational programs, seminars and/or workshops as deemed necessary. The Executive Council will serve as the Education Committee, appointing members to administer fields of study including, but not limited to:

1. Food Safety
2. Swimming Pools, Spas & Similar Installations
3. Day Care
4. Small Water and Wastewater Systems

The purpose of the Education Committee is to provide continuing education to Environmental Health Professionals and Industry. This committee's duties will include:

- a. Deciding what training will be facilitated.
- b. Setting the specific dates, place and fees of upcoming educational opportunities. All money transactions will go through the Treasurer.
- c. Negotiating contractual arrangements for meeting facilities; securing audio-visual equipment.
- d. Coordinating with any potential connecting agencies, professionals and industry.
- e. Soliciting and confirming speakers by letter.

- f. Coordinating advertising and mailings, including listing on the web site and newsletter.
- g. Sending thank you letters to speakers and sponsors (if applicable).

E. BY-LAWS AND RESOLUTIONS COMMITTEE – This committee oversees the written By-Laws and Policies & Procedures of WEHA, including:

- 1. Review the By-Laws and Policy & Procedure Manual, suggesting or soliciting any changes which would be beneficial to WEHA.
- 2. Solicit resolutions for the AEC. All resolutions recommended by the committee shall be submitted to the membership at least 30 days prior to the annual meeting, providing that resolutions may be introduced from the floor by the membership at least two hours prior to voting.
- 3. Procedures for voting on By-Laws shall be followed as outlined in Section 3 of this Manual under “By-Law Change.”
- 4. Procedures for voting on Policy & Procedures shall be followed as outlined in Section 3 of this Manual under “Policy & Procedure Change.”

F. PUBLIC RELATIONS COMMITTEE – Duties of this committee include the following:

- 1. Report newsworthy items of public health significance to the public media and/or in the Newsletter.
- 2. Promote publicity for WEHA activities throughout the state’s news media.
- 3. Promote all classifications of membership in WEHA.

G. LEGISLATIVE COMMITTEE – Duties include:

1. Keep WEHA informed of the current status of legislation involving the environmental health field.
  2. Provide information for the revision of current health related regulations.
- H. NEWSLETTER EDITOR – The Newsletter Editor is a standing position of WEHA and as such, shall be appointed by the President, subject to approval by the Executive Committee. Duties include:
1. Solicit articles for the WEHA Newsletter.
  2. Publish the Newsletter bi-annually.
  3. Maintain the professional quality of the Newsletter.
  4. Publish the sustaining members' ads with each bi-annual Newsletter.
  5. Publish the official calendar of events.
  6. The editor is expected to use editorial discretion and tact in reviewing articles and editorials that will focus on the promotion and improvement of WEHA.
- I. ARCHIVES – SCRAPBOOK COMMITTEE – All records will be maintained to show the history of the association. Duties include:
1. The chair shall maintain the archives and scrapbooks at their place of business and must make available upon request.
  2. Photos, records, documents, awards, etc. shall be placed in the archives when received.
  3. The scrapbooks and awards shall be taken to the annual educational conference for reminiscing.
  4. Submit an annual report of all activities to the Executive Board.
- J. MEMBERSHIP COMMITTEE – As stated in the By-Laws, membership may consist of the following: Active, Student, Honorary, Associate, and Sustaining. Duties of this committee include:

1. Maintain a current list of members in good standing.
2. Solicit any potential new members.
3. Send a welcoming packet to new members.
4. Provide the membership list to the Newsletter Editor and Executive Council.

K. WEBSITE COMMITTEE– Oversees the information that is put onto the WEHA website.

1. Maintain and update information on the website by sending the current information via email to Wyoming Network.

## **CONDUCT OF BUSINESS MEETINGS**

### PURPOSE:

To establish a protocol for the conduct of business meetings of the association, Executive Council and annual meeting. Orderly conduct helps assure full participation by the membership.

### POLICY:

All business shall be conducted during either the annual meeting of the general membership or Executive Council meetings.

### PROCEDURE:

- I. Notification to the general membership of an annual meeting shall be made by the Executive Council at least 30 days prior to the meeting.
- II. All business meetings shall be conducted according to the Robert's Rules of Order, Revised. The parliamentarian may be the immediate past president or appointed by the president.
- III. Meetings of the Executive Council shall be called, when necessary, by the President or at the request of a majority of the membership of the Executive Council.
- IV. An agenda listing proposed items of business will be prepared by the President or presiding officer prior to the meeting. Agenda items may be submitted to the President by any member in good standing.

## **OFFICIAL CALENDAR**

### PURPOSE:

To provide for development and maintenance of a calendar of important events and significant dates of interest to the Association, and to assist in coordinating, planning, accomplishing, and promoting the work of the Association.

### POLICY:

The Vice President shall maintain an official calendar for use by all members of WEHA.

### PROCEDURES:

- I. Calendar events to be included:
  - A. Annual Meeting
  - B. Executive Council Meetings and Locations
  - C. Nominations & Elections Committee meetings and deadlines
  - D. Awards Committee meetings and deadlines
  - E. Membership Renewal (01 January)
  - F. Educational Courses
  - G. Newsletter Deadlines
  - H. Any national events of public health importance
  
- II. Calendar will be updated from time to time by the Executive Council.



## **NEHA DELEGATE SELECTION**

### PURPOSE:

To establish protocol for designation of the delegate to the National Environmental Health Association Annual Education Conference and Business Meeting.

### PROCEDURE:

- I. The President as a member of NEHA is recognized as the official affiliate delegate.
- II. In the event that the President is not able to attend, an alternate who is a member of NEHA may be selected. NEHA needs to be notified of this appointment prior to the AEC.
- III. The process for selection of an alternate delegate will be appointment by the President with final approval of the Executive Council.
- IV. If financially possible, the association will provide a stipend to help defray expenses of the delegate.
- V. If for any reason, the WEHA delegate is unable to attend any sessions of the annual business meeting, he/she may designate a proxy. The proxy request must be submitted by the delegate to the NEHA Executive Director in writing.
- VI. The delegate should attend all official meetings which may include: the Affiliate Presidents Meeting, The Town Hall Meeting, Focus Groups, and the Award Ceremony.
- VII. WEHA may fund or reimburse its official delegate for travel on behalf of the Association from the NEHA AEC FUND as indicated below:
  - a. Travel by air shall be at the lowest rate as may be obtained. Travel by ground cannot exceed the lowest airfare rate.
  - b. Lodging shall be at the lowest advertised conference rate including taxes and fees.
  - c. Funding or reimbursement shall be accompanied by receipts for all reasonable reimbursable food, lodging, parking, tolls, shuttle, airfare, etc. for any expense. Failure to provide receipts may result in the repayment of expenses to WEHA or the denial of reimbursement for expenses by WEHA.
  - d. The Board may set limits on association travel expenses when representing the association.

- e. WEHA will not be responsible for any costs incurred by family members of Board members.
  - f. Any overpayment of the actual expenses shall be repaid to WEHA, along with documentation of expenses as noted in part “c” above.
  - g. The delegate shall apply for all scholarships and discounts available for the AEC.
- VIII. The maximum amount available in the NEHA AEC fund is \$5000.00 at the end of the calendar year.
- IX. The official delegate must submit a report following the conference for the newsletter.

## **IAFP COUNCIL REPRESENTATIVE SELECTION**

### PURPOSE:

To establish protocol for designation of the representative to the Council for the International Association for Food Protection.

### PROCEDURE:

- I. The representative for the Council shall be the President or other authorized delegate from the Affiliate Association.
- II. In the event the President is not able to attend, an alternate may be selected.
- III. The process for selection of the alternate representative will be by appointment from the Executive Council.
- IV. If financially possible, the association will provide a stipend to help defray expenses of the delegate.
- V. If a WEHA member is unable to attend another IAFP member may be selected as proxy for WEHA. The President of WEHA must submit a letter of proxy authority designating the delegate to IAFP Executive Director.
- VI. WEHA will pay up to and not to exceed half of the amount to send a WEHA delegate to the IAFP conference. The exact amount to be decided by the Executive Board upon submission of written requests to attend.
- VII. The representative should attend all official meetings.
- VIII. The representative must submit a report following the conference for the newsletter.

## **SCHOLARSHIP FUND**

### **PURPOSE:**

To provide stipends for WEHA Members to attend conferences, meetings, seminars, symposiums, etc. which are beneficial to WEHA.

### **POLICY:**

There is a \$1000 scholarship fund for the purpose of stipends available per year, with a maximum stipend of \$250.00 per WEHA member per calendar year.

### **PROCEDURE:**

- I. Applicants must include a meeting agenda, registration form, and a written explanation of how WEHA and the member attending will benefit.
- II. All applications will be reviewed by the Executive Board prior to approval.
- III. Following the conference, etc., a written report must be submitted for publication in the WEHA newsletter.

## **AUDITING**

### **PURPOSE:**

To assure a complete accountability of WEHA funds.

### **POLICY:**

To require an audit as deemed necessary and to make audit findings available to the Executive Council and the association membership.

### **PROCEDURE:**

- I. Executive Council may secure the services of a recognized and responsible accounting firm, where deemed necessary.
- II. Executive Council will report the findings to the membership at the next annual meeting.

## **PROCEDURES FOR WEHA AEC**

### PURPOSE:

To provide guidance and direction for the WEHA AEC. All or some of the items may pertain to the AEC. This is a generalized list of procedures.

### PROCEDURE:

- I. As chair, the first item of business is to choose a committee to help with the AEC. There must be at least 2 people on the Committee.
- II. Choose the most reasonable tentative dates for the AEC.
- III. Get bids from several locations. Include information on food prices for breakfast, lunch, the banquet dinner, and coffee breaks, as well as, meeting room and sleeping room rates.
- IV. Once date and place are confirmed, have a written contract on all logistics; especially on prices and terms. Example: Requirement for a 48 hour notice on numbers for a luncheon or banquet, or WEHA may have to pay for extra servings.
- V. Begin contacting speakers by letter. Also the industry should be contacted for participation such as a booth or as a registered guest. This will let the industry know what and who WEHA is and possibly get them to become sustaining members.
- VI. Set registration fees to cover obvious expenses and allow extra for unexpected expenses. Get board approval for prices and program. Send copy of approved program to State DFS, UW, etc. for approval of clock hours of training. Submit a copy of the program to NEHA for pre-approval of CEUs.
- VII. Confirm speakers (include asking about equipment and transportation from the airport.)
- VIII. Have program and speakers complete 90 days prior to the AEC and print programs. Estimate for plenty of programs to cover all areas.
- IX. Once programs are in hand, distribute to DFS, WDH, WDA, and local health departments and any other pertinent agencies.

- X. Send program to speakers and industry. Finalize logistics. Contact Public Relations committee chair to publish a press release for advertisement.
- XI. Get packet items gathered from previous programs; if not available purchase items needed: pocket folders, note pads, nametags, WEHA stickers, pens, WEHA banner, etc. For some packet stuffers contact the local Chamber of Commerce and/or local businesses.
- XII. If drawing for door prizes, contact local businesses or industry for donations. Use a WEHA board member to draw for the door prize.
- XIII. As pre-registrations arrive, start packing packets including receipts and nametags. Ideally, packets should be stuffed a few days in advance of all materials that are available. Have a receipt book available and money for making change.
- IX. Two weeks prior to the AEC, check the facility to ensure all logistics are correct such as food, coffee breaks, etc. If a facility is used that does not provide or offer food, consider donations from local businesses for coffee breaks.
- XV. Get audio/visual equipment lined up.
- XVI. The day of the AEC, have help at the registration table and for setting up audio/visual equipment, etc. All committee members should be available to help on this day.
- XVII. After the AEC, get money and expenditure receipts to the Treasurer within two (2) weeks from the end of the event. ~~as soon as possible.~~
- XVIII. Pay bills. (Make arrangements with the Treasurer.)
- XIX. Send thank you letters to speakers, exhibitors and businesses that made donations.
- XX. Make final report to the Executive Council.
- XXI. Bring all material to the AEC to pass on to the next Chair.

**IMPORTANT: Keep all receipts for expenses including postage, copying, programs, supplies, etc. You will be reimbursed for expenses with a receipt.**

**“Good Luck”**

**GIFT FUND**

PURPOSE:

To provide a gift for bereavement, birth, or retirement of a member or an individual closely associated with WEHA.

POLICY:

The Board may send a plant, card, bouquet or donation to a desired charity as a gift with a maximum expense of \$50.00.

PROCEDURE:

- I. Members should bring all requests to a Board member. All Board members must be notified and a majority vote will decide if a gift is appropriate.
- II. All gifts shall be sent by the President or Treasurer.
- III. Bereavement gift shall be sent to the immediate family.



## **PROCEDURES FOR SEMINARS**

### PURPOSE:

To provide guidance and direction for WEHA sponsored seminars.

### PROCEDURE:

- I. At least one person from the group that is organizing the seminar must be a current member of WEHA.
- II. A request for sponsorship must be submitted to the Executive Board in writing 90 days prior to the event.
- III. The Executive Board will take a vote on whether to sponsor the event or not.
- IV. WEHA will provide \$50.00 per day to cover expenses for refreshments.
- V. Receipts must be provided to the WEHA Treasurer for reimbursement within two (2) weeks from the end of the event.