

By-Laws

Of the

**NEVADA ENVIRONMENTAL HEALTH  
ASSOCIATION**

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Amended - January 1964  
Amended - May 1966  
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## **Article I – Name of Organization**

The name of this organization is the Nevada 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 Nevada.

## **Article II – Objectives**

The organization is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on,

- (a) By an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or
- (b) By an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

## **Article III – Membership and Dues**

A. Membership in The Association is open to all residents of Nevada having the minimum qualifications established by the Executive Council of The Association. The classes of membership in The Association and basic dues shall be as follows:

1. ACTIVE AFFILIATE – any person who is employed full-time as an Environmentalist, or related educational activities by a public agency or private employer. In the event that an active member retires from full-time employment as specified above, may continue an active membership indefinitely. Active membership annual dues will be \$20.00. While not mandatory, membership in the National Environmental Health Association is strongly recommended.
2. ACTIVE NATIONAL – any ACTIVE AFFILIATE member who is also a member of the national Environmental Health Association. Annual dues will be \$20.00 plus current assessment dues by the National Environmental Health Association.
3. STUDENT – a full-time student working towards a degree in environmental health or related field. Student membership annual dues will be \$5.00. While not mandatory, membership in the National Environmental Health Association is strongly recommended.

4. RETIRED – may be conferred upon any active member who, because of age or disability, is retiring from full-time employment, provided:
    - a. That the ACTIVE member's tenure of continuous membership immediately preceding and/or following retirement shall be at least ten (10) years;
    - b. That the years of ACTIVE membership plus the years of employment as an environmentalist or in a closely related field shall total at least thirty (30) years. There shall be no annual dues assessed of a retired member.
  5. HONORARY – may be conferred upon any person for distinguished achievement or service in the Environmental Health field. There shall be no annual dues assessed to HONORARY members.
  6. SUSTAINING – a company, corporation, or association of such firms with a general interest in and desire to contribute to the success of The Association and its objectives and purposes. The annual contribution for a SUSTAINING membership shall be a minimum of \$100.00
- B. Payment of dues and annual contributions shall be as follows:
1. Dues and annual contributions shall be payable by January 1<sup>st</sup> of each year. For all new members, dues shall be on a semi-annual basis.
  2. Dues and annual contribution statements shall be mailed to all members on or before December 1<sup>st</sup>. Members who have not paid dues or annual contributions by March 1<sup>st</sup> shall be delinquent and membership privileges shall be suspended. During the remainder of the calendar year, reinstatement is automatic upon repayment of the proper dues or contribution. Thereafter, the procedure applicable to new membership shall be followed.
  3. The Treasurer shall collect only that portion of dues assessed by The Association. That portion of dues assessed by the National Environmental Health Association will be collected by the National Environmental Health Association.
  4. Increased dues for any of The Association members may be adopted by a majority vote of the ACTIVE and STUDENT members. Increases in dues or contributions for SUSTAINING memberships shall be made only on prior approval of the Executive Council of The Association.

## **Article IV – OFFICERS and DUTIES**

- A. The officers of The Association shall be president, President-elect, Vice-President, Secretary, and Treasurer all of whom shall be ACTIVE NATIONAL members. Officers shall be elected bi-annually in accordance with the provisions of ARTICLE VII of these By-Laws. In the event of a vacancy in any office, the vacancy shall be filled by appointment by the Executive Council for the un-expired term of offices.
- B. The duties of the officers shall be as follows:
1. The President shall be chief or Executive officer of The Association and shall represent The Association as a member of the Board of Directors of the National Environmental Health Association. The President shall preside at all business meetings of The Association or its Executive Council, and shall appoint all committees thereof. The President shall receive for consideration and action, all committee reports and certifications of election results.
  2. The President-elect shall prepare for the office of President in the succeeding year.
  3. The Vice-President shall preside at all business meetings in the absence of the President. The Vice-President shall coordinate and expedite the work of all committees and shall perform such other duties as assigned by the President. The event that the office of President becomes vacant before the end of the term, the Vice-President shall assume the office of the President for the remainder of that term.
  4. The Treasurer shall have custody of all funds of The Association, which shall be deposited, in one or more depositories designated by the Executive Council. Disbursements shall be signed by the Treasurer and countersigned by another elected officer. The Treasurer shall be bonded if the Executive Council so orders and the amount of the bond shall be determined by the Executive Council. The Treasurer shall submit written quarterly financial statements to each member of the Executive Council.
  5. The Secretary shall be the official custodian of all documents, correspondence and records of The Association. The Secretary shall serve as Secretary of the Executive Council, and perform such other duties as assigned by the President. The Secretary shall record the minutes of meetings of the Annual Meeting of The Association. The Secretary shall submit copies of the minutes to, each member of the Executive Council within thirty (30) days following the meeting.

## **Article V – EXECUTIVE COUNCIL**

- A. The Executive Council shall consist of all elected officers of The Association, the immediate Past President of The Association, and one delegate elected by the by the membership who shall represent The Association as a member of the Board of Directors of the National Environmental Health Association when the President is unable to fulfill that duty. The President and the Secretary of The Association shall serve as the Chair and Secretary of the Executive Council, respectively.
- B. The Executive Council shall conduct the business of The Association between annual 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 for boards of directors of affiliates.

## **Article VI – MEETINGS**

- A. An annual meeting shall be held at a time and place fixed by the Executive Council and shall take place at least sixty (60) days prior to the Annual Educational Conference of the national Environmental Health Association. The annual meeting shall consist of a business meeting and an educational conference. All ACTIVE and RETIRED members in attendance at the annual meeting shall be entitled to vote on matters brought to a vote at the meeting, where majority vote shall prevail.
- B. Meetings of the Executive Council shall be called, when necessary, by the President or at the request of a majority of members of the Executive Council.
- C. A quorum to an open annual meeting, or to legally conduct the business of The Association, shall consist of a majority of the members of the Executive Council, including at least one elected officer.
- D. All actions by the Executive Council shall be by a majority vote of the members present and voting.

## **Article VII – NOMINATIONS and ELECTIONS**

- A. Officers shall be elected by written ballot prior to the annual meeting, shall take office at the close of the annual meeting, and shall serve until replaced by their successors. Elected officers shall not be eligible to immediately succeed themselves, except the Secretary and the Treasurer.
- B. The Nominating Committee shall select at least two (2) ACTIVE members as candidates for each office. Any ACTIVE member may be nominated for any office by petition signed by at least two (2) members. Such petitions shall be submitted to the Chairman of the Nominating Committee at least three (3)

months prior to the annual meeting. An affidavit signed by each nominee indicating willingness to accept office if elected and to resign any elected office then held in The Association must be in the possession of the Nominating Committee prior to the nominee's name appearing on the ballots.

- C. Voting for the election of officers and on proposed amendments to the By-Laws shall be by letter ballot. Every ACTIVE and RETIRED member shall be eligible to vote provided that such members are not delinquent in their dues at the time of the distribution of the ballots.
- D. Official ballots with envelopes for returning marked ballots shall be mailed by the Secretary to each eligible voter not later than sixty (60) days prior to the annual meeting. In order to be valid, ballots shall be cast and returned to the Secretary by not later than forty-five (45) days prior to the annual meeting. Write-in votes for any office shall not be counted.
- E. The Election Committee shall, by not later than thirty (30) days prior to the annual meeting, meet in the presence of the Secretary and at least one other member of the Executive Council, to open and tally the ballots. The Election Committee shall immediately certify the results of the election in writing to the president, declaring as elected the candidate for each office receiving a majority of valid votes. The President shall send notice of the election results to each member of the Executive Council within five (5) days. In the case of a tie vote, the office shall be decided by the vote of the Executive Council. All ballots shall be preserved by the Secretary for a period of sixty (60) days after announcement of election results and immediately thereafter be destroyed if the election is not then in dispute.

## **Article VIII – COMMITTEES**

- A. The following standing committees of not less than three (3) members shall be appointed by the President with the approval of the Executive Council:
  - 1. Nominating
  - 2. Elections
  - 3. Membership and Registration
  - 4. Program and Education
  - 5. Legislation and By-Laws
  - 6. Auditing
  - 7. Awards
- B. Such other committees as may be needed to implement the objectives of The Association may be established by the Executive Council and will serve at their discretion.

C. It shall be the duty of those committees to fulfill their charge 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 a majority vote of the Executive Council, or by majority vote of the members of The Association.

B. The Executive Council shall submit proposed amendments to the By-Laws, by a vote of the membership by special written ballots mailed with the ballots for the annual election of officers.

#### **Article X – PROCEDURES NOT COVERED**

In all matters of procedure not covered by these By-Laws, the provisions set forth in “Robert’s Rules of Order-revised” shall be followed.

#### **Article XI – DISSOLUTION**

Upon winding up and dissolution of this organization and after paying or adequately providing for debts and obligations of the organization; the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated for charitable, educational, religious and/or scientific purposes and which is established in tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.