

SAMPLE STUDENT LOCAL SECTION BYLAWS

Article I—Name

Section 1. The name of this Section shall be _____
Section sponsored by the _____ Local Section, American
Industrial Hygiene Association (AIHA).

Article II—Purpose

Section 1. The purpose of the _____ Section shall be to promote the advancement of the industrial hygiene profession and to foster the professional well-being and development of its members within its campus and community.

Section 2. In fulfilling its purpose, the _____ Section shall have the following objectives:

- (a) To increase individual knowledge of industrial and environmental health through interaction with other interested parties.
- (b) To promote the study of industrial hygiene.
- (c) To interact with professionals in the government, industrial, educational, and other professional bodies.

Article III—Membership

Section 1. Any student with an interest in industrial hygiene and who is currently enrolled at the _____ (school name) is eligible for membership upon payment of membership dues.

Section 2. The faculty and staff of the _____ (school name) are eligible for membership on an Associate member basis. Any faculty on staff with an interest in industrial hygiene and /or _____ are eligible for an Associate membership. No membership fees are required from Associate members.

Section 3. Student member status may be retained up to one year following graduation or until the individual is employed in the field of industrial hygiene, whichever comes first. Student members are automatically reclassified to Affiliate membership in the section one year after graduation, if not reclassified earlier.

Section 4. Membership and participation in the _____ Section shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, or sex.

Section 5. Section membership may be terminated with cause by a majority vote of the Section membership, upon recommendation of the Executive Committee based on conduct deemed harmful to the reputation of functions of the Section.

Section 6. Section members are eligible to vote on all matters brought before them. A majority vote is necessary for approval.

Section 7. Section membership dues are payable at the first meeting of the semester.

Article IV—Officers

Section 1. The officers of the _____ Section shall be a President, Vice President, Secretary, and Treasurer. Only those individuals in the _____ Section who are members in good standing may hold an elected office. All officers must also be full-time students at the _____ (school name) during their elected terms, and must be a student member or member of national AIHA.

Section 2. Elections shall be held annually during the second scheduled meeting of the spring semester. Nominations shall begin on the prior meeting and continue until the elections. A majority vote is needed to obtain office. Installation of the elected officers shall be on the last meeting of the academic year before their term is to begin, and the office shall be held until the next officers are installed.

Section 3. Secret ballots shall be issued, collected, and counted by the Nominating Committee. Only fulltime students in good standing are eligible to vote. If a member is unable to attend a meeting when an election is being held, he/she may cast an absentee ballot with the Secretary.

Section 4. If an office becomes vacant, a special election shall be held for an interim officer, and he/she shall hold this office until the term is completed. If the Executive Committee decides that an interim officer is not needed, then the remaining officers shall absorb the responsibilities of the vacant office.

Article V—Committees

Section 1. Elected Section officers and the Section advisor shall make up the Executive Committee, which shall govern the Section according to these Bylaws and within the authority delegated to it by Section members.

Section 2. The Section shall have a Nominating Committee, appointed by the President, for the purpose of developing a slate of Section Officers annually for member election. The committee shall consist of three Section members, one of whom shall be the Vice President, who shall act as chairman.





Section 3. Additional committees shall be formed at the discretion of the Section members and/or the Executive Committee.

Article VI – Administration

Section 1. The _____ Section shall be governed by the Executive Committee following the rules and guidelines herein. The Executive Committee may meet between regular meetings of the _____ Section as needed.

Section 2. The President shall preside over all meetings of the _____ Section and of the Executive committee. In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall preside over all committees formed within the _____ Section.

Section 3. The Secretary shall administer the duties of the Vice President in his/her absence. The Secretary shall keep accurate records of all meetings of the _____ Section. In the absence of the Secretary, the President shall appoint a member of the Executive Committee to administer the duties of the office. The Secretary shall ensure that the Faculty Advisor reports the results of the officer election to the student activities staff at AIHA.

Section 4. The Treasurer shall collect and disburse all Section funds, maintain Section financial records including all income and expense activities, collect Section membership dues, submit an annual report of all Section financial activities to the Executive Committee, and keep the Section regularly informed as to the Section's financial status.

Article VII—Meetings

Section 1. Regular meetings shall be held on the _____ (week and day) of each month unless otherwise scheduled by the Executive Committee. Time and place of meetings shall be announced by the Secretary at least five days in advance.

Section 2. Special meetings may be held by approval of the Executive Committee. These meetings must be announced at least two days prior to the meetings.

Section 3. A quorum shall consist of at least 20 percent of the members in good standing.

Article VIII—Amendments

Section 1. Amendments may be presented by any member or Associate member at any meetings of the _____ Section. They shall be presented in writing so as to be properly interpreted. A majority vote is required for approval.

Section 2. All amendments are subject to the approval of the _____ (sponsoring AIHA Local Section) and the Office of the Dean of Students.

Signatures

Student Section President

Date

Faculty Advisor

Date

AIHA President of Sponsoring Section of AIHA

Date

