The Down East Section, American Industrial Hygiene Association
Bylaws Revised December 2015

Article I - Name and Geographic Boundaries

Section 1. The organization shall be known as the Down East Section, American Industrial Hygiene Association; to be referred to as DEAIHA, or Section.

Section 2. The geographic boundaries of this section shall consist of the States of Maine and New Hampshire.

Article II. - Purpose

Section 1. The purpose of the DEAIHA shall be to promote the purposes of the American Industrial Hygiene Association (AIHA); to increase the knowledge of industrial hygiene through interchange and dissemination of information; to promote the study and control of environmental factors affecting the health and well-being of workers and the public; to correlate such activities as are conducted by individuals and agencies throughout industrial, educational, medical and governmental groups; and to bring together persons interested in the various phases of industrial hygiene.

Article III. - Membership

Section 1. Any member of AIHA residing within the geographic boundary of the DEAIHA may become a member of the Section upon payment of the Section dues. Subject to the approval of the Executive Committee of the DEAIHA, any member of AIHA living outside of the geographic boundaries may become a member of the Section by giving written notice to the Secretary of the Section. A member of AIHA may be a member of more than one local section.

Section 2. On payment of the required dues, and the approval of two-thirds vote of the Executive Committee of the DEAIHA, any person having a professional interest in industrial hygiene may become an associate member of the Section, entitled to all privileges of Section membership. Application for membership in the Section will be made in writing to the Secretary of the DEAIHA.

Section 3. Any member whose dues are unpaid on February 1 of any year is not in good standing and will have no vote. When the dues of any member are not paid within one year after they are due, the membership is automatically terminated.

Section 4. Any former DEAIHA member dropped for non-payment of dues who wishes to reactivate membership, may do so by both paying the one year's dues in arrears plus payment of the dues for the current fiscal year. If dues are in arrears for more than one year, the person must reapply for membership.

Section 5. Upon receipt of application, the Executive Committee may approve emeritus membership to a member who has become retired in fact. An emeritus member retains all privileges of the Section but will not be assessed dues.

Section 6. Additional classes of membership in the local section may be created with approval of the board of directors of AIHA.
Article IV. – Officers

Section 1. The officers of the DEAIHA shall be a President, President-Elect, a Secretary, Treasurer and immediate Past President. Only members of AIHA may be elected as officers. No person shall serve as officer in more than one local section at the same time. An officer need not reside or work in the geographic boundaries of the local section. This group of officers shall constitute the “Executive committee” of the DEAIHA. The President-Elect, Secretary and Treasurer shall be elected by ballot annually by the members of the Section and shall serve until their successors are elected and installed. The President-Elect shall automatically succeed the Presidency on election and installation of a successor.

Section 2. The officers of the local section shall be elected by ballot for terms of office as hereinafter provided, which terms shall begin and end on the date of the annual meeting. Each officer shall hold office until a successor shall have been duly elected or until death, resignation, or removal. The local section shall give notice of the names and addresses of the newly elected officers to AIHA within 30 days of such election.

Section 3. A vacancy in office because of the death, resignation, or removal of an officer may be filled by the Board of Directors for the unexpired term. If the vacancy occurs in the office of President-Elect, the member appointed to fill the vacancy shall not automatically succeed the President, and the President for the following year shall be elected at the next annual meeting of the local section.

Section 2. If the office of the President-Elect becomes vacant, the President for the following year shall be elected at the next regular election. If any other office becomes vacant, the Executive Committee shall appoint a member to fill this vacancy until the next regular election.

Section 3. An officer may be removed, with or without cause, at a meeting expressly called for that purpose, by by a two-thirds (2/3) vote of the Board of Directors.

Section 4. An officer may resign by oral tender of resignation at any meeting of the Executive Committee or by giving written notice thereof to the Executive Committee. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 5. The President shall preside at all meetings of the Section membership, Board of Directors and the Executive Committee and shall perform such other duties as may be directed by the Executive Committee. The President shall appoint, subject to the provisions of these bylaws, members and chairs of all committees. The President shall be an ex-officio member of all committees. The president shall serve a one-year term of office.

Section 6. The President-Elect automatically shall succeed the President in office upon completion of the President’s term of office. The president-Elect shall perform any duties delegated by the Board of Directors or assigned by the President. The President-Elect shall serve a one-year term of office.

Section 7. The Past President shall serve as chair of the Nominating Committee. The Past President shall perform such other duties delegated by the Board of Directors or assigned by the President. The Past President shall serve a one-year term of office.
Section 8. The Treasurer shall receive, disburse and be custodian of all funds of the Section. All disbursements shall be made upon authorization of the Executive Committee. The Treasurer shall prepare preliminary annual financial report and submit the accounts of the Section for audit at the last meeting of the Board of Directors prior to the annual meeting of the Section. The Treasurer shall serve a one-year term of office. After the annual meeting of the Section, the Treasurer shall transmit to his/her successor in office all funds and property of the DEAIHA.

Section 9. The Secretary shall give notice of all meetings of the Section, Board of Directors and the Executive Committee; maintain an accurate list of the members and their membership status; keep a record of the transaction of business that may come before such meetings; and be custodian of the records of the DEAIHA. The Secretary shall serve a one-year term of office. After the annual meeting of the Section, the Secretary shall transmit to his/her successor in office all records and property of the DEAIHA.

Article V. - Directors

Section 1. Except as these bylaws may require that action shall be otherwise authorized or taken, all authority of the DEAIHA shall be exercised by its Board of Directors.

Section 2. The Section will have three at-large Directors and the officers. Any member of the Section in good standing may be eligible to serve on the Board of Directors of DEAIHA. They shall be elected to serve for a term of three years. The terms of office for each of the three Directors shall be offset by one year so that no two Directors serve simultaneous three year terms. Each Director shall hold office until a successor shall have been duly elected or until death, resignation, or removal.

Section 3. A director may resign at any time, either by oral tender of resignation at any meeting of the Board of Directors or by giving written notice thereof to the Secretary. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. The Board of Directors may, by a vote of two-thirds (2/3) of its members, remove any director at a meeting expressly called for that purpose.

Section 5. The vacancy in office of any director may be filled by vote of the Board of Directors. A director elected to fill such vacancy shall be elected to the unexpired term of the predecessor in office.

Section 6. The Executive Committee shall appoint a three member Nominating Committee prior to October 1st. The Executive Committee shall also decide which election method (A) or (B) is to be used. The Nominating Committee shall prepare a slate of candidates for recommendation to the Executive Committee prior to October 30th. The candidate slate should consist of at least one person for: President-Elect, Secretary, Treasurer, Director(s) to fill expired terms/vacancies. The Nominating Committee is responsible for contacting each candidate and obtaining their consent to be included as an officer nominee. Candidates must be members of National AIHA. Elections may be conducted by any of the following election methods:

A. By mail ballot. Ballots should be mailed to DEAIHA membership prior to November 15th, and return mailed to DEAIHA Nominating Committee, post-marked not later than November 30th. The Nominating Committee is responsible for tabulating and validating the election results.

B. By secret ballot at a scheduled business/membership meeting. The Nominating Committee will distribute a list of nominees not less than 20 days prior to a scheduled DEAIHA meeting, at which time the committee will distribute a ballot to members present, tabulate and validate
election results and announce results (if possible) prior to the close of the business meeting (or as soon as reasonably possible afterwards). This meeting should be held prior to December 15th.

C. By electronic ballot. Ballots should be emailed to the DEAIHA membership prior to November 15th and returned to an objective party specifically identified in the email who is not running for a position on the current ballot. Email returns should be required no later than November 30th. The identified receiver is responsible for tabulating and validating the election results and reporting the results to the Nominating Committee.

Section 7. New officers will assume responsibilities in January.

Section 8. The Board of Directors shall hold meetings at least twice a year. Meetings may be held in person or by some other means where each officer and Director can communicate with all other officers and Directors. Notice of the time and place of each meeting of the Board of Directors shall be given not less than five (5) days before the date of the meeting, which notice need not specify the purpose of the meeting.

Section 9. The presence of a majority of the Board of Directors is necessary to constitute a quorum of a meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Board of Directors. Each member of the Board of Directors shall be entitled to one vote. Proxy voting shall not be permitted for any purpose.

Section 10. The Section will report election results to the National AIHA within 30 days of the election.

Article VI. – Committees

Section 1. The DEAIHA shall be governed by the Executive Committee except as otherwise herein expressly provided.

Section 2. The Executive Committee shall be responsible for the governance of the local section between meetings of the Board of Directors. The President shall serve as chair of the Executive Committee. The presence of a majority of the Executive Committee is necessary to constitute a quorum for a meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Executive Committee. Each member of the Executive Committee shall be entitled to one vote. Meetings of the Executive Committee may be called at the discretion of the President on not less than five days notice.

Section 3. The Program Committee shall consist of not less than three members. The President-Elect shall serve as its chair. The Program Committee shall present a tentative schedule of programs for the year to the Board of Directors for its approval. On approval of the Board of Directors, the Program Committee will implement arrangements for the programs and provide the Secretary with information to be circulated the members of the local section.

Section 4. The Nominating Committee shall consist of two members appointed by the President at least 30 days prior to the annual meeting of the local section and the immediate Past President who shall serve as its chair. The Nominating Committee shall nominate persons for officer and directors of the local section and it shall deliver its nominations for each office in writing to the Secretary for circulation with the notice of the annual meeting. In addition to nominations made by the Nominating Committee, nominations may be made by petition of not less than two percent (2%) of the members eligible to vote. Such petitions shall be submitted to the chair of the Nominating Committee not less than 60 days prior to the annual meeting of the membership.
Section 5. The President shall preside at all meetings of the Section and of the Executive Committee and shall perform such duties as may be directed by the Executive Committee. In the absence of the President, the duties of the President will be performed by the President-Elect. The President should keep in contact with the developments in the field of industrial hygiene and guide the Section in the formulation of constructive activities.

Section 6. The DEAIHA shall not publish or issue any public statement that uses any form of the name of AIHA on a policy or technical issue, other than issues which primarily affect the DEAIHA, without prior consent of the Board of Directors of the American Industrial Hygiene Association.

Section 7. No public statement on any matter, which purports to represent the opinion of the local section, shall be issued or published, unless that statement has been authorized by the Executive Committee as expressing the opinion of a majority of the members of the local section.

Article VII. - Local Section Councilor Representatives

Section 1. The President shall take a poll of the members planning to attend the annual meeting of the American Industrial Hygiene Association; the AIHce.

Section 2. The DEAIHA will be represented on the Local Section Council (LSC) at the annual meeting of the American Industrial Hygiene Association by the President and President-Elect. In the event they are unable to attend, two members of the Section in good standing who have been appointed to this Council by the President of the Section will attend. The Local Section Council representatives may not be an officer or member of the American Industrial Hygiene Association Board of Directors.

Section 3. Members who attend the Local Section Council meeting shall report the activities of the DEAIHA at the annual LSC meeting and will report to the Section at the first meeting of the Section following the national meeting.

Article VIII. - Meetings

Section 1. Meetings shall be held at least two times per year. The time and place of each meeting shall be approved by the Executive Committee. A quorum shall consist of 10 Section members, or 3% of the membership, whichever is greater.

Section 2. Special meetings may be called by the President at any time, with the approval of the Executive Committee or by petition to the President, signed by ten members in good standing.

Section 3. Members in good standing shall be notified of all meetings at least 15 days in advance of the date set for the meeting.

Section 4. Executive Committee meetings shall be held at the discretion of the President at any time during the year, provided that notice of at least five days is given. A quorum shall consist of a majority of the Executive Committee members present.

Article IX—Public Statements

Section 1. The local section shall not issue or publish any public statement that uses any form of the name of AIHA on a policy or technical issue, other than issues which primarily affect the local section, without prior consent of the Board of Directors of AIHA.
Section 2. No public statement on any matter, which purports to represent the opinion of the local section, shall be issued or published, unless that statement has been authorized by the Executive Committee as expressing the opinion of a majority of the members of the local section.

Article X. - Dues

Section 1. Annual dues for Section membership become payable on the first day of January of each year. The dues per year shall be set by the Board of Directors. Dues are payable in advance and are not refundable.

Section 2. Members accepted for membership between January and June shall pay dues for a full year. Members accepted for membership between July and December shall pay dues for one-half of the year.

Section 3. Any member whose dues are unpaid on February 1 is not in good standing and shall have no vote or other privileges of membership in the local section. If the dues of any member are not paid within one year of the date due, the membership of the member in the local section shall be terminated subject to reinstatement as provided in Section 4.

Section 4. Any member terminated for nonpayment of dues may be reinstated at any time before the next annual meeting of the year following termination, by payment of dues in arrears together with the dues for the current year.

Article XI. - Ballots

Section 1. Officers and directors of the local section shall be elected by ballot of the voting members of the local section distributed not less than 45 days prior to the annual meeting of the local section, and these ballots shall specify a deadline for return. The President shall promptly report the results of the election to the AIHA.

Section 2. Except as provided in Article XI, a plurality of the ballots cast in an election of any officer or director or in a referendum on any issue to be considered or action to be taken shall be effective to constitute the election of a person as an officer or director of the local section and as a decision or act of the local section with respect to any issue to be considered or any action to be taken. In the event of a tie vote in any election of officer or director, the tie shall be resolved by vote of the Board of Directors.

Section 3. The Board of Directors, at any time, may conduct by ballot a referendum of the membership in connection with any issue it may consider or action to be taken. Such ballot of referendum shall specify a deadline for its return.

Section 4. Any member eligible to vote, at any time, may on written request to the President require the Board of Directors to conduct a ballot referendum of the membership on any issue to be considered and/or action to be taken relating to the purposes of the local section. Such a request shall state with specificity the issues to be considered and/or the action to be taken and shall bear the signature of not less than five percent (5%) of members eligible to vote.

Article XII.—Dissolution
The Local Section shall use its funds only to accomplish the purposes specified in these bylaws. No part of the funds shall be used to the advantage of any single person or entity or be distributed to the members of the local section. In the event of the dissolution or final liquidation of the local section, its remaining net assets shall be distributed to such nonprofit corporations or associations as are exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code, as deemed appropriate by the AIHA Board of Directors.

Article XIII. - Amendments

Section 1. These Bylaws may be amended or new bylaws adopted by a two-thirds vote of the members of the DEAIHA who respond to a ballot conducted in accordance with the provisions of Article X.

Section 2. Such Amendments or new bylaws shall become effective upon approval by the Board of Directors of the American Industrial Hygiene Association or the Board Designee.

APPROVED BY: BOARD OF DIRECTORS, AIHA

BY: [Signature]

[Signature]

American Industrial Hygiene Association Board Designee

On: 2/24/2016

Date

APPROVED & SUBMITTED BY: Down East Section, America Industrial Hygiene Association

Submitted By: [Signature]

President

On: 2/24/2016

Date