

# **BYLAWS OF THE IDAHO SECTION, AMERICAN INDUSTRIAL HYGIENE ASSOCIATION**

## **ARTICLE I – NAME**

The organization shall be known as the Idaho Section, American Industrial Hygiene Association (Idaho Section, AIHA). The Idaho Section, AIHA shall be further organized into the Boise Chapter and the Snake River Chapter.

## **ARTICLE II – PURPOSE**

The purpose of the Idaho Section, AIHA shall be to promote the purpose of the American Industrial Hygiene Association (AIHA), as set forth in its Articles of Incorporation, and shall be carried out by the two chapters of the Idaho Section. The Snake River Chapter shall operate within the geographic boundaries of the following counties in the state of Idaho: Lemhi, Clark, Butte, Fremont, Custer, Teton, Madison, Jefferson, Bingham, Bonneville, Caribou, Bannock, Power, Cassia, Minidoka, Blaine, Oneida, Franklin, and Bear Lake counties. The Boise Chapter shall operate within the geographic boundaries of the following counties in the state of Idaho: Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore, Camas, Gooding, Lincoln, Jerome, Twin Falls, and Owyhee counties.

## **ARTICLE III – MEMBERSHIP**

*Section 1.* Any AIHA member in good standing, residing within the geographic boundaries defined in Article II may become a member of the Idaho Section upon payment of Local Section dues. Subject to the approval of the Local Section Executive Committee, any AIHA member in good standing living outside the section boundaries may become a member of the Idaho Section by giving written notice to any Idaho Section officer and the Executive Director of AIHA. A member of AIHA may be a member of more than one local section.

*Section 2.* On payment of Local Section dues and the approval by a two thirds vote of the Executive Committee, any person who is not a member of AIHA having a professional interest in industrial hygiene may become an associate member of the Idaho Section, entitled to privileges of membership in the Idaho Section.

*Section 3.* Emeritus membership in the Idaho Section may be extended to a member who has retired from the professional practice of industrial hygiene with approval from the Executive Committee. An emeritus member retains all privileges of a member of the Idaho Section, but will not be assessed Local Section dues.

*Section 4.* Additional classes of membership in the local section may be created with approval of the board of directors of AIHA.

## **ARTICLE IV - MEMBERSHIP MEETINGS**

*Section 1.* Meetings of the Idaho Section shall be held at the time and place designated by the Executive Committee.

*Section 2.* An annual meeting, at which election of officers and directors will take place, shall be held each year between March 1<sup>st</sup> and May 15<sup>th</sup>.

*Section 3.* Special meetings may be called at the discretion of the Presidents with the approval of the Executive Committee, or in response to the written request of twenty percent (20%) of the members of the Idaho Section in good standing.

*Section 4.* Written notice via mail, email, or text message of the time and place of any meeting shall be delivered to all members in good standing a minimum of ten (10) calendar days prior to the date of the meeting.

*Section 5.* The presence of twenty percent (20%) of the members of the Local Section in good standing shall constitute a quorum for any meeting.

## ARTICLE V – OFFICERS

*Section 1.* The officers of the Idaho Section shall consist of the President, President-Elect, and Secretary-Treasurers. Only members of AIHA in good standing may be elected as officers. Persons serving as an officer in another local section are not eligible to hold an office in the Idaho Section until their term in the other local section has expired. Officers shall be elected by the members of the Local Section at the annual meeting in April of each year, and the Secretary shall give notice of the names and addresses of the newly elected officers to the Executive Director within thirty (30) days of such election. The President, President-Elect, and Secretary-Treasurer shall serve a one year term unless a successor is elected and installed at a special election. The Executive Committee shall consist of the officers of the local section. 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.

*Section 2.* A vacancy in office may be filled by the Executive Committee for the unexpired term. If a vacancy occurs in the office of President-Elect, the member appointed to fill the vacancy shall not automatically succeed the President. The President for the following year shall be elected at the next annual meeting of the Idaho Section. 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.* An Officer may resign by oral notification of resignation at any meeting of the Executive Committee or by giving written notice 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. 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 4.* An officer may be removed with or without cause at a meeting expressly called for that purposes by a two thirds vote of the Executive Committee. 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 chapter meetings of the Idaho Section membership and of the Executive Committee and shall perform other such duties as may be directed by the Executive Committee. The President shall appoint committees as deemed necessary by the Executive Committee for the orderly function of the Local Sections. The President shall appoint members of the committees, subject to the provisions of these bylaws. All committee appointments shall be for a term of one year. The President shall be an ex-officio member of all committees.

*Section 6.* The President-Elect shall preside at chapter meetings in the absence of the President. The President-Elect shall automatically succeed the President in office upon completion of the President's term of office. The President-Elect shall perform any duties delegated by the Executive Committee or assigned by the President.

*Section 7.* The Secretary-Treasurers shall receive, disburse, and be custodian of all funds of the Idaho Section (one Secretary-Treasurer for each Chapter). All disbursements shall be made upon authorization of the President. The Secretary-Treasurers shall prepare a preliminary annual finance report and submit the accounts of the Idaho Section for audit at the last meeting of the Executive Committee prior to the annual chapter meetings of the Local Section. The Secretary-Treasurer shall present a final annual financial report to the Executive Committee at the annual chapter meetings. After the annual chapter meetings, the Secretary-Treasurers shall transmit to his successor in office all funds and property of the Idaho Section. The Secretary-Treasurers shall give notice of all meetings of the Local Section 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 Local Section chapters.

## ARTICLE VI – COMMITTEES

*Section 1.* The Executive Committee shall consist of the officers of the Idaho section, two directors (elected during the annual election), and the immediate Past-President. The Executive Committee shall be responsible for governance and management of the Local Section and approval of new members. The President shall serve as Chairman 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 (5) calendar days' notice.

*Section 2.* A Programs Committee shall be appointed by the President and consist of not less than two (2) members, plus the President-Elect. The President-Elect shall serve as its chairman. The Programs Committee shall present a tentative schedule of programs for the year to the Executive Committee for its approval. On approval of the Executive Committee, the Programs Committee shall implement arrangements for the programs and provide the Secretary with information to be circulated to the Members of the Local Section.

*Section 3.* A Nominating Committee shall be appointed by the President at least thirty (30) days prior to the annual meeting. The nominating committee shall consist of two (2) members and the immediate Past President, who shall serve as its chairman. The nominating committee shall nominate persons for officers of the local section and 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 received from the members no less than thirty (30) days prior to the annual meeting.

## ARTICLE VII - LOCAL SECTIONS COUNCIL REPRESENTATIVES

*Section 1.* The President and President-Elect shall serve as representatives of the Idaho Section on the Local Sections Council of AIHA provided that neither is an officer or director of AIHA, in which event the Executive Committee shall appoint another member as such representative.

*Section 2.* The Local sections Council representatives of the Idaho Section shall report at the annual meeting of the Local Sections Council on the activities of the Idaho Section and report back to the Idaho Section on the actions of the Local Sections Council.

## ARTICLE VIII- PUBLIC STATEMENTS

*Section 1.* The Idaho Section shall not issue or publish any public statement which utilizes any form of the name of AIHA on a policy or technical issues 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 Idaho 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 Local Section members.

## ARTICLE IX – DUES

*Section 1.* Annual dues for Idaho Section membership become payable on the first day of January each year. The dues per year shall be set by the Executive Committee and approved in accordance with the procedure set forth in Article XI.

*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 March 1<sup>st</sup> is not in good standing, and shall have no vote or other privileges of membership of the Idaho Section. If the dues of any member are not paid within one year of the due date, the membership shall be terminated.

## ARTICLE X - EMAIL BALLOT

*Section 1.* Officers of the Idaho Section shall be elected by electronic (e.g., email) ballot of the voting members of the Local Section. Electronic ballots shall be distributed not less than twenty (20) days prior to the annual meeting of the Idaho Section and shall specify a deadline for return. The President shall promptly report the results of the election to the Executive Director of AIHA.

*Section 2.* The Executive Committee, at any time, may conduct by electronic ballot, a referendum of the membership of the Idaho Section in connection with an issue it may consider or actions to be taken. Except as provided in Article XIII, a plurality of the electronic ballots cast in an election of any officer or in a referendum on any issue to be considered or any action to be taken shall be effective to constitute the election of a person as an officer 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 such electronic ballot, the tie shall be resolved by vote of the Executive Committee.

## Article XI—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 XII – AMENDMENTS

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

*Section 2.* Such amended or new bylaws shall become effective upon approval by the Board of Directors of AIHA or Board Designee.


Submitted by:  
Idaho Section AIHA

on 6/5/15

by Matthew Call, CIH, CSP, Idaho Section President

Approved by:  
American Industrial Hygiene Association

on 8/19/2015

by , AIHA Board Designee