



American Industrial Hygiene Association

Utah Local Section Bylaws

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Article I—Name

The organization shall be known as the Utah Local Section of the American Industrial Hygiene Association. This name may be abbreviated in any and all publications as "AIHA-UT" or other such abbreviations after at least one use of the full title.

Article II—Purpose

The purpose of the local section shall be to promote the purposes of the American Industrial Hygiene Association (AIHA), as set forth in its Articles of Incorporation, within the geographic boundaries of the state of Utah.

Article III—Membership

Section 1: Members. An individual residing or conducting business within the geographic boundaries of the local section may become a member of the local section upon payment of local section dues. Subject to approval by a two-thirds vote of the local section Executive Committee, any individual member living outside the geographic boundaries or not conducting business within the geographic boundaries of the local section may become a member of the local section.

Section 2: Student Members. Student membership in the local section may be extended to members of an AIHA Student Local Section residing or studying within the geographic boundaries of the local section.

Section 3: Retired Members. Retired membership in the local section may be extended to a member who has retired from the practice of the industrial hygiene or occupational health and safety profession, with approval of a two-thirds vote of the local section Executive Committee. A retired member retains all privileges of a member in the Utah Section but will not be assessed local dues.

Section 4: Other Membership Classes. 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: Time and Place. Meetings of the local section shall be held at the time and place designated by the Board of Directors.

Section 2: Recurrence. An annual meeting, at which the installation of officers and directors shall take place, shall be held at such time and place as designated by the Board of Directors.

Section 3: Special Meetings. Special meetings shall be called at the discretion of the President with the approval of the Executive Committee or in response to the written request of 20 percent of the members of the local section in good standing.

Section 4: Advance Notice. Notice of the time and place of any meeting shall be delivered to the membership not less than 10 days before the date of the meeting.

Section 5: Quorum. The presence of 20 percent of the members of the local section in good standing shall be required to constitute a quorum for any meeting.

Article V—Officers

Section 1: Titles. The officers of the local section shall consist of the President, President-Elect, Secretary, Treasurer, and immediate Past President. The positions of Treasurer and Secretary may be combined as deemed by the local section with approval of the Board of Directors of AIHA or the Board's designee. Only members of AIHA national 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: Elections. The officers of the local section shall be elected by ballot (see Article X) for terms of office as hereinafter provided, which terms shall begin and end on the date of the annual meeting (see Article IV). 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 national within 30 days of such election.

Section 3: Resignation. An officer may resign by oral tender of resignation at any meeting of the Executive Committee, which shall be noted in the meeting minutes, 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 4: Removal from Office. An officer may be removed, with or without cause, at a meeting expressly called for that purpose, by a two-thirds (2/3) vote of the Board of Directors.

Section 5: Vacancies. 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 6: President. The President shall preside at all meetings of the local section membership, Board of Directors, and of 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 7: President-Elect. 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 8: Past President. 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 9: Secretary. The Secretary shall give notice of all meetings of the local 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 local section. The Secretary shall serve a two-year term of office. After the annual meeting of the local section, the Secretary shall transmit to his/her successor in office all records and property of the local section.

Section 10: Treasurer. The Treasurer shall receive, disburse, and be custodian of all funds of the local section. All disbursements shall be made upon authorization of the Executive Committee. The Treasurer shall prepare a preliminary annual financial report and submit the accounts of the local section for audit at the last meeting of the Board of Directors prior to the annual meeting of the local section (see Article IV). The Treasurer shall present a final annual financial report at the annual meeting of the local section. The Treasurer shall serve a two-year term of office. After the annual meeting of the local section, the Treasurer shall transmit to his/her successor in office all funds and property of the local section.

Article VI – Board of Directors

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

Section 2: Members. The Board of Directors shall consist of the at-large directors (“Directors”) and the officers. Any member of the local section in good standing may be eligible to serve on the Board of Directors of the local section.

Section 3: Directors At Large. The directors of the local section shall be elected by ballot as hereinafter provided, for three-year staggered terms, with an equal number of directors elected each year. The term of office of director shall begin and end on the date of the annual meeting. Each director shall hold office until a successor shall have been duly elected or until death, resignation, or removal.

Section 4: Resignation. A director may resign at any time, either by oral tender of resignation at any meeting of the Board of Directors, which shall be noted in the meeting minutes, 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 5: Removal from Board. 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 6: Vacancies. The vacancy in office of any director at large may be filled by vote of the Board of Directors. A director at large elected to fill such vacancy shall be elected to the unexpired term of the predecessor in office.

Section 7: Meetings. 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 8: Quorum. 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.

Article VII – Committees

Section 1: Executive Committee. 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 2: Program Committee. 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 meetings, programs, and other activities 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 to the members of the local section.

Section 3: Nominating Committee. The Nominating Committee shall consist of two members appointed by the President at least 75 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 director roles in 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 4: Volunteer Committees. Volunteer committees shall be established and approved annually by majority vote of the Board of Directors. Any member may petition for the creation of a volunteer committee. Such petitions shall only be considered if the volunteer committee has a defined name, purpose, value proposition, and at least 3 members in good standing. Each volunteer committee shall report on their activities and uses of Local Section funds at the annual meeting (Article IV).

Article VIII—Public Statements

Section 1: Technical or Policy Statements. 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: Local Section Statements. 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 IX—Dues

Section 1: Payment. Annual dues for local 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 (i.e. before the first day of January each year) and are not refundable.

Section 2: Nonpayment. Any member whose dues are unpaid on January 1 shall not be considered 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 3.

Section 3: Member Reinstatement. 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.

Section 4: Hardship Waiver. An individual may request a hardship dues waiver by submitting a request to a member of the local section Board of Directors. With approval of a two-thirds vote of the local section Board of Directors, an individual hardship dues waiver in lieu of annual dues payment may be granted. If a hardship dues waiver is granted to an individual, the individual shall be considered in good standing for that year.

Article X—Ballots

Section 1: Timing. 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: Approval and Ties. Except as provided in Article XII, a plurality of ballots cast in an election or referendum shall be effective to constitute the election of an officer or director of the local section or a decision or act of the local section. In the event of a tie vote in any election or referendum, the tie shall be resolved by vote of the Board of Directors.

Section 3: Special Ballots. 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: Member Requests. 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 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: Voting. These bylaws may be amended, or new bylaws adopted by a two-thirds vote of the members of the local section who respond to a ballot conducted in accordance with the provisions of Article X.

Section 2: Approval. Such amended or new bylaws shall become effective upon approval by the Board of Directors of AIHA or the Board’s designee.

Submitted by:

Utah Local Section

on _____

Date

by _____

President

Approved by:

American Industrial Hygiene Association

on _____

Date

by _____

AIHA Board Designee