

EASTERN DISTRICT  
NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

**ENVIRONMENTAL HEALTH SECTION**

BY-LAWS

1977

AMENDED EFFECTIVE MAY 2008

## **PREAMBLE**

The Environmental Health Section of the Eastern District of the North Carolina Public Health Association was organized in June, 1960.

## **ARTICLE I**

The name of this Section shall be the Environmental Health Section, Eastern District North Carolina Public Health Association, Inc. (EHS-EDNCPHA).

## **ARTICLE II**

### **Objective**

The objective of the Environmental Health Section, Eastern District North Carolina Public Health Association, Inc. shall be:

1. To promote professional standards of performance.
2. To promote a greater degree of cooperation with all health personnel.
3. To promote active participation in all Environmental Health Organizations and Associations.
4. To provide an opportunity for the exchange of ideas.
5. To stimulate interest and improvement in public health practices and procedures.

## **ARTICLE III**

### **Memberships**

**Active Membership:** Membership shall be limited to Registered Sanitarians (Environmental Health Specialists), Environmental Health Specialist Interns and other Environmental Health professionals as approved by the Membership Committee who work or reside within the Eastern District geographic area (55 counties as defined in EDNCPHA By-Laws) or unaffiliated counties.

**Student Membership:** Students enrolled in accredited schools of Environmental Health shall be granted free membership but will not have voting privileges.

**Lifetime & Honorary Lifetime Membership:** Applicants for Lifetime Membership shall be retired as of December 31 of the previous year with 20 years of service as a Registered Sanitarian (Environmental Health Specialist), Environmental Health Specialist Intern, or other Environmental Health Professional and shall have been a past member of the Environmental Health Section, EDNCPHA. Lifetime members are exempt from paying dues

and shall have the same privileges as regular members. Applications shall be made to the chairman of the membership committee. Honorary Lifetime Memberships will be approved by the Executive Committee upon recommendation from the Membership Committee. Honorary Lifetime Members shall not have voting privileges.

**Intern Membership:** Membership dues are waived for Environmental Health Specialist Interns during the time they are interns - up to three years. They shall have the same privileges as regular members.

## **ARTICLE IV**

### **Meetings**

There shall be at least one meeting each year to be held concurrently with the Annual Meeting of the Eastern District North Carolina Public Health Association, Inc.

A special meeting may be called by the Chairman upon request of the Executive Committee of the Environmental Health Section, Eastern District North Carolina Public Health Association.

## **ARTICLE V**

### **Officers**

Officers of the section shall be a: Chairman, Vice-Chairman who shall be Chairman-Elect, Secretary who shall be Vice-Chairman-Elect, Treasurer, and Past Chairman. Officers shall be duly elected by majority votes of the members and shall serve from the close of business meeting which they are elected, until the close of the next EHS-EDNCPHA business meeting. Should a vacancy occur in the office of the Chairman, the vice chairman shall ascend to the Chairmanship. If a vacancy occurs in the offices of Vice-Chairman, Secretary, or Treasurer, the Executive Committee shall fill the position in no more than 30 days.

Each of the above officers shall be an active member of the Eastern District North Carolina Public Health Association, Inc., the Environmental Health Section EDNCPHA, The North Carolina Public Health Association, and the Environmental Health Section NCPHA.

## **ARTICLE VI**

### **Duties of Officers**

1. The Chairman shall preside over the meeting of the Environmental Health Section, Eastern District North Carolina Public Health Association, Inc., and the Executive Committee of the Section, serve in an advisory capacity with the Program Chairman and with special committees when indicated. He/she shall have the authority, after consultation with the said Executive Committee, to call special meetings of the Environmental Health Section and to appoint necessary replacements to serve

unexpired terms of elected officers. He/she shall appoint a member to serve on the Scholarship Committee of Eastern District NCPHA. He/she shall appoint a member to serve as the Sergeant-at-Arms for the Section and the EDNCPHA Sergeant-at-Arms Committee.

2. The Vice-Chairman shall assume the responsibilities of the Chairman in the absence or disability of the Chairman and serve as Chairman of the Program Committee and in an advisory capacity with special committees when indicated.
3. The Secretary shall keep minutes and records of the said Environmental Health Section. He/She shall also act as Secretary of the Executive Committee of the Section and shall serve as Chairman of the By-Laws Committee.
4. The Treasurer shall maintain the financial records of the Section and shall have the authority to receive and disburse funds upon the approval of the Chairman and the Executive Committee.
5. The Past-Chairman shall serve as Chairman of the Nominating Committee of the Section and shall represent the Section as a member of the Nominating Committee of Eastern District NCPHA. The Past-Chairman shall also serve as the Chairman of the Door Prize Committee.

## **ARTICLE VII**

### **Committees**

1. **Executives:** There shall be an Executive Committee composed of the Chairman, the Past-Chairman, the Vice-Chairman, the Secretary, and the Treasurer. The duties of the Executive Committee shall be to direct the administrative work of the Section and act at its discretion in carrying out activities indicated between meetings.
2. **Nominating:** The Nominating Committee shall be composed of the immediate past Section Chairman as Chairman and three members appointed by the Section Chairman at the first Executive meeting.

Duties of the Nominating Committee shall be:

- a. To present to the business meeting the slate of officers

Chairman  
Vice-Chairman  
Secretary  
Treasurer

- b. To prepare and transmit copies of the list of members elected to these positions to the Secretary of Eastern District NCPHA and to the Secretary of the Section before the close of the Annual Meeting.
3. **Membership:** The Membership Committee shall be composed of the Treasurer as ex-officio member, a Chairman and three members appointed by the Section Chairman at the first Executive meeting of the year.

The Membership Committee shall have the privilege of reviewing all applications for membership and the duty to forward the results of these reviews in writing to the Executive Committee at their regular meeting. The Membership Committee shall also use proper means to obtain new members and to secure attendance at the Annual Meetings.

4. **Newsletter:** The Newsletter Committee shall consist of five members appointed by the Chairman who are not officers of the Section. The appointment of the members shall be made at the first Executive Committee meeting following the Annual Meeting. At this meeting three members shall be appointed for a period of two years and two members for a period of one year: thereafter the appointments shall be for a term of two years. The Chairman shall be duly elected from among the committee members at its first meeting of the organizational year and annually thereafter. The Section Chairman shall call the first meeting of the committee each year.

It shall be the duty of the Newsletter Committee to develop, write, publish, and distribute the Newsletter at least one time a year prior to the annual meeting. Each published Newsletter shall be kept on file by the Section Secretary.

5. **Audit:** The Audit Committee shall consist of three members appointed by the Chairman who are not officers of the Section. The Chairman of the committee shall be appointed by the Section Chairman.

The Audit Committee shall report on the following items:

- a. Do all revenues have matching copies of receipts?
  - b. Are all disbursements made only with a bill or original invoice?
  - c. Confirm that all end-of-year balances on the Treasurers' Report, also called end-of-year balance sheet are correct.
  - d. Is the checkbook balanced?
  - e. The Audit Committee shall report any problems and corrective action immediately to the Chairman and the Executive Committee.
6. **Program Committee:** The Program Committee shall be composed of the Vice-Chairman who shall serve as Committee Chairman and five other members to be appointed by the Executive Committee. These five members shall represent the following: (a) Environmental Health Supervisors to include Coordinators and Directors, (b) an Environmental Health Specialist working in food, lodging, and

institutional sanitation, (c) and Environmental Health Specialist working in soil and water sanitation, (d) a State-level Environmental Health Specialist, and (e) other Environmental Health Professionals. This committee shall plan and obtain speakers for programs at the regular Annual Meeting of EHS-EDNCPHA.

7. **Awards Committee:** The Awards Committee shall annually select a qualified recipient for the Environmental Health Section's highest award. The award shall be named the "Trenton G. Davis" Award for distinguished and devoted service in Environmental Health.

The Awards Committee shall be composed of five members of the Environmental Health Section. The committee shall include at least two former recipients of the award. The committee members and chair shall be appointed by the Section Chair. It shall be the duty of the Awards Committee to determine if an award is to be presented and if so, to select the recipient from the nominations submitted to either the chair of the Awards Committee or any of its members. The nominations shall be submitted no later than March 1. The Awards Committee shall meet no later than March 15 to determine that a nominee meets the required criteria for their award and was a member in good standing for the previous year in the Environmental Health Section, EDNCPHA, before the nominee may be considered for the award. The Awards Committee shall have the responsibility of making arrangements for securing a plaque for the award recipient.

8. **By-Laws Committee:** The By-Laws Committee shall be composed of the Secretary who shall serve as the Chairman and two other members appointed by the Chairman. The Committee shall have the duty of presenting in writing to the members at the annual meeting any and all recommended changes to the By-Laws of the Environmental Health Section, EDNCPHA.
9. **Door Prize Committee:** The Door Prize Committee shall be composed of the Past Chairman who shall serve as Chairman and five other members appointed by the Chairman.

It shall be the duty of the Door Prize Committee to solicit and distribute door prizes and to coordinate all section fund-raising activities.

10. **Scholarship Committee:** The Scholarship Committee shall annually select a qualified recipient (if one is available) for the Ken Sigmon/McCall brothers Environmental Scholarship.

The Scholarship Committee shall be composed of four members of the Environmental Health Section of EDNCPHA. Whenever possible, one former recipient shall be on the committee. At least two local Environmental Health Specialists currently practicing in North Carolina shall be on this committee. The Section Chairman shall appoint the committee members and the chair. Committee

members shall not serve more than two consecutive years. The chair shall not vote except to break a tie.

It shall be the duty of the Scholarship Committee to determine if applicants are eligible and if a scholarship shall be presented from the applications that are submitted to the chair. The applications shall be submitted to the chair no later than March 1. The Scholarship Committee shall meet no later than March 15 to determine that an applicant meets the required criteria (established by the Scholarship Committee). If no applicant is qualified, the committee may choose not to give a scholarship for that year. The committee shall determine the amount of the scholarship each year based in the availability of funds and shall maintain communications with the endowing organizations.

The Scholarship Committee shall have the responsibility of making the scholarship presentation at the Annual Meeting.

11. **Other Committees:** The Chairman may appoint other committees as deemed necessary to carry on the work of the Section. All committees shall serve for a term of one year unless otherwise stated in the appointment.

## **ARTICLE VIII**

### **Funds**

1. The annual membership dues for active members shall be set by the Executive Committee, not to exceed \$10, and in the cases of all active members shall be due and payable to EHS-EDNCPHA. The membership year shall begin July 1 and end June 30 of each year.
2. Any funds received shall be deposited to the credit of the Environmental Health Section, EDNCPHA and in depositories approved by the Executive Committee.

## **ARTICLE IX**

### **Parliamentary Procedures**

Business sessions of the Section shall be conducted in accordance with ROBERTS' RULES OF ORDER.

## **ARTICLE X**

The By-Laws shall be amended by two-thirds vote of members present and voting at any Annual Meeting, provided that notice of the proposed amendment has been transmitted to members of the Section at least fifteen (15) days before the business session at which time action is to be taken.