***WISCONSIN ENVIRONMENTAL HEALTH ASSOCIATION CONSTITUTION AND BY-LAWS***

*Originally Adopted September 18, 1944*

*Revision By-Laws Adopted June 4, 1954, May 6, 1964, April 29, 1971, May 1, 1975, September 19, 1979, July 29, 1980, September 1, 1982, September 25, 1985, September 20, 1988, September 19, 1990, September 25, 1991, September 1992, October 7, 1993, September 28, 1995, September 25, 1997, September 29, 1998, September 28, 2004, September 21, 2005, September 20, 2006, September 26, 2007, September 24,2008, April 28, 2009, April 27, 2011, April 20, 2015, January 19, 2018, September 22, 2021.*

***PREAMBLE***

*We, the environmental health professionals of the state of Wisconsin, in order to preserve, protect, and improve the quality of life for humanity; to control those elements of the environment which cause, or may cause deleterious effects to the health and well-being of human populations or to the food and drink, lands, waters, atmosphere, shelter and other resources upon which humanity is dependent for survival; to control the acute and chronic diseases which have afflicted humankind through the ages; to establish standards of competence and ethics against which the performance of our profession may be measured; to take an active leadership role in the resolution of issues and formulation of environmental*

*health policies at the local, state and national level; and to create a forum for the free exchange of thought, opinion, philosophy, and technology, in a climate of mutual respect, now and in the future, do ordain and establish this Constitution for the Wisconsin Environmental Health Association.*

***CONSTITUTION***

*Article I - Name and Affiliation*

*The name of this Association shall be the Wisconsin Environmental Health Association, Inc. This Association is created under the authority of the By-Laws of the National Environmental Health Association, Inc., and is an affiliate of the National Environmental Health Association, Inc. This Association shall operate under the Charter designating the Wisconsin Environmental Health Association, Inc., as the exclusive Wisconsin affiliate of the National Environmental Health Association, Inc., while the Charter is in effect. In the event of the dissolution of the corporation, no assets shall be distributed to the members.*

*Article II – Purpose*

*The purposes of the Wisconsin Environmental Health Association, Inc. shall be to maintain and improve the standards of performance of professionals in Environmental Health by encouraging research, education, and the dissemination of information:*

*A. To provide and promote a professional organization for Environmental and Public Health professionals*

*and students in Wisconsin.*

*B. To obtain recognition of Environmental Health as a profession.*

*C. To encourage the employment of qualified Environmental Health professionals.*

*D. To stimulate forums for dialogue and exchange of information.*

*E. To foster professional and ethical growth of members.*

*F. To actively participate in the legislative and political process to promote and advocate for Environmental*

*Health.*

*G. To encourage cooperation and networking among members.*

*H. To offer leadership opportunities to members.*

*I. To educate and recruit professionally trained individuals to the Environmental Health profession.*

*J. To promote professional certifications and provide continuing educational opportunities to members.*

*K. To recognize outstanding achievement, service, and contributions by members.*

*The words Environmental Health shall mean the area of activity which deals with the protection of human health through the assessment, management, control and prevention of environmental factors which may adversely affect the health, comfort, safety and well-being of human populations; and support and promote the parent organization, the National Environmental Health Association. This Association encourages cooperation with agencies, schools, and organizations, which are interested in the improvement of environmental health and public health.*

*Article III – Membership*

*Section 1. There shall be two classes of membership with voting privileges, designated as Active, and Retired, and two classes of non-voting membership, designated as Student and Honorary.*

*Section 2. All memberships are subject to review and reclassification annually.*

*Section 3. Active members of this Association are encouraged to also become members of the National Environmental Health Association.*

*Article IV – Board of Directors*

*The Board of Directors shall consist of the President, President-Elect, Secretary, Treasurer, four District Vice-Presidents, Director-at-large, two Directors, and the President of any National Environmental Health Association student affiliate located in Wisconsin. Voting members include the entire Board of Directors except for student affiliates.*

*Article V – Meetings*

*The annual business meeting and conferences shall be held at a time and place determined by the Board of Directors. The Board of Directors meetings shall be called by the President whenever necessary or may be called by mutual agreement of at least five members of the Board. A proposed schedule of all meetings shall be published on the website following the annual business meeting. Agenda items brought to the Board by members must be submitted via their District Vice-President at least ten days prior to the Board meeting. The notice and proposed agenda for each meeting shall be sent to the Board of Directors no later than seven days prior to the meeting. The business meeting is open to all members, in person. Members may attend one of the other three Board meetings if pre-arranged with District Vice-*

*President. District meetings may be called by the District Vice-President for the purpose of District business and education. Publication on the website will constitute due notice of Board meetings.*

*Article VI - By-Laws Formulation*

*This Constitution authorizes the formulation of By-Laws which are needed to outline procedures and rules to provide for the successful operation and administration of the Wisconsin Environmental Health Association. The By-Laws require approval of the membership at the annual business meeting by majority vote, or via email, when changes occur.*

***BY-LAWS***

***WISCONSIN ENVIRONMENTAL HEALTH ASSOCIATION***

***Authority:***

*These By-Laws are established under the authority of the Constitution of the Wisconsin Environmental Health Association and the By-Laws of the National Environmental Health Association.*

**Article I. *Dues and Membership***

*Section 1. Membership as set forth in the various membership categories shall be available to all persons regardless of age, sex, race, creed, or national origin.*

*Section 2. Types of Membership:*

*a. Active membership is available to those employed in the field of Environmental Health as defined by the National Environmental Health Association or related educational activities. Benefits include, but are not limited to, reduced registration fees for WEHA sponsored conferences, opportunities to apply for stipends offered by WEHA to attend sponsored conferences, and NEHA conferences, and voting privileges.*

*b. Student membership is available to those who are enrolled full time at an accredited college and are working toward a degree in public health, environmental health, or a related academic discipline. Benefits may include no registration fees for WEHA sponsored conferences, and the opportunity to apply for student stipends to attend WEHA sponsored events. Student membership does not include voting privileges.*

*c. Retired membership is available to any active member upon retirement or has retired due to disability. Benefits may include membership rates for WEHA sponsored conferences. Retired members shall have voting privileges.*

*d. Honorary membership may be conferred upon any person or persons not holding membership in the Association for distinguished achievement or service in the field of environmental health or public health, by a two-thirds vote of the Board of Directors. Benefits may include membership rates for attending WEHA sponsored conferences. Honorary membership does not include voting privileges.*

*Section 3. Membership Dues:*

*a. Membership dues in the Wisconsin Environmental Health Association shall be as follows:*

*New Member $ 50.00*

*Active $ 40.00 (Annual)*

*b. Retired and Honorary (Donations Accepted)*

*$ 00.00*

*c. Student*

*$10.00*

*d. Annual dues are payable by January 31, a $5.00 late fee will be assessed for renewals received February 1 or later. Members who have not paid dues by February 28 shall be delinquent and membership privileges suspended. Members not in good standing shall be denied benefits of membership. The Board of Directors shall approve changes in dues and the membership shall vote per the By-Laws Amendments, Article VII. The dues change by vote will amend the By-Laws.*

*Section 4. A member may be suspended or expelled from membership in the Association for good cause. Upon written complaint by a member in good standing to the Membership committee, the committee shall advise the person charged that such complaint has been received and determine the merits of the complaint. The Membership committee shall make a report to the Board of Directors within thirty days. A two-thirds vote of the Board of Directors is needed to suspend or expel a member*

**Article II. *Officers and Directors; Election Process***

*Section 1. Board of Directors of this Association*

*a. On an annual basis an election of the Board of Directors will take place. Those positions include, selected District Vice-Presidents and two Directors.*

*b. The Treasurer, Secretary and Director-at-Large shall be appointed or removed by the Board by majority vote.*

*c. The Southeast and Northwest District Vice-Presidents shall be elected in the odd numbered calendar years and the Northeast and Southwest District Vice-Presidents shall be elected in even numbered years.*

*d. The President Elect position shall be elected every two years.*

*e. All Active and Retired members are eligible for election to any office.*

*Section 2. Election Process*

*a. At least sixty days prior to the annual election of officers, the Board of Directors shall determine if voting is to be done in person, by mail, electronically (internet based), or utilizing another technology.*

*b. At least thirty days prior to the annual business meeting the Secretary shall submit a roster of proposed candidates who have consented to run.*

*c. The Secretary shall conduct the election.*

*d. Only Active and Retired members are eligible to vote in the annual elections. Members shall only be allowed to vote within their assigned voting district for District-Vice President.*

*e. Voting as determined by the Board of Directors at the annual business meeting may be done by voice vote or, upon successful motion of any eligible voter, by secret ballot.*

*f. The Secretary will cast a unanimous ballot for the candidate in uncontested races.*

*g. The ballots shall be mailed or electronically activated for all members who are eligible to vote within 30 days of the annual business meeting. Voting should conclude prior to the annual business meeting.*

*h. In case of a tie vote, the Board of Directors may cast the deciding vote.*

*i. The Secretary shall retain the ballots for thirty days after the counting process is completed to allow for auditing. An audit of voting results may be requested by any eligible voter within thirty days of the voting deadline. Such audit shall be conducted by the Director-at-Large to assure the election and audit are in compliance with the By-Laws.*

*Section 3. Terms*

*a. The President-Elect assumes the office of President at the close of the annual business meeting following a two-year term. Should the office of President become vacant prior to the annual business meeting, the President-Elect assumes the office of President and shall serve the remainder of the term and the following two-year term. The following election year would then require nomination of a new President-*

*Elect.*

*b. The Secretary, Treasurer, and Director-at-Large shall be appointed or removed by the Board by majority vote.*

*c. The four District Vice-Presidents shall preside over their respective districts for a term of two years.*

*d. The President, President-Elect, and Directors shall be elected for a term of two years.*

*e. Except for President, offices which become vacant during a term shall be filled in a manner to be determined by the Board of Directors.*

**Article III. *Duties of Officers and Board of Directors***

*The duties of officers are defined by their respective titles and may be specified in these By-Laws. A majority vote of the Board of Directors may assign additional duties as needed to accomplish the objectives of the association and allocate sufficient funds.*

*Section 1. The President:*

*a. shall preside at all business meetings as chair of the Board of Directors of the Wisconsin Environmental Health Association and serve as the official representative to the National Environmental Health Association.*

*b. shall appoint committee chairpersons as specified below and provide administrative leadership and direction to the Association.*

*c. may confer the Presidential Citation upon any person or organization in recognition of distinguished services which have contributed to the betterment of the cause of environmental health or the association.*

*d. shall be the chair of the Education Committee.*

*e. shall attend other committee meetings time permitting.*

*Section 2. The President-Elect:*

*a. shall prepare for assuming the office of the President and assist the President.*

*b. shall be a member of the Education Committee.*

*c. shall prepare a proposed list of committee chair appointments prior to the annual business meeting. Upon assumption of the presidency, the President-Elect shall present the names of the committee chairs to the Board of Directors.*

*d. shall attend other committee meetings time permitting.*

*Section 3. Director:*

*a. shall attend Board meetings.*

*b. may be assigned other duties by the President as needed to accomplish the goals of the association.*

*Section 4. District Vice-President:*

*a. shall represent the members in their districts and shall attend board meetings.*

*b. one District Vice-President shall serve on the Membership committee.*

*c. shall submit a report prior to or at scheduled board meetings.*

*d. may be assigned other tasks by the Board of Directors as needed to accomplish the goals of the association.*

*Section 5. The Treasurer:*

*a. shall maintain all financial transactions of the association upon direction of the Board of Directors and be the official custodian of all financial records.*

*b. shall arrange for tax and investment consultant services, tax payments and audits as needed.*

*c. shall report the financial condition of the Association at the annual business meeting, routine Board meetings and to the Board of Directors upon their request.*

*d. shall serve as a member on the Education committee.*

*e. shall provide training and complete transition of all duties, documents, and accounts to any newly appointed Treasurer.*

*f. shall administer the stipends.*

*Section 6. The Secretary:*

*a. shall keep minutes of the board meetings, maintain electronic copies of the minutes, and present these minutes when requested by the Board of Directors. The minutes of these meetings shall be published on the website.*

b. *shall be the custodian of all official records that are associated with Board meetings.*

c. *shall conduct elections.*

d. *shall archive documents as designated by the Board.*

e. *shall provide training and transition of all duties to the newly appointed Secretary.*

*Section 7. The Director-at-Large:*

*a. shall be past president of the Association.*

*b. shall serve as parliamentarian for the Board of Directors.*

*c. shall conduct election audits as required.*

*d. shall provide training and transition of all duties to the newly appointed Director-at-Large*

*Section 8. The Student Affiliate:*

*a. shall be the president of any National Environmental Health Association student affiliate located in Wisconsin.*

*b. shall serve as a non-voting member of the Board of Directors to provide liaison with the student community.*

*Section 9. The Board of Directors:*

*a. shall conduct the business of the Wisconsin Environmental Health Association as specified in the By-Laws and have the rights, privileges, and duties as are generally conferred on a Board of Directors.*

*b. shall be required to approve an annual budget by a majority vote. A two-thirds majority vote must be obtained from the Board of Directors for any non-budgeted expenditure in excess of $100.*

*c. may suspend or expel a member of the association with a two-thirds majority vote following a report by the Membership committee.*

*d. may vote electronically if called by the President for the efficient operation and administration of the association.*

*e. shall vote within five working days from the call by the President for a vote or until a majority of votes have been obtained.*

*f. shall require the Secretary record these actions in the minutes of the next Board meeting.*

**Article IV. *Meetings***

*Section 1. Meetings shall be held:*

*a. As designated in Article V of the Constitution.*

*b. At least four times a year.*

*Section 2. Board of Directors meetings:*

*a. May be called by the President whenever necessary.*

*b. May be called by at least five members of the Board.*

*c. Shall be conducted legally with a quorum of six voting members.*

**Article V. Districts**

*Section 1. The Wisconsin Environmental Health Association shall consist of four Districts:*

*a. The Southeast District shall include the counties of: Dodge, Fond du Lac, Milwaukee, Walworth, Ozaukee, Washington, Kenosha, Racine, and Waukesha.*

*b. The Southwest District shall include the counties of: Columbus, Grant, Jefferson, Lafayette, Rock, Crawford, Green, Richland, Sauk, Dane, Vernon, Iowa and out of state membership.*

*c. The Northeast District shall include the counties of: Brown, Green Lake, Marinette, Portage, Calumet, Kewaunee, Marquette, Shawano, Door, Langlade, Menominee, Sheboygan, Florence, Lincoln, Oconto, Vilas, Manitowoc, Oneida, Waupaca, Forest, Marathon, Outagamie, Waushara, and Winnebago.*

*d. The Northwest District shall include the counties of: Adams, Clark, La Crosse, St. Croix, Ashland, Douglas, Monroe, Sawyer, Barron, Dunn, Pepin, Taylor, Bayfield, Eau Claire, Pierce, Trempealeau, Buffalo, Iron, Polk, Burnett, Jackson, Price, Washburn, Chippewa, Juneau, Rusk, and Wood.*

**Article VI. *Standing Committees***

*Section 1. The following are the standing committees of the Wisconsin Environmental Health Association:*

*a. Education*

*b. Legislative*

*c. Marketing*

*d. Membership*

*e. Strategic Planning*

*Section 2. General Provisions for Committees:*

*a. Committee members shall be chosen by the committee chairpersons, except as otherwise stated herein and will have the following expectations:*

*i. be familiar with the charge and existing products of the committee.*

*ii. have expertise, field experience or represent the perspective of a special group and actively contribute to the discussions and work of the committee.*

*iii. review agendas and all accompanying materials prior to meetings.*

*iv. consistently attend regularly scheduled meetings for the duration of the meeting. Committee members who miss two consecutive meetings will be replaced following Article VI, Section 2 e.*

*v. shall volunteer for assignments between meetings and meet deadlines.*

*b. It shall be the duty of all committees to work toward the Association’s objectives as determined by the Board of Directors.*

*c. Chairpersons of respective committees shall prepare an annual report and budget as requested by the Board of Directors.*

*d. A member of any committee may be suspended or expelled from a committee by a two-thirds majority vote by the Board of Directors.*

*e. Additional special ad-hoc committees may be appointed with a two-thirds majority vote approval of the Board of Directors and may be renewed by the Board annually, as needed.*

*f. Chairpersons will include the President and President-Elect on meeting invites and other applicable committee work and maintain a working list of committee members.*

*g. Committee chairpersons shall hold meetings prior to Board meetings.*

*Section 3. Committee Responsibilities*

*a. EDUCATION – This committee shall:*

*i. be chaired by the President*

*ii. consist of three subcommittees: Awards and Leadership; Environmental Education; and Conference.*

*1. Awards and Leadership Subcommittee shall:*

*a. be chaired by the Director-at-Large and consist of members designated by the chair.*

*b. administer the Environmental Health Professional of the Year Award by requiring selection group, to consist of at least five members who have been past recipients of the Environmental Health Professional of the Year Award, and who are members of the Association.*

*c. administer the Wayne Kopp Memorial Academic Scholarship.*

*d. award the Robert R. Nelson WEHA Environmental Health Scholarship upon receiving recommendation from University of Wisconsin-Eau Claire faculty.*

*e. administer the Leadership Award by determining qualifications of awardees. Make recommendations to the Board in the event there are no qualified candidates, applications, or there are inadequate funds. Selection of awardee shall be made by up to five past recipients who are current members of the Association.*

*f. have the sole discretion in granting the awards. The committee shall utilize established criteria when reviewing candidate information for the Environmental Health Professional of the Year Award, the Wayne Kopp Memorial Academic*

*Scholarship, and the Leadership Award.*

*g. submit annual budget request to the Treasurer.*

*2. Environmental Education Subcommittee shall:*

*a. consist of up to six members of the Association.*

*b. be chaired by the President-Elect or designee*

*c. develop and sponsor educational seminars and other activities to enhance the professional development of members.*

*d. work with institutions of higher education to support courses and college degrees in environmental health.*

*e. be responsible for the operation of the Mentorship Program for students.*

*f. provide information and counsel educators and students to promote careers in environmental health professions.*

*g. provide session speakers for annual educational conference.*

*h. submit annual budget request to the Treasurer.*

*3. Conference Subcommittee shall:*

*a. consist of up to five members of the Association.*

*b. be chaired by the Treasurer.*

*c. evaluate and recommend annual conference venues.*

*d. negotiate prices and amenities with chosen venue.*

*e. administer annual educational conference.*

*f. submit annual budget request to the Treasurer.*

*b. LEGISLATIVE - This committee shall:*

*i. consist of up to five members of the Association.*

*ii. be chaired by a member appointed by the President.*

*iii. study and evaluate existing and proposed legislation related to environmental health, environmental health professionals, the association, or public health.*

*iv. prepare and submit a report to the Board on legislation relating to environmental health.*

*v. recommend appropriate action by the Board of Directors.*

*vi. keep the membership informed of legislative activities through email, website and other appropriate means.*

*vii. submit annual budget request to the Treasurer.*

*c. MARKETING – This committee shall:*

*i. consist of up to six members of the membership.*

*ii. be chaired by a member appointed by the President.*

*iii. determine the most appropriate and effective means to market WEHA.*

*iv. publish newsworthy event and information throughout the year including, but not limited to, eblasts/emails, newsletters, tweets, other social media, etc.*

*v. promote and recruit for positions on the Board and/or Committees.*

*vi. submit annual budget request to the Treasurer.*

*d. MEMBERSHIP - This committee shall:*

*i. consist of up to four members of the Association, one of whom shall be a District Vice-President.*

*ii. be chaired by a member appointed by the President.*

*iii. promote membership in the association in accordance with Article III of this Constitution and Article I of these By-Laws.*

*iv. evaluate membership status annually and submit a written annual report to the Board of Directors.*

*v. study any possible expulsion cases and submit recommendations to the Board of Directors.*

*vi. submit annual budget request to the Treasurer.*

*e. STRATEGIC PLANNING – This committee shall:*

*i. consist of up to five members of the Association.*

*ii. be chaired by a member appointed by the President.*

*iii. develop, implement, and continually assess the Association’s Strategic Plan.*

*iv. evaluate the Association’s mission, set a vision, define long-term goals, and determine the actions needed to achieve them.*

*v. be a resource for the Board and other standing committees to implement process improvement techniques such as analyzing existing processes, identifying gaps or problems, and develop/implement solutions.*

*vi. assess organizational culture and climate and determine a path forward for addressing any issues.*

*vii. recommend appropriate action to the Board of Directors.*

*viii. submit annual budget request to the Treasurer.*

**Article VII. *By-Law Amendments***

*These By-Laws may be amended by a majority vote of the membership present at annual business meeting. The amendment(s) must be submitted to the Board of Directors at least sixty days prior to the ratification ballot, and must be published on the WEHA website, or provided by U.S. mail to each member at least thirty days prior to the annual business meeting. The amendment(s) shall be signed by at least five Board members prior to the vote.*

**Article VIII. *Representative(s) to the Annual National Environmental Health Association Business Meeting***

*The Association may send the President or designee, plus one (1) Board member to attend the National*

*Environmental Health Association’s Annual Meeting if funds are available. The Association shall contribute to the expense of the President and one (1) Board member in amount sufficient to reimburse roundtrip coach airfare, lodging, registration expense, and additional expenses as approved by the Board of Directors. The Board shall utilize the EHS stipend process to select Board member. If the President cannot attend the conference4, the Board will utilize the EHS stipend process to select the designee.*

**Article IX. *Items of Identification***

*Membership cards: membership cards shall be issued to each member at the end of the renewal process.*

*Membership cards will designate membership category and date of expiration.*

**Article X. *Procedures Not Covered***

*Section 1. In all matters of procedure not covered by these By-Laws, Robert's Rules of Order shall prevail.*

*Section 2. The National Environmental Health Association By-Laws shall be referred to in any matters not expressed in the Wisconsin Environmental Health Association By-Laws.*

**Article XI. *Annual Business Meeting***

*Order of Business shall contain:*

*a. Meeting called to order.*

*b. Roll-call of Officers and Directors by the President.*

*c. Approval of the Minutes of the last Board meeting.*

*d. Reports of officers and committees, if requested by the Board of Directors.*

*i. Secretary Report of Actions of the Board of Directors*

*ii. Treasurers Report*

*iii. District Vice–Presidents*

*iv. Education Committee*

*v. Legislative Committee*

*vi. Marketing Committee*

*vii. Membership Committee*

*viii. Strategic Planning Committee*

*e. Changes to By-laws reported by the Director-at-Large. Vote by membership.*

*f. Communications from the National Environmental Health Association and other associations.*

*g. Old Business*

*h. New Business*

*i. Installation of New Officers*

*j. Adjournment of the Business Meeting*

**Article XII. *Historian and Historic Documents***

*Section 1. The Board of Directors of the association shall appoint a member to act as the association's Historian. The Historian shall maintain all pertinent records of historical activities and documents related to the association. Such material shall include, but not be limited to, copies of the Constitution, By-Laws, historical financial records, Board of Director meeting minutes, membership rosters, policy statements, resolutions, conference agendas, and public informational material.*

*Section 2. Records submitted to the Historian shall be evaluated for possible retention.*