

Reviewed by Committee on November 14, 2017; September 25, 2018; November 6, 2018  
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## **AEHAP Constitution and By-Laws (updated 2018)**

Article I: Name  
Article II: Mission and Vision  
Article III: Organization  
Article IV: Non-Discrimination and Equal Opportunity  
Article V: Corporate Documents and Rules of Order  
Article VI: Membership  
Article VII: Dues  
Article VIII: Meetings  
Article IX: Governance  
Article X: Officers and Executive Director  
Article XI: Nominations and Elections  
Article XII: Dissolution  
Article XIII: Amendments  
Appendix I: History and Charge of Organization

### ***Article I: Name***

The name of this organization shall be the Association of Environmental Health Academic Programs, hereinafter referred to as the "Association" or "AEHAP". An environmental health academic program is located in a regionally accredited college or university, which offers specialized instruction that educates students for careers in environmental health, hereafter referred to as a "Program". An acceptable program would be modeled after criteria established by the National Environmental Health Science and Protection Accreditation Council (EHAC). Environmental health is the art and science of identifying, evaluating and managing factors that can adversely impact the health of humans and their environment. Relevant environmental factors include but are not limited to: indoor and ambient air pollutants, food and water contaminants, solid waste and hazardous materials; vector-borne and communicable diseases, housing and shelter hazards, workplace hazards, and ecological and global stressors.

### ***Article II: Mission, Charge, and Vision***

1. The Association of Environmental Health Academic Programs is a consortium of programs, organized for the purpose of promoting and enhancing the education of students in the art and science of environmental health practice.
2. The Mission of the Association is "Advancing a 21st Century science- based educational model that develops culturally-competent environmental health scientists capable of solving complex challenges in environmental public health, occupational health, and associated regulatory compliance."

3. The charge of the Board of Directors is to carry out the Association’s mission and functions, which include promoting the following:
  - 3.1. Educational opportunities and high quality baccalaureate, graduate, and continuing education in environmental health
  - 3.2. The collection and dissemination of information about education and research in environmental health
  - 3.3. Linkages and partnerships among Programs and environmental and public health agencies, the private sector, and professional associations
  - 3.4. The National Environmental Health Science and Protection Accreditation Council and other mechanism for assuring standard for environmental Health education
  - 3.5. Educations through internships and practicums
  - 3.6. Awareness of future educational needs in environmental health education
  - 3.7. Strategies for meeting future employment needs in environmental health
  - 3.8. International educational opportunities for student and faculty
  - 3.9. A cohesive voice for environmental health programs on education, the workforce and environmental issues
  - 3.10. That professional growth and development of faculty
  - 3.11. Applied research and service by pursuing funding and other resources to support special projects
4. The Vision of the Association is “Environmental health science education for everyone.”

***Article III: Organization***

The Association is a not-for-profit corporation organized under Chapter 24.03 RCW, State of Washington.

***Article IV: Non-Discrimination and Equal Opportunity***

The Association shall not practice or condone discrimination, in any form, on the basis of race, color, national origin, immigration status, religion, age, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression, sexual orientation, military or veteran status, or any other characteristic protected under applicable federal, state, or local law.

***Article V: Corporate Documents & Rules of Order***

1. The Association shall be governed by three corporate documents:
  - 1.1. The Articles of Incorporation;
  - 1.2. The Association’s Constitution and Bylaws and
  - 1.3. The Association’s Standing Rules.
2. For governance matters not addressed by these corporate documents, the most current version of *Robert’s Rules of Order, Newly Revised* shall be used.

3. Periodically, corporate documents may need to be amended. The protocols for amending corporate documents are as follows:
  - 3.1. The Constitution and Bylaws may be amended by a vote of two-thirds of the Program voting membership of the Association. Notice of the proposed amendment(s) shall be sent electronically to each member at least thirty calendar days prior to the date in which an electronic vote or in-person vote is due. Methods for electronic notification of proposed amendments and voting may be established within the Standing Rules.
  - 3.2. Standing Rules shall be established and/or amended by a vote of two-thirds of the voting membership of the Board of Directors.

### ***Article VI: Membership***

There are three types of membership.

#### 1. Program Member

- 1.1. Eligibility: Programs that are accredited by the National Environmental Health Science and Protection Accreditation Council or are working to achieve accreditation with the National Environmental Health Science and Protection Accreditation Council.
- 1.2. Admission to Membership
  - 1.2.1. An application is submitted by the Program to the Board of Directors.
  - 1.2.2. If applying with accredited status, after confirming the applicant is accredited by the National Environmental Health Science and Protection Accreditation Council, the Board of Directors shall grant the program Accredited applicant Program Member status.
  - 1.2.3. If applying as a program that is not accredited in accordance with this section, an application will be considered for Program Member status in accordance with the Standing Rules working towards accreditation status. The Board of Directors shall ensure accredited Program Members as described here represent the majority of Association's Program Members.
- 1.3. Termination of Membership: Program Member status in the Association shall be terminated if:
  - 1.3.1. The Program is more than twelve months delinquent in the payment of Association dues and has not responded after being notified two times.
  - 1.3.2. The Program requests in writing that its membership be terminated.
  - 1.3.3. The Program is no longer accredited by the National Environmental Health Science and Protection Accreditation Council or no longer intending to obtain accreditation as determined by a two-thirds majority vote of the Board of Directors.
  - 1.3.4. A Program member may initiate an appeal of termination and the Board may

act upon that appeal in accordance with the Association's Standing Rules

#### 1.4. Right of Program Members

- 1.4.1. A Program Member shall designate a faculty member to serve as its Program Representative and act on behalf of the Program. A Program Member's Program Representative has the right to bring issues to the floor, chair or serve on committees and perform other tasks as requested by the president.
- 1.4.2. Each Program Member has the right to one vote, cast by its Program Representative

#### 2. Partner Member

2.1. Eligibility: A partner Member may be an industry group, organization, professional association, public agency, non-profit, corporation or business interested in enhancing the education of students in the art and science of environmental health practice.

#### 2.2. Admission to Membership

- 2.2.1. An application is to be submitted by the Partner member to the Board of Directors describing the interest and history of the Partner member and their named representative who will participate in enhancing environmental health education and the Association.
- 2.2.2. Upon review of the Partner Member application, the Board of Directors may grant the applicant Partner Member status by a majority vote.

2.3. Termination of Membership: Partner Membership status in the Association shall be terminated if:

- 2.3.1. The Partner Member is more than six months delinquent in the payment of Association dues and has not responded after being notified two times.
- 2.3.2. The Partner Member requests in writing that its membership be terminated.
- 2.3.3. A Partner membership may be terminated by a two-thirds majority vote of the board of Directors if the Board determines that Partner Member is no longer able or is no longer acting in a manner consistent with the Association
- 2.3.4. A Partner Member may initiate and appeal and the Board may act upon that appeal in accordance with the Association's Standing Rules

#### 2.4. Rights

- 2.4.1. A Partner Member shall designate a representative of their industry group, organization, non-profit, professional association, public agency, corporation or business and their designated representative has the rights to bring issues to the floor, chair or serve on committees, perform other tasks as requested by the president.

2.4.2. Each Partner Member has the right to make proposals for a vote by the Board of Directors

### 3. Individual Member

3.1. Eligibility: Individuals who have an interest in promoting environmental health education

#### 3.2. Admission to Individual Membership

3.2.1. An application is to be submitted to the Board of Directors.

3.2.2. After review of the applicant, the Board of Directors shall by majority vote accept or reject the application.

3.2.3. A person denied Individual membership may appeal the decision to the Board of Directors in accordance with the Association's Standing Rules.

3.3. Termination of Individual Membership: Individual Membership in the Association shall be terminated if:

3.3.1. The person is delinquent in the payment of Association dues for at least six months after receiving two reminder notifications advising the individual of their delinquent dues.

3.3.2. The person requests in writing that their Individual membership be terminated.

3.3.3. An Individual membership may be terminated by a two-thirds majority vote by the Board of Directors if the Board determines the Individual member is no longer able to serve or no longer acting in a manner consistent with the lesson of the organization.

3.3.4. An Individual Member may initiate an appeal of termination and the Board may act upon that appeal in accordance with the Association's Standing Rules.

#### 3.4. Rights

3.4.1. An Individual Member has the right to address the floor on issues or actions before the membership, chair or serve on committees or perform other tasks as requested by the president.

3.4.2. An Individual Member does not have the right to vote

### ***Article VII: AEHAP Board of Advisors***

1. The Association may establish a Board of Advisors for the purpose of advising the Board of Directors and the Association in the Association's efforts to develop, maintain, and promote the best available collegiate education model for the 21<sup>st</sup> century environmental health science workforce.

2. The membership criteria, duties, and charge of the Association's Board of Advisors

shall be in accordance with the Standing Rules of the Association.

### ***Article VII: Dues***

1. A. Dues, proposed by the Board of Directors, must be ratified by a two-thirds affirmative vote of the –Board of Directors. Programs, partner members and individual members must be provided with –a notification of any changes in dues at least sixty days prior to the annual meeting and the changes will become effective in in the next billing cycle.

### ***Article VIII: Meetings of the Association***

1. An Annual Meeting shall be held each year, unless otherwise agreed upon by two- thirds of the Program Representatives. The date and location of the Annual Meeting will be established by the Board of Directors.
2. A quorum shall consist of a majority of the Program Representatives of the Association. Program representatives.
3. Special Meetings may be called at the discretion of the Executive Committee.
4. Voting: Unless the matter being voted upon requires under the Constitution and Bylaws a vote of two-thirds of the Program Representatives, a simple majority of those voting, in person or by proxy, will be accepted.
5. Proxies: Program Representatives unable to attend a meeting may vote by proxy on any matter specified in the meeting notice. Proxies shall be submitted to the Executive Director or Past-President/Secretary in writing prior to the meeting.
6. Parliamentary procedures: Meetings of the Association shall be conducted in accordance with Robert’s Rules of Order, newly revised.

### ***Article IX: Governance***

Association governance shall be the responsibility of the Program Members and the Board of Directors.

1. Program Representatives acting at meetings, by mail, or electronic ballot, are responsible for establishment and implementation of policy governing membership, approval of the Bylaws, election of the Board of Directors and officers, and other responsibilities mandated by the Bylaws and/or referred to the membership by the Board of Directors. Program Members shall have one vote, to be exercised by their Program Representative

2. The Board of Directors is responsible for considering, selecting, retaining and removing an Executive Director and any employees of the Association, the financial integrity of the Association, strategic planning and specific policy development, general policy implementation including designation of ad hoc committees and their chairpersons, and any other responsibilities mandated by the bylaws.
  - 2.1. The Board of Directors shall consist of a total of seven members described herein. The Board shall include seven voting members, who shall be the President, the President-elect, the Past-President, Treasurer, Secretary and two members-at-large. The Board may include two non-voting Members: one of whom will be the general chair of the National Environmental Health Science and Protection Accreditation Council or their designee.
  - 2.2. The members-at-large shall serve staggered three-year terms, with a maximum of two terms in succession.
  - 2.3. At least four members of the Board of Directors shall be representatives of accredited Program members.
  - 2.4. Four voting members shall constitute a quorum of the Board of Directors.
  - 2.5. Meetings of the Board of Directors shall be held monthly unless agreed upon otherwise by four of the voting members of the Board of Directors.
  - 2.6. The Board of Directors may establish and equip an office, or contract for service as needed in conducting the business of the Association.
  - 2.7. The Board of Directors may invite individuals to serve as counselors to the Board, without vote or standing as a member of the corporation, for terms designated by the Board.
  - 2.8. The Executive Committee of the Board of Directors, composed of elected officers and the Executed Director, if retained, shall conduct daily business of the Association and chair or serve on committees specified in the Association's strategic plan.
  - 2.9. A Program Member with only one accredited program can have only one faculty member holding one of the voting positions on the Board of Directors at any given time. Universities with an accredited undergraduate and graduate program may have up to two faculty members on the Board of Directors at any given time. Retired faculty do not contribute toward these totals.
  - 2.10. If a board member including board officers misses fifty percent or more of the meeting in a 12-month period, the Board of Directors may remove the board member upon receiving a majority vote of the Board. If such a vote occurs, the board member in question shall be notified of the pending action and action date at least fourteen days in advance. If a board member is removed, the president shall appoint a current or retired faculty member from an accredited member program to fill in the remainder

of the term.

*Article X: Officers and Executive Director*

Officers of the Association shall consist of:

1. A **President**, who shall have ascended from the position of President-elect, shall serve for one year. The President shall be a faculty member at an accredited Program Member institution during their tenure as President. The president shall have the following responsibilities:
  - 1.1. Direct the activities of the Association and preside over the Board of Directors.
  - 1.2. Authorize ballots for special meeting and for other purposes, and advise the membership as to the results of such balloting.
  - 1.3. Act, or name another to act, as the representative of the Association at all meetings and conferences at which the Association has cause to be represented.
2. A **President-elect**, who shall be elected by the Program representatives in accordance with the Standing Rules of the Association will be installed at the annual meeting and shall serve for one year prior to ascending to the position of President. The President-elect shall be a faculty member at an accredited Program Member institution during their tenure as President-elect. The President-Elect shall have the following responsibilities:
  - 2.1. Preside in the absence of the President.
  - 2.2. Should the office of the President become vacant, the President-elect shall become president for the remainder of that term.
  - 2.3. Assist the President with the needs of the Association.
3. A **Past-President**, who shall serve for one year after descending from the position of President. The Past President shall have the following responsibilities:
  - 3.1. Chair the nominating committee.
  - 3.2. Assist the President and President-elect with the needs of the Association.
4. A **Treasurer**, who shall be elected by the Program representatives in accordance with the Standing Rules of the Association, shall serve for a two-year term beginning at the annual meeting. The Treasurer shall be a faculty member at an accredited Program Member institution during their tenure as Treasurer. The Treasurer shall be responsible for:
  - 4.1. Oversight of the financial affairs of the organization.

- 4.2. Review and approve financial statements as requested by the Board of Directors.
- 4.3. Present annual budgets for review and approval of the Board of Directors.
- 4.4. Ensures that the Association maintains financial records for all transactions of the organization.
- 4.5. Ensures that the Association has current officers and directors' liability insurance and general liability insurance if applicable.
- 4.6. Serves as the board contact for accounting matters regarding financial audits.
5. A **Secretary**, who shall be elected by the Program representatives in accordance with the Standing Rules of the Association, shall serve a two-year term beginning at the annual meeting. The Secretary shall be responsible for:
  - 5.1. Oversight of the maintenance of the corporate registration.
  - 5.2. The maintenance and preservation of records of the Association, including minutes.
  - 5.3. Other duties as assigned by the Board of Directors or the President.
6. An **Executive Director**. The Board of Directors may choose to select and retain an Executive Director for the Association, who shall administer the affairs of the Association in compliance with Association policies. The Executive Director may have the following responsibilities:
  - 6.1. Assist the Secretary of the Association in maintaining the corporate registration and keeping and preserving the minutes and records of the Association.
  - 6.2. Assist the Treasurer with providing financial information to the Board of Directors.
  - 6.3. Furnish the Treasurer with regular financial statements for review and oversight as requested by the Board of Directors.
  - 6.4. Be an ex-officio member of all committees without vote.
  - 6.5. Serve as a member of the Board of Directors without vote.
  - 6.6. Other duties as assigned by the President
7. Should any vacancies arise in an officer position or no nominees seek election, any

director may nominate a faculty member of an accredited program member to serve as an interim officer. Appointment of the nominee to the vacant officer position as an interim officer on the Board of Directors shall only occur with a majority approval by the Board of Directors. The interim officer shall serve until installing a new officer at the next annual meeting.

### *Article XI: Nominations and Elections*

1. Nominating Committee: The Nominating Committee shall consist of the Past-President and at least two Program representatives of Program members who are appointed by the President. The Past-President shall chair the committee. The Nominating Committee shall solicit nominees for all open position on the Board of Directors. From the list of nominees, the Nominating Committee shall prepare a slate of candidates for Board approval. Ballots shall be sent to the voting membership of the Association at least sixty days prior to the Annual meeting. The voting membership of the Association or their proxies shall have thirty days to cast their vote. New board members will take office at the end of the annual meeting.
2. New Members of the Board of Directors
  - 2.1. Any current or retired faculty member from an accredited Member Program is eligible for election to the Board of Directors.
  - 2.2. Election for the office of President-elect: Members of the Nominating Committee shall be eligible for nomination.
  - 2.3. In the event that a Member-at-Large position of the Board of Directors is vacated after the close of the annual meeting, the President may name a replacement to serve until the next annual meeting. At that time a replacement shall be elected to serve for the remainder of the term.
3. President-elect Election
  - 3.1. The President-elect shall be elected by secret ballot, and a simple majority vote by the voting membership of the Association
  - 3.2. In the event that there are more than two candidates, none of whom receive a simple majority of the votes cast, there shall be a run-off election between the two candidates with the highest number of votes.
4. Members-at-Large: Members-at-Large shall be elected by a simple majority of the votes cast by ballot by the voting membership of the Association. The voting membership for the Association or their proxies shall be notified of candidates sixty days before the annual meeting and they shall have thirty days to vote. New Members-at-Large will take office at the end of the annual meeting.

5. Term of Office: The term for those filling a new office shall begin at the close of the Annual meeting in the year that the election took place.

*Article XII: Dissolution*

1. Upon dissolution or winding up, all of the cooperation's remaining assets shall be distributed by the Board of Directors for similar or identical uses and purposes, to any other organization that would then qualify for exemption under the provisions of Section 501(c)(3) of the Code, or any successor provision.