

1 **CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION**  
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3 **PROCEDURE MANUAL**  
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8 Adopted by the Board of Directors on October 1989  
9

10 Revised April 1992  
11 2<sup>nd</sup> Revision April 1993  
12 3<sup>rd</sup> Revision January 1995  
13 4<sup>th</sup> Revision April 1997  
14 5<sup>th</sup> Revision April 1998  
15 6<sup>th</sup> Revision April 1998  
16 7<sup>th</sup> Revision April 1999  
17 8<sup>th</sup> Revision April 2000  
18 9<sup>th</sup> Revision October 2000  
19 10<sup>th</sup> Revision November 2001  
20 11<sup>th</sup> Revision February 2002  
21 12<sup>th</sup> Revision August 2002  
22 13<sup>th</sup> Revision November 2002  
23 14<sup>th</sup> Revision January 2004  
24 15<sup>th</sup> Revision March 2004  
25 16<sup>th</sup> Revision July 2004  
26 17<sup>th</sup> Revision October 2004  
27 18<sup>th</sup> Revision January 2005  
28 19<sup>th</sup> Revision October 2006  
29 20<sup>th</sup> Revision January 2008  
30 21<sup>st</sup> Revision March 2008  
31 22<sup>nd</sup> Revision November 2008  
32 23<sup>rd</sup> Revision April 2009  
33 24<sup>th</sup> Revision April 2023  
34 25<sup>th</sup> Revision June 2023

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1 **Foreward**

2

3 This Procedure Manual is established under provisions of Article VII, Section 1B of the CEHA  
4 Bylaws.

5

6 This Manual, second to the Bylaws, established the procedures, policies and methods to be used  
7 by Officers, Board Members, Committee Chairs and other members to conduct the business of  
8 CEHA. In most matters, the policies charges and procedures described herein are obligatory on  
9 all concerned and serve as the framework for conducting the multifaceted activities of CEHA.

10

11 This Manual represents the collective wisdom acquired over a long period of time by numerous  
12 individuals who have participated in these activities. The policies and procedures contained in  
13 this manual are established to provide order and coordination for these activities and, unless  
14 found to be deficient and thus altered by the Board, are to be adhered to in all respects.

15

1 **Chapter One – Chapters**

2  
3 **Authority: Bylaws; Article XIII**

4  
5 **Policy:**

6 **A. Jurisdiction of Chapters:**

- 7 1. **Redwood Chapter** Includes the following counties: Del Norte, Humboldt, Marin  
8 Mendocino, Lake, Napa, Solano and Sonoma.
- 9 2. **Superior Chapter** Includes the following counties: Alpine, Amador, Butte,  
10 Calaveras, Colusa, El Dorado, Glenn, Lassen, Modoc, Mono, Nevada, Placer,  
11 Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Sutter, Tehama,  
12 Trinity, Tuolumne, Yolo and Yuba.
- 13 3. **Northern Chapter** Includes the following counties: Alameda, Contra Costa,  
14 Monterey, San Benito, San Francisco, San Mateo, Santa Clara and Santa Cruz.
- 15 4. **Central Chapter** Includes the following counties: Fresno, Inyo, Kern, Kings,  
16 Madera, Mariposa, Merced, Stanislaus and Tulare.
- 17 5. **Southern Chapter** Includes the following counties: Los Angeles.
- 18 6. **Citrus Chapter** Includes the following counties: Orange, Riverside and San  
19 Bernardino.
- 20 7. **Southwest Chapter** Includes the following counties: Imperial and San Diego.
- 21 8. **Mission Chapter** Includes the following counties: San Luis Obispo, Santa  
22 Barbara and Ventura. (Rev. 10-06 – removed BIA Chapter)
- 23 B. Changes in jurisdictional area of chapters shall be approved by the CEHA and Chapter  
24 Boards of Directors.
- 25 C. Only the CEHA President, or authorized designee, may speak on behalf of CEHA in  
26 expressing positions taken by the Association. Presidents of CEHA Chapters have the  
27 freedom to address local issues, expressing only positions taken by their respective  
28 Chapters and utilizing only Chapter stationary, unless authorized or directed to do  
29 otherwise by the CEHA President (See Chapter 4, Board of Directors, Policy G).
- 30 D. Chapter Presidents and President-Elects represent their membership on the CEHA Board  
31 of Directors.
- 32 E. Each Chapter shall submit a report to each issue for the CEHA Bulletin updating the  
33 CEHA membership on activities. (Approved by CEHA Board of Directors on 4/29/00)

34  
35 **Procedure and Charges:**

- 36 A. Committee responsibility should be assigned by Chapter whenever possible.
- 37 B. Chapter Presidents and President-Elects shall serve on the Nominations and Elections  
38 Committee (See Chapter 19, Nominations & Elections).
- 39 C. Chapter Treasurers shall serve on the Ad-Hoc Audit Committee (See Chapter 3,  
40 Finances).

1 **Chapter Two – Membership**

2  
3 **Authority: Bylaws; Article III**

4  
5 **Policy:**

- 6 A. The requirements for membership in the various classes of CEHA shall be so designated  
7 as to meet the requirements for membership in the equivalent classes of NEHA. (See  
8 NEHA Bylaws, Article IV).
- 9 B. Active Membership: Member in good standing.
- 10 C. Student Membership
- 11 1. Assistant Environmental Health Specialists I, Environmental Health Specialist  
12 Trainees and full-time Environmental Health employees are not eligible for  
13 Student membership.
- 14 2. Students must have a note from their school stating that they are full-time  
15 students.
- 16 3. All Student members of CEHA are to be offered an additional year of CEHA  
17 membership at the Student rate following graduation.
- 18 D. Retired Membership: Retired membership may be conferred upon any Active member of  
19 five (5) or more years standing, who is retiring from active Environmental Health work  
20 after at least twenty (20) years of service or on account of age or disability.
- 21 E. Life Membership
- 22 1. Past Presidents of CEHA will have a Life Membership in CEHA conferred on  
23 them without any dues.
- 24 2. Life Membership shall be defined as “an Active Membership that no longer  
25 requires payment of dues to remain a member in good standing.” (Rev. 8/4/07)
- 26 3. Previously, Life Memberships were available. This category has been deleted  
27 (except for CEHA Past Presidents) although those individuals who obtained Life  
28 membership status shall remain as Active members with no additional dues  
29 charged.
- 30 F. Educational Institutions:
- 31 1. Educational Institution membership will be offered to representatives of  
32 accredited educational institutions throughout the state of California that have an  
33 environmental and/or occupational health program, industrial hygiene program,  
34 public health program or related curriculum programs.
- 35 2. Benefits of Educational Institution Membership:
- 36 a. Members will be listed in each issue of the CEHA Journal, CEHA  
37 Bulletin and AES Program Booklet.
- 38 b. Subscription to the CEHA Journal and CEHA Bulletin.
- 39 c. Opportunities for students from members schools to participate in the  
40 CEHA academic scholarship programs, seminars, workshops and other  
41 educational opportunities and membership meetings on a local and state  
42 basis.
- 43 d. A forum at the AES for the discussion by members of common areas of  
44 interest (e.g., curriculum development, student recruitment and  
45 retention, especially of underrepresented groups).

- 1 e. Free consultative service for member schools on curriculum  
2 development and employment opportunities following graduation.  
3 f. A forum at the AES for the presentation of papers by faculty, staff and  
4 students from member schools.  
5 g. One (1) complimentary exhibit space at the AES to be shared by all  
6 education institution member schools.  
7 h. As part of the “benefits package” offered to CEHA Educational  
8 Institution member schools, students enrolled full-time at member  
9 schools shall be entitled to attend CEHA sponsored educational  
10 programs at a rate ten dollars (\$10) higher than the CEHA Student  
11 member rate. Students at those member schools who are also current,  
12 individual dues-paying student members of CEHA will still be entitled  
13 to the discounted CEHA Student member rates. Neither of these student  
14 rates will include meals.  
15 i. A link to the CEHA web site page.  
16 3. A one (1) year complimentary membership shall be offered to new educational  
17 institutional members.
- 18 G. Membership Lists  
19 1. CEHA Membership Lists may be sold for educational purposes and job  
20 opportunity related announcements.  
21 2. The Membership List of the Association will be available upon written request for  
22 anyone outside CEHA for a fee of \$75 per request. The list will be disseminated  
23 in address label format only and pre-printed. Electronic versions of the  
24 Membership List shall not be made available except when requested by internal  
25 CEHA affiliated entities such as the Board, Chapters and Committees. (Revised  
26 8-02)  
27 3. CEHA shall remove from Membership Lists names and addresses of those  
28 memberships requesting removal.
- 29 H. The CEHA President and President-Elect must be NEHA members.  
30 I. All Chapter members must also be a member of CEHA.  
31 J. CEHA shall include in annual dues renewal mailing a solicitation for donations or  
32 contributions for funding scholarships, awards, committees programs, international  
33 activities, etc.  
34 K. CEHA and NEHA shall share membership recruitment information.  
35 L. CEHA shall publish voluntary membership directory by area of expertise at the discretion  
36 of the CEHA Board.  
37 M. CEHA shall offer a complimentary one (1) year membership to:  
38 1. All non-CEHA member speakers at the AES and Updates.  
39 2. Newly registered REHS; requested 90 days upon passing the REHS exam (2015).  
40 N. Change of Address:  
41 1. Prompt notification of change of address is necessary to maintain communication  
42 between the organization and the member, and to assure prompt receipt of CEHA  
43 publications.  
44 2. To ensure efficient address change notification, a member with a change of  
45 mailing address shall notify CEHA Support Services.

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Membership Dues (effective 4/96)

<u>Class of Membership</u>	(i) <u>CEHA Dues</u>	(ii) <u>Chapter Dues</u>
Active	\$65.00	\$5.00
Student	\$29.50	\$5.00
Retired	\$25.00	\$5.00
Honorary*	-0-	-0-
Company/Corporate	\$350.00	\$50.00
Past President (CEHA)	-0-	-0-
Educational Institution	\$50.00	-0-

\*Honorary membership is bestowed upon the Active President for that organization (i.e., NEHA, CEHA or Chapter) while they are in office. Note that the current CEHA President would not get a waiver of NEHA dues, although the dues are a line item in the budget and thus paid for by CEHA. If the NEHA President was also a member of CEHA, dues would be waived for the year they were in office. Honorary membership may be bestowed upon an individual or organization at the discretion of the Board. Honorary memberships may exceed one (1) year.

Procedure for Handling Dues (Revised 1-04):

- A. CEHA Support Services shall bill and collect from each member the combined annual dues of the Chapter and CEHA.
- B. Billing shall be done on an annual basis according to the member's anniversary date.
- C. The CEHA Treasurer shall disburse appropriate dues to the respective Chapter Treasurers.
- D. CEHA shall not bill for Chapter dues only, unless CEHA is reimbursed by the Chapter for costs incurred.
- E. Retired Membership:
  - 1. A member desiring retired members shall address a letter to CEHA and mail it to the CEHA Executive Director along with the billing statement and check.
  - 2. If the applicant meets the requirements for Retired membership, a copy of the member's letter and billing statement will be sent to the appropriate chapter and the CEHA Treasurer.
  - 3. CEHA shall update the database and the applicant will be shown as a Retired member on all future printouts.
- F. CEHA will award twenty-five dollars (\$25) to any individual or Chapter that signs up a new Company/Corporate member.
- G. For each Active membership processed, three dollars (\$3) shall be deposited into the CEHA savings account and two dollars (\$2) shall be credited to the Scholarship Fund.



1 **Chapter Three – Finances**

2  
3 **Authority: Bylaws; Article V**

4  
5 **Policy:**

- 6 A. The Association’s bank account is to be in a statewide bank system where banking can be  
7 done at a local branch.
- 8 B. An annual budget shall be prepared and approved by the Board before the beginning of  
9 each fiscal year.
- 10 C. There shall be no expenses for unbudgeted items unless such expenses are approved, in  
11 advance, by the Board.
- 12 D. The Treasurer shall prepare a written report of expenses and receipts for the Board’s  
13 review at each Board meeting.
- 14 E. The Board shall retain the services of a Certified Public Accountant to conduct an official  
15 audit of the organization’s financial accounts each fiscal year.
- 16 1. The CEHA Fiscal Year is January 1 – December 31 (Rev. 1-04).
- 17 2. Historically, Chapter Treasurers serve on the Ad-Hoc Audit Committee.
- 18 F. Chapters may use CEHA’s Tax ID number for AES and Updates after the CEHA Board  
19 has reviewed the Chapter Bylaws and found them in conformance with the CEHA  
20 Bylaws, and found that they require CEHA membership as a condition of Chapter  
21 membership.
- 22 G. Financial Reporting: Chapters and Committees with individual bank accounts (e.g., AES  
23 and Update Committees) are to submit a “Quarterly Statement of Income and Expenses”  
24 to the CEHA Treasurer.
- 25 1. Reports are due thirty (30) days following the close of each quarter.
- 26 2. CEHA quarters being each January 1, April 1, July 1 and October 1 to coincide  
27 with CEHA’s Fiscal Year. (Rev. 1-04)
- 28 3. The contents of the statement shall include: Balance at start of quarter, income  
29 and expenditures, and balance at end of quarter.
- 30 4. A copy of this quarterly statement can be found in Appendix M of this Procedure  
31 Manual.
- 32 H. Donation Policy: The CEHA policy for donation and funding requests to groups and  
33 individuals is as follows:
- 34 1. Criteria. The identified need or project must promote the objectives of CEHA,  
35 support the goals or mission of CEHA and satisfy at least one (1) of the  
36 following:
- 37 a. Have direct link towards the preservation of Public Health.
- 38 b. Enhance or promote Environmental Health within the community.
- 39 c. Be capable of showing a link to the needs of California or the needs of  
40 California professionals working in Environmental Health.
- 41 d. Have a direct impact on current or future Environmental Health  
42 problems in California.
- 43 2. Request for Funds. Requests shall be in the form of a formal letter or personal  
44 presentation to the Board and shall include:
- 45 a. An outline of goals and objectives of the program or need.

- 1 b. An anticipated budget including funds raised to date.
- 2 c. A list of other sponsors or groups making donations.
- 3 d. A provision that appropriate recognition shall be given to CEHA along
- 4 with other sponsors or groups making donations.
- 5 e. An indication that a report on the outcome of the program or need shall
- 6 be presented to CEHA at a later date.
- 7 f. A system for providing periodic reports to CEHA.
- 8 I. A ten-dollar (\$10) fee will be charged for any bounced check written for CEHA
- 9 membership or educational conference registration fee.

10  
11 **Procedure:**

- 12 A. See Finance Committee (Chapter 18).
- 13 B. Consideration shall be given to setting up a separate line item in the budge for all
- 14 committees referred to in Chapter 11, Committees (General).
- 15 C. A copy of the CEHA Articles of Incorporation can be found in Appendix C of this
- 16 Procedure Manual.
- 17 D. A copy of CEHA's tax documents can be found in Appendix D of this Procedure Manual.
- 18 1. California Franchise Tax Board indicates that CEHA's corporate number is
- 19 C0617864 as of 2/19/91.
- 20 2. CEHA currently holds a 501(c) (6) Federal Tax status and the Tax ID number is
- 21 23-7034973.
- 22 E. CEHA minutes and financial reports are to be kept on file for at least three (3) years for
- 23 IRS and tax reporting purposes.
- 24 F. Under current IRS tax code, nonprofit organizations may not use membership dues to
- 25 fund political activities.
- 26

1 **Chapter Four – Board of Directors (Board)**

2  
3 **Authority: Bylaws; Article VI & Article VII**

4  
5 **Policy:**

- 6 A. Board meetings shall be held in Northern and Southern California areas on an alternating  
7 basis except for the meetings held in conjunction with the AES, the annual Update or in  
8 another location which is determined to be cost-effective. Any board member who is  
9 unable to attend a meeting, but wishes to participate rather than send a proxy, electronic  
10 conferencing (i.e. phone or audio/visual device via the web) may be used if available.  
11 (Rev. 1/26/08)
- 12 B. The Board shall be composed of the following members:
- 13 1. The Officers of CEHA
- 14 a. President
- 15 b. President-Elect
- 16 c. Vice President
- 17 d. Immediate Past President
- 18 e. Secretary
- 19 f. Treasurer
- 20 2. The President and President-Elect of Each Chapter.
- 21 C. CEHA Officers shall hold office for one (1) year, except the Secretary and Treasurer who  
22 shall hold office for two (2) years. The terms of office for Secretary and Treasurer shall  
23 be staggered, those positions being filled alternating years. (Per CEHA bylaws).  
24 (Rev.03/04)
- 25 D. The offices of President, President-Elect and Vice President shall be successive and  
26 advance through election each year (i.e., Vice President shall run for President-Elect,  
27 President-Elect runs for President, President becomes Immediate Past President). This  
28 does not preclude any CEHA member in good standing from running for office. The  
29 advancement through office is to ensure that there is consistency on the Board and  
30 fulfillment of duties for each office. (Rev.03/04)
- 31 E. Per the CEHA Bylaws, the following procedures for vacancies in office apply:
- 32 1. In the event of a vacancy in the office of the President, the President-Elect shall  
33 assume the duties of that office.
- 34 2. In the event of a vacancy in the office of the President-Elect or Vice President, a  
35 special election shall be held to fill the vacancy.
- 36 3. In the event of a vacancy in the office of Secretary or Treasurer, a voting member  
37 in good standing shall be appointed by the Board of Directors to hold such office.  
38 (Rev.03/04)
- 39 F. All members of the Board shall be members of CEHA.
- 40 G. One proxy per Chapter will be allowed at each Board of Director’s meeting. The proxy  
41 shall receive the same travel reimbursement as a Board member. A written letter signed  
42 and dated by the Chapter President or President-Elect must be given to the CEHA  
43 President, or presiding officer, prior to the commencement of the Board meeting at which  
44 a proxy will serve. This letter is to indicate the proxy’s name and Chapter Board position  
45 (when applicable), the Chapter Officer’s name and title or office for which he/she is

1 substituting and the date of the Board meeting for which the proxy is granted. The proxy  
2 is good for the duration of that meeting day only. As an alternative, an electronic  
3 message may also be sent to notify the President, or presiding officer, of the proxy.  
4 Confirmation of the electronic message by the President, or presiding officer, must be  
5 received by the sender to verify approval. (Rev. 1/26/08)  
6

- 7 H. Reimbursement for travel and meals to attend meetings for the Board shall be submitted  
8 within three months of incurring the expense (Added 11-02) as follows:  
9
- 10 1. Members of the Board who drive their personal car shall be reimbursed at the  
11 current state governmental rate per mile. Each member of the Board who uses  
12 commercial transportation shall be reimbursed actual costs, to not exceed coach  
13 class fare. (rev. 10-06)
  - 14 2. Officers of CEHA shall be reimbursed actual meal costs for each Board meeting;  
15 other Board members shall be reimbursed meal costs by their respective Chapters.
  - 16 3. Board members who are reimbursed for travel and/or meal expenses by their  
17 Chapters or employers shall not claim reimbursement from CEHA.
  - 18 4. Support services staff shall be reimbursed for expenses incurred when attending a  
19 Board meeting as specified in the contract for support services. If expenses are  
20 not covered in the contract, then expenses shall be reimbursed the same as an  
21 Officer of CEHA.
  - 22 5. The Regional Vice President of NEHA shall receive the same reimbursement as  
23 the Officers.
- 24 I. The Board shall maintain a procedure manual that incorporates all CEHA directives,  
25 rules and procedures. Any addition or change to the procedure manual shall be approved  
26 by the Board separate from the acceptance of committee reports.
- 27 J. CEHA Representation Policy: Any individual who holds a CEHA office or appointed  
28 office, or who has held a CEHA office within the last three (3) years must be aware they  
29 can be regarded as representing the Association in whatever situation they might be in.  
30 As such, if such a person wishes to either articulate or write a statement indicating a  
31 position of CEHA that hasn't already been officially adopted or authorized by either the  
32 CEHA Board of Directors and/or the CEHA President, that individual as matter of policy  
33 must clear such comments with the President before expressing them. To do otherwise,  
34 could seriously damage the Association. In addition, should an individual in such  
35 capacity be expressing personal viewpoints, it is imperative that those views be qualified  
36 as being that person's views only, without reference whatsoever to having the support or  
37 even an element of support from CEHA's elected leadership. To ever suggest that some  
38 members of the CEHA Board support this position is to imply that the position has a  
39 measure of officialdom that doesn't exist.

40 **Procedure and Charges:**

- 41 A. See document describing position responsibilities for the California Environmental  
42 Health Association located in Appendix R of this procedure manual.  
43 B. All reports submitted to the Board shall be formally accepted at each meeting.  
44



1 **Chapter Six – Presidential Awards**

2  
3 **Authority: Board**

4  
5 **Policy:**

6 A. Presidential Citations:

- 7 1. A certificate suitable for framing, approximately 8” x 10” in size, with the  
8 recipient’s name and printed statement of recognition, with the CEHA seal,  
9 signed by the President and Secretary.  
10 2. Group awards (e.g., Committees) may be made with a certificate presented to  
11 each member of the group with special designation given to the Chair or group  
12 leaders.

13 B. Certificates of Appreciation: Certificates of Appreciation may be given by the President  
14 to persons performing services to CEHA, such as committee Chairpersons and Board  
15 members.

16  
17 Procedure:

- 18 A. Award to be made by the President at the AES.  
19 B. No limit is to be placed on the number of awards given each year, but emphasis is to be  
20 placed on outstanding effort in order to qualify for the award. In some years, no  
21 President Citations may be awarded.  
22 C. Members may offer names to the President by March 1 for the President’s selection.  
23 Names should be accompanied by a written justification.  
24

1 **Chapter Seven – General Meeting**

2

3 **Authority: Bylaws; Article IX**

4

5 **Policy:**

6 A. A General Business meeting shall be held annually in conjunction with the Annual  
7 Educational Symposium (AES) and Exhibition.

8 1. The CEHA Board shall give an annual report to all Annual Education  
9 Symposiums.

10 2. During a luncheon, each statewide elected Officer shall give a five (5) minute  
11 report to the CEHA membership highlighting the year and the “State of CEHA.”

12 B. The Immediate Past President, when possible, shall be the installing Officer at the  
13 General Business Meeting.

14 C. A suitable high-quality banner should be used at the AES, the General Business meeting  
15 and where possible, at all CEHA functions.

16

1 **Chapter Eight – Elections**

2  
3 **Authority: Bylaws; Article VI, Section 3 & Article XI & Article XIII**

4  
5 **Policy:**

- 6 A. Elections shall be conducted by the Nominations and Elections Committee (See Chapter  
7 20).  
8 B. Elections shall be conducted by secret ballot. Ballots are to be printed on a dark colored  
9 paper that cannot be copied. (Rev.03/04)

10  
11 Elections may be conducted using a secured electronic online voting system as approved  
12 by the CEHA BOD. The final count shall be confirmed by second CEHA Past President.  
13 Paper mail in ballots will be available upon request prior to the election deadline. (added  
14 by the BOD 03/2017)

- 15  
16 C. Per the CEHA Bylaws, elections shall be conducted by mail ballot. Ballots must be  
17 mailed first class. (Rev.03/04)  
18 D. Per the CEHA Bylaws, the only ballots that require signatures are those from CEHA’s  
19 International members who fax their ballots in to meet the voting deadline. Only those  
20 ballots received by the deadline date indicated on the ballot will be valid and counted.  
21 (Rev.03/04)  
22 E. Only those ballots post-marked by the deadline date indicated on the ballot will be valid  
23 and counted. (Rev.03/04)  
24 F. Ballots shall be counted by the Immediate Past President and at least one other Past  
25 President of CEHA. In the event that the Immediate Past President is unavailable to count  
26 ballots, another Past President may fulfill these responsibilities. (Rev.03/04)  
27 G. An envelope with CEHA’s address pre-printed in the “Delivery Address” location and  
28 marked “BALLOT” shall be included with all ballots to ensure that only the Past  
29 President opens and counts the ballots. (Rev.03/04)  
30 H. The Past President will utilize an “Official Election Results” tally sheet to record the  
31 official election results. The tally sheet will be signed by each Past President who counts  
32 the ballots. (The tally sheet is included as Appendix W of this Procedure Manual.)  
33 (Rev.03/04)  
34 I. Envelopes and ballots must be held until the Board has accepted the results of the  
35 election and has given the Past President permission to destroy/dispose of the ballots. The  
36 tally sheet and the original copies of the signed platform statements are to be maintained  
37 in the CEHA archives. (Rev.03/04)  
38 J. The Immediate Past President will contact the current President and the candidates of the  
39 results of the elections. (Rev.03/04)  
40 K. Special Elections Procedures:  
41 1. The Board shall instruct the Nominations and Elections Committee to prepare a  
42 list of candidates for consideration. Suggested nominations may be submitted in  
43 writing to the Committee by any member of CEHA.  
44 2. The Nominations and Elections Committee shall submit its list of candidates to  
45 the Board within thirty (30) days of being instructed to call a special election.



- 1                   3. Upon approval of the nominees by the Board, a ballot shall be prepared by the
- 2                   Nominations and Elections Committee and distributed to eligible voters.
- 3                   4. To be valid, ballots must be returned within fourteen (14) days of initial
- 4                   distribution.

5   L. AMENDMENTS TO THE CEHA BYLAWS: (Rev.03/04)

- 6                   1. Amendments may originate from the membership at large, any chapter, or the
- 7                   Board of Directors. (Rev.03/04)
- 8                   2. All proposed amendments shall be referred to the Bylaws and Procedures Manual
- 9                   Committee for study and recommendation to the Board. (Rev.03/04)
- 10                  3. Bylaws changes shall be published in the next available issue of the CEHA
- 11                  publications. (Rev.03/04)
- 12

1 **Chapter Nine – Support Services**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. Support Services shall consist of a Support Services Contractor, who maintains CEHA’s  
7 Support Services office, and a Bookkeeper, overseen by the CEHA Treasurer, CEHA’s  
8 Certified Public Accountant, and CEHA’s Support Services Contractor. (Added 10/06)
- 9 B. Specific salary and job assignments of Support Services shall be negotiated each year and  
10 included in contracts that shall be approved by the Board. (Rev. 10/06)
- 11 C. All material submitted to the support services shall be typed or otherwise ready for  
12 duplication.
- 13 D. Mailing Labels:
- 14 1. CEHA has the authority to sell CEHA mailing labels for educational purposes  
15 (e.g., conferences) and related job announcements (e.g., REHS positions with  
16 private industry or government). (Rev. 10/04)
  - 17 2. CEHA shall charge for providing membership-mailing labels to all groups except  
18 CEHA or cosponsoring groups. The purchase price of one (1) set of labels shall  
19 be seventy-five dollars (\$75).
  - 20 3. All requests for mailing labels shall be in writing.
  - 21 4. For anyone outside CEHA, written requests for mailing labels or membership lists  
22 shall be submitted to, and approved by, the President. (Rev. 10/04)
  - 23 5. CEHA shall remove from mailing lists names and addresses of those members  
24 requesting removal.
- 25 E. The credit card machine should reside with Support Services and be taken only to the  
26 AES for onsite use. (Rev. 1/99, 10/06)
- 27 F. The CEHA Treasurer shall be responsible for establishing the duties of the Bookkeeper,  
28 establishing and communicating procedures to be followed in performing those duties,  
29 and reporting to the Board on those duties performed by the Bookkeeper. (Added 10/06)

30  
31 **Procedure and Charges:**

- 32 A. Support Services shall perform or have performed the following services for CEHA upon  
33 the specific request or authorization of CEHA Officers:
- 34 1. Distribution of the minutes of meetings of the Board as prepared by the Secretary.
  - 35 2. Distribution of Committee reports.
  - 36 3. Distribution of correspondences and reports from CEHA Officers.
- 37 B. Support Services shall perform or have performed the following services for CEHA:
- 38 1. Maintenance and custody of CEHA files or correspondence, minutes and reports.
  - 39 2. Address and distribute other materials as requested or authorized by the President.
  - 40 3. Perform other support services as requested or authorized by the President.
  - 41 4. Serve as Membership Coordinator, handling billing, collection and disbursement  
42 of dues to the Treasurer.
  - 43 5. Any funds collected by Support Services shall be forwarded as directed by the  
44 Treasurer for deposit into the CEHA Bank Account. (Rev. 10/06)

- 1 C. Support Services shall be accountable to the CEHA Board through data gathering and  
2 reporting of work performed.
- 3 D. Support Services shall request reimbursement for any expenses incurred in the  
4 performance of duties as specified in the contracts with CEHA. (Rev. 10/06)
- 5 E. Refer to the contracts prior to requesting specific services from Support Services (See  
6 Appendix E of this Procedure Manual). (Rev. 10/06)
- 7 F. CEHA membership revenues from AES and Update payments:
  - 8 1. The credit card machine resides with Support Services and will be taken only to  
9 the AES for use on site. (Rev. 1/99, 10/06)
  - 10 2. At least once a week during the AES and Update application timeframe, any AES  
11 and Update application that contains a credit card payment for attendance and/or  
12 CEHA membership should be sent to Support Services for processing. Support  
13 Services will process the credit card payment, update the membership data and  
14 staple the credit card receipts to the application. (Rev. 1/04, 10/06)
  - 15 3. Any AES/Update application paid by check that also includes CEHA membership  
16 payment should be sent to Support Services at least once a week. Support  
17 Services will process the membership information and ensure that the member  
18 receives their benefits. (Rev. 1/99, 10/06)
  - 19 4. Any onsite Update registration credit card payment and/or any type of onsite  
20 membership payment should be sent to Support Services in the week immediately  
21 following the event. At that time, Support Services will process all credit card  
22 payments and membership information. (Rev. 1/99, 10/06)
  - 23 5. At the end of the event, Support Services will provide the Treasurer with an  
24 accounting of how many people and how much CEHA dues revenue was  
25 collected during the event. In that way, the Treasurer will know how much is dues  
26 revenue versus event revenue. (Rev. 1/99, 10/06)
  - 27

1 **Chapter Ten – Publications**

2  
3 **Authority: Bylaws; Article II, Section 3**

4  
5 **Policy:**

- 6 A. The California Journal of Environmental Health (CJEH) or Journal shall be published at  
7 the discretion of the Board. The appropriate issues of the CJEH shall contain  
8 proceedings of the CEHA Annual Education Symposium and the Northern and Southern  
9 Annual Updates, consisting of up to four (4) complimentary pages and not more than one  
10 (1) full page complimentary advertising in all subsequent issues for a total of five (5)  
11 pages, as well as technical articles and reports of original research. Peer-reviewed  
12 articles can be published in the CJEH. The Journal is written for Environmental Health  
13 professionals. Articles should be educational and informative. We seek material that  
14 will keep our readers up-to-date on all aspects of Environmental Health. Manuscripts are  
15 considered for publication with the understanding that they are offered without fee to the  
16 Journal. All accepted technical articles should be submitted to the editorial board. A brief  
17 biographical sketch of the author should accompany the article. All accepted articles are  
18 subject to editing. Membership in CEHA includes a subscription to the Journal. Articles  
19 presented in the Journal do not necessarily represent the policy or opinion of CEHA.  
20 Articles for the Journal should be submitted to the Journal managing editor. Articles  
21 shall be submitted in a current Microsoft Word format. Advertisements shall be  
22 submitted in PDF format and should be optimized for printing according to the printer  
23 specifications. Unless otherwise stipulated by the Publications Committee Coordinator,  
24 these procedures will be standard.  
25
- 26 B. The President shall appoint the CJEH managing editor and the Publications Committee  
27 Coordinator.  
28  
29
- 30 C. Directors of Environmental Health Departments will be on the mailing list for the CJEH.  
31
- 32 D. Publications shall provide a preferred discount rate reduction in advertising costs for  
33 CEHA Corporate members, excluding any package offer, plus one (1) free  
34 complimentary ad in the CJEH.  
35
- 36 E. All CEHA shall receive CJEH at no additional cost. Non-members may receive a  
37 “subscription only” to the CJEH at an annual rate of 25/ year. The Board shall review this  
38 annual rate at least once each annual year. All other recipients of CJEH must be approved  
39 by the Board.  
40
- 41 F. The Board will set advertisement prices. See Appendix Q for the current rates.  
42
- 43 G. The AES Pre-registration packet shall be submitted in PDF format and should be  
44 optimized for printing according to the printer specifications to the Publications

1 Committee Coordinator in the number of pages divisible by four (4); by the established  
2 deadline date unless otherwise determined in advance by the Executive Committee.  
3

4 H. Up to one half-page shall be offered complimentary to each candidate of the office of 2<sup>nd</sup>  
5 Vice-President or Region 2 Regional Vice President of NEHA and/or candidates running  
6 for CEHA office in one (1) issue of CEHA's publications. Additional space shall be  
7 charged at the advertisement rates.  
8

9 I. A total of two pages of free advertisements are to be the maximum allowed in the CJEH  
10 for CEHA's AESs, Updates and specified NEHA and CEHA candidates. Any excess  
11 over this shall pay the set advertisement price.  
12

13 **Procedure:**

14 See Editorial Committee (Chapter 23).

15 Rev. 7/12/08

16 Rev 1/24/09

1 **Chapter Eleven – Committees (General)**

2  
3 **Authority: Bylaws; Article X**

4  
5 **Policy:**

- 6 A. Committee Reports: Written committee reports shall be submitted to the Executive  
7 Director at least two weeks prior to each regularly scheduled Board of Directors meeting  
8 for posting on the web site.
- 9 1. A standard committee report format shall be used. (A copy can be found in  
10 Appendix N of this Procedure Manual.)
  - 11 2. Chapter Presidents will be responsible to present reports of committees assigned  
12 to their Chapter or for committee chairs that are within their Chapter, and to see  
13 that reports are submitted in a timely manner.
  - 14 3. The Board will not discuss any CEHA committee activities unless a written  
15 committee report has been submitted in advance of the Board meeting, unless  
16 otherwise approved by the presiding officer.
  - 17 4. All requested Board actions must be in writing. Written requests for Board action  
18 submitted the day of the Board meeting would not be up for Board vote without  
19 prior approval from the CEHA President.
- 20 B. Committee Whips:
- 21 1. The President-Elect shall serve as the Committee Whip for any ad-hoc  
22 committees. The Vice President shall serve as the Committee Whip for the  
23 standing committees, except that the President shall serve as the Committee Whip  
24 for the Publications Committee.
  - 25 2. The Committee Whip shall be responsible for communicating to the Committee  
26 Chair the committee charges, responsibilities and policies to be followed in the  
27 submission of reports to the Board and shall include additional committee charges  
28 that may be assigned.
- 29 C. Ad-Hoc Committees may be established by the Board to perform charges of a short  
30 duration. An ad-hoc committee will function in the year it is established and will cease to  
31 exist at the end of that fiscal year. The President shall name the Chair and members. The  
32 following Ad Hoc Committees shall be appointed. Each committee is listed below  
33 followed by the specific Chapter in this Procedure Manual pertaining to that Committee:
- 34 1. Annual Educational Symposium (AES) Committees, Chapter 12.
  - 35 2. Annual Update Committee, Chapter 13.
  - 36 3. REHS Strategic Planning Committee. (Rev. 8/02)
- 37 D. Presidential Task Forces may be established by the President with the concurrence of the  
38 Board. The President will charge the Task Force and appoint the Chair. The Task Force  
39 will report directly to the Board and it will cease to exist at the end of that fiscal year.
- 40 E. Standing Committees: The following standing committees shall be appointed. Each  
41 committee is listed below, followed by the specific chapter in this Procedure Manual  
42 pertaining to that committee:
- 43 1. AES/Update Standardization Committee, Chapter 30.
  - 44 2. Awards Committee, Chapter 14.
  - 45 3. Bylaws & Procedures Committee, Chapter 16.

- 1 4. Continuing Education/Traveling Seminar Committee, Chapter 12 (*Rev. 4/24/07*)
- 2 5. Finance Committee, Chapter 18.
- 3 6. Land Use/Water Committee, Chapter XX (*Rev. 10/22/22 – Added per BOD*
- 4 *request*)
- 5 7. Legislative Committee, Chapter 19. (*Rev. 10/22/22 – Inactivated by BOD due to*
- 6 *redundancy by CCDEH*)
- 7 8. Nominations & Elections Committee, Chapter 20.
- 8 9. Past President’s Council, Chapter 21.
- 9 10. Editorial Committee, Chapter 23.
- 10 11. International Relations Committee, Chapter 24.
- 11 12. Educational Institutions Committee, Chapter 25.
- 12 13. Historical Committee, Chapter 27.
- 13 14. Strategic Plan Committee, Chapter 29.
- 14 15. Web Site Committee, Chapter 31. (*Rev. 10-03*)
- 15
- 16

17 **Procedure and Charges:**

- 18 A. Refer to specific committee chapters in this Procedure Manual and the Strategic Plan and
- 19 Annual Work Plan for current procedure and charges.
- 20 B. Submit written reports to the CEHA Executive Director regarding committee activities at
- 21 least two weeks in advance of each CEHA Board meeting.
- 22 C. Final reports shall be prepared following all CEHA events (e.g., AES, Updates,
- 23 participation in industry exhibition, educational programs) offering recommendations for
- 24 future events.
- 25 D. Make recommendations to the CEHA Board regarding policy relative to committee
- 26 activities:
  - 27 1. Annual review of Procedures Manual and recommend any necessary updates or
  - 28 revisions to the Bylaws & Procedure Manual Committee.
  - 29 2. As charges and committee responsibility evolves, continue to evaluate the need
  - 30 for establishment of any necessary subcommittees (e.g., Speakers Bureau, Young
  - 31 Environmental Health Student Award), and define division of responsibility and
  - 32 reporting mechanisms for Board approval.
- 33 E. Submit financial reports to the CEHA Treasurer as required.
- 34 F. Prepare and submit an operating budget to the CEHA Treasurer for the succeeding year
- 35 to be incorporated into the CEHA annual budget.
- 36 G. Submit articles to the Bulletin relative to the committee’s activities and the CEHA
- 37 position regarding them. (*Rev. 4/00*)
- 38

1 **Chapter Twelve – AES Committee**

2  
3 **Authority: Bylaws; Article IX**

4  
5 **Policy:**

6 A. AES Management Policy

- 7 1. The AES Planning Committee has the responsibility to plan and coordinate their  
8 event within the guidelines outlined in the Guide for Staging a CEHA AES. The  
9 Guide is to be used as a guide only and all other contracts entered into by CEHA  
10 in relation to the AES supersede the Guide.
- 11 2. Management of the AES is a function of the AES Planning Committee under the  
12 policy and direction of the CEHA Board. Financial responsibility for the AES  
13 shall be shared by the AES Planning Committee, the Executive Director and the  
14 CEHA Board.
- 15 3. The selection of an AES site shall be made at least two (2) to four (4) years in  
16 advance.
- 17 4. CEHA Bylaws require that an annual business meeting be held in conjunction  
18 with the AES and shall be at least forty-five days prior to the annual meeting of  
19 NEHA. Find out the date of the NEHA Annual Educational Conference (AEC)  
20 before booking any AES dates.
- 21 5. All correspondence to state and elected officials shall be on CEHA letterhead (not  
22 on AES letterhead). This includes letters of invitation, requests for proclamations,  
23 etc.
- 24 6. A conference review is to be conducted following each AES to evaluate the  
25 performance of the overall AES.
- 26 a. Within thirty (30) days of the AES, a written evaluation is to be  
27 provided by the AES Committee to the Executive Committee addressing  
28 the overall AES.
- 29 b. Copies of all evaluations will be provided to the CEHA Board.
- 30 7. CEHA shall, by token, recognize the work and efforts of the AES Committee  
31 members contributing to the staging and success of the AES. The total value of  
32 any gifts for items of recognition (e.g., certificates, plaques) purchased for the  
33 General Chair and AES Committee chairs for members shall not exceed two  
34 hundred dollars (\$200).
- 35 8. CEHA has a no smoking policy for all business meetings and education sessions.  
36 “No Smoking” signs shall be requested for all meeting rooms and the exhibit hall.
- 37 9. The CEHA Executive Director shall be in attendance at the AES from Tuesday  
38 through Saturday, or as determined per the contract between CEHA and the  
39 Executive. At the AES, the role of the Executive Director shall be to provide  
40 assistance to the CEHA Executive Committee, and the AES Planning Committee.  
41 The Executive Director shall serve as the official meeting planner for CEHA  
42 assuming duties that may include, but not limited to, providing site selection  
43 options, negotiating contracts between CEHA and all related AES vendors,  
44 budgeting, assisting committee chairs and subcommittees, program development,  
45 speaker invitations, exhibit show coordination and sales, sponsorship coordination



1 and sales, marketing, registration and press relations. The current contract  
2 between CEHA and the Executive Director supersedes all AES duties. The  
3 CEHA President shall advise the Executive Director, in advance of the AES, in  
4 reference to any special needs or concerns regarding the Executive Director role  
5 at the AES.

- 6 10. When the AES is hosted by a CEHA Chapter, the host Chapter President shall  
7 serve as a voting member on the AES Planning Committee, but is not required to  
8 serve as the AES General Chair or an AES Committee Chair.
- 9 11. The AES General Chair shall review, approve and sign all contracts entered into  
10 on behalf of CEHA.
- 11 12. The layout and content of the AES Pre-Registration Form, Exhibitor Recruitment  
12 Material, and Program Agenda Binder shall follow the guidelines outlined in the  
13 Planning Guide for Staging an AES.
- 14 13. All AES participants (e.g., attendees, speakers, exhibitors, volunteers, staff) shall  
15 be required to wear conference name badges to all AES sponsored events (e.g.,  
16 exhibits, educational sessions, social functions).
- 17 14. CEHA, Chapter or AES funds may not be used for the purchase of alcohol  
18 beverages at any time. CEHA may host social functions with complimentary  
19 alcoholic beverages to promote or honor members or special events only if  
20 sponsorship is obtained or personal donations from individual CEHA members  
21 are used for the purchase of alcoholic beverages.
- 22 15. New and innovative ideas and techniques are encouraged. However, the  
23 Executive Committee must give approval prior to implementation of any new  
24 idea. If ideas conflict with existing policy, then approval is needed from the  
25 CEHA Board.
- 26 16. The AES is CEHA's primary education event. In no way may any other CEHA  
27 event take precedence to "upstage" the AES for program content, speakers,  
28 advertising, sponsorships, exhibitors, etc.
  - 29 a. An "exclusionary window" from six (6) weeks prior until six (6) weeks  
30 following each AES shall be in place where no other CEHA or Chapter  
31 educational event may be held. Any exemptions to this policy must be  
32 reviewed and approved by the CEHA Executive Committee.  
33 Exemptions may only be granted if the CEHA Executive Committee has  
34 determined that the target audience for the proposed event will not  
35 conflict or interfere with potential AES attendees.
  - 36 b. The AES shall be considered to be the beginning of CEHA's  
37 "Educational Year." Therefore, advertising and other promotional  
38 activities may not begin, for any CEHA or Chapter educational event  
39 scheduled to be held after an AES, until the week of that year's AES.  
40 The exception to this is a simple listing of topic, date and location and  
41 host committee in the Bulletin or host Chapter newsletter. (Note:  
42 Education event does not refer to Chapter dinner meetings with speakers  
43 or routine planning activities related to future educational events.)
- 44 17. The AES is an adult conference. Children shall be admitted only to those events,  
45 functions and conference areas that are clearly designed and promoted for

1 “children and families” (e.g., local tours, children’s pizza party, and pre or post  
2 conference special events). New ideas or variations of this policy must be  
3 approved by the CEHA President.

- 4 18. Beginning with the 1998 AES, a member of the Executive Committee shall serve  
5 as AES Co-General Chair along with a Co-General Chair from the host Chapter.  
6 The AES is a two-year planning process, therefore for consistency and continuity,  
7 this position shall be filled by the CEHA Vice president during AES planning  
8 year-one and the CEHA President-Elect during AES planning year-two (the same  
9 individual would, therefore, serve two years with the same AES planning  
10 committee.)
- 11 19. An informal “Past AES General Chair Council” shall be established to provide  
12 any necessary AES historical input to the AES Planning Committees. This  
13 Council shall have no formal duties or responsibilities and no budget;  
14 participation as a Council member shall be voluntary. Past AES general Chair  
15 members may be called upon by phone, mail or fax on an as-needed and  
16 individual basis. The policy will go into effect immediately following the 1997  
17 AES.

18  
19 B. Fiscal Policy:

20 1. AES Bank Account

- 21 a. The AES checking account shall require two (2) signatures on all checks  
22 and shall be an interest bearing, no-fee account whenever possible.
- 23 b. Those authorized to sign checks shall be the AES General Chair, the  
24 AES Treasurer, the host Chapter President, and one (1) additional AES  
25 committee chair. The CEHA officer that will serve as CEHA President  
26 during the year immediately prior to the AES shall also be authorized to  
27 sign AES checks, unless that person is from the host Chapter, then the  
28 CEHA President-Elect shall be authorized instead of the President.
- 29 c. All expenses shall be paid by check. To facilitate financial reporting,  
30 the check’s purpose and committee (or subcommittee) budget category  
31 shall be noted on all checks drawn on the AES account.
- 32 d. The Treasurer for each AES Committee shall be the CEHA Treasurer.

33 2. Record Keeping and Reporting

- 34 a. A ledger of all income and expenses shall be maintained using current  
35 bookkeeping practices.
- 36 b. Accurate quarterly financial reports shall be submitted to the CEHA  
37 Board throughout the planning process by each AES Planning  
38 Committee.
- 39 c. The AES budget and revisions shall be submitted to the CEHA Board  
40 for approval. Initial budget shall be submitted for approval no later than  
41 at the preceding AES; final budget shall be submitted for approval no  
42 later than six (6) months prior to AES.
- 43 d. If an AES Planning Committee fails to submit any required financial  
44 documents to the CEHA Board for two (2) consecutive quarters, or fails  
45 to submit a preliminary and final AES budget as required for Board

- 1 approval, the CEHA Executive Committee may appoint an AES  
2 Financial Advisor to take possession of the Committee's financial  
3 records and to oversee the Committee's activities. The Executive  
4 Committee may appoint the Treasurer or a past AES General Chair as an  
5 AES Financial Advisor.
- 6 e. A final accounting covering all financial transactions shall be submitted  
7 to the CEHA Board along with ninety percent (90%) of the net revenue  
8 balance to CEHA within six (6) months of the AES.
- 9 f. All account books, receipts, etc. shall be turned over to the CEHA  
10 Treasurer once the AES accounts are closed. AES accounts must be  
11 closed no later than nine (9) months following the AES.
- 12 g. A final audit of the AES financial records will be conducted by an Audit  
13 Committee once the AES accounts are closed. The Audit Committee  
14 shall consist of the CEHA Treasurer, the current and previous AES  
15 Chair and the current and previous year's AES Treasurers.
- 16 3. Reimbursement Policy
- 17 a. The AES General Chair and AES Treasurer shall approve all  
18 reimbursable expenses and shall co-sign all checks whenever possible.
- 19 b. Expenses shall not be paid or reimbursed without a receipt of written  
20 explanation of expenditure.
- 21 c. Committee members must have expenses approved by their committee  
22 chair prior to submitting for reimbursement.
- 23 d. The payee is not allowed to sign his/her own reimbursement check.
- 24 e. No expenses shall be incurred for personal gratification – the effort and  
25 time of all CEHA members working on any AES committee shall be  
26 considered a donation and is not to be reimbursed.
- 27 4. Credit Card Payments
- 28 a. The credit card machine should reside with the Executive Director and  
29 be taken only to the AES for on site use.
- 30 b. At least once a week during the AES/Update application timeframe, any  
31 AES/Update application that contains a credit card payment for  
32 attendance and/or CEHA membership should be faxed to the Executive  
33 Director for processing. The Executive Director will process the credit  
34 card payment, update membership data and mail the credit card receipts  
35 to the applicant. (Rev. 1/04)
- 36 c. Any AES/Update application paid by check that also includes CEHA  
37 membership payment should be faxed to the Executive Director at least  
38 once a week. The Executive Director will process the membership  
39 information and ensure that the member received their benefits. (Rev.  
40 1/99)
- 41 d. At the end of the event, the Executive Director will provide the  
42 Treasurer with an accounting of how many people and how much CEHA  
43 dues revenue was collected during the event. In that way, the Treasurer  
44 will know how much is dues revenue versus event revenue. (Rev. 1/99)
- 45 5. Net Revenue

- a. To meet its operating expenses, CEHA expects an excess of twenty thousand dollars (\$20,000) net revenue from each AES. However, the Association’s budgetary needs change from year to year, so in preparing the AES budget, minimum net revenue shall be requested from the CEHA Board and this amount shall be budgeted as a direct “expense.”
- b. Net revenue from the AES has traditionally been the income derived from exhibit booth sales.

6. Refunds

- a. Refunds shall not be issued during the AES.
- b. Refunds shall not be issued for any meal included with registration (for meal tickets not used or for an individual day registration when purchasing 3-day registration package).
- c. Attendees are to complete a refund request that must be individually approved by the AES General Chair and the CEHA Treasurer prior to issuing any refund.
- d. Refund requests received before the refund deadline indicated on the AES pre-registration flyer will be in full. Refund requests received after the deadline date will be issued only for reasons beyond the attendee’s control; examples include failure to obtain employer approval to attend, subpoenas, jury duty, or family illness. All refund requests must be submitted in writing as soon as the attendee becomes aware of the need for a refund; refund requests received after the close of the AES will not be considered except under extreme emergencies. All refund requests will be reviewed and approved by the CEHA Treasurer and the AES General Chair. A five-dollar (\$5) processing fee will be retained for all refunds issued after the deadline date indicated on the AES pre-registration flyer.

6. Chapter Proceeds

The host AES Chapter shall be entitled to eight percent (8%) of the net proceeds.

7. AES Budget Limits

- a. Two thousand five hundred dollars (\$2,500) shall be budgeted for technical section speakers to pay for travel, lodging and honoraria as needed.
- b. A maximum of two thousand dollars (\$2,000) may be spent on a keynote speaker, including travel and honoraria. A request to exceed this budget limit must be approved by both the CEHA TREASURER and the CEHA President. The President shall approve any controversial keynote speaker or controversial keynote topic.
- c. A maximum of twenty dollars (\$20) may be spent on thank you gifts for each speaker and exhibiting company.
- d. Expenses for promotional give-away items (e.g., buttons, stickers, Board promotions) shall not exceed two hundred fifty dollars (\$250); expenses for promotional item resale (e.g., logo pins, t-shirts) shall not exceed two thousand dollars (\$2,000).

- e. Expenditures by the AES Planning Committee on committee activities shall not exceed two hundred fifty dollars (\$250) through the entire planning process (e.g., food and beverage during planning meetings).
  - f. Any expenses not on a CEHA Board approved AES budget must be receive approval from the Executive Committee prior to expenditure.
8. All exhibit and advertisement prices shall be mutually agreed upon by the AES Planning Committee, Executive Director and Executive Committee.
  9. Personal checks shall not be accepted from any individual or company that owes funds to CEHA due to a bounced check or a returned check charge.

#### C. Registration Policy

1. The AES registration rates shall be based on a standard method of calculation. All registration rates shall be approved by the Executive Committee prior to publication.
2. Attendees that include a CEHA membership fee along with AES registration shall be eligible for the member rate.
3. The non-member AES registration rate shall be equal to the member rate, plus an amount equal to the current CEHA membership fee, plus an additional ten dollars (\$10). This fee does not include automatic CEHA membership.
4. The one-day member registration fee for Wednesday, Thursday or Friday shall be equal to one-third (1/3) of the full 3-day registration plus ten dollars (\$10). The two-day member registration fee shall be equal to two-thirds (2/3) of the full 3-day registration plus ten dollars (\$10). (Note: This policy does not apply to the registration rates for pre or post conference workshops.)
5. The Late Fee for both non-member and member registrants shall be forty-five dollars (\$45) added to the registration fee.
6. Board members, AES committee members and all CEHA officers (with the exception of the current CEHA President) shall pay their own registration fees.
7. AES committee members and CEHA officers (with the exception of the current CEHA President) or Board members, shall not receive complimentary or reduced/discounted registration rates or meal tickets except as specifically listed in AES policy.
8. CEHA shall act as a gracious host to invited guests and speakers.
  - a. A 3-day full registration package shall be provided to speakers from nations which do not have a convertible currency in years when such persons are on the AES program. One (1) sleeping room shall be provided for the duration of the AES to these speakers.
  - b. NEHA President – CEHA offers complimentary registration and lodging for three (3) nights. Transportation and additional expenses (including spouse meal tickets) are to be paid by NEHA or the individual, not by CEHA.
  - c. Twinned Organizations – per CEHA’s twinning arrangements, CEHA shall provide a complimentary registration and lodging to one (1) representative from each organization for the duration of the AES; all other expenses are to be paid by the individual. Lodging may be in a private home if available; otherwise, CEHA will provide lodging at the

- 1 conference hotel. Verify with the International Committee Chair  
2 regarding current status of twinned organizations.
- 3 9. CEHA shall provide a reduced registration rate for AES Planning Committee  
4 Chairs during the AES – this rate shall not be less than actual food and beverage  
5 (F&B) charges (including all meals, coffee breaks and gratuities). Ad-Hoc  
6 committee chairs, subcommittee chairs or designated volunteers are not eligible  
7 for this rate. The AES General Chair shall submit a list of those eligible to the  
8 Executive Committee for approval. Final determination of eligibility for this rate  
9 shall be made by the AES General Chair and the Executive Committee.
- 10 10. All educational session speakers (including general session, technical session and  
11 pre or post conference speakers) and Technical Section Chairs who also serve as  
12 section moderators shall be offered a choice of one (1) day complimentary  
13 registration (with lunch) on the day of their presentation/session or a twenty-five  
14 (\$25) discount on the full 3-day CEHA member registration rate. The 3-day  
15 discount shall not apply to single-day or pre-conference registration rates. CEHA  
16 or Chapter Officers, AES committee members, opening day welcoming speakers  
17 and luncheon speakers are not eligible for this discount unless they are also  
18 scheduled as an educational session speaker.
- 19 11. Moderators for full day (or multiple day) pre-conference sessions with multiple  
20 speakers shall receive complimentary registration (with lunch, if provided to  
21 attendees) on the day(s) of their session(s) only. Pre-conference session speakers  
22 shall be offered complimentary lunch on the day of their presentation.
- 23 12. The following complimentary full 3-day registration packets are to be provided:  
24 a. The current CEHA President.  
25 b. The NEHA President (as listed in previous policy).  
26 c. Representatives of CEHA designated twin organizations (as listed in  
27 previous policy).  
28 d. Two (2) registrations shall be given as door prizes (not to be used as a  
29 raffle prize).  
30 1) One (1) shall be given at each Update during the year prior to the  
31 AES.  
32 2) If only one (1) Update is held, one (1) 3-day registration shall be  
33 given at the Update and one (1) 3-day registration shall be given at  
34 the preceding AES.  
35 3) All Update registered attendees (and all AES registered attendees,  
36 if applicable) are eligible for this door prize, with the exception of  
37 the AES Planning Committee members.
- 38 13. The EEC(s) shall receive the same discounted registration rate as the AES  
39 Planning Committee Chairs.
- 40 14. CEHA does not allow the sharing of registration packets (e.g., three (3)  
41 individuals purchasing one (1) full 3-day package to save money.
- 42 15. CEHA retired members shall be provided a registration that is not to exceed  
43 actual food and beverage costs, not the regular member registration rate. This rate  
44 shall be the same that is received the AES Planning Committee Chairs.
- 45 16. Student Rates:

- a. CEHA Student members are to be provided a registration rate that is not to exceed twenty dollars (\$20) per day and shall not include any meal tickets.
  - b. As part of the “benefits package” offered to CEHA’s Educational Institution member schools, students enrolled full-time at member schools shall be entitled to attend CEHA sponsored educational programs at a rate of ten (\$10) higher than the CEHA Student member rate and shall not include any meal tickets. Students at these member schools who are current, individual dues paying members of CEHA will still be entitled to the discounted CEHA Student member rate at listed in above policy.
  - c. The AES General Chair shall have the option to waive any student registration fee for students that provide a significant contribution of time to the AES.
17. Reciprocity shall be provided for all new NEHA affiliate members and members of the International Federation of Environmental Health (IFEH) member organizations to register at CEHA conferences at the CEHA member rate.
  18. Legitimate representatives from the news media shall be entitled to view exhibits or attend educational sessions free of charge for the purpose of reporting on the AES, its sessions, exhibitors or speakers.
  19. Continuing education contact hours shall be provided at all CEHA conferences. All registration fees, including pre-conference, shall include the cost of obtaining continuing education contact hours (CECHs) through CEHA. The CEHA Continuing Education Chair shall sit on the AES Committee as a committee member and evaluate and approve of all speakers and presentations to ensure all requirements for CECH are met per CDPH stipulations.
  20. The mailing list for AES pre-registration material shall be as listed in the Guide for Staging a CEHA AES.
  21. The Executive Committee shall review and approve an eligibility list for any complimentary or discounted registrations.
- D. Exhibits Policy:
1. Recruiting exhibitors for an AES is not allowed before the immediately preceding AES unless the AES committee also recruits for the upcoming AES. It is in direct violation of the CEHA policy to create any competition between the CEHA AES and Updates.
  2. The following complimentary 8’x10’ exhibit booths are to be provided each year:
    - a. One (1) booth for the following year’s AES committee (may be tabletop if space is limited).
    - b. One (1) booth to be shared by the CEHA’s Educational Institution members (may be tabletop if space is limited and all Education Institution members agree).
    - c. One (1) booth for the CEHA Awards Committee (may be tabletop if space is limited).
    - d. One (1) booth for the CEHA Historical Committee (may be tabletop if space is limited).

- 1 3. If space is available (either 8’x10’ or tabletop), booths may be offered “at cost” to  
2 non-profit of educational organizations during the final two (2) weeks before the  
3 AES (cost to be determined based on CEHA’s actual out-of-pocket expenses).  
4 All complimentary booths shall be approved by the Executive Committee and  
5 CEHA President. At no time may complimentary booths be offered to any  
6 agency, organization of person without the approval of the Executive Committee  
7 and the CEHA President.
  - 8 4. When requested by a host committee, display space shall be provided for the  
9 promotion of upcoming IFEH World Congresses (may be tabletop is space is  
10 limited).
  - 11 5. Exhibits shall be open for viewing on Wednesday and Thursday mornings and  
12 each afternoon at the close of sessions to allow exhibitors to attend sessions. A  
13 minimum of two (2) hours each day shall be reserved on the AES agenda as  
14 designated exhibit viewing:
    - 15 a. One (1) hour per day of exhibit viewing shall not be in conflict with any  
16 other agenda item including educational sessions or luncheons.
    - 17 b. One (1) hour per day of exhibit viewing may be scheduled at the same  
18 time as coffee breaks, continental breakfasts or receptions.
  - 19 6. Achieving a balance of exhibitors representing all environmental health program  
20 areas shall be an AES goal.
  - 21 7. Exhibitor tabletop exhibits shall be allowed on Monday, Tuesday and Friday  
22 based on a pricing structure approved by the AES Planning Committee, and  
23 Executive Director. Exhibiting companies shall have a product or serve directly  
24 related to the agenda topics for that day.
  - 25 8. Postcard invitations shall be provided to all exhibiting companies so they may  
26 invite local customers to view exhibits at the AES; postcard postage shall not be  
27 provided by CEHA.
  - 28 9. All exhibiting companies shall receive a thank you gift from the AES committee  
29 on behalf of CEHA.
  - 30 10. All exhibiting companies shall receive a copy of the AES Program Binder.
  - 31 11. Exhibiting companies are entitled to purchase additional registrations (over and  
32 above what is offered in exhibitor package) at a twenty-five (25%) discount off  
33 the full 3-day registration rate (including meals). (Note: This discount does not  
34 apply to one-day registration, or pre and post conference registration rates.)
  - 35 12. All coffee breaks and continental breakfasts shall be held in the exhibit hall  
36 whenever possible.
  - 37 13. All company names and/or contacts provided as potential exhibitors by CEHA for  
38 sales to the Executive Director are to be considered approved for recruitment and  
39 exhibitors, advertisers, sponsors or Company/Corporate members.
- 40 E. Sponsorship Policy:
- 41 1. The AES Planning Committee and Executive Committee must approve all  
42 sponsorships solicited.
  - 43 2. Sponsoring companies are to receive appropriate recognition in the AES program  
44 agenda binder or on place cards placed in prominent locations if sponsoring is  
45 arranged after the printing deadline.



- 1 3. Sponsors are to be billed directly if food and beverage is included in sponsored  
2 events.
- 3 4. CEHA Chapters may be solicited as AES sponsors. It is not appropriate for AES  
4 and Update Committees to sponsor other committee events or expenses.

5 F. Program Policy:

- 6 1. A “call for papers” shall be conducted for each AES and shall be ready for  
7 distribution at the prior AES, and printed in the first Bulletin after the prior AES.  
8 “Call” to be based on the AES theme and shall be a request for submission of  
9 technical papers for possible presentation during the AES.
- 10 2. Invitations to provide a welcoming address during the opening session shall be  
11 made to:
  - 12 a. CEHA President
  - 13 b. CCDEH President
  - 14 c. AES General chair
  - 15 d. All local elected officials (e.g., Mayor of host City, Chair of the host  
16 County Board of Supervisors, or a local Assembly of Senate member).  
17 (Note: Be aware that schedules for elected officials can change at the  
18 last minute or they may not be able to commit themselves until days  
19 before the AES.)
- 20 3. Luncheon speakers shall include (schedule approximately two (2) hours for each  
21 luncheon):
  - 22 a. Wednesday Awards Luncheon. Coordinate with the Awards Committee  
23 so that all recipients are notified of time limitations for acceptance  
24 speeches.
  - 25 b. Thursday CEHA Annual Meeting. Five (5) minute presentations from  
26 each CEHA Officer on the “state of CEHA.” Other speakers should  
27 include the NEHA President and Regional Vice President (if in  
28 attendance), and other invited VIPs. Give specific time limits to all  
29 speakers.
  - 30 c. Friday Board of Directors Installation. Speeches from the outgoing and  
31 incoming CEHA Presidents.
- 32 4. All program speakers (e.g., education session speakers) and moderators are to  
33 receive complimentary registration on the day they speak and a complimentary  
34 lunch ticket. This does not include opening day welcoming speakers, CEHA or  
35 Chapter Officers, or AES committee members.
- 36 5. CEHA shall offer a one-time, complimentary one-year CEHA membership to all  
37 non-CEHA member speakers at the AES.
- 38 6. The host Chapter President and local Directors of Environmental Health are to be  
39 invited to serve as moderators at general sessions or to introduce keynote  
40 speakers.
- 41 7. As stated above in Fiscal Policy 8, a, the AES budget shall include a minimum of  
42 two thousand five hundred dollars (\$2,500) designated for technical section  
43 speakers for travel, lodging and honoraria if necessary. This amount shall be  
44 equally divided between all sections. Funds not needed by one section may be  
45 allocated to other sections with the approval of the Technical Section Coordinator,

- 1 AES General Chair and Executive Committee. The CEHA Technical Sections  
2 Coordinator, AES General Chair and Executive Committee shall make the final  
3 determination on any division of this budgeted amount. Speaker gifts and  
4 luncheons are budgeted separately and not included in this category.
- 5 8. An evaluation is to be conducted at each AES to obtain membership input on  
6 speaker and topic ideas.
  - 7 9. A balance shall be achieved between, speakers from the regulatory and private  
8 industry communities. Target between forty and seventy-five percent (40-75%)  
9 of educational speakers (e.g., general session and technical session speakers) to be  
10 from the regulatory community.
  - 11 10. The AES Planning Committee shall submit program proposal and AES outline to  
12 the CEHA Board for approval at least nine (9) months prior to the AES or before  
13 establishing the final program content. Proposal shall include individualized AES  
14 goals and objectives, a map of the function space allocation as listed in the signed  
15 hotel/conference center contract, a listing of the days assigned to each Technical  
16 Section, an outline of proposed general Session topics and speakers, and the  
17 names and topics of potential keynote speakers.
  - 18 11. A scheduling conflict shall not be created between similar program area topics  
19 (e.g., Hazmat and underground storage tanks). Scheduling conflicts are also to be  
20 minimized between topics of interest to field “generalists” (e.g., food, pools plan  
21 check).
  - 22 12. The California Conference of Directors of Environmental Health (CCDEH) has  
23 traditionally provided funding for management training held in conjunction with  
24 the AES. When this training is offered, it shall be scheduled so as not to conflict  
25 with the AES.
  - 26 13. A minimum of two (2) pre-conference seminar topics are to be offered on  
27 Monday through Tuesday, in addition to any CCDEH sponsored training.
  - 28 14. Technical tours shall be offered on Tuesday where local facilities would be of  
29 interest to AES attendees. If necessary, technical tour registration fees may be  
30 charged to cover CEHA’s expenses such as transportation, if provided.
  - 31 15. Technical sections representing “generalist” program areas and hazardous  
32 materials program areas shall be on the full 3-day agenda at each AES, even if  
33 section topic is offered during a pre-conference session. “Specialized” technical  
34 sections (e.g., noise) shall be offered at least one every three (3) years on the 3-  
35 day AES agenda. The CEHA Technical Sections Coordinator shall monitor the  
36 frequency of presentations and advise section chairs accordingly.
  - 37 16. Company/Corporate members What-is-New (WIN) presentations shall be given  
38 designated time on the AES agenda each year.
  - 39 17. All educational session speakers shall receive a thank you gift from the AES  
40 committee on behalf of CEHA.
  - 41 18. A speaker “ready room,” equipped with audiovisual equipment shall be available  
42 throughout the AES for speakers to make last minute preparations.
  - 43 19. Every effort shall be made to ensure that each day of the 3-day AES program is  
44 technically “strong.” Considering the technical section schedule at previous  
45 AESs, the assigned weekday for each technical section shall be rotated between

1 Wednesday, Thursday and Friday as much as possible. Sections that traditionally  
2 have high attendance shall be balanced each day with sections that traditionally  
3 have lower attendance.

4 G. Comp Policy (e.g., Lodging and Honoraria):

- 5 1. See also Registration Policy.
- 6 2. Meals, lodging, transportation and honoraria shall be provided to speakers within  
7 the financial capabilities of the AES budget, CEHA finances and the individual  
8 needs of speakers. The discretion of the AES General Chair and the Executive  
9 Committee shall prevail, but shall not be in conflict with or exceed what is  
10 provided in any other AES policy statement.
- 11 3. CEHA award winners shall be entitled to two (2) award luncheon tickets. This  
12 entitlement is offered in addition to any luncheon tickets a winner may have from  
13 an AES registration or as a speaker. The CEHA Awards Committee Chair shall  
14 verify attendance of all award winners and advise the AES committee of the  
15 number of meal tickets required.
- 16 4. If complimentary room nights are negotiated into the conference hotel contract as  
17 promotional “giveaway,” these nights must be used consistent with the contract  
18 language (e.g., room nights negotiated as door prized may not be used a fund-  
19 raising raffle).
- 20 5. All sleeping room or suites received as complimentary from the hotel shall be  
21 used to offset CEHA’s expenses in providing required complimentary sleeping  
22 accommodations. All complimentary sleeping rooms assigned to CEHA, either as  
23 part of the initial contract negotiation or as part of a room block pick-up, shall be  
24 assigned in the following order, and according to availability:
  - 25 a. CEHA President and President-Elect (e.g., four room nights each,  
26 Tuesday through Friday nights). An additional night (Monday) will be  
27 provided if attendance at a Tuesday early morning business meeting is  
28 critical to CEHA and it would pose a hardship to reach the hotel prior to  
29 the meeting. (Note: See also Comp Policy 8 as a substitution for these  
30 accommodations.)
  - 31 b. CEHA Executive Director (accommodations are required based on  
32 signed contracts with CEHA – refer to contracts for actual number of  
33 nights). (Note: See also Comp Policy 6 as a substitution for these  
34 accommodations.)
  - 35 c. Invited VIPs – Three (3) room nights for NEHA President; and lodging  
36 for international “twin” representatives and speakers from nation  
37 without a convertible currently for the duration of the AES.
  - 38 d. Featured speakers.
  - 39 e. Additional rooms shall be assigned by the AES General Chair with the  
40 approval of the Executive Committee.
- 41 6. All suites negotiated by CEHA in the hotel contract, or accepted as  
42 complimentary, shall be “standard” sleeping room suites. If any negotiated or  
43 complimentary suites are provided to CEHA by the hotel, their assignment shall  
44 be allocated in the following order of priority:

- a. A two (2) bedroom suite shall be provided to the Executive Director in lieu of other complimentary sleeping rooms. The adjoining parlor shall be utilized throughout the day as a speaker “ready room” and as a meeting room for early morning AES committee meetings.
- b. A two (2) bedroom suite shall be shared by the CEHA President and President-Elect in lieu of other complimentary sleeping room. The President and President-Elect will each have private sleeping rooms and share the common parlor area of the suite.

H. Promotions Policy:

1. Parties and extracurricular activities held in conjunction with the AES shall not be over-promoted. The pre-registration form shall be designed so that these events do not appear to be the “highlight” of the symposium.
2. Recycled paper shall be used whenever possible for all printing needs; the recycle logo shall be printed on these items.
3. With the exception of a simple listing of date, host committee and location, printed ads for promotion for an AES shall not be published or distributed on flyers until the prior AES. If printed material is absolutely necessary prior to this time, promotion for the prior AES must be given preferential space in the ad/flyer and, prior approval must be obtained by the Executive Committee. In no way shall there be any competition between AESs or Updates regarding promotions, program content, speakers’ exhibitors, etc.
4. AES advertisements shall be printed in each Bulletin issue during the year prior to the AES. One (1) full page shall be reserved in each Bulletin at no charge. In addition, the full AES pre-registration program shall be printed in the Winter Publication each year.
5. If any CEHA Chapter produces a newsletter for distribution to its membership, complimentary space for a one-quarter (1/4) page ad shall be reserved twice each year for AES promotions.
6. Efforts shall be made by each AES committee to obtain media coverage of the AES. Press kits shall be prepared and distributed to local media contacts.
7. Press releases shall be prepared and distributed for CEHA Media and Legislator of the Year awards. Efforts shall be made in coordination with the CEHA Awards Committee to disseminate information to local media regarding all other CEHA award winners.
8. Proclamations shall be requested each year as outlined in the Guide for Staging a CEHA AES.
9. Photography: Photos shall be taken of all exhibits and speakers.
10. CEHA is to increase its conference promotion outside of California.
11. Travel expenditures for promoting the AES at the preceding Update shall not exceed one (1) round-trip airfare and one (1) sleeping room for two nights. It is assumed that these expenses will be incurred while attending the Update at the “opposite” end of the state and that little or no expense will be incurred while attending the “nearby” Update. In the event where both Northern and Southern Updates are a great distance from the host AES committee, an exception to this policy may be made by the Executive Committee and the CEHA President.

- 1 12. All leftover promotional sale items (e.g., logo pins, t-shirts) shall be passed on to  
2 future AES committee. Revenues from sales shall be credited with the current  
3 AES, regardless of which AES produced the promotional item.  
4 a. Limited quantities (e.g., fewer than five (5) of each item of leftover  
5 promotional items may be given away as door prizes at each subsequent  
6 AES.  
7 b. “Discounted” pricing for previous AES promotional items needs to be  
8 carefully considered; drastic price reductions may encourage attendees  
9 “to wait” to purchase this year’s item at a later date.  
10 c. If promotional items are still in stock three (3) years following an AES,  
11 thirty (30) logo pins shall be retained for future sales; all remaining  
12 promotional items shall be donated to the International Committee for  
13 use in promoting CEHA and the AES during international meetings,  
14 events and conference.

15 I. Local Arrangements Policy:

- 16 1. It is against CEHA policy to spend Association money on any alcoholic  
17 beverages. All CEHA events with alcohol must have either a cash bar or the  
18 purchase of alcohol must be sponsored by a group other than CEHA, a committee  
19 or Chapters. (Note: Individual CEHA members are allowed to contribute  
20 personal funds for the purchase of alcohol at a CEHA sponsored event.)  
21 2. The traditional seating arrangement at the luncheon head tables is as listed below.  
22 Variations to this traditional arrangement or elimination of head tables shall be at  
23 the discretion and/or approval of the CEHA Executive Committee.  
24 a. Wednesday Awards Luncheon – all “outgoing” CEHA elected officers,  
25 “outgoing” Chapter Presidents and CEHA Executive Director.  
26 b. Thursday Annual Business Meeting – guest speakers (e.g., legislators,  
27 NEHA President), “outgoing” CEHA elected officers and AES Planning  
28 Committee Chairs.  
29 c. Friday Installation of Officers Luncheon – all “incoming” CEHA elected  
30 officers and “incoming” elected Chapter Presidents.  
31 3. AES Planning Committee Chairs are not eligible for door prizes or any  
32 promotional giveaways or raffles held in conjunction with the AES they are  
33 working on or in promoting the AES (e.g., at the Updates).  
34 4. Special tables at the front of the room shall be reserved for award winners,  
35 scholarship recipients, and their guests at the Awards Luncheon. Special tables at  
36 the front of the room shall be reserved for CEHA Past President’s during the  
37 luncheon on the day of the Past President’s Council meeting; all Past Presidents in  
38 attendance shall be individually recognized by the CEHA President. During one  
39 of the luncheons, tables shall be reserved at the front of the room for international  
40 attendees and members of the CEHA International Committee; all international  
41 guests shall be individually recognized by the CEHA President.

42 J. CEHA Staff Policy

- 43 1. Verify the current contract language for the Executive Director. Currently, the  
44 Executive Director is provided with a complimentary AES full 3-day registration  
45 and lodging (this does not include additional meal tickets, special events, etc.).

1 K. Public Relations Strategy:

- 2 1. The AES is not just about making money – it’s also about image and  
3 professionalism. A high standard of professionalism shall be maintained and  
4 enhanced.
- 5 2. In 1989, the Board of Directors adopted a Public Relations and Image  
6 Enhancement Strategic Plan for CEHA. The contents of this plan shall be given a  
7 high priority when planning the AES. (The complete report is located in  
8 Appendix P of the CEHA Procedure Manual).
- 9 a. No higher priority exists than retaining current members and marketing  
10 CEHA to prospective new members, including corporations.
- 11 b. CEHA shall represent “the professional in environmental health,” not  
12 solely the environmental health professional.
- 13 c. CEHA’s objective shall be to heighten the appeal and intensify the  
14 marketing of CEHA sponsored educational symposia and trade  
15 conventions. The intention is to convert these activities into meaningful  
16 profit centers for CEHA as well as opportunities for dissemination of  
17 essential professional information.
- 18 d. Marketing and membership recruitment shall become a top  
19 organizational priority.  
20

21 **Procedure and Charges:**

- 22 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
23 committee procedure and charges.
- 24 B. See manual entitled, Guide for Staging a CEHA AES in Appendix F of this Procedure  
25 Manual.
- 26 C. Each year’s AES Committee shall be responsible for updating the “Guide for Staging a  
27 CEHA AES” manual as needed  
28

1 **Chapter Thirteen – Annual Update Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. CEHA shall conduct one (1) Annual Updates: One (1) in the North and one (1) in the  
7 South. (Rev. 10/03)
- 8 B. The President-Elect shall act as the Annual Update Coordinator and shall appoint a Chair.
- 9 C. The host Chapters shall be selected at least one (1) year in advance of the Update.
- 10 D. The Update shall be one (1) day seminars and shall not conflict with the CEHA AES in  
11 any manner including advertising and promotion.
- 12 E. The Update is to be held approximately six (6) months after the AES.
- 13 F. Fiscal Management:
- 14 1. Seed money of \$1,000 is to be provided to each Update Committee.
- 15 2. Quarterly financial reporting to the CEHA Board is required if a separate bank  
16 account is established for the Update. (Quarterly financial report form is located  
17 in Appendix M of this Procedure Manual).
- 18 3. Net proceeds for the Update will be shared with the Chapters based upon the  
19 Chapter’s participation as follows:
- 20 a. Fifty percent (50%) of the net proceeds shall be paid to CEHA.
- 21 b. Fifty percent (50%) of the net proceeds shall be paid to the host Chapter.
- 22 4. A final financial report and disbursement of the net proceeds should be presented  
23 to, and approved by, the Board no later than the second Board meeting following  
24 the Updates. Final financial report format is located in the “Update Guide” in  
25 Appendix G of this Procedure Manual.
- 26 G. CEHA shall offer a complimentary one (1) year membership to all non-CEHA member  
27 speakers at each Update.
- 28 H. Retired member registration rates for the CEHA sponsored educational events shall not  
29 exceed actual food and beverage costs nor exceed the regular membership registration  
30 rate.
- 31 I. Reciprocity for CEHA member registration rates shall be extended to any member of a  
32 NEHA affiliate.
- 33 J. The WIN (What-is-New) format for information exchange shall be offered to all CEHA  
34 Company/Corporate members.
- 35 K. Credit Card Payments:
- 36 1. At least once a week during the Update application timeframe, any Update  
37 application that contains a credit card payment for attendance and/or CEHA  
38 membership should be faxed to the Executive Director for processing. The  
39 Executive Director will process the credit card payment, update membership data  
40 and mail the credit card receipts to the applicant. (Rev. 01/04).
- 41 2. Any Update application paid by check that also includes CEHA membership  
42 payment should be faxed to the Executive Director at least once a week. The  
43 Executive Director will process the membership information and ensure that the  
44 member receives benefits and services.

- 1 3. Any onsite Update registration credit card payment and/or any type of onsite  
2 membership payment should be faxed to the Executive Director in the week  
3 immediately following the event. At that time, the Executive Director will  
4 process all credit card payments and membership information.
- 5 4. At the end of the event, the Executive Director will provide the Treasurer with an  
6 accounting of how many people and how much CEHA dues revenue was  
7 collected during the event. In that way, the Treasurer will know how much dues  
8 revenue versus event revenue.

9  
10 **Procedure and Charges:**

- 11 A. See the manual entitled “Update Guide” in Appendix G of this Procedure Manual and  
12 Appendix V entitled “Membership Policy”.
  - 13 B. Each year’s Update Committee shall be responsible for providing revisions to the  
14 “Update Guide” in their final report.
  - 15 C. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
16 Committee procedures and charges.
  - 17 D. Each Update Committee shall ask for a letter of reference from the Update hotel to be  
18 kept on file for future reference.
  - 19 E. Final Update report to include:
    - 20 1. Final Budget including all income and expenses.
    - 21 2. Planning numbers (e.g., attendance, room nights booked, meals ordered and  
22 served).
    - 23 3. Listing uncollected funds, including names and amounts.
- 24



1 **Chapter Fourteen – Awards Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Awards Committee shall consist of at least five (5) members.
- 7 B. The Awards Committee shall annually advertise and solicit nominations for all awards  
8 and scholarships available from CEHA and NEHA.
- 9 C. Nomination packages for all CEHA awards and scholarships shall be submitted to the  
10 Awards Committee postmarked no later than the date specified on the current year’s  
11 nomination forms. The deadline date typically should be approximately sixty (60) days  
12 prior to the AES.
- 13 D. Packages for the NEHA Walter S. Mangold Award nomination shall be submitted to the  
14 Awards Committee for review at least one (1) month prior to the NEHA submission  
15 deadline.
- 16 E. The Editorial Committee Chair shall annually make a recommendation to the Board  
17 regarding the “Contributing Author Award” recipient.
- 18 F. The Board shall make a final decision on all CEHA award and scholarship recipients and  
19 the NEHA Walter S. Mangold Award candidate by majority vote.
- 20 G. All award and scholarship recipients shall be acknowledged at an annual awards  
21 luncheon held in conjunction with the AES. Each recipient will be entitled to a  
22 complimentary lunch for themselves and one (1) guest. The Awards Committee must  
23 notify the AES Committee with the number of award recipients and guests at least  
24 twenty-one (21) days in advance of the AES. (Rev. 2-02)
- 25 H. Copies of all submittal packages become the property of the Awards Committee for  
26 appropriate utilization and publication.
- 27 I. The names, addresses and social security numbers of all CEHA scholarship recipients  
28 shall be submitted to the CEHA Treasurer for tax reporting purposes.
- 29 J. NEHA awards, CCDEH/CAEHA awards and awards from other appropriate  
30 organizations may be advertised in conjunction with the CEHA awards.
- 31 K. The past five (5) Vince Dunham Award recipients, or at least the last three (3) recipients,  
32 shall review the nomination packages for this award. If not available, this charge reverts  
33 back to the Awards Committee.
- 34 L. CEHA Awards and Scholarships are only available to those persons who are permanent  
35 legal residents of California. (Added by BOD 01/22/05)
- 36 M. Any award or scholarship from CEHA to any recipient should be used for their intended  
37 purpose, only within the confines of the United States of America. (Added by BOD  
38 01/22/05)

39  
40 **Charges:**

- 41 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
42 committee procedure and charges.
- 43 B. Annually review all nomination packages submitted and make recommendations to the  
44 Board regarding the following awards and scholarships:
- 45 1. CEHA Awards

- 1 a. Environmental Health Specialist of the Year Award
- 2 b. Stuart E. Richardson, Sr. Award
- 3 c. Vince Dunham Memorial Awards (Outstanding Career Environmental
- 4 Health Specialist)
- 5 d. Distinguished Service Award
- 6 e. Legislator of the Year Award
- 7 f. Media Award
- 8 g. Mark Nottingham Memorial Award
- 9 2. CEHA Scholarships
- 10 a. Charles Senn Scholarship
- 11 b. Joseph H. Martin Scholarship
- 12 c. College Student Scholarship
- 13 d. Graduating High School Senior Scholarship
- 14 e. Young Environmental Health Student Award
- 15 f. Martin Smilo Undergraduate Scholarship (Rev. 11-01)
- 16 3. NEHA Award
- 17 a. Walter S. Mangold Award Candidate
- 18 C. Purchase plaques for all CEHA award recipients and prepare certificates of recognition
- 19 for all CEHA scholarship recipients.
- 20 D. Prepare certificates of recognition for all award and scholarship nominees. These
- 21 certificates will be mailed to nominees after recipients have been selected. (Removed
- 22 6/19/23)
- 23 E. The Awards Committee shall publicize all award and scholarship recipients and
- 24 nominees through press releases, Publications articles and/or other appropriate means.
- 25 F. Verity with the CEHA President Elect to confirm and approve the purchase the of CEHA
- 26 President plaque. (Added by BOD 6/19/23)

27  
28 **Procedure:**

- 29 A. Environmental Health Specialist of the Year Award
- 30 1. Purpose: To recognize an individual who has, during the year prior to selection,
- 31 made a major impact in the field of environmental health by development of a
- 32 special program, educational activities, involvement in the legislative process or
- 33 any special achievement which enhances the delivery of environmental health
- 34 services.
- 35 2. Eligibility: Any person active in the field of environmental health who holds a
- 36 current California Registration as an Environmental Health Specialist and who is
- 37 a member of CEHA in good standing. CEHA Awards and Scholarships are only
- 38 available to those persons who are permanent legal residents of California.
- 39 (Added by BOD 01/22/05)
- 40 3. Nomination Procedure:
- 41 a. Nominations shall come from CEHA members in good standing and
- 42 shall include all information requested on the nomination form.
- 43 b. Nominations packages must indicate the name, title, address, employer
- 44 and phone number of the nominee and the name, phone number and
- 45 address of the CEHA member making the nomination.

- 1 c. Nomination packages shall include all possible documentation to  
2 demonstrate the accomplishments of the nominee which have enhanced  
3 the field of environmental health during the past year.  
4 d. Nomination packages will be evaluated using the appropriate rating  
5 sheet in Appendix H of this Procedure Manual. Nominees must have a  
6 seventy percent (70%) minimum score to be eligible.  
7  
8 4. Award: The award consists of an engraved plaque for the recipient whose name  
9 will be included on a perpetual plaque retained by CEHA for display purposes.  
10 5. Application: The application shall list the point value for each item listed in the  
11 corresponding rating sheet located in Appendix H and the minimum score for  
12 eligibility (70%). (Rev. 11-01)

13 B. Stuart E. Richardson, Sr. Award

- 14 1. Purpose: To recognize an outstanding person (or group of persons) who has/have  
15 made a significant contribution to the field of environmental health and  
16 environmental health professionals by providing instruction or by involvement in  
17 a training process.  
18 2. Eligibility: Any person active in the field of environmental health; public, private  
19 or academic. This award is not necessarily limited to an individual and may be  
20 awarded to an agency, institution, department of government, or a public concern.  
21 CEHA Awards and Scholarships are only available to those persons who are  
22 permanent legal residents of California. (Added by BOD 01/22/05)  
23 3. Nomination Procedure:  
24 a. Nominations shall come from CEHA members in good standing and  
25 shall include all information requested on the nomination form.  
26 b. Nomination packages must include a description of the nominated  
27 individual or agency, including name, title, address, employer and phone  
28 number.  
29 c. Nomination packages must specify the name, phone number and address  
30 of the CEHA member making the nomination.  
31 d. Suggested information to be included in the package:  
32 1) A list of all training and education, both formal and informal.  
33 2) A detailed list employment history including teaching and/or  
34 training activities.  
35 3) A list of all research projects, publications and major unpublished  
36 material prepared for professional presentation.  
37 4) A list of all professional organizational affiliations including  
38 offices held committee work and awards received.  
39 5) A list of all specific contributions by the individual(s) to enhance  
40 the field of environmental health and environmental health  
41 professionals.  
42 6) Copies of publications, letters of commendation, or other  
43 supporting documentation.  
44 e. Nomination packages will be evaluated using the appropriate rating  
45 sheet in Appendix H of this Procedure Manual. Nominees must have a  
seventy percent (70%) minimum score to be eligible.

- 1                   4. Award: The award consists of an engraved plaque for the recipient whose name  
2                   will be included on a perpetual plaque retained by CEHA for display purposes. In  
3                   addition, a cash honorarium will be donated to an institution of higher education  
4                   chosen by the recipient.
- 5                   5. Application: The application shall list the point value for each item listed in the  
6                   corresponding rating sheet located in Appendix H and the minimum score for  
7                   eligibility (70%). (Rev. 11-01)
- 8                   C. Vince Dunham Memorial Award – Outstanding Career Environmental Health Specialists.
- 9                   1. Purpose: To give special recognition to an individual who has demonstrated an  
10                  exceptional career performance in the field of environmental health via service to  
11                  his/her community, employer or CEHA.
- 12                  2. Eligibility: Any registered environmental health specialist in the state of  
13                  California who is a member in good standing of CEHA and who has worked in  
14                  the field of environmental health for at least twenty (20) years. CEHA Awards  
15                  and Scholarships are only available to those persons who are permanent legal  
16                  residents of California. (Added by BOD 01/22/05)
- 17                  3. Nomination Procedure:
- 18                      a. Nominations shall be made through the CEHA Chapters and shall  
19                      include all information requested on the nomination form.
- 20                      b. Nomination package shall include nominee’s name, address, phone  
21                      number, employer, years of service and current job title.
- 22                      c. A letter of endorsement from the nominating Chapter President must  
23                      accompany the nomination package.
- 24                      d. A biographical outline shall be submitted that details the public service  
25                      rendered by the nominee in the field of environmental health, beyond the  
26                      minimum requirements of employment.
- 27                      e. Suggested information to be included in the package:
- 28                          1) Contribution through Chapter assignments or offices.
- 29                          2) Contributions through CEHA committees or offices.
- 30                          3) Contributions and service to NEHA.
- 31                          4) Efforts to promote better understanding in the community,  
32                          industry, schools, etc., of good environmental health practices.
- 33                          5) Professional education paper written and/or media recognition  
34                          received (include copies if possible).
- 35                          6) Any other information or documentation that will acknowledge the  
36                          accomplishments of the nominee.
- 37                      f. Nomination packages will be evaluated using the appropriate rating  
38                      sheet in Appendix H of this Procedure Manual. Nominees must have a  
39                      seventy percent (70%) minimum score to be eligible.
- 40                  4. Award: The award consists of an engraved plaque naming the recipient as the  
41                  “Outstanding Career Environmental Health Specialist” whose name will be  
42                  included on a perpetual plaque retained by CEHA for display purposes. In  
43                  addition, the recipient shall be a nominee for the NEHA Certificate of Merit. The  
44                  CEHA Awards Committee shall forward the necessary information to the NEHA  
45                  Awards Committee.

- 1           5. Application: The application shall list the point value for each item listed in the  
2           corresponding rating sheet located in Appendix H and the minimum score for  
3           eligibility (70%). (Rev. 11-01)

4 D. Distinguished Service Award

- 5           1. Purpose: To give special recognition to a CEHA member (or group of members)  
6           that has/have performed exceptional service to the general public by the  
7           promotion of enhancement of Registered Environmental Health Specialists, the  
8           field of environmental health or CEHA. This award is to be given only when  
9           deemed appropriate, not necessarily annually.
- 10          2. Eligibility: Any CEHA member (or group of members) in good standing who  
11          has/have devoted time and efforts to a project with statewide exposure and impact  
12          is/are eligible. CEHA Awards and Scholarships are only available to those  
13          persons who are permanent legal residents of California. (Added by BOD  
14          01/22/05) The project must be:
- 15               a. Altruistic in nature.  
16               b. Performed primarily on the nominee's own time.  
17               c. Of the nominee's own choice.  
18               d. Not as a direct result of employment or assignment by employer.
- 19          3. Nomination Procedure:
- 20               a. Nominations shall be made through the CEHA Chapters or through any  
21               CEHA standing committee and shall include all information requested  
22               on the nomination form.
- 23               b. Nomination packages shall include the following:
- 24                     1) A summary of the project, including a statement of facts (who,  
25                     what, when, where, why and how).  
26                     2) Supporting documentation (copies of news articles, letters of  
27                     support, etc.).  
28                     3) References listing those who have personal knowledge of the  
29                     project.
- 30               c. A letter of endorsement from the nominating Chapter President or  
31               CEHA standing committee chair shall accompany the nomination  
32               package.
- 33               d. Nomination packages shall be evaluated using the appropriate rating  
34               sheet in Appendix H of this Procedure Manual. Nominees must have a  
35               seventy percent (70%) minimum score to be eligible.
- 36               e. Award: The award consists of an engraved plaque for the recipient  
37               whose name will be included on a perpetual plaque retained by CEHA  
38               for display purposes. In addition, a cash gift of \$200 from CEHA will  
39               be presented to the recipient with the gift to be shared equally if the  
40               service was a group effort. Any award or scholarship from CEHA to any  
41               recipient should be used for their intended purpose, only within the  
42               confines of the United States of America. (Added by BOD 01/22/05)
- 43               f. Application: The application shall list the point value for each item  
44               listed in the corresponding rating sheet located in Appendix H and the  
45               minimum score for eligibility (70%). (Rev. 11-01)

1 E. Legislator of the Year Award.

- 2 1. Purpose: To recognize and honor a legislator who has sponsored legislation or  
3 contributed in a significant way towards the promotion of the field of  
4 environmental health or to further the objectives of CEHA.  
5 2. Eligibility: Any local, state or nationally elected official. CEHA Awards and  
6 Scholarships are only available to those persons who are permanent legal  
7 residents of California. (Added by BOD 01/22/05)  
8 3. Nomination Procedure:  
9 a. Nominations shall be made through the CEHA Chapters or through any  
10 CEHA standing committee.  
11 b. Nomination packages shall include:  
12 1) Nominee's name, address and phone number.  
13 2) Elected offices held.  
14 3) Copy of the qualifying legislation.  
15 4) Summary of the benefits of the legislation or contribution to the  
16 field of environmental health or CEHA.  
17 c. A letter of endorsement from the nominating Chapter President or  
18 CEHA standing committee chair shall accompany the nomination  
19 package.  
20 4. Award: The award consists of an engraved plaque for the recipient whose name  
21 will be included on a perpetual plaque to be retained by CEHA for display  
22 purposes.

23 F. Media Award

- 24 1. Purpose: To recognize an individual (or group of individuals) who has/have,  
25 through the medium of newspaper, magazine, radio, television, etc. in the year  
26 prior to selection, enhanced or promoted the field of environmental health or  
27 environmental health professionals.  
28 2. Eligibility: Any author of an article printed in a recognized publication or  
29 broadcaster or producer of a presentation in the electronic media. CEHA Awards  
30 and Scholarships are only available to those persons who are permanent legal  
31 residents of California. (Added by BOD 01/22/05)  
32 3. Nomination Procedure:  
33 a. Nominations shall be made through the CEHA Chapters or any CEHA  
34 standing committee.  
35 b. Nomination packages shall include:  
36 1) The nominee's name, address and phone number.  
37 2) A copy of the qualifying media piece (text of an article, tape of  
38 broadcast or other documentation).  
39 3) Statement of the positive environmental health impacts of the  
40 article/presentation to the public and/or CEHA.  
41 c. A letter of endorsement from the nominating Chapter President or  
42 standing committee chair shall accompany the nomination package.  
43 4. Award: The award shall consist of an engraved plaque for the recipient whose  
44 name will be included on a perpetual plaque to be retained by CEHA for display  
45 purposes.

1 G. Mark Nottingham Memorial Award

- 2 1. Purpose: To honor an individual in industry who has demonstrated recognizable  
3 and significant contributions to CEHA or the field of environmental health.  
4 2. Eligibility: Any member of a private industry or enterprise whose services or  
5 products are related to the field of environmental health. CEHA Awards and  
6 Scholarships are only available to those persons who are permanent legal  
7 residents of California. (Added by BOD 01/22/05)  
8 3. Nomination Procedure:  
9 a. Nominations shall come from CEHA members in good standing and  
10 shall include all information requested on the nomination form.  
11 b. Nomination packages shall include the name, company, title, address  
12 and phone number of the nominee, and the name, address and phone  
13 number of the CEHA members making the nomination.  
14 c. Nomination package should include the following:  
15 1) A resume that details the nominee's specific contributions to  
16 CEHA or the field of environmental health (who, what, when,  
17 where, why and how).  
18 2) Copies of supporting documentation – news clippings, letters of  
19 endorsement, articles, etc.  
20 d. Nomination packages shall be evaluated using the appropriate rating  
21 sheet in Appendix H of this Procedure Manual. Nominees must have a  
22 seventy percent (70%) minimum score to be eligible.  
23 4. Award: The award consists of an engraved plaque for the recipient whose name  
24 will be included on a perpetual plaque to be retained by CEHA for display  
25 purposes.  
26 5. Application: The application shall list the point value for each item listed in the  
27 corresponding rating sheet located in Appendix H and the minimum score for  
28 eligibility (70%). (Rev. 11-01)

29 H. Charles Senn Scholarship

- 30 1. Purpose: To give special recognition to a graduate student of environmental  
31 health who has demonstrated a superior ability to relate graduate studies to the  
32 realities of the environmental health field.  
33 2. Eligibility: Any student currently enrolled in a graduate program of  
34 environmental health, environmental planning and management, or public  
35 administration with an emphasis in environmental health is eligible. Priority will  
36 be given to registered environmental health specialists but, if not registered, the  
37 intent to obtain registration upon completion of studies is required. CEHA  
38 Awards and Scholarships are only available to those persons who are permanent  
39 legal residents of California. (Added by BOD 01/22/05)  
40 3. Application Procedure:  
41 a. Nominations shall come from either the Chair or the graduate  
42 department, or from the governmental employer if applicable, and shall  
43 include all information requested on the application form.  
44 b. Applications shall include the name, address, phone number and social  
45 security number of the applicant, the name of the university where the

- 1 applicant is enrolled and the nature of the graduate degree being  
2 pursued.
- 3 c. Applications shall include the name of the governmental employer  
4 and/or applicant's REHS number if applicable.
- 5 d. A letter of nomination from the department Chair or the governmental  
6 employer that details how the applicant's graduate work demonstrates  
7 his/her superior ability to relate graduate studies to the realities of the  
8 environmental health field must be attached to the application.
- 9 e. Other supporting documents (list of publications, letters of endorsement,  
10 etc.) may be submitted for consideration.
- 11 f. Application packages will be evaluated using the appropriate rating  
12 sheet in Appendix H of this Procedure Manual.
- 13 4. Award: A scholarship in the amount of \$1000.00 (Approved by BOD 2015) from  
14 CEHA and a certificate of recognition will be presented to the recipient whose  
15 name will be included on a perpetual plaque to be retained by CEHA for display  
16 purposes. (Revised by BOD 07/24/03) Any award or scholarship from CEHA to  
17 any recipient should be used for their intended purpose, only within the confines  
18 of the United States of America. (Added by BOD 01/22/05)
- 19 I. Joseph H. Martin Scholarship
- 20 1. Purpose: To provide encouragement and financial assistance to a deserving  
21 student who demonstrates financial need, and to promote interest in the field of  
22 environmental health.
- 23 2. Eligibility: Any upper division student majoring in the field of environmental  
24 health science who attends a California college or university with an accredited  
25 environmental health science program, and whose intention is to become a  
26 Registered Environmental Health Specialist upon completion of studies, is  
27 eligible. CEHA Awards and Scholarships are only available to those persons who  
28 are permanent legal residents of California. (Added by BOD 01/22/05)
- 29 3. Application Procedure:
- 30 a. Applications shall include the applicant's name, address, phone number  
31 and social security number, as well as the name of the college or  
32 university where the applicant is enrolled.
- 33 b. Applications shall be accompanied by a letter of endorsement from the  
34 institution's Chair of environmental health programs.
- 35 c. The applicant must attach a letter that describes the following:  
36 1) Statement of financial need  
37 2) Educational accomplishments, goals and objectives  
38 3) Career goals
- 39 d. An official transcript of all completed college course work must be  
40 submitted before the application deadline.
- 41 e. Application packages will be evaluated using the appropriate rating  
42 sheet in Appendix H of this Procedure Manual.
- 43 4. Award: A scholarship in the amount of \$1000.00 (Approved by BOD 2015) and  
44 a certificate of recognition will be presented to the recipient whose name will be  
45 included on a perpetual plaque to be retained by CEHA for display purposes.



1 This scholarship was established by CEHA and the California Association of  
2 Environmental Health Administrators (CAEHA) who both co-sponsor this  
3 scholarship on an equal financial basis. (Revised by BOD 07/24/03) Any award or  
4 scholarship from CEHA to any recipient should be used for their intended  
5 purpose, only within the confines of the United States of America. (Added by  
6 BOD 01/22/05)

7 J. Upper Division Graduate Student Scholarship

- 8 1. Purpose: To provide financial assistance to an upper division or graduate student  
9 enrolled in a science program with intentions of future full-time employment in  
10 the field of environmental health.
- 11 2. Eligibility: Any upper division or graduate student who meets the following  
12 requirements is eligible:
- 13 a. Enrollment in a science program at an accredited college or university.
  - 14 b. Full-time student status (equivalent of 12 semester units for  
15 undergraduate or 6 semester units for graduate students).
  - 16 c. Minimum GPA of 2.5 based on a scale of 4.0.
  - 17 d. Intention to pursue a full-time career in the environmental health field  
18 upon graduation.
  - 19 e. Endorsement by a Registered Environmental Health Specialist (REHS)  
20 or CEHA member.
  - 21 f. CEHA Awards and Scholarships are only available to those persons who  
22 are permanent legal residents of California. (Added by BOD 01/22/05)
- 23 3. Application Procedure:
- 24 a. Applications shall include the name, address, phone number and social  
25 security number of the applicant.
  - 26 b. The following information must be included in the application package:
    - 27 1) A resume or personal fact sheet that details the applicant's  
28 scholastic, community and extracurricular activities, and future  
29 educational goals and objectives.
    - 30 2) An essay written by the applicant, not to exceed three (3) double-  
31 spaced typed pages, concerning any subject or topic of current  
32 environmental health interest.
    - 33 3) A copy of a science paper or description of a project that was  
34 completed as a class assignment by the applicant.
    - 35 4) Letters of recommendation from the sponsoring CEHA member or  
36 a REHS, and a college professor or advisor.
  - 37 c. An official transcript of all completed college course work must be  
38 submitted before the application deadline.
  - 39 d. The application form shall include a notification that all submitted  
40 essays become the property of CEHA and may be published in future  
41 issues of the Journal.
  - 42 e. Application packages shall be evaluated using the appropriate rating  
43 sheet in Appendix H of this Procedure Manual.

- 1 4. Award: \$1000.00 (Approved by BOD 2015) Any award or scholarship from  
2 CEHA to any recipient should be used for their intended purpose, only within the  
3 confines of the United States of America. (Added by BOD 01/22/05)

4 5.

5 K. Graduating High School Senior Scholarship

- 6 1. Purpose: To provide financial assistance to a high school senior interested in  
7 environmental health science in his/her pursuit of higher education.  
8 2. Eligibility: Any graduating senior who meets the following requirements is  
9 eligible to apply:  
10 a. Minimum GPA of 2.5 based on a scale of 4.0.  
11 b. Intention to pursue higher education with an emphasis in environmental  
12 health or related science.  
13 c. Completion of at least one (1) high school science class in addition to  
14 the minimum number required for graduation.  
15 d. Sponsorship by a CEHA member.  
16 e. CEHA Awards and Scholarships are only available to those persons who  
17 are permanent legal residents of California. (Added by BOD 01/22/05)
- 18 3. Application Procedure:  
19 a. Applications shall include the name, address, phone number and social  
20 security number of the applicant, and the name and phone number of the  
21 sponsoring CEHA member.  
22 b. The following information must be included in the application package:  
23 1) A resume or personal fact sheet that details the applicant's  
24 scholastic, community and extracurricular activities.  
25 2) An essay written by the applicant, not to exceed two (2) double-  
26 spaced, typed pages, entitled "Where Do I See Myself in Ten  
27 Years?"  
28 3) Letters of recommendation from the sponsoring CEHA member  
29 and from a teacher or counselor.  
30 c. An official transcript of all completed high school course work must be  
31 submitted before the application deadline.  
32 d. The application form shall include a notification that all submitted  
33 essays become property of the CEHA and may be published in a future  
34 issue of the Journal.  
35 e. Application packages shall be evaluated using the appropriate rating  
36 sheet in Appendix H of this Procedure Manual.
- 37 4. Award: Upon proof of enrollment in an institution of higher education, a  
38 scholarship in the amount of \$1000.00 (Approved by BOD 2015), from CEHA,  
39 will be presented to the recipient whose name will be included on a perpetual  
40 plaque to be retained by CEGHA for display purposes. A certificate of  
41 recognition will be presented to the recipient at the AES. (Revised by BOD  
42 07/24/03). Any award or scholarship from CEHA to any recipient should be used  
43 for their intended purpose, only within the confines of the United States of  
44 America. (Added by BOD 01/22/05)

45 L. Young Environmental Health Student Award

- 1 1. Purpose: To encourage the study and understanding of the field of environmental  
2 health by honoring a deserving junior high school student who exhibits scientific  
3 achievements in an area of environmental health interest.
- 4 2. Eligibility: Any junior high school student who enters an environmental health  
5 related project in the California State Science Fair is eligible. The project can  
6 pertain to any environmental health topic including, but not limited to, air, water,  
7 food safety, toxics or vector control. CEHA Awards and Scholarships are only  
8 available to those persons who are permanent legal residents of California.  
9 (Added by BOD 01/22/05)
- 10 3. Selection Process:
  - 11 a. The “ideal” project would demonstrate:
    - 12 1) A true scientific and creative though process, but may lack the  
13 “gloss and luster” of other projects.
    - 14 2) The ability to tie the project results into the relationship between  
15 man and the environment.
  - 16 b. Criteria for evaluating projects:
    - 17 1) Project exhibits original or unique approach to an old problem.
    - 18 2) Project information shows student’s creative involvement.
    - 19 3) Scope of project indicates a thorough study and analysis of topic.
    - 20 4) Project shows an organized and clear presentation style.
    - 21 5) Student’s effort and willingness is evident in the overall project.
    - 22 6) Student accepted a challenge appropriate to his/her grade level.
    - 23 7) Student understands the implications of project results and its  
24 interrelationship between man and the environment.
    - 25 8) Student exhibits a degree of dedication to the field of science.
    - 26 9) Project pulls together more than one aspect of environmental  
27 health.
- 28 4. Award: The student, who has submitted the winning project, as determined by  
29 the CEHA judges, will receive a \$1000.00 (Approved by BOD 2015) savings  
30 bond from CEHA and a certificate of recognition. Honorable Mention certificates  
31 may also be awarded.

#### 32 M. Walter S. Mangold Award (NEHA)

- 33 1. Purpose: To recognize and honor a member of NEHA who has contributed  
34 significantly to the professional status of environmental health specialists. This is  
35 NEHA’s highest honor and is only bestowed upon truly exceptional individuals.
- 36 2. Eligibility: To be eligible, the nominee must:
  - 37 a. Be a member in good standing of CEHA and NEHA.
  - 38 b. Be actively engaged in the field of environmental health.
  - 39 c. Have performed professional duties in the field of environmental health  
40 above and beyond the usual employment requirements so as to elevate  
41 the professional status of environmental health specialists.
  - 42 d. Exemplify the characteristics and principles for which Walter Mangold  
43 stood.
  - 44 e. Not be an incumbent of a NEHA office.
- 45 3. Nomination Procedure:

- a. Selection of the award candidate must be done according to the NEHA guidelines.
- b. CEHA may have only one (1) nominee each year.
- c. Nominations should originate in the CEHA Chapters.
- d. The name of any candidate and a copy of the substantiating material must be submitted to the CEHA Awards Committee by March 1 for careful review.
- e. The Awards Committee shall submit a report and make a recommendation to the Board no later than March 15.
- f. The final choice of the CEHA candidate shall be made by the Board no later than March 25.
- g. Upon approval/selection by the CEHA Board, the name of the final candidate and three (3) copies of the substantiating material must be submitted to NEHA's Walter S. Mangold Committee by April 1 for final selection of the recipient.
- h. Suggested format for the nomination package:
  - 1) General: A letter from the affiliate President that makes the formal nomination; photograph of the nominee; and description of personal facts regarding the nominee.
  - 2) Education: List of formal education as well as special training and experience.
  - 3) Employment History: Record of places of employment, including scope of responsibilities.
  - 4) Professional Association Activities: Organizational affiliations including NEHA, detailing offices held and committee responsibilities.
  - 5) Contributions to the betterment of practice of environmental health science including publications authored or co-authored by the candidate, significant scientific or applied research, and accomplishments in the development or implementation of new, broader or improved concepts, procedures or techniques in the practice of environmental health.
  - 6) Other: Significant contributions to the professional status of environmental health specialists not covered in the categories above.
  - 7) Summary: Succinct description of why the candidate's contributions have prompted the nomination.
  - 8) Appendix: Letter of reference or endorsement, copies of publications and other significant support documents.
4. Award: A cash honorarium and a plaque of recognition from NEHA are presented to the recipient who name is added to a perpetual plaque which is rotated each year from one recipient to the next.

N. Martin Smilo Undergraduate Student Scholarship (Rev. 11-01)

1. Purpose: To provide financial assistance to an undergraduate student interested in pursuing a degree in the sciences.

- 1 2. Eligibility: Any student who meets the following requirements is eligible:
  - 2 a. Completion of a minimum of forty-eight (48) semester units or
  - 3 equivalent, including a minimum of twelve (12) semester units in
  - 4 science or equivalent, prior to the application deadline.
  - 5 b. Minimum overall GPA of 3.0 based on a 4.0 scale.
  - 6 c. Intention to pursue a degree and career in science, preferably
  - 7 environmental health.
  - 8 d. Full time enrollment, a minimum of twelve (12) semester units in a 4-
  - 9 year accredited college or university the semester/quarter following
  - 10 receipt of the scholarship.
  - 11 e. CEHA Awards and Scholarships are only available to those persons who
  - 12 are permanent legal residents of California. (Added by BOD 01/22/05)
- 13 3. Application Procedure:
  - 14 a. Applications shall include the name, address, phone number, email
  - 15 address and social security number of the applicant.
  - 16 b. The following information must be included in the application package:
    - 17 1) Resume and cover letter that details the applicant's scholastic,
    - 18 community and extracurricular activities, work experience,
    - 19 educational goals and any experience in environmental health.
    - 20 2) An essay written by the applicant, not to exceed three (3) double-
    - 21 spaced typed pages on one of the following subjects (applicants are
    - 22 encouraged to include personal experience if applicable):
      - 23 i. The role of public health in a community.
      - 24 ii. The role of a professional organization, such as CEHA, in
      - 25 protecting the interests of individuals in a profession.
      - 26 iii. Choose one of the following topics and explain how it is a
      - 27 public health challenge for a Developing Country: Air
      - 28 pollution, Food, Hazardous Materials, Land Use Issues,
      - 29 Lead, Sewage Disposal, Solid Waste Disposal, and Water.
    - 30 3) A letter of recommendation from a college instructor or professor
    - 31 and a current or previous employer.
  - 32 c. An official transcript of all completed college course work must be
  - 33 submitted before the application deadline.
  - 34 d. The application form shall include a notification that all submitted
  - 35 essays become the property of CEHA and may be published in future
  - 36 issues of the Journal.
  - 37 e. The application form shall say that the scholarship money will not be
  - 38 awarded until verification of full-time enrollment in an accredited 4-year
  - 39 college or university is provided to the CEHA Treasurer.
  - 40 f. Application packages shall be evaluated using the appropriate rating
  - 41 sheet in Appendix H of this Procedure Manual.
- 42 4. Award: Two scholarships in the amount of Twenty-Five Hundred Dollars
- 43 (\$2,500) each year. A certificate of recognition shall be presented to the recipient
- 44 whose name will be included on a perpetual plaque to be retained by CEHA for
- 45 display purposes. Any award or scholarship from CEHA to any recipient should

1  
2  
3

be used for their intended purpose, only within the confines of the United States of America. (Added by BOD 01/22/05)

1 **Chapter Fifteen – Company/Corporate Membership**

2  
3 **Authority: Board**

4  
5 **Policy:**

6 A. Company/Corporate Membership

- 7 1. Each Company/Corporate member shall subscribe to the goals of CEHA.  
8 2. Company/Corporate members shall have an interest in and concern for, public  
9 health and environmental protection and enhancement.  
10 3. A Company/Corporate member firm shall not have a history of chronic or  
11 significant violations of any federal, state or local ordinances or codes relating to  
12 environmental health.  
13 4. The granting of Company/Corporate memberships by CEHA in no way implies  
14 approval or endorsement of any product, process or service.  
15 5. A Company/Corporate member firm shall not use the CEHA name in advertising  
16 or commercial promotion without the express written consent of the Board.  
17 6. Company/Corporate members will aid in the recruitment of CEHA award  
18 recipients.

19 B. Company/Corporate Membership Benefits:

- 20 1. Membership in CEHA including subscription to the Journal and the Bulletin.  
21 2. Membership in each chapter of CEHA including subscription to local chapter  
22 newsletter publications.  
23 3. Free listing as a Company/Corporate member in each Journal, Bulletin, the AES  
24 program booklet and the web site (Company name, logo and contact information).  
25 4. An opportunity for input on legislation through the CEHA Legislative  
26 Committee. (Rev. 10-06)  
27 5. Direct representation and input to all quarterly CEHA Board of Director meetings  
28 through the CEHA Chapters. (Rev. 10-06)  
29 6. Opportunity to seek the advice of consultants from throughout the CEHA  
30 membership.  
31 7. Free full-page publicity write-up (including pictures) in a CEHA Publication on  
32 an annual basis. All artwork must be submitted camera ready.  
33 8. Opportunity to participate in programs featuring new products and/or new  
34 techniques in environmental management at educational symposia, membership  
35 meetings, and workshops.  
36 9. Preferred rate for advertising in CEHA and chapter publications. (Appendix Q.  
37 Rate Schedule Revised on 8-02)  
38 10. Preferred rate for exhibit space at educational symposia of CEHA and local  
39 chapters.  
40 11. Preferred rate for advertising in program booklets of CEHA and local chapter  
41 symposia and trade shows.  
42 12. A link to CEHA's web site page.  
43 13. Free Job Announcement postings on the web site. (Rev. 8-02)  
44 14. One set of CEHA Membership mailing labels each year.  
45 15. One full page advertisement each year in the CEHA Bulletin.

1                   16. Up to five company associates may join under this membership and receive  
2                   CEHA publications.

3

4   **Procedure and Charges:**

5   See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA committee  
6   procedure and charges.

7



1 **Chapter Sixteen – Bylaws & Procedure Manual Committee**

2

3 **Authority: Bylaws; Article XII**

4

5 **Policy:** The functions of this committee shall be performed by the Past President’s Council (See  
6 Chapter 20).

7

8 **Procedure and Charges:** See Chapter 11, Committees (General) of this Procedure Manual for  
9 overall CEHA committee procedure and charges.

10

1 **Chapter Seventeen – Continuing Education Committee**

2  
3 *The Education Committee was eliminated and replaced as an Ad Hoc Committee, Traveling*  
4 *Seminar (11-02)*  
5 *Traveling Seminar was renamed as the Continuing Education Committee as a Standing*  
6 *Committee on 8/4/07 (in anticipation for mandatory continuing education for maintaining REHS*  
7 *starting in 2010)*

8  
9 **Authority: Board**

10  
11 **Policy:** The functions of this committee shall be performed by the Continuing Education Chair  
12 and Continuing Education Committee members.

13  
14 **Procedure and Charges:** See CDPH requirements for approval as an Accreditation Agency.

1 **Chapter Eighteen – Finance Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Finance Committee shall be chaired by the CEHA Treasurer.  
7 B. The CEHA Immediate Past President, the Executive Director and at least one other  
8 member of the CEHA Board of Directors shall serve on the committee.  
9 C. The Chapter Treasurers shall be ex-officio members of the committee.

10  
11 **Procedure:**

- 12 A. IRS nonprofit status mandates a budget and income and expense reports from each  
13 Chapter.  
14 1. CEHA will serve as a tax umbrella for the Chapters.  
15 2. Chapters may not use CEHA tax ID number except for AES and Update  
16 conferences.  
17 B. An Ad Hoc Audit Committee is to be appointed each year. Historically, each Chapter  
18 Treasurer serves on this committee.  
19 C. The names, addresses and social security numbers of all CEHA scholarship award  
20 winners shall be submitted to the CEHA Treasurer for tax reporting purposes.  
21 D. Separate scholarship and reserve savings accounts are to be maintained.  
22 E. A petty cash account shall be made available for use by CEHA Support Services.

23  
24 **Charges:**

- 25 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
26 committee procedure and charges.  
27 B. Prepare an annual budget.  
28 C. Devise ways and means of raising funds.  
29 D. Audit the Treasurer's books each fiscal year and report the results of the audit to the  
30 Board no later than the second Board meeting following the end of the fiscal year.  
31 E. Prepare an annual financial report for the membership and for publication in the Journal  
32 Bulletin. The California Corporations Code requires an annual financial report if an  
33 association's gross revenues exceed \$25,000 in a fiscal year.  
34 1. The report shall be made available no later than 120 days following the close of  
35 the fiscal year.  
36 2. The report must contain a listing of:  
37 a. Assets and Liabilities  
38 b. Revenues and Receipts  
39 c. Expenses and Disbursements  
40 d. A statement signed by an accountant or officer  
41 F. Maintain a reserve savings account of at least \$50,000.  
42



1 **Chapter Twenty – Nominations & Elections Committee**

2  
3 **Authority: Bylaws; Article XI**

4  
5 **Policy:**

- 6 A. The Nominations & Elections Committee shall consist of all Chapter Presidents and  
7 President-Elects and the Immediate Past President. (Rev.03/04)
- 8 B. The Immediate Past President shall serve as the Chair of this committee.
- 9 C. A standardized candidate platform statement format shall be used for all CEHA elections,  
10 located in Appendix L of this Procedure Manual.
- 11 1. California Corporations Code requires that an equal amount of space and  
12 prominence shall be given to all candidates for election.
- 13 2. Each statement shall not exceed one (1) page in total length and shall include the  
14 following information:
- 15 a. Candidate's name
- 16 b. Contact telephone number and email address
- 17 c. Employer
- 18 d. CEHA Chapter affiliation
- 19 e. Educational background
- 20 f. CEHA and/or Chapter activities
- 21 g. Brief platform statement not to exceed 300 words
- 22 D. Per the CEHA Bylaws, the following procedures for vacancies in office apply:  
23 (Rev.03/04)
- 24 1. In the event of a vacancy in the office of the President, the President-Elect shall  
25 assume the duties of that office. (Rev.03/04)
- 26 2. In the event of a vacancy in the office of the President-Elect or Vice President, a  
27 special election shall be held to fill the vacancy. (Rev.03/04)
- 28 3. In the event of a vacancy in the office of Secretary or Treasurer, a voting member  
29 in good standing shall be appointed by the Board of Directors to hold such office.  
30 (Rev.03/04)

31  
32 **Procedure and Charges:**

- 33 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
34 committee procedure and charges.
- 35 B. Secure and submit candidates for office. Candidate must give their consent prior to being  
36 nominated.
- 37 C. Submit at least one (1) name for each office.
- 38 D. Submit an adequate biographical sketch and platform statement for each candidate.
- 39 E. Conduct annual elections in accordance with the Bylaws.
- 40 a. Obtain mailing labels of the *voting* CEHA members from the CEHA Executive  
41 Director/Secretary. No additional ballots should be sent beyond the official set of  
42 labels. (Rev.03/04)
- 43 b. Ballots are to be mailed by first class. (Rev.03/04)
- 44 c. Ballots are to be returned within fourteen (14) days of being mailed. (Rev.03/04)
- 45 F. Conduct special elections (See Chapter 8).

- 1 G. See Chapter 8 for more details on conducting elections. (Rev.03/04)
- 2 H. Platform statements were developed for use in the Official CEHA Ballot only and
- 3 become the property of CEHA when they are submitted. In order to maintain the integrity
- 4 of the CEHA election, Candidate Platform statements cannot be published in chapter
- 5 newsletters. However, this does not preclude a candidate from preparing a statement to be
- 6 published in chapter newsletters. (Rev.03/04)
- 7 I. CEHA funds (Chapter funds are CEHA funds) or assets cannot be used for the personal
- 8 gain of an individual according to CEHA’s Articles of Incorporation and therefore cannot
- 9 be used to campaign for a candidate for CEHA office. Article II states “...nothing
- 10 contained in the foregoing statement of purposes shall be construed to authorize this
- 11 corporation to carry on any activity for the profit of its members, or to distribute any
- 12 gains, profits, or dividends to any of its members as such...” (Rev.03/04)
- 13 J. Candidates cannot obtain mailing labels for the purpose of campaigning for CEHA
- 14 office. CEHA policy states that mailing labels are to be used for educational purposes and
- 15 for announcing job openings. This also follows the Articles of Incorporation requirement
- 16 listed in I. above. (Rev.03/04)
- 17

1 **Chapter Twenty-One – Past Presidents Council (PPC)**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Past Presidents Council shall consist of all Past Presidents of CEHA.  
7 B. The Past Presidents Council shall be chaired by the Immediate Past President.  
8 C. The Past Presidents Council shall meet at each AES and Update.  
9 D. The Past Presidents Council shall serve as the historians of CEHA.  
10 E. The Past Presidents Council shall function as the Bylaws & Procedure Manual  
11 Committee (See Chapter 16).  
12 F. Board meeting agendas and approved minutes shall be mailed to all active participants of  
13 the Past Presidents Council.  
14 G. All Past Presidents shall receive a CEHA Past Presidents lapel pin upon the completion  
15 of their term in office. (The CEHA Executive Director/Secretary holds these with the  
16 CEHA supplies.) (Rev.03/04)

17  
18 **Procedure and Charges:**

- 19 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
20 committee procedure and charges.  
21 B. Study and recommend any changes in CEHA’s organization or administration that will  
22 enable the organization to function more effectively.  
23 C. Determine the need for, and recommend, additional program and committee efforts that  
24 will further the profession of the environmental health specialists and environmental  
25 protection.  
26 D. Annual review the CEHA-NEHA relationship and make recommendations, as  
27 appropriate, for improvements.  
28 E. Annually review CEHA’s Bylaws, Procedure Manual, and committee charges and  
29 recommend necessary revision to keep these documents current.  
30 F. Define budget categories for inclusion in the Procedure Manual (See Chapter 3).  
31 G. Routinely submit articles for the CEHA publications on “hidden” aspects and benefits of  
32 CEHA. (Rev.03/04)  
33 H. Based on criteria established by the PPC, the PPC will recognize a deserving individual  
34 for his/her lifetime commitment or extra ordinary achievement on behalf of the  
35 association and the environmental health profession. The award is to be given during the  
36 time periods and in numbers determined by the PPC. The award is a CEHA recognizable  
37 award, but funded and given by the PPC at the CEHA Awards Luncheon.  
38 I. CEHA Awards and Scholarships are only available to those persons who are permanent  
39 legal residents of California. (added by BOD 01/22/05)

1 **Chapter Twenty-Two – Public Relations Committee (Rev. 04/05)**  
2

3 **AUTHORITY:** The Public Relations Committee was re-established as a Standing Committee at  
4 the July 2004 Board of Directors meeting. (The following wording is the wording that existed in  
5 April 1998, and is suggested here as a starting place for the actual wording.)  
6

7 **POLICY:**

- 8 A. The Public Relations Committee shall consist of all chapter President-elects or  
9 their designee.
- 10 B. The Goal of the Public Relations Committee is to promote the profession and to  
11 enhance the image of environmental health by increasing awareness of the  
12 leadership role that CEHA and Registered Environmental Health Specialists play  
13 in California’s environmental health issues.
- 14 C. Full Board support is given for the strategies and priorities outlines in the Image  
15 Enhancement Report prepared by the PBN Company for CEHA, and as such,  
16 shall be implemented whenever possible. The Image Enhancement Report is  
17 located in Appendix P of this Procedure Manual.
- 18 D. The Education Committee shall work with the Public Relations Committee in  
19 Reviewing “grant” applications and making recommendations to the Board.  
20

21 **PROCEDURE**

- 22 A. Grant: To be used to fund or partially fund a research project that contributes  
23 directly to the field of Environmental Health.
  - 24 1. Project:
    - 25 a. Any student, group or organization may apply for grant funds.
    - 26 b. A project outline and estimated costs must be submitted.
    - 27 c. The project shall provide a benefit for CEHA
  - 28 2. Award: The dollar amount of the grant will be determined by the Board upon  
29 joint recommendation from the Education and Public Relations Committees.
  - 30 3. Selection Process:
    - 31 a. The project outline and estimated costs are to be submitted to both the  
32 Education and the Public Relations Committees for review.
    - 33 b. Upon approval by the Committees, the package shall be submitted to  
34 the Board for final review and approval.
  - 35 4. Use of the completed project: The project results shall become the property of  
36 CEHA to be used in any appropriate manner. Results may be published in the  
37 Journal and presented, if possible, at the next AES.  
38

39 **CHARGES:**

- 40 A See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
41 committee procedures and charges.
- 42 B Define the image CEHA wants to promote to the general public, business and industry,  
43 elected officials, students, and other public health professionals, and increase the awareness  
44 of environmental health issues by providing education to these groups.



- 1 C Develop means for providing education to target groups to promote the expertise of  
2 environmental health professionals.
- 3 D Assist and coordinate with the Education Committee for development and dissemination of  
4 educational information.
- 5 E Develop and maintain active and effective liaison with related professional organizations and  
6 industry.
- 7 F Assist the legislative Committee in its efforts to expand CEHA's political power.
- 8 G Promote recruitment and retention of qualified persons to the field of environmental health.
- 9 H Develop means for targeting high school and junior college career counselors concerning  
10 environmental health career opportunities.
- 11 I Assist the Awards and Education Committees in recruiting qualified applicants for  
12 scholarships and awards, and facilitating publicity regarding award recipients.
- 13 J Promote recruitment of CEHA membership.
- 14 K Establish and maintain effective communication with the chapters, and, when possible, assist  
15 in coordinating the chapters' public relations activities.
- 16 L Develop means for fund-raising for Committee activities.
- 17 M Prepare press releases for Board approval that are consistent with the objectives of CEHA. At  
18 the discretion of the President, such releases can be authorized without specific Board  
19 approval, when time is of the essence.
- 20 N Coordinate the dates related conferences with the AES and Annual Update Committees to  
21 avoid conflicts.
- 22 O Maintain a list of California Board of Supervisors names and addresses.  
23 Annually review CEHA's activities as they relate to the Image Enhancement Report (PBN) and  
24 make recommendations to the Board regarding improvement in CEHA's public relations  
25 policies.

1 **Chapter Twenty-Three – Editorial Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Editorial Committee shall consist of at least six (6) members. The President shall  
7 serve as a member.
- 8 B. The President shall appoint a Chair plus other volunteer committee members.
- 9 C. The Committee shall direct and facilitate CEHA publications with the responsibility to:
- 10 1. Solicit articles, photographs, and graphics for publication.
- 11 2. Choose the content of the publications, including photographs and graphics.
- 12 3. Solicit advertising for CEHA publications in conjunction with the Executive  
13 Director or as directed by the CEHA Board.
- 14 4. Oversee all aspects of publication and coordinate official CEHA publications.
- 15 D. Section Chairs shall act as Technical Advisors to the Editorial Board.

16  
17 **Procedure:**

- 18 A. Prospective authors will contact CEHA Support Services to obtain an information packet  
19 regarding submissions.
- 20 B. Articles are to be submitted to the Editorial Committee Chair. The Chair is responsible  
21 for obtaining permission to publish and maintain a file of such forms.
- 22 C. The Executive Director refers questions regarding the publications to the Chair or  
23 President as appropriate. The Executive Director also provides address labels for mailing  
24 Publications and maintains mailing list.
- 25 D. Authors desiring peer review of their articles must request in writing at the time of  
26 submission. Technical articles will automatically be reviewed by the Editorial Board.
- 27 E. The Chair shall send a copy of the final draft to the President and to the appropriate  
28 editors. The Chair shall maintain a file of all articles submitted for publication.
- 29 F. Immediately upon receipt, the President shall review all articles for appropriateness and  
30 shall contact the Chair prior to the publication process.
- 31 G. The Chair shall forward articles for peer review to the Editorial Committee to be  
32 distributed to the appropriate reviewers and technical sections.
- 33 H. Prior to the final printing run, the President shall review and approve printer's proof of all  
34 CEHA publications.

35  
36 **Charges:**

- 37 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
38 committee procedure and charges.
- 39 B. Prepare an operating budget for the succeeding year to be approved by the Board.
- 40 C. Assist the Editorial Board with practical recommendations concerning content or format.
- 41 D. Publish reports as requested or authorized by the President or Board.
- 42 E. Consider for publication articles from all CEHA committee regarding actions and  
43 CEHA's position on them.

- 1 F. Develop practical recommendations concerning content or format for the publications;  
2 identify special target audiences and coordinate distribution of the publications to these  
3 audiences.
- 4 G. Coordinate activities with the publishing contractors.
- 5 H. Annually make recommendations to the Board regarding the “Contributing Author  
6 Awards” recipient.
- 7 I. Formulate and set editorial and publication policy for CEHA subject to Board approval.
- 8 J. Sets the peer review policy with the Editorial Committee Chair.
- 9 K. The President and Editorial Committee review final drafts of the publications before  
10 going to the printer for layout.
- 11 L. The Chair coordinates committee activities, meeting and conference calls, coordinates  
12 with the President and regarding publications, reviews articles, to segregate for the  
13 Journal and CEHA Bulletin, and routes to appropriate editors, corresponds with authors  
14 regarding articles, communicates with the CEHA Vice President and the Executive  
15 Director regarding the status of each Journal Bulletin issue and activities, coordinates  
16 activities with the Executive Director.
- 17 M. The Executive Director coordinates activities with the contract publisher in relation to  
18 publications production, ensures that publications are published on schedule and that  
19 expenditures are kept within the budget provides input to the CEHA Treasurer regarding  
20 the annual budget, coordinates promotion of CEHA publications, and maintains a library  
21 of future Journal and CEHA Bulletin articles.
- 22 N. The Editorial Committee proofreads the publications as needed.
- 23 O. The Executive Director is responsible to maintain and update the CEHA World Wide  
24 Web (www) Home Page on a frequency basis similar to that of the printed publications.
- 25 P. Updated www pages will be posted 24 hours after notification of change to the President.  
26

1 **Chapter Twenty-Four – International Relations Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

6 A. Goals and Objectives:

- 7 1. To foster international relations on the environmental health milieu.
- 8 a. Maintain liaison with the International Federation of Environmental
- 9 Health (IFEH) through Associated Member status. (Rev. 10-02)
- 10 b. Develop, implement and maintain “twinning” relationships with other
- 11 related professional environmental health associations.
- 12 2. To communicate to the CEHA membership any information regarding
- 13 international opportunities in environmental health.
- 14 a. Contribute to the publications with information regarding international
- 15 opportunities and International Committee activities.
- 16 b. Actively seek out environmental health news, information, and
- 17 opportunities on an international level.

18 B. President’s Policy on International Exchange Delegation Selection:

- 19 1. The following criteria will be used in the selection of delegates for participation in
- 20 CEHA coordinated professional and academic international exchanges.
- 21 a. Long term or outstanding service to CEHA and/or the profession:
- 22 1) Held elective office(s);
- 23 2) Served on one (1) or more committees;
- 24 3) Contributed to professional REHS development (e.g., EHSRC,
- 25 active involvement with education or continuing education);
- 26 4) Completed a project that benefits CEHA, REHSs or the people of
- 27 California regarding environmental health.
- 28 5) Participated in CEHA via contributions to the publications or as a
- 29 speaker at an AES or Update: Ability to commit all requisite
- 30 personal funds for the cost of trip that may include airfare and
- 31 ground transportation, hotel accommodations, food, passport and
- 32 VISA fees, plus appropriate gifts for international hosts; Be willing
- 33 to undertake all necessary physical exams and immunizations at
- 34 own expense; Be willing to sign a waiver releasing CEHA of any
- 35 and all liability resulting from physical, logistical or political
- 36 problems; Ability to commit to assisting with fund-raising for
- 37 reciprocal delegations; Ability to commit to sharing experiences
- 38 with CEHA membership via the Bulletin, AES or Updates, or with
- 39 Board.
- 40 b. Academic Student Exchange:
- 41 1) The CEHA President shall confer with academicians or
- 42 administrators from institutions who are interested in participating.
- 43 2) Students shall have successfully completed at least two (2)
- 44 semesters in an environmental health major and be an exemplary
- 45 student.

- 1 3) Students shall have demonstrated an interest in professional  
2 development by participating in one (1) or more professional  
3 events, including but not limited to, a CEHA AES, CEHA Update,  
4 NEHA AES or SNEHA events.
- 5 4) If the number of interested students warrants, assisting in the  
6 selection process, the CEHA President may request each to write  
7 an essay on why he/she is interested in the exchange and what  
8 benefit would be provided their educational institution and CEHA.
- 9 2. Selected Delegates will be expected to:
  - 10 a. Commit to projecting a professional image as a representative of CEHA,  
11 the REHS profession and the United States.
    - 12 1) Learn national/local customs so as not to insult or embarrass  
13 themselves of CEHA.
    - 14 2) Conduct oneself with demeanor appropriate to professionals.
  - 15 b. Be willing to step aside after having served once as a CEHA delegate in  
16 order to enable the widest possible pool of delegates from the CEHA  
17 membership.
  - 18 c. Provide any pertinent input that may be of use to CEHA and/or future  
19 delegations.
- 20 3. CEHA will attempt to establish adequate arrangements in order to ensure that  
21 participants experience a minimum of difficulty during the exchange program  
22 (e.g., housing arrangements).
- 23 4. In any international exchange, CEHA shall serve only as the facilitator by which  
24 the opportunity is coordinated and shall be held harmless.
- 25 5. CEHA has instituted an Eric Foskett International Projects Fund to assist  
26 developing nations to develop their own environmental health programs.  
27 Applications for funds will be reviewed by a committee consisting of the CEHA  
28 President, CEHA Treasurer, International Committee Chair, and others as  
29 appointed by the President. The intent of the application process is to insure that  
30 funds are expended in the manner for which they were donated. (Rev. 2-02;  
31 Added 10-00)
- 32 C. See Chapter 12, AES Committee, and Policy E on providing complimentary registration  
33 and accommodations for international speakers and representatives from international  
34 twin organizations.

#### 35 36 **International Affiliations:**

- 37 A. Associate Member of the IFEH.
- 38 B. Twinning relationships with the North West Centre of the Institution of Environmental  
39 Health Officers (IEHO) of Great Britain and the Environmental Health Officers  
40 Association (EHOA) of the Republic of Ireland. Twinning relationships include:
  - 41 1. An exchange of professional Journals, newsletters, conference information and  
42 other publications
  - 43 2. Hosting a delegate from the twin at the respective association's annual  
44 conferences. (Note: Since the EHOA only meets biennially, an invitation to attend  
45 the CEHA AES will be sent in alternating years.)

- 1 C. An information communication and professional linkage with the Northern Ireland  
2 Centre of the IEHO. This communication linkage includes:  
3 1. An exchange of association Journals, newsletters, conference information and  
4 other publications.  
5 2. An exchange of statewide policy documents, research reports and other  
6 professional information.  
7 3. Facilitating the establishment of a network of individuals willing to host  
8 international professionals in their home for brief visits.  
9 4. The linkage does not include hosting individuals at conference.

10  
11 **Procedure and Charges:**

- 12 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
13 committee procedure and charges.  
14 B. Continue development of contacts for organization linkage with other countries and  
15 associations.  
16  
17

1 Chapter Twenty-Five – Educational Institution Committee

2

3 *This was moved to Chapter 2 under Membership.*

4

1 **Chapter Twenty-Six –Sections**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. Special interest technical sections may be established on petition of fifteen (15) CEHA  
7 members.  
8 B. The purpose of the CEHA sections is to provide a forum for members who specialize in,  
9 or have a particular interest in, an aspect of environmental health to promote the  
10 development of their area of influence.  
11 C. A Coordinator for the CEHA Sections shall be appointed annually by the Board.  
12

13 **Procedure:**

- 14 A. Sections Coordinator:  
15 1. The Coordinator shall be responsible for gathering the required materials and  
16 presenting proof to the Board that individual sections meet the requirements for  
17 continued certification.  
18 2. Budget requests for section functions must be submitted through the Coordinator,  
19 to the Board, prior to the first scheduled meeting of the fiscal year.  
20 B. Certification:  
21 1. Initial certification of a section by the Board shall be at a regular meeting of the  
22 Board upon receipt of the following materials from the Coordinator:  
23 a. A petition of fifteen (15) CEHA members requesting the establishment  
24 of the section.  
25 b. A statement of purpose of the section that has been approved by a  
26 majority of the petitioners.  
27 c. The names address and telephone numbers of the Officer of the section,  
28 elected by a majority of the members in the section. There shall be at  
29 least two (2) officers for each section – a Chair and a Secretary.  
30 2. The term of certification of a section shall be for one (1) year, unless the section is  
31 originally certified between AESs. Each section must be recertified at the first  
32 regularly scheduled meeting of the Board following the AES. The Coordinator shall  
33 notify each Section Chair of the need for recertification prior to each AES.  
34 C. Section Activities: The functioning of each section shall be at the discretion of the  
35 section membership. It is, however, recommended that the section hold at least one (1)  
36 annual meeting in conjunction with the AES.  
37 D. Position Statements: Positions of the sections on environmental health issues must be  
38 approved by the Board before being made public.  
39 1. Proposed positions on issues adopted by sections should be forwarded through the  
40 Coordinator to the Board.  
41 2. CEHA members are encouraged to develop positions papers through section  
42 membership.  
43 E. Legislation:



- 1           1. Section Chairs in specialized areas will receive information on pending
- 2           legislation, review with the section members and advise the Legislative
- 3           Committee as to action needed.
- 4           2. Section activities concerning legislation must be coordinated with the Legislative
- 5           Committee.
- 6       F. Technical Review: Section Chairs shall serve as Technical Advisors to the editor of the
- 7       Journal.
- 8       G. Sections – TAC Coordination: CEHA sections and the CCDEH Technical Advisory
- 9       Committees (TAC) shall be coordinated to facilitate information sharing in all
- 10       environmental health program areas and to eliminate a duplication of effort by both
- 11       CCDEH and CEHA.
- 12           1. The CEHA Section Chairs, or designated alternates, will serve as members of the
- 13           coordinating CCDEH TAC. If appropriate, the TAC Chair may also serve the
- 14           Chair of the CEHA section.
- 15           2. The Section Chairs will retain responsibility for coordinating speakers for the
- 16           CEHA AES and Updates.
- 17                a. The TACs may be called upon to provide assistance in developing
- 18                program content and offering speaker recommendations.
- 19                b. The CEHA sections budget will be retained for speaker fees at the AES
- 20                and Updates.
- 21           3. A standing column will be established in the Journal to disseminate program
- 22           specific information to the CEHA membership.
- 23           4. The TACs may be called upon to provide editorial review of proposed technical
- 24           articles for the Journal. The CEHA Section Chairs serve as Technical Advisors to
- 25           the Editorial Board.
- 26           5. Positions taken by a TAC or by a CEHA Section will remain the position of their
- 27           organization (i.e., CCDEH Executive Committee and/or CEHA Board of
- 28           Directors).
- 29           6. Information on legislation will be freely shared by both organizations.
- 30           7. The TACs and CEHA sections may jointly sponsor program-specific training
- 31           seminars. Funding and profit sharing for each seminar would be coordinated on a
- 32           per-program basis between CCDEH and CEHA.

33  
34 **Charges:**

- 35       A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA
- 36       committee procedure and charges.
- 37       B. Develop criteria and standards for serving as a CEHA Section Chair.
- 38       C. Develop a procedure to distribute funds set aside in sections budget.
- 39       D. Develop a mechanism to improve CEHA sections structure and effectiveness.
- 40

1 **Chapter Twenty-Seven – Historical Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Historical Committee shall consist of at least three (3) members including, but not  
7 limited to, at least one (1) Historian and two (2) Past Presidents.

8  
9 **Charges:**

- 10 A. See Chapter 11, Committee (General) of this Procedure Manual for overall CEHA  
11 committee procedure and charges.  
12 B. The Historical Committee shall be charged with the collection and maintenance of  
13 historical material as it relates to CEHA and the environmental health profession.  
14 C. The Historian shall be charged with the preservation and storage of all historical archives  
15 that shall remain the property of CEHA.  
16 D. The Historical Committee shall develop displays that may be setup at the AES and  
17 Updates.  
18 E. The Historian should be a long-time environmental health specialist or sanitarian or  
19 environmental professional who is capable of assisting in the indemnification of persons  
20 in photos and providing a historical perspective of environmental health and/or related  
21 professions.  
22 F. The Historical Committee shall develop criteria and submit recommendations to the  
23 Awards Committee for an award or recognition for four (4) years of service to CEHA.  
24

1 **Chapter Twenty-Eight -- Membership Committee**

2

3 *This chapter was deleted on 10-03. Replaced with Appendix V "Membership Policy"*

4

1 **Chapter Twenty-Nine – Strategic Plan Committee**

2

3 **Authority: Board**

4

5 **Policy:**

6 A. The Strategic Plan Committee shall be chaired by the President-Elect.

7 B. The Strategic Plan Committee shall consist of the CEHA Executive Committee, CEHA  
8 Support Services and any CEHA member in good standing appointed by the President.

9 C. The CEHA Strategic Plan and Work Plan shall be approved by the CEHA Board of  
10 Directors.

11

12 **Procedure and Charges:**

13 A. See Chapter 11, Committees (General) of the Procedure Manual for overall CEHA  
14 committee procedure and charges.

15 B. The Strategic Plan Committee reviews the CEHA Strategic Plan and Work Plan each  
16 year.

17 C. Changes to the Strategic Plan should be made only when a particular goal has been  
18 completed and a new goal is needed to take its place. The Strategic Plan is CEHA’s “big  
19 picture.”

20 D. The Work Plan is revised annually to delete completed assignments from the previous  
21 year and add new assignments that will direct CEHA to achieve the goals in the Strategic  
22 Plan. The Work Plan is the “little steps” that lead to CEHA’s “big picture.”

23

1 **Chapter Thirty – AES/Update Standardization Committee (Adopted 4-99)**

2  
3 Authority: Board

4  
5 Policy:

- 6 A. The President-Elect shall chair the AES/Update Standardization Committee.  
7 B. The Committee shall consist of the President-Elect, the Vice-President and any  
8 CEHA member in good standing appointed by the President.  
9

10 Procedure and Charges:

- 11 A. The President-Elect will serve as Executive Committee Co-General Chair of the AES  
12 during planning year two.  
13 B. The Vice-President will serve as Executive Committee Co-General Chair of the AES  
14 during planning year one.  
15 Note: The same individual will serve two years with the same AES planning  
16 committee.  
17 C. The Executive Committee shall follow the “Guide for Staging an AES”.  
18 D. Changes to the Guide shall be approved by the CEHA Board of Directors.  
19 E. Changes to the Update Manual shall be approved by the CEHA Board of Directors.  
20 F. When necessary, the Committee shall work with the Past President to incorporate  
21 revisions to the Guide and the Manual.  
22 G. The Committee is responsible for reviewing and proposing changes to Update and  
23 AES policies.  
24

1 **Chapter Thirty-One – Web Site Committee**

2  
3 **Authority: Board**

4  
5 **Policy:**

- 6 A. The Web Site Committee shall consist of at least three (3) members, one of which shall  
7 be the Chair.
- 8 B. The goal of the Web Site Committee is to dynamically provide CEHA members and the  
9 interested public with meaningful information, such as professional development and  
10 technical information, as well as provide a positive presence for CEHA to draw new  
11 members.
- 12 C. The Web Site Committee shall coordinate the content and design of the CEHA web site  
13 (www.ceha.org).
- 14 D. The Web Site Committee Chair shall ensure that the domain, ceha.org, is maintained  
15 under CEHA control and not lapse to another entity, unless approved by the Board.
- 16 E. The Web Site Committee shall cooperate with other committees and the Executive  
17 Committee to post information to the web site upon request. Questionable material will  
18 be approved by the President prior to posting.
- 19 F. As a service to all members, there shall be no charge to post employment opportunities.  
20 However, if the posting employer is able, funds of \$10 shall be accepted and forwarded  
21 to the Treasurer for deposit and use by the committee for web site improvement. There  
22 will be a \$50 charge to post each employment opportunity. The posting will run for the  
23 duration of the filing period or up to one year, whichever comes first. (Rev. 8-02)
- 24 G. Sustaining members are entitled to a web page of up to 100K. Company/Corporate  
25 members will have a web page with hyperlinks to the business web site.
- 26 H. Each Chapter shall seek approval from their Chapter Boards to establish at least 1 and up  
27 to 3 basic chapter web pages (Home Page, Leadership/Board Page, and Training/Events  
28 Page). (Added 8-02)
- 29

30 **Procedure:**

- 31 A. The committee shall take direction and related actions from the Board.
- 32 B. The committee shall have the President or designee approve new content before being  
33 available to the public.
- 34 C. The Chair shall work closely and cooperatively with any ISP contractor to ensure a  
35 consistent presence, professional appearance and user-friendly interface.
- 36 D. The Chair shall, at his/her discretion, give out the web site username and password to  
37 committee members. As needed, the Chair, with collaboration of the ISP, shall update  
38 the password to protect the site from undesirable postings due to vandalism, hacking, etc.  
39 At all times, the President shall have access to the username and password.
- 40

41 **Charges:**

- 42 A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA  
43 committee procedures and charges.
- 44 B. The committee shall attempt to obtain income through advertising on the web site when  
45 possible.

1  
2  
3

C. The committee shall publish updates as needed to maintain a professional appearance.

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Appendix B	NEHA Constitution & Bylaws
Appendix C	CEHA Articles of Incorporation
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# **APPENDIX A**

## **CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION**

### **BYLAWS**

#### **PREAMBLE**

In order to render the highest level of public service in the field of environmental health, to establish an identity and voice for the Environmental Health Specialists of California, and to enhance their professional, economic, and social needs, these Environmental Health Specialists hereby unite in the California Environmental Health Association.

#### **ARTICLE I NAME AND AREA OF JURISDICTION**

- Section 1. The name of this organization shall be the California Environmental Health Association.
- Section 2. The area of jurisdiction shall be the entire state of California.

#### **ARTICLE II OFFICIAL SEAL, EMBLEM, AND PUBLICATION**

- Section 1. The Official Seal of this Association shall be the Seal of the National Environmental Health Association with the words and date inscribed as follows: "CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION, JUNE 5, 1954."
- Section 2. The Emblem of this Association shall be of such design as adopted by the National Environmental Health Association on November 3, 1937.
- Section 3. The official publication of this Association shall be THE CALIFORNIA JOURNAL OF ENVIRONMENTAL HEALTH and the CEHA BULLETIN.

#### **ARTICLE III MEMBERSHIP**

- Section 1. The classes of membership shall be as follows: Active, Student, Retired, Company/Corporate, and Educational Institution.
- Section 2. The requirements for membership shall be those established by the Board of Directors of CEHA.
- Section 3. The right to hold elective office or to chair a standing committee is granted to all membership classes, except Student and Educational Institution.
- Section 4. Membership in the National Environmental Health Association is not required for membership in CEHA and the Chapters.

#### **ARTICLE IV VOTING PRIVILEGES**

- Section 1. Voting privileges are granted to all membership classes except Student and Educational Institution. Each member is entitled to one vote.

## **ARTICLE V FINANCES**

- Section 1. Annual dues or contributions for the various classes of membership in the California Environmental Health Association shall be those established by a two-thirds majority vote of the Board of Directors.
- Section 2. Total California Environmental Health Association and Chapter dues and contributions shall be paid by or for every member in a manner prescribed by the Board of Directors.
- Section 3. Dues or contributions shall be payable annually on the anniversary date of the member.
- Section 4. Members who have not paid dues or contributions within ninety calendar days of the due date shall be suspended. Such members, during the remainder of the calendar year, shall be automatically reinstated by payment of delinquent dues or contributions. Thereafter, the procedure applicable to new memberships shall be followed.

## **ARTICLE VI DIRECTORS AND MEETINGS OF THE BOARD OF DIRECTORS**

- Section 1. The Board of Directors of this Association shall consist of the officers enumerated in Section 1 of Article VIII, the Immediate Past President of this Association, the President and President-Elect of each Chapter.
- Section 2. In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of that office.
- Section 3. In the event of a vacancy in the office of the President-Elect or Vice-President, a special election may be held to fill the vacancy.
- Section 4. In the event of a vacancy in the office of Secretary or Treasurer, a voting member in good standing shall be appointed by the Board of Directors to hold such office.
- Section 5. Each Director shall have one vote on any matter before the Board of Directors.
- Section 6. More than one-half the members of the Board of Directors shall constitute a quorum.
- Section 7. The President, or any three members of the Board, may call a meeting of the Board of Directors.
- Section 8. The order of succession to chair any meeting is as follows: President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer. In the event none of the named officers are present, any Director may call the meeting to order to elect a temporary chair who shall serve for that meeting only.

## **ARTICLE VII DUTIES OF THE BOARD OF DIRECTORS**

- Section 1. The Board of Directors shall have the same rights, powers, privileges and duties which are generally conferred upon Boards of Directors, and in addition, thereto, shall:
- a. Establish Association policy and direct the administrative and fiscal affairs of this Association;
  - b. Provide for the incorporation of administrative directives, rules and procedures into a Procedural Manual;

- c. Adopt an annual budget;
- d. Act as trustee of all Association property;
- e. Provide for an audit of Association accounts at least annually;
- f. Employ personnel as required, establish their duties and fix their compensation.

## **ARTICLE VIII OFFICERS AND THEIR DUTIES**

- Section 1. The officers of the California Environmental Health Association shall be a President, President-Elect, Vice President, Secretary, and Treasurer,
- Section 2. The duties of officers shall be such as are implied by their respective titles and which usually pertain to their respective offices, those which are specifically set forth in these Bylaws, and those which may be delegated to them by the Board of Directors.
- Section 3. The President shall be chair of the Board of Directors and shall preside at all meetings of the Board and Association. Subject to approval by the Board of Directors, the President shall appoint all Committees and the Chair thereof.
- Section 4. The President-Elect shall assist the President in the performance of Presidential duties. In the absence of the President, the President-Elect shall fulfill the functions of the President.
- Section 5. The Vice President shall perform any duties as may be assigned by the President.
- Section 6. The Secretary shall record and keep accurate minutes of all proceedings of the Board of Directors.
- Section 7. The Treasurer shall have charge of all funds of the Association and shall deposit them in a bank or banks approved by the Board of Directors. The Treasurer, whenever requested to do so, shall report the financial condition of the Association to the Board of Directors. All disbursement shall be made by the check of the Association, signed by either the Treasurer, the President, or Secretary.
- Section 8. The President, President-Elect, and Vice President shall each present a report at the Annual Business Meeting of the Association. The Treasurer shall present a written report at the Annual Business Meeting of the Association.

## **ARTICLE IX GENERAL MEETINGS**

- Section 1. There shall be at least one business meeting each year, one of which shall be designated as the Annual Business Meeting.
- Section 2. There shall be an Annual Educational Symposium.
- Section 3. The Annual Business Meeting shall be held in conjunction with the Annual Educational Symposium.
- Section 4. The date and location of each meeting is to be fixed by the Board of Directors.
- Section 5. Forty voting members, in addition to the President, shall constitute a quorum at a business meeting.

## **ARTICLE X**

## **COMMITTEES**

- Section 1. The Board may create and dissolve standing and special committees, the organization and charges of which shall appear in the Procedure Manual.

## **ARTICLE XI NOMINATIONS AND ELECTION OF OFFICERS**

- Section 1. The members of this Association shall elect by plurality vote a President, President-Elect, Vice President, Secretary, and Treasurer prior to each Annual Business Meeting. Those elected shall assume office at the close of the Annual Business Meeting and shall hold office for one year, except the Secretary and Treasurer who shall hold office for two years from that date. The terms of office for the Secretary and Treasurer shall be staggered, those positions being filled alternating years.
- Section 2. A suggested nomination may be submitted in writing by any member in good standing to the Nominations and Elections Committee for its consideration at least ninety (90) days prior to the Annual Business Meeting.
- Section 3. The Nominations and Elections Committee shall submit its nominations to the Board of Directors at least ninety days prior to the Annual Business Meeting. Upon approval of the nominees by the Board of Directors, the committee shall prepare a ballot.
- Section 4. Voting shall be conducted by the Nominations and Elections Committee and shall be by mail ballot. A short biographical sketch of each candidate shall be included with each ballot. Ballots shall be distributed to eligible voters at least sixty (60) days prior to the Annual Business Meeting. Members residing outside the United States may vote by Fax if ballot is signed and a signed statement is on file with CEHA waiving the anonymity of the individual.
- Section 5. Special elections shall be conducted by the Nominations and Elections Committee as instructed by the Board of Directors.

## **ARTICLE XII AMENDMENTS**

- Section 1. Amendments to these Bylaws may originate from the membership at large, any Chapter, or the Board of Directors of this Association. All proposed amendments shall be referred to the Bylaws and Procedure Manual Committee for study and recommendation to the Board of Directors. The proposed amendments shall be approved by a two-thirds majority of the Board of Directors. Bylaw changes shall be voted on by the membership and shall be published in the next available issue of The California Journal of Environmental Health or the CEHA Bulletin.

## **ARTICLE XIII CHAPTERS**

- Section 1. Chapters may be established by membership petition to the Board of Directors. The establishment of new Chapters shall be at the discretion of the Board of Directors. A new Chapter shall be recognized when its proposed Bylaws have been submitted to and been approved by the Board of Directors of the California Environmental Health Association. The Secretary will then issue a certificate attesting to the recognition of the new Chapter.

- Section 2. Chapters shall pattern their Bylaws directly upon these Bylaws, with due allowance for local needs and conditions.
- Section 3. It shall be the duty of Chapter officers to cause all correspondence from the California Environmental Health Association and National Environmental Health Association to be read at the first Chapter business meeting immediately following receipt of such correspondence.

**ARTICLE XIV  
INITIATIVE**

- Section 1. Twenty per cent of eligible voters may at any time petition for redress on any action of the Board of Directors. Such petition shall be validated by the Secretary and presented to the Board of Directors at its next scheduled meeting. The Board shall then act favorably upon the petition or call for a special election to resolve the issue in question.

**ARTICLE XV  
REPRESENTATIVE TO THE BOARD OF DIRECTORS  
NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION**

- Section 1. The President of the California Environmental Health Association shall be the representative of this Association to, and a member in good standing of NEHA. The President shall serve as a representative of the NEHA Board of Delegates.

**ARTICLE XVI  
PROCEDURE NOT COVERED**

- Section 1. In all matters of procedure not covered by the California Environmental Health Association's Bylaws and Procedure Manual, the provisions set forth in Robert's Rules of Order shall govern.

**APPENDIX B**



***ARTICLES  
OF INCORPORATION  
& BYLAWS***

**NATIONAL ENVIRONMENTAL  
HEALTH ASSOCIATION**

Section 1.02 Revised July 22, 2004

**ARTICLES OF INCORPORATION & BYLAWS**

# NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION

## ARTICLES OF INCORPORATION

### Preamble

We, the Environmental Health Professionals of the United States of America and the World, in order to preserve, protect, and improve the quality of life for the family of Man; to control those constituents of the environment which cause, or may cause deleterious effects to the health and well-being of Mankind or to the food and drink, lands, waters, atmosphere, shelter and other resources upon which humanity is utterly 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 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 National Environmental Health Association.

### ARTICLE I

#### Name

The name of this organization, a national, corporate, non-profit professional association, incorporated under the laws of California, shall be: The National Environmental Health Association, Incorporated.

### ARTICLE II

#### Definitions

Section 1. The word "AFFILIATE," hereinafter used, shall mean a State, Territorial, Provincial, Regional or specifically identifiable Association affiliated with the National Environmental Health Association, Incorporated.

Section 2. The word "ASSOCIATION" and the abbreviation "NEHA," hereinafter used, shall mean the National Environmental Health Association, Incorporated.

Section 3. The word "BOARD," hereinafter used, shall mean and be composed of the following: officers of the Association, including the Immediate Past President, and each Regional Vice President who represents each region as established by the Board, and the Executive Director, who shall serve as a non-voting member of the Board.

Section 4. The word "COUNCIL," hereinafter used, shall mean and include the Delegates of the Association and the members of the Board. The Executive Director shall be a non-voting member of the Council.

Section 5. The word "DELEGATES," hereinafter used, shall mean and be comprised of a representative designated by each affiliated organization, including the Student Environmental Health Association. All Delegates shall be members in good standing of NEHA.

Section 6. The words “ENVIRONMENTAL HEALTH,” hereinafter used, shall mean the environment as related to human health.

Section 7. The words “OFFICERS OF THE ASSOCIATION,” hereinafter used, shall mean the President, the President-elect, the First Vice President, the Second Vice President, the Immediate Past President, and a Regional Vice President to represent the members of each Region established by the Board and elected by the membership of the existing Regions.

Section 8. The words “POLICY AND PROCEDURE MANUAL,” hereinafter used, shall mean the National Environmental Health Association operational guidelines.

Section 9. The words “REGIONAL VICE PRESIDENT,” hereinafter used, shall mean persons elected by NEHA members in the Region they represent.

### **ARTICLE III**

#### Purposes

Section 1. The purposes of the National Environmental Health Association shall be to maintain and improve the standards of performance of professionals in Environmental Health by encouraging research, education, and the dissemination of information by:

- A. Publishing, or causing to be published, scientific or other information,
- B. Requiring the highest degree of skill, efficiency and professional competence among those who practice in the profession of Environmental Health,
- C. Sponsoring educational and scientific conferences, maintaining programs of credentialing and continuing education, and disseminating educational material,
- D. Engaging in any other appropriate activities expected of a professional organization; provided, however, that the Association shall not function as a collective bargaining agent for the purpose of fixing the compensation or conditions of employment for any of its members, nor shall it endorse products or services of any manufacturer, nor shall any member issue any other commercial endorsement by or in the name of the Association.

### **ARTICLE IV**

#### Membership

Section 1. There shall be four (4) classes of membership with voting privileges, designated Active, Sustaining, Institutional, and Life; and four (4) classes of non-voting membership designated as Student, Emeritus, Honorary, and Subscribing. Sustaining and Institutional members shall designate one (1) individual who shall enjoy voting privileges on their behalf.

Section 2. The right to hold elective office and to chair standing committees shall be open to Active, and Life members only.

### **ARTICLE V**

#### Finances



Section 1. The operating expenses of the Association shall be met from membership dues and from any other source approved by the Board. Financial grants for specific purposes may be accepted by the Board.

Section 2. All funds received, handled, and expended shall be accounted for as specified by the Board. The financial records of all funds received, handled, and expended shall be audited annually by Certified Public Accountants approved by the Board.

Section 3. The Executive Director, Treasurer, and other such persons as may be designated by the Board shall be given compensation for the faithful performance of their duties in such form and amount as the Board shall, from time to time, determine.

Section 4. Annual dues or special assessments for the various classes of membership shall be established by a two-thirds (2/3) majority of the Council and shall be recorded in the Policy and Procedure Manual. All such amounts shall stand until a change is voted and recorded. The establishment of Association dues or contributions shall in no way be associated with Affiliate dues.

## **ARTICLE VI**

### Officers

Section 1. The officers of this Association are defined in Article II, Section 7.

Section 2. Active and Life members only shall be eligible for election as Officers of the Association. However, an affiliate officer or other voting affiliate board member cannot serve as a member of the NEHA Board of Directors. Should an affiliate president be elected to the board, he or she must resign their affiliate position before assuming their new NEHA position. Conversely, if a NEHA director is elected an affiliate president, that director must resign from the NEHA board before assuming the affiliate presidency.

Section 3. Officers shall serve in the same position for one (1) year unless advanced under Article X Section 8 and except Regional Vice Presidents who shall serve for three (3) years or until their successors have been duly elected and inducted.

Section 4. The Duties of the Officers shall be what is implied by their respective titles and what is specified in the Bylaws, the Policy and Procedure Manual, or as directed by the Board.

Section 5. Officers shall be persons who have been active members of the Association for at least three (3) years prior to taking office and shall remain active members during their terms in office.

Section 6. Officers shall represent the best interest of the Association as a whole.

### Delegates

Section 7. The Delegates of this Association are as defined in Article II, Section 5.

Section 8. All Delegates shall be voting members of the Association Council, except that the Student Affiliate designee shall not vote.

Section 9. Delegates shall serve one-year (1) terms for their Affiliate, but shall be removed and replaced if they discontinue their NEHA membership or if they no longer represent or are members of the appointing affiliate.

Section 10. Delegates may not also serve as officers of the Association during their terms as delegates.

## ARTICLE VII

### Board

Section 1. There shall be a Board as defined in Article II, Section 3.

Section 2. It shall be the duty of the Board to oversee the Administrative work of the Association; to act as Trustee of the Association's property; to coordinate and review recommendations of the Association's Council Sections and Committees; to adopt policies for the Association and carry out the policies adopted to achieve the goals and objectives of the Association.

Section 3. The Board shall have the following powers and duties in addition to those prescribed elsewhere in the Articles of Incorporation and Bylaws:

- A. Plan methods for the procurement of funds,
- B. Approve the annual budget of the Association,
- C. Develop and implement a strategic direction for the Association,
- D. Possess and exercise powers in the management and direction of the business and professional activities of the Association in all cases in which specific policies of the Association have not been established,
- E. Employ an Executive Director and other needed employees, establish an Association office or offices, prescribe the duties of the Executive Director and authorize a general budget for the operation of the Association office,
- F. Develop and maintain a Policy and Procedure Manual for guidance in conducting the affairs of the Association within the framework of the Articles of Incorporation and Bylaws,
- G. Investigate, or cause to be investigated any violations of the NEHA Code of Ethics for any NEHA member, and the NEHA Code of Conduct and NEHA Board Accountability Policy for Directors and Officers of the Association.
- H. Determine the conditions and carry through the arrangements whereby another organization, or the members thereof, may become a part of the Association,
- I. Develop and present position papers on behalf of the Association,
- J. Generally oversee and, when necessary, act upon the important affairs of the Association,
- K. Establish the organizational structure and code of ethics for the Association.

Section 4. The Board may appoint an Ad Hoc Committee to perform special projects as directed by the Board, to advise the President in the day to day management decisions or to make decisions for which the Committee has been empowered by the Board. Such Committee shall consist of Board members as the Board may appoint. The Executive Director shall serve as an ex-officio member of the Ad Hoc Committee.

## **ARTICLE VIII**

### Council

Section 1. There shall be a Council, which shall be comprised as defined in Article II, Section 4.

Section 2. The functions of the Council shall be:

- A. Uphold the Articles of Incorporation and Bylaws,
- B. Execute primary election to determine slate of nominations for Second Vice President for spring Mail Ballot,
- C. Provide guidance / input to the Board on Articles of Incorporation and Bylaws revisions,
- D. Present / review proposed resolutions to be included in the spring Mail Ballot,
- E. Provide feedback and recommendations to the Board.

Section 3. The President of the Association shall be the Chair of the Council.

Section 4. A quorum of the Council shall be a simple majority of the number of members with voting privileges. No Council business may be carried out without a quorum voting.

Section 5. The Council shall hold a minimum of one (1) meeting each year which shall be designated as the Annual Council Business Meeting and be held in conjunction with the Annual Educational Conference.

Section 6. Council members' proxies are permissible only for Delegates. The proxy must be a voting member of NEHA and the Affiliate. The President or the Regional Vice President may serve as the proxy. The President or the Association's Executive Director must be informed of the proxy in writing by the Affiliate representative prior to any meeting of the Council.

## **ARTICLE IX**

### Meetings

Section 1. There shall be an Annual Educational Conference (AEC) at a time and place to be fixed by the Board.

Section 2. Special meetings may be called or authorized at the discretion of the President, or a majority of the Board members.

Section 3. There shall be at least two (2) meetings of the Board each year with one (1) being at the AEC and the other at a time and place of which the President approves.

Section 4.

- A. The agenda for each Board and Council meeting shall be sent to all Board and Council members, along with notification of each meeting, at least thirty (30) days prior to the meeting date. Items not on the agenda may be acted on only with the consent of all voting members present at the meeting. The proceedings of all meetings, once approved, shall be distributed to the Delegates.
- B. A simple majority of voting members shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Section 5. There shall be an Annual Council Business Meeting held during the Annual Educational Conference. It shall include the:

- A. President's Report
- B. Executive Director's Report
- C. Treasurer's or Finance Committee Chair's Annual Report
- D. Certification of all Election and Balloting Results
- E. Approval of Nominations and the Primary Election to Establish the Ballot as Set Forth in Article X
- F. Other business as defined in Article VIII, Section 2.

Section 6. Notification of all Council and Board meetings shall be given in writing in the Journal of Environmental Health, or otherwise, at least fifteen (15) days in advance of such meetings.

**ARTICLE X**

Elections

Section 1. Elective officers shall be nominated by a Committee on Nominations which shall consist of at least five (5) members of the Association, one (1) of whom shall be the Immediate Past President, who shall serve as Chair and who will recommend, subject to Board approval, the remaining four members.

Section 2. The Committee on Nominations shall make one (1) nomination for each elective office except President, as this position is automatically filled by the President-elect, and Second Vice President. Every reasonable effort shall be made to provide a minimum of two (2), but no more than five (5) nominations for the office of Second Vice President. The normal succession for nationally elected officers shall be from Second Vice President to First Vice President to President-elect to President to Immediate Past President.

Section 3. Nominations for Second Vice President will be accepted from the floor at the General Assembly, provided each nomination is accompanied by five (5) signatures of voting NEHA members of the Association, and further provided that three (3) of the five (5) represent different Affiliates, and nominated persons are qualified according to the Constitution and Bylaws and are willing to faithfully serve.

Section 4. If there are more than two (2) candidates for Second Vice President, a Primary Election will be conducted by the Council of Delegates for that position.

- A. Voting in this Primary Election shall be by the Proportional Voting System, which gives each Council Delegate a number of votes based on their NEHA memberships. The two (2) candidates receiving the greatest number of votes for Second Vice President shall be placed on the official Mail Ballot. If no candidates are placed in nomination, the Board shall determine how the election shall proceed.

In the event that every reasonable and exhaustive effort has been attempted and is not able to produce at least two (2) nominees for the position of Second Vice President, the ballot shall list a minimum of one candidate and shall also provide a space for a write-in vote for a qualified willing candidate.

Section 5. The voting members, as set forth in Article IV, Section 1, shall annually elect, by majority of the secret Mail Ballots cast, a President-elect, a First Vice President, a Second Vice President, and Regional Vice Presidents in those regions where terms are expiring.

Section 6. Voting for the election of Regional Vice Presidents shall be restricted to the Association voting members in the said Region affected and shall be by secret Mail Ballot. Nominations must be supported by any five (5) Association voting members in the specific region.

Section 7. The Mail Ballots shall be sent to all members eligible to vote no later than ninety (90) days prior to the Annual Meeting of the Council. Ballots shall be returned not less than forty-five (45) days prior to the Annual Meeting and each ballot shall be counted by a Teller Committee of at least three (3) people which shall be appointed by the President.

Mail Ballots will be used only if the NEHA Board of Directors and Council of Delegates are recommending Articles of Incorporation and Bylaws revisions to the membership (for approval) or if there are contested elections. No Mail Ballots will be sent for elections in which there is only one candidate.

Section 8.

- A. If a vacancy occurs in the office of President during the year, the President-elect shall also become acting President and shall perform the duties of both positions for the rest of the unexpired term. At the expiration of that term, all officers shall advance through election as though there had been no vacancy. The office of Immediate Past President shall continue to be filled by the previous Immediate Past President.
- B. If a vacancy occurs in the office of the President-elect or First Vice President during the year, the officer(s) filling the next lower office(s) shall advance one step, leaving the office of Second Vice President vacant.

- C. If a Regional Vice President moves from his/her region or is otherwise unable to fulfill their term the Board shall appoint a replacement to serve the remainder of their term. Association voting members from the region in which the vacancy exists will be requested to submit candidates for the vacancy for consideration of the Board, as specified in Section 6 of this Article.
- D. In the event that every reasonable and exhaustive effort has been attempted and is not able to produce a nominee for the position of Regional Vice President, the Board of Directors shall appoint an Association member in good standing in that Region to serve the regular term.

#### Section 9.

- A. If a vacancy occurs in the office of Second Vice President with six (6) or more months left to serve, the candidate(s) for Second Vice President certified by the Council for the next regular Mail Ballot will be immediately sent for special Mail Ballot to the general membership. The successful candidate shall immediately fill the unexpired term of the office of Second Vice President.
- B. If the vacancy occurs with less than six (6) months left in the term, the vacancy shall remain until the next election and the President shall assign the duties of that office to (an)other nationally elected officer(s) for the remainder of the unexpired term.

Section 10. If any candidate for Second Vice President, elected in the primary election at the Annual Meeting for inclusion on the Mail Ballot in the spring of the next year, is unable to serve:

- A. The person with the third highest number of votes on the primary election by the Council will be added to the ballot.
- B. If there were no third candidate during the Council primary election, the one remaining candidate would be presented for ballot.
- C. If there were only one candidate and that person would not be able to serve, or if the candidate(s) are used to fill the current vacancy in the office of Second Vice President, then the following nominating procedures would apply:
  - 1. If there are 110 days or more left before regular mailing of the nominations slate to the general membership for final election, the Nominating Committee shall seek nominations and present them to the Association Office within no more than sixty (60) days from the date the Nominating Committee Chair was formally notified of the need. The Association Office shall prepare a ballot for primary election and mail such ballots to the Council within fourteen (14) days of receipt of the nominating committee's report. Ballots for the primary election shall be returned and the election closed within twenty-one (21) days of mailing by the Association Office. The votes shall be tallied and the successful candidates added to the regular final election Mail Ballot.
  - 2. If there are less than 110 days before the regular mailing of the nominations to the general membership for final election, the Nominating Committee shall seek nominations and present a slate of nominations to the Association Office within no more than sixty (60) days from the date the Chair of the Nominating Committee was formally notified of the need. The Association Office shall prepare a ballot to the Council within fourteen (14)

days of receipt of the Nominating Committee's report. Ballots for primary election shall be returned and the primary election closed within twenty-one (21) days of mailing by the Association Office. The votes shall be tallied and a final election ballot prepared and mailed to the general membership within twenty-one (21) days of close of the primary election. Ballots shall be returned to the Association office and the final election closed within thirty (30) days of mailing of the ballot to the membership. The votes shall be tallied by the Teller Committee and results announced in the next Association Journal.

## **ARTICLE XI**

### Committees

Section 1. The President shall appoint the Chair and shall approve members of all standing committees, except as otherwise set forth in the Articles of Incorporation and Bylaws. Additional committees may be appointed as the need occurs by the President.

Section 2. There shall be the following standing committees:

- A. Nominating Committee, as set forth in Article X, Section 1.
- B. Finance Committee, which shall consist of at least three (3) members, one (1) of whom shall be the Treasurer, and shall be responsible for devising ways and means of raising funds for the operation of the Association. It shall review the Association's financial transactions, prepare an annual budget for the approval of the Board, and provide for the manner and method of payment of all bills and expenses of the Association.
- C. Articles of Incorporation and Bylaws Committee, which shall consist of at least five (5) Active or Life members. It shall study, prepare, and recommend revisions to the articles of Incorporation and Bylaws, as may be determined by the needs of the Association.

## **ARTICLE XII**

### Amendments

Section 1. Amendments of the Articles of Incorporation and/or Bylaws may be proposed by the Board, Staff, Delegates, or the Articles of Incorporation and Bylaws Committee.

Section 2. Proposed amendments along with recommendations of the Articles of incorporation and Bylaws Committee shall be presented to the Board which shall determine by a majority vote whether the proposed amendment or amendments shall be submitted to the Delegates for guidance and input and subsequently to the membership for voting by Mail Ballot.

Section 3. Any proposed amendment shall become part of the Articles of Incorporation and Bylaws when it has received the approval of a majority of the members voting by Mail Ballot. The members of the Association shall be promptly notified of the adoption thereof.

## **BYLAWS**

### **ARTICLE I**

#### Membership

Section 1. Membership shall be available to persons of acceptable character, education, and experience as set forth in the various membership categories.

Section 2. Subscribing Membership can be conferred upon any subscriber to the Journal of Environmental Health.

Section 3. Active Membership is offered to those active full-time in the profession of Environmental Health or related activities.

Section 4. Life Membership without dues shall be awarded to all past national Presidents. Life membership may also be conferred upon any Active member who chooses to make a life payment in one sum as may be established by the Board.

Section 5. Student Membership is available to those working toward a degree in Environmental Health, Environmental Science, Public Health, or a related discipline.

Section 6. Emeritus Membership may be awarded to any Active member, provided he has been a member of the Association for at least five (5) consecutive years preceding retirement, has accrued at least twenty (20) years of environmental service, and has retired due to age or disability.

Section 7. Honorary Membership may be conferred upon any person or persons for distinguished achievement or service for public benefit by a two-thirds (2/3) vote of the Board.

Section 8. Sustaining Membership is available to individuals, firms or corporations expressing an interest in the Association and its objectives.

Section 9. Institutional Membership may be conferred on any institution involved in the educational aspects of environmental health or a related field.

### **ARTICLE II**

#### Finances

Section 1. The Treasurer or Finance Committee Chair shall provide a report on the finances of the Association to the Board as directed by the Chairman of the Board.

Section 2. A yearly Financial Report shall be presented by the Treasurer or Finance Committee Chair at the Annual Meeting of the Council.



### **ARTICLE III**

#### Executive Director

Section 1. The Executive Director shall manage the Association office or offices and its staff subject to direction of the Board and approved policies.

Section 2. The Executive Director shall serve at the pleasure of the Board within the provisions set forth in the Constitution, Bylaws, and the Policy and Procedure Manual.

Section 3. The Executive Director shall serve as the Administrator, CEO and Secretary of the Association, and as the Managing Editor of the Journal of Environmental Health.

Section 4. The Executive Director or his/her appointed representative shall be a non-voting ex-officio member of all committees, sections and councils.

### **ARTICLE IV**

#### Committees

Section 1. There shall be a sub-committee of the Awards Committee designated as the Walter S. Mangold Award Committee. It shall consist of the last five (5) recipients of the award. The chairman shall be the senior recipient. In case of resignation, death or inability to serve, the replacement shall be the sixth, seventh, etc., until one is willing and able to serve.

### **ARTICLE V**

#### Affiliates

Section 1. Affiliate Associations shall be restricted to one (1) in each state or territory of the United States, or an identifiable geographical area of a foreign country. Exceptions may be approved by the Board for groups which can show a strong identity in exception to these geographical limits.

Section 2. An Affiliate Association may be established if a written petition signed by no less than fifteen (15) persons who are voting members of the Association is accepted and approved by the Board. If the number of voting members of NEHA, who are also members of the Affiliate Association, falls below fifteen (15), the NEHA President shall notify the Affiliate President of that fact. The NEHA Board of Directors, at their next regular meeting, shall consider whether to terminate the affiliation, or allow a grace period, which shall be a specified period of time, not to exceed one year, for the Affiliate Association to achieve the fifteen (15) required members. If this is not accomplished, the affiliation shall be automatically terminated and the President of the Affiliate Association so notified by the NEHA President. No Affiliate Association shall be entitled to representation at a Council of Delegates meeting if their affiliate status has been terminated.

Section 3. The proposed name, reflecting an affiliation with the Association, and the regional or other limitations of such Affiliate membership shall be specified in the petition.

Section 4. A petitioning Affiliate shall also file a copy of its proposed Constitution and Bylaws with the Board, and they shall in no way conflict with the Constitution and Bylaws nor the Articles of Incorporation of the Association.

Section 5. Affiliate Presidents and at least one other member of an Affiliate's Board (preferably the successor to the president) shall be either Active or Life Members of the Association, except for the President of the Student National Environmental Health Association.

## **ARTICLE VI**

### Sections

Section 1. Sections of the Association may be established at the discretion of the Board by written request from at least fifteen (15) members of the Association. The name, purpose, structure, and objectives shall be set out in the written request to the Board and shall also become part of the Policy and Procedure Manual.

Section 2. The President of the Association will appoint the Section Chairpersons each year and committee members will be selected by the Section Chairperson.

## **ARTICLE VII**

### Publications

Section 1. The Journal of Environmental Health shall be the official publication of the Association. It was registered with the United States Patent Office, Supplemental Register, January 21, 1964, and assigned Registration No. 763,701.

Section 2. The Association may offer additional educational publications in accordance with its mission to advance the environmental health profession educationally.

## APPENDIX C

### CEHA ARTICLES OF INCORPORATION

The following is a typed copy of the original documents.

State of California  
Office of the Secretary of State

I, *MARCH FONG EU*, Secretary of State of the State of California, hereby certify:

That the annexed transcript was prepared by and in this office from the record on file, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute  
this certificate and affix the Great  
Seal of the State of California this  
Mar 27 1965  
/s/ March Fong Eu  
Secretary of State

### FILED

In the office of the Secretary of State  
of the State of California  
FEB 17 1971  
Edmund G. Brown, Jr. Secretary of State  
By /s/ Bill Holden, Deputy  
617864

### ARTICLES OF INCORPORATION of CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

#### ARTICLE I

The name of this corporation shall be California Environmental Health Association, Inc.

#### ARTICLE II

The purposes for which this corporation is formed are:

- (a) The specific and primary purposes are to initiate, sponsor, promote, and carry out plans, policies and activities that will tend to further the rendering of the highest level of public service in the field of environmental health and thereby enhancing the status of sanitarians in California.
- (b) The general purposes and powers are:
  - i. To buy, lease, rent or otherwise acquire, hold, or use, own, enjoy, sell, exchange, lease as lessor, mortgage, deed in trust, pledge, encumber, transfer on trust, or otherwise dispose of any all kinds of property, whether real, personal, or mixed and to receive property by device or bequest;
  - ii. To borrow money and to contract debts, to issue bonds, notes, and other evidences of indebtedness, and to secure them by any or all of the property of this corporation, or to issue them unsecured;

- iii. To enter into, make, perform, and carry out contracts of every kind for any lawful purpose and without limit in amount with any person, firm or corporation; and
- iv. To have and to exercise all the powers conferred by the California General Nonprofit Corporation Law on nonprofit corporations, as that law is now in effect or may at any time hereafter be amended.

Notwithstanding any of the above statements of purposes and powers, this corporation shall not engage in activities that in themselves are not in furtherance of the purposes set forth in paragraph (a) of this Article II, and nothing contained in the foregoing statement of purposes shall be construed to authorize this corporation to carry on any activity for the profit of its members, or to distribute any gains, profits, or dividends to any of its members as such, except on dissolution or winding up.

### ARTICLE III

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California and does not contemplate pecuniary gain or profit to the members thereof and it is organized for nonprofit purposes.

### ARTICLE IV

The county in this state where the principal office for the transaction of the business of this corporation is located in Los Angeles County.

### ARTICLE V

The names and addresses of the persons who are to act in the capacity of directors until the selection of their successors are:

Richard L. Roberts, R.S.	2235 Alameda Ave., San Bernardino 92404
Paul Taloff, R.S.	1108 Sycamore Ln., Davis, 95615
A. A. Hearne, Jr., R.S.	16332 Bradbury Ln., Huntington Beach, 92647
Clayton Auernheimer, R.S.	238 W. Cypress, Reedley, 93654
Richard S. Holdstock, R.S.	933 "K" Street, Davis, 95616
Phillip A. Minor, R.S.	733 Roosevelt Rd., Redlands, 92373
Ronald G. Addis, R.S.	P.O. Box 2812, Santa Rosa, 95405
Robert H. Reed, R.S.	5907 Yerba Buena Rd., Santa Rosa, 95405
Hugh C. Helm, R.S.	5422 Dalen Ave., San Diego 92122
Lloyd W. Rogers, R.S.	74280 Avenue 44, Palm Desert, 92260
Harvey D. Kern, R.S.	6590 E. Maplegorve [sic] St., Aogura [sic], 91301
Anthony R. Maniscalco, R.S.	14331 Grangeville Blvd., Hanford, 93230
Citron Toy, R.S.	3020 Hughes Ln., Bakersfield, 93304
Robert H. Jennings, R.S.	10328-1/2 Almayo Ave., Los Angeles, 90064
Robert E. Merryman, R.S.	2522 No. Eastwood Ave., Santa Ana, 92701
James A. Williams, R.S.	840 Christine Ave., Redding, 9600:
Melvyn L. Seid, R.S.	1166 Clay St., San Francisco, 94108

### ARTICLE VI

The authorized number and qualifications of members of the corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the bylaws.

### ARTICLE VII

The property of this corporation is irrevocably dedicated to scientific and educational purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private persons. Upon the dissolution or winding up of the corporation its assets, remaining after payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

If this corporation holds any assets in trust, or the corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, upon petition therefore by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

#### ARTICLE VIII

The name of the unincorporated association which is being incorporated is California Association of Sanitarians.

IN WITNESS WHEREOF, the undersigned, being at least a majority of the Board of Directors of the California Association of sanitarians, the unincorporated association which is being incorporated hereby, have executed these Articles of Incorporation this 8<sup>th</sup> day of August, 1970.

The document is signed by the seventeen (17) persons listed above, and it is notarized by Alvin J. Fast, in Fresno County.

**APPENDIX D  
CEHA TAX DOCUMENTS**

**None attached**

**APPENDIX E**  
**SUPPORT SERVICES CONTRACT**  
**None Attached**



## **APPENDIX F GUIDE TO STAGING A CEHA AES**

This is a separate, 163-page document.

Document is post on the CEHA website in the Boardroom area (requires pass codes to access – contact CEHA President for access codes).

**APPENDIX G  
UPDATE GUIDE**

**CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION**

**UPDATE MANUAL**

**Revisions approved by the California Environmental Health Association (CEHA) Board of Directors -- April 1997 (Pages G1 - G13 of the CEHA Policy and Procedures Manual)**

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## CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION

### UPDATE MANUAL

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#### **Host Chapter Selection**

Two one-day educational symposiums shall be conducted in the Fall. One will be in the northern part of the State (Central, Northern, Redwood, and Superior Chapters) and one in the southern part (Citrus, Mission, Southern, and Southwest Chapters). The site should be rotated among the chapters of the regions. Consideration should be given to a Chapter(s) hosting an Annual Educational Symposium, to avoid overloading them. The northern and southern Updates should avoid conflicting dates to facilitate the widest registration at each event State-wide.

The Board of Directors will choose a chapter to host at least one year before the event. A progress report must be presented to the Board at every meeting preceding the Update. One thousand dollars of seed money is available from the Board.

#### **Committees**

The following committees should be established with the following duties assigned:

1. General Chairperson. Shall be responsible for the overall operation of the Update and any associated workshop(s). Shall preside over the organizational meetings and appoint all committee chairs. Shall prepare and present written reports to the State Board. Is responsible for fiscal accountability. Assigns duties as needed to the various committees. Signs all contracts. This person is generally the Chapter president.
2. Facility Arrangements. Negotiate with convention centers to develop a contract. Work on all facility arrangements such as food, meeting rooms, hotel accommodations, coffee, airport and field trip transportation, etc.
3. Programs. Solicit speakers. Contact State Sections Chairs. Coordinate smooth transition between lecture and banquet rooms of the Update. Assign rooms to the speakers.
4. Finance. Work as the treasurer. Set up accounts to record expenses and incomes. Develop financial statements. This is usually the Chapter Treasurer.
5. Registration. Developing pre-registration and registration packets, record registrations, develop promotional advertisements, etc. Solicit advertisers for the program. Coordinate registration area and surrounding activities.

6. Audio-visual equipment. Determine the needs of speakers. Arrange for equipment and coordinate its use throughout the day. Facilitate the Moderators' audio-visual needs.
7. Continuing Education. Coordinating the administration of continuing education units or hours.

It is recommended that each committee have joint Chairs, or back up people, to assure that all charges are completed. More of the Chapter membership will attend the Update when they are included in the Update's organization. The responsibility of the Committees' Chairs can be assigned throughout the Committee Chair's co-workers to encourage Chapter membership involvement with the Update.

All committee members shall have the work and home telephone numbers of the other members to facilitate communication. Meetings should be held routinely to provide for support, guidance, and continuity throughout the planning process. Depending on the point in the process, meetings should be held monthly, biweekly, or weekly as the Update nears. The current immediate priority will change the emphasis on the various committees, as the planning proceeds. Everyone should be assisting the chair of those emphasized committees until the priority changes (example: notifying the facility chair of possible locations for the event).

### **INITIAL CHAPTER BRAINSTORMING MEETING**

The Host Chapter must first determine the type of Update symposium the Chapter wishes to participate in. The approximate date of the Update can be determined. General direction in the following areas should be decided: the type of program (hands-on, lecture, field trip), the topic emphasis, theme, speaker ideas, desired profit, time tables, etc. The General Chairperson and all Committee Chairs must be chosen.

The General Chairperson should take notes at this meeting and arrange a meeting for all Committee Chairs within two weeks of this initial meeting. The written notes and an agenda should be given to all Chairs before that meeting. The Chairperson should develop minutes and agendas for all subsequent meetings to assure efficiency. Initial emphasis should be given to sighting the facility. Timetables must not be forgotten. They should be revised and updated as needed.

### **FACILITY COMMITTEE**

The General Chairperson and the Facility Chair shall select the site for the Update. The facility must be large enough to accommodate the Update's needs. The site should be chosen a year, or at least six months, in advance to advertise in the *California Journal of Environmental Health*, *CEHA Bulletin*, and in local chapter newsletters. The Host Chapter may wish to hold a membership meeting at the facility, to encourage involvement of its members through familiarity with the facility. Facility employees should be designated as contact people for the various activities to be coordinated at the Update. Telephone extensions for those contact people are also very helpful. An announcement of the Update may also be stated on the hotel's marquee. The lobbies should be clearly marked to direct Update attendees to the proper locations.

## **Date**

The California Environmental Health Association Bylaws do not state a specific time for the Update. It should be held mid year according to calendar year of the California Environmental Health Association. The calendar year for CEHA starts on the last day of the Annual Educational Symposium. Ensure that the Update does not conflict with any holidays or other professional meetings in the local area, such as Hazmacon's midyear update. Most facilities will offer better deals after their summer season, which usually ends at the end of September.

## **Meeting Rooms**

When considering a site, the main conference room must be able to accommodate a minimum of *150 theater style* for the general session and *150 banquet style* for the luncheon. The break out rooms for the technical sessions shall be large enough to accommodate at least 40 to 45 attendees in a theater style seating. Table set-ups are the preferred choice to facilitate note taking and easy viewing of session materials. The break out rooms must be flexible enough to accommodate the attendance in each section. Note: These numbers are based on previous attendance figures. The number of break out rooms will depend on the specific program scheduled. There should be a break out room for each technical section or a combination to meet the needs of the presentations. A meeting room for the Past Presidents' Council should also be scheduled. The CEHA Procedure Manual requires a meeting of the Past Presidents' Council at each Update. Contact the current Immediate Past President to confirm the most appropriate time for the meeting. Usually, the late afternoon is preferable. A visit to the facility prior to signing the contract, with a walk through of the rooms which will be used, is essential to avoid problems.

## **Food and Beverage**

If the site has the ability to provide meals, make arrangements for a luncheon. If the site does not have the ability to provide meals, arrangements with an outside catering service must be made. Considerations about what is included with the meal, such as coffee, soft drinks, dessert, tax and tip, must be determined. Each facility may have different policies about bringing food from an outside source. Advance clearance should be made with the facility manager before seeking an outside caterer. A contract must be signed with the caterer. Sponsorship from local business, which would not be a candidate for AES sponsorship, may be solicited.

To make arrangements with the facility or an outside caterer, an estimate of the number of attendees for lunch must be given. An accurate estimate can be based on the previous year's attendance. The date for the final notification of the luncheon count must be stipulated. Buffet type luncheons allow a variety of choices for all types of diets, such as vegetarians. Special considerations may be required for field trips, such as box lunches or early servings. The lunch room should not be one of the session rooms, in order to expedite the flow from session meeting rooms to lunch and back again. Lunch could be made available for local Environmental Health

Specialists who cannot attend the sessions. Careful control will be necessary to ensure these lunch-only attendees do not freely audit any of the sessions.

Arrangements should be made with the facility to provide morning refreshments, e.g. coffee and hot tea for the attendees during the general sessions and ice water in all of the break out rooms. Adequate refreshments must also be available at the front of the room for the speakers.

### **State Board of Directors Meeting**

Depending on the locale of the Update and when on a Friday, the Board of Directors may wish to use the facility on the following Saturday to conduct their business meeting. The facility may be able to accommodate this meeting at a reduced cost due to the Update attendance. An all day room for about 40 people conference style and a luncheon for the group will be needed. This may encourage membership attendance at the Board meeting and additional room nights. The proximity to major airports and airporter transportation services are vital to the State Board meeting.

### **Contract with the Facility**

A written contract with the facility shall be signed by the General Chairperson. Items which should be included are:

- Exact dates and times. The set up times for refreshments and lunch. The times that the Update Committee will be able to set up in the mornings.
- Cost of the facility, including any room night minimums, specifics on any sliding scales, overnight room costs, etc.
- Arrangement and set up of tables and chairs for the registration area, general session room, break out rooms, and luncheon.
- Skirts and tablecloths for the tables and podium.
- Podiums, microphones, pointers, screens, bulletin boards, chalk, markers, extension cords, extra tables and other items which are available from the facility at no extra cost.
- Audio and visual equipment, copying services, etc. which may be available for a fee through the facility.
- Secure facilities for storing equipment, plaques, banners, etc. both overnight and throughout the day.
- Parking availability, access to airport, and airporter transportation services, mass transportation availability.
- The need for insurance coverage should be discussed.
- Any transportation provided by the hotel for field trips.

### **PROGRAM COMMITTEE**

The Update Committee shall determine the technical sections they wish to present and the type of symposium they wish to conduct. The intent is to provide current information, innovative solutions and new technology in the environmental health field. The program should be organized in a manner to offer a variety of topics during the symposium. Adequate time for

breaks, including any room changes, must be provided. The breaks will provide a buffer when a session is behind or ahead of schedule. Movement between sessions should be facilitated by maps, sign, and personnel to assist attendees for a smooth flow.

### **Keynote Speaker/General Session**

The keynote speaker should be chosen to reflect the growth of the Environmental Health profession in the previous year or the theme of the Update. The keynote speaker should draw interested parties from all environmental fields. The importance of a successful start to the symposium should be emphasized. A General Session allows attending Environmental Health Specialists a chance to meet others who may not attend similar sections. A short welcome and the Keynote Speaker's introduction should be given by the General Chairperson, Host Chapter President and/or State President of C.E.H.A.

The current CEHA President should be invited to each Update to provide a short CEHA presentation. This presentation may be done during the luncheon or general session.

### **Speakers**

A list of potential speakers and topics shall be prepared. The State C.E.H.A. Sections Chairs can provide assistance in finding potential speakers for the areas of interest. Depending on the selected format, speakers could be able to cover the topic from a beginning to an advanced level. Adequate amounts of speakers should be available for all technical sessions. Local resources should be developed to assure that any last minute changes with speakers will not harm the symposium quality. One backup speaker should be developed for each technical section presented. The alternative speakers must understand that they may not have the opportunity to speak, unless last minute changes occur.

The initial contact to the speaker shall be made by a member of the Update Committee or Section Chair. Check in with the AES Program Chair or Section Chair to ensure that they were not considering your speaker. Inform the potential speaker of the purpose of our organization, the name and date of the event, the possible topic for their presentation, any reimbursement (lunches, rooms, or other arrangements), etc. Determine their availability, preference of times, flexibility of schedule, etc. When a speaker is chosen, a follow-up letter must be written asking the speaker to submit their resume and list of audio and visual equipment needs that are necessary for their presentation and any copying services they might need. Information on the date and time of their presentation, how long the presentation is expected to last, the topic for the presentation and the expected audience and attendance should be included in this letter. Three to four weeks prior to the Update a second letter must be sent confirming the date and time, the check-in procedure at the registration table and confirmation of their audio and visual needs. An invitation to lunch and to the other sessions being offered should also be included. Confirmation of any other special arrangements should also be included in the second letter.

### **Scheduling**

A method of determining the time slots that are filled in each of the section areas covered must be devised. A grid set-up, such as is attached, is recommended. Similar grids can be used for speakers' audio and visual needs, lunch confirmations, etc.

## **Program Flyer**

The flyer should contain each speaker's name, credentials, and presentation topic. Acknowledgments for Committee members should also be included. The daily schedules with times, speakers, technical section type and room locations must be contained in an orderly and easily readable manner. It should be printed at least two weeks prior to the Update. Advertisements should be coordinated to complement the program design.

## **Room Moderators**

A moderator for each room must be designated who will be responsible for the audio and visual equipment, introducing speakers, monitoring timeliness, replenishing refreshments, etc. Familiarity with the audio-visual equipment, lighting, and temperature control will assure a smooth presentation. They should also make sure the speakers have adequate refreshments. The moderators will also introduce the speakers in a timely fashion. The speaker's resume should provide adequate information for the introduction. Any continuing education sign up sheets and speaker evaluation sheets should be made available by the moderator.

## **FINANCE COMMITTEE**

It is recommended that the Treasurer for the Host Chapter coordinate the finances for the Update. A separate account and monies could be set up for the Update to simplify accounting. Receipts must be written for all incomes and received for all expenditures. The General Chairperson and the Treasurer should coordinate the expenditures and income. A local Credit Union is usually able to offer a low cost, short term (one year or less) account which will adequately cover the needs. Not all Credit Unions accept "Business Accounts". A minimum balance may offset any monthly charges. The State Board provides \$1,000.00 seed money for the Updates. One thousand dollars of seed money should be adequate to sustain expenditures until some revenues are received.

The periodic Board reports should include a summary of financial information. The Board should be notified immediately if any financial problems arise. The seed money will be returned to the State Board once adequate income resources occur. It may not be returned until after the Update, to assure that funds are available to cover all facets of the Update. A complete financial statement shall be presented to the State Board at the first State Board meeting following the Update. If that Board meeting is within 3 weeks of the Update, a preliminary report can be presented at the first meeting and the final report presented at the second State Board meeting following the Update.

## **Determining Projected Budget**

Determine the profit desired and work backwards using the actual costs of the previous year. These costs should be available in the previous year's final financial statement. Adjust for all suspected changes due to remote locale, unavoidable conflicts, more expensive facilities, etc.



The speakers' lunches, luncheon costs, facility costs, printing costs, extra refreshments costs, etc. must be included in the budget.

Multiple uses of one registration is prohibited. Non-C.E.H.A. members should be encouraged to join the organization at registration. Special sessions which have added costs can have a minimal surcharge and required pre-registration to off-set those costs, i.e. covering expenses, rooms, etc. for speakers.

The Update is a money making venture. Complementary registrations are contradictory to State C.E.H.A. Board policy.

## **REGISTRATION COMMITTEE**

### **Pre-Registration Packet**

A packet for pre-registration must be completed and mailed at least two months in advance of the Update. The packet should be professionally presented in a manner which will ease the return of the registration. The C.E.H.A. Executive Secretary should be contacted to inquire about bulk mailing through C.E.H.A., but this may not be cost effective depending on the amount of mailers sent out. It must be determined whether a Post Office box is required or where the correspondence will be sent.

The packet should contain the basic who, when, what, and how information, with a deadline for advance registration at least one week before the Update. The packet should include a map to the facility, general topics, the Keynote Speaker and/or additional questions. Telephone numbers and addresses should be stated. Chapter affiliation must be included. Most important, who the check should be made out to, must be included. A stamp can be developed which may be used for name tags, registration packets, logo, return address, etc.

The design of the pre-registration flyer should be of a type to facilitate an easy return. A tear-off registration slip with fill in the blanks format should accommodate this. About one hundred extra registration flyers, above the number of C.E.H.A. members in your region, should be printed to mail to various organizations. More can be printed if necessary.

The C.E.H.A. Executive Secretary can provide mailing labels for the bordering chapters. The State Department of Health Services can provide a list of universities with accredited Environmental Health programs. Department heads or counselors in environmental health programs of local universities and colleges should receive flyers. All Chapter Officers should be sent a flyer. Also send the flyers to all of the Environmental Divisions in the State. The State Department of Health Services can also provide a list of all Registered Environmental Health Specialist in the State. This list could be evaluated for all non-C.E.H.A. members, if time allows, and registration flyers mailed to those people. Mailing lists of other related professional organizations can be obtained to send registration flyers to. Related local business, such as pool contractors, sewage contractors, etc. can be contacted. All State Officers, Board members, Uniform Services, B.I.A. Chapter and Company/Corporate members should also receive the flyer.

## **Processing Received Registrations**

An accurate account of the registered attendees can be kept by copying the attendee's application and check or money order. As a minimum, the following information should be recorded: Name, Status of Membership (active or non-member), Chapter affiliation, Amount paid, which special workshops they will be attending, and place of employment. If a computer is used to tally the registration, that data base could also be used to generate name tags, labels, sign-up sheets, etc.

## **Advertisements**

Advertisements for the *Journal*, *CEHA Bulletin*, and Chapter newsletters must be developed. The *Journal* and *CEHA Bulletin* should be able to accommodate a full page advertisement. Several sizes should be give to the Chapter Presidents for inclusion in newsletters. All advertisements must be camera ready quality and professionally presented.

Advertisements can be solicited from environmental firms and other professional organizations for a fee. A program insert can be developed promoting these advertisements. The Update should not be used to set up large display booths. These should be reserved for the Annual Education Symposium. The Annual Education Symposium can be used to present an advertisement, poster, etc. of the upcoming Updates.

## **Program Packet**

This packet should be prepared with the program, name tag, lunch ticket, special workshop tickets, map of the facilities, etc. This should be alphabetically organized to ease registration. If the name tag contains colored stickers or equivalent (example: colored felt tip marks) for the lunch tickets and special workshop registration, it encourages the use of name tags and discourages the misuse and exchange of the various tickets. The use of stickers also reduces the problems of lost luncheon tickets.

Speakers, State Board members, Past Presidents, Committee Chairs, Moderators, and Hosts should be recognized by an additional ribbon on their name tag. C.E.H.A. and/or N.E.H.A. membership can also be noticed. Name tags should include the attendee's name, place of employment, and name and year of the event.

## **Registration Area Preparation**

Several tables and chairs will be required at the registration area. The upcoming Annual Educational Symposium should be offered a table to promote their event. A pre-registration table should be organized to quickly accommodate the processing of attendance and presentation of program material. Packets containing the program materials, name tags, etc. should be prepared prior to the event and alphabetically organized. These should minimally be split alphabetically A-M and N-Z. A table should be available for display of the C.E.H.A. perpetual awards. The Awards Committee should be contacted for any special needs and a flyer describing the awards should be displayed.

The local Convention and Visitors Bureau may be able to provide various items, such as typewriters with large print, blank name tags, etc. A receipt book, cash box, change, tape (cellophane, masking, and duct), stapler, straight pins, tack, pens, and pencils may come in handy. Blank registration forms will facilitate same day registration.

Signs should be developed for the various sections' rooms. A schedule of the speakers and the topics for the day should be posted by the door. Additional banners and signs should be posted in lobby and registration area to prevent confusion. Signs should also be developed to assist in any group movements which may be necessary due to room changes.

An announcements and job opportunity bulletin board is also recommended for the registration area. The Host Chapter may wish to sell pins, T-shirts, hats, raffles, door prizes, etc. to generate additional funds.

### **AUDIO-VISUAL COMMITTEE**

The Host Chapter should be surveyed to determine what audio and visual equipment is available from the various counties and/or offices. Local government agencies such as fire departments, city municipalities or local colleges, universities and school districts can also be solicited for audio and visual equipment. Extra card tables might be a good idea to facilitate the use of audio-visual equipment. The AV Chair shall be responsible for setting up the equipment in each room at the beginning of the day and storing all equipment at the end of the sessions. The hotel may be able to provide storage, if requested in advance. The AV chair shall also be responsible for the movement of specialty equipment, such as television monitors, between sessions, if necessary. An accurate record of all equipment and associated accessories such as cords, light bulbs, etc. must be kept. Label all equipment with the owner's name.

The AV Chair will be responsible for finding substitute equipment or exchanging equipment due to malfunctions. It is recommended to have one spare piece of equipment for each type of audio and visual equipment used. A minimum of one overhead, chalk board or equivalent, slide projector, and one three prong extension cord is recommended for each room. Duct tape should be available to avoid tripping hazards. The equipment should be secured during the luncheon.

If an outside company is needed to provide some of the equipment, the AV Chair will coordinate this. The AV Chair will also coordinate the facility's equipment. The room moderators will be responsible for notifying the Audio-Visual Chair if there are any problems which arise.

Sessions could be video-taped for future sales or use as educational aids.

### **CONTINUING EDUCATION**

Continuing education units or contact hours will be required for State registration of Environmental Health Specialists. As a professional organization, we should offer the opportunity for our members to attain these hours. The continuing education hour accreditation must be done in accordance with the standards set by the State Board and/or the National

Environmental Health Association. The costs of processing these hours can be included in the registration cost to facilitate the administration of the hours.

### **OTHER EVENTS COORDINATION**

Other items may be needed which will require special attention, such as:

- Transportation, either during the Update or at recreational events during the evening. Car-pool sign-ups and maps may need to be coordinated. Contracts with bus companies may be required. The Update facility may have special deals or provide transportation for this type of need.
- Recreational events during the evening at the Update, which are not directly C.E.H.A. activities, but offer a means of communication and relaxation, should be encouraged. In order to avoid possible conflict with an AES and to keep the Updates simple in format, these should not be overly promoted.
- After hours events may require contracts with caterers and other facilities which should follow the guidelines given for the Facility's committee. Separate attendance numbers are needed for these events.

### **DAY OF THE UPDATE COORDINATION**

The Registration Chair shall register all speakers, coordinate the speaker name badges and direct each speaker to their room. The moderator will greet and help the speakers set-up. Emphasis must be placed on commencing and completing the sessions according to schedule. Attendees should be encouraged to settle in the session rooms in a timely matter and speakers should be notified when their scheduled ending time is near. Some time should be allotted at the end for questions, but this should not interfere with maintaining the schedule. A sense of humor will help make the Update a success for all involved.

### **AFTER THE UPDATE**

A complete list of the registration should be made. The number of attendants from the various Chapters must be determined. A final financial statement must be prepared for presentation to the Board. As stated in the C.E.H.A. Policy and Procedures, the State Board shall receive fifty percent of the profits. The Host Chapter shall receive the other fifty percent. The accounts must be closed, once all payments have been made and all incomes received.

If there is a problem with an attendee's payment, the attendee should be contacted immediately. If an approved method of payment is still not received within two weeks after the Update, the attendee's employer could be contacted for assistance in obtaining reimbursement. Problems of this type may delay the account closure. Any associated costs should be paid by the delinquent attendee. A fee shall be charged for returned checks.

All speakers which participated should receive a final thank you letter from the Host Chapter. By this time the Host Chapter deserves a round of applause.

Date

Speaker Name  
Speaker Address

RE: C.E.H.A. 19\_\_ Update, Speaking Engagement

Dear \_\_\_\_\_:

Thank you for accepting my offer to make a presentation at the above upcoming Update on \_\_\_\_\_ at (facility address). The theme of the Update is \_\_\_\_\_.

The California Environmental Health Association is a group of dedicated professionals which practice in many fields of Environmental Health. CEHA is dedicated to improving the quality of life and health through environmental education and protection.

The emphasis of your presentation will be \_\_\_\_\_. Your presentation will begin at \_\_ (a.m./p.m.) in the \_\_\_\_\_ Room. You will be able to speak until \_\_\_\_\_ (a.m./p.m.) Please allow for a question and answer period at the end of your presentation.

Please forward a resume and list of audio and visual equipment needs to me at the below address. Please let me know if I can assist you with any copying. We are expecting approximately \_\_\_\_ persons at your presentation.

We wish to extend an invitation to lunch and to participate in the program. Please inform me if you will be taking advantage of either of these items. Enclosed is an agenda to cover the activities throughout the day. When you arrive, please stop by the CEHA registration table located \_\_\_\_\_ and let them know you are a speaker. You will receive your Speaker's Package which will include your name tag and lunch ticket.

I look forward to seeing you on the \_\_\_\_\_. If there is anything else I may help you with, please contact me at ( )\_\_\_\_\_.

Thank you for your participation,

xxxxxxxxxxxxx  
Update Committee Chair

SCHEDULE

ROOMS/SECTIONS

TIMES

8:30 - 9:00 Registration in Lobby or entrance

-----  
9 - 9:50 All Attendees → General Session

10-10:50				SECTIONS				
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10:50-11:00 Break and Room Changes

11-11:50								
----------	--	--	--	--	--	--	--	--

11:50-1:00 Luncheon at Facility (all attendees)

1 - 1:50								
----------	--	--	--	--	--	--	--	--

1:50 - 2:00 Break and Room Changes

2 - 2:50								
----------	--	--	--	--	--	--	--	--

2:50 - 3:00 Break and Room Changes

3 - 4:00								
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End of Educational Sessions  
Entertainment (if planned)

## UPDATE FINAL FINANCIAL REPORT

DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

UPDATE ONE DAY ATTENDANCE: \_\_\_\_\_

CHAPTER                      # Members Attending

BIA  
Central  
Citrus  
Mission  
Northern  
Redwood  
Southern  
Southwest  
Superior

TOTAL:

Total Attendance:

    Non-CEHA members:

    CEHA members:

Total Revenue: \_\_\_\_\_ minus Total Expenses: \_\_\_\_\_

=Total Income: \_\_\_\_\_

State Income (50%) = \_\_\_\_\_

Host Chapter's Income (50%) = \_\_\_\_\_

A detailed report of finances is attached to this report.

## **APPENDIX H AWARDS & SCHOLARSHIP RATING SHEETS**

The rating sheets which follow shall be utilized when evaluating nomination packages for CEHA awards and applications for CEHA scholarships. All Awards Committee members are to independently evaluate each nomination/application package utilizing the appropriate rating sheet and assign a numeric score to each package. For each package, all individual committee member scores will be averaged and a final score will be assigned. In each award and scholarship category, the names of the top three nominees/applicants and their associated scores will be forwarded to the CEHA Board of Directors for final approval of the recommended recipient.

When a nominee/applicant is a member of or resides within the Chapter which has current responsibility for the Awards Committee, the Awards Committee Chair may elect to have outside review of that particular award/scholarship category. When it is deemed necessary to have an outside review, it is recommended that there be at least four (4) independent reviewers, preferably from four (4) different chapters. Independent reviewers are to utilize the appropriate rating sheets to assign numerical scores to all packages submitted for the award/scholarship in question. For each package, the scores submitted by the independent reviewers are to be averaged by the Awards Committee Chair and compared to the final scores assigned by the Awards Committee.

Should comparison of scores indicate a difference of opinion between the Awards Committee and the independent reviewers regarding the recommended recipient, the CEHA Executive Committee (statewide elected officers) shall review the packages and make the final recommendation to the Board.

Completed rating sheets shall be retained with the nomination/application packages by the Awards Committee for a period of at least one (1) years. (Rev. 2-02)



# ENVIRONMENTAL HEALTH SPECIALIST OF THE YEAR

## RATING SHEET

NOMINEE'S NAME \_\_\_\_\_ YEAR \_\_\_\_\_

Currently active in the environmental health field? Yes \_\_\_\_\_ No \_\_\_\_\_

Current California REHS? Yes \_\_\_\_\_ No \_\_\_\_\_

Nominated by a CEHA member in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

---

	Poor				Excellent
Importance of project/program/ special achievement on environmental health	1	2	3	4	5
Duration of impact (long lasting effect of project)	1	2	3	4	5
Scope of impact (local vs. State or global)	1	2	3	4	5
Accompanying documentation	1	2	3	4	5

TOTAL POINTS  
(20 maximum)

Initials of Reviewer  
Comments:

**STUART E. RICHARDSON SR. AWARD**

RATING SHEET

NOMINEE'S NAME(S) \_\_\_\_\_ YEAR \_\_\_\_\_

Nominated by a CEHA member in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

---

	POSSIBLE POINTS
1. Importance of educational contribution to environmental health	(4)
2. List of specific contributions which have enhanced environmental health professionals	(4)
3. Documentation of credentials (formal and informal training and education)	(2)
4. Employment related teaching/training activities	(2)
5. Non-employment related teaching/training activities	(2)
6. Research projects and publications	(1)
7. Professional organizational affiliations including offices held, committee work and awards received	(2)
8. Supporting documentation and letters of commendation	(3)

TOTAL POINTS  
(20 maximum)

Initials of Reviewer  
Comments:

**VINCE DUNHAM MEMORIAL AWARD**

(OUTSTANDING CAREER ENVIRONMENTAL HEALTH SPECIALIST)

RATING SHEET

NOMINEE'S NAME _____	YEAR _____
Employed in environmental health for at least 20 years?	Yes _____ No _____
CEHA member in good standing?	Yes _____ No _____
Current California REHS?	Yes _____ No _____
Letter from nominating Chapter President?	Yes _____ No _____

---

**Suggested information to be included in the nomination:**

	POSSIBLE POINTS
I. California Environmental Health Association	
A. Contributions through Chapter assignments of offices	(2)
B. Contributions through CEHA committee assignments or offices	(2)
II. National Environmental Health Association	
A. Contributions and service to NEHA	(2)
III. Other	
A. Efforts to promote better understanding in the community, industry, schools, etc., of good environmental health practices	(5)
B. Other information or documentation which will acknowledge the accomplishments of the nominee	(5)
C. Professional educational papers written and published And/or media recognition (include copies if possible)	(4)

TOTAL POINTS  
(20 maximum)

Initials of Reviewer  
Comments:

**DISTINGUISHED SERVICE AWARD**

RATING SHEET

NOMINEE'S NAME(S) \_\_\_\_\_ YEAR \_\_\_\_\_

CEHA member(s) in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the project conducted on own time and of own initiative? Yes \_\_\_\_\_ No \_\_\_\_\_

Was the project an assignment by the employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the project have statewide exposure and impact? Yes \_\_\_\_\_ No \_\_\_\_\_

Letter from nominating Chapter President or CEHA standing committee chair? Yes \_\_\_\_\_ No \_\_\_\_\_

---

**POSSIBLE POINTS**

Description of service project (4)

Extent of exceptional benefit to the general public, environmental health or CEHA (10)

Supporting documentation and letters of endorsement (6)

**TOTAL POINTS**  
(20 maximum)

Initials of Reviewer  
Comments:

**MARK NOTTINGHAM MEMORIAL AWARD**

RATING SHEET

NOMINEE'S NAME \_\_\_\_\_ YEAR

COMPANY NAME

Owner or employee of a private business? Yes\_\_\_\_\_ No\_\_\_\_\_

Services or products related to environmental health? Yes\_\_\_\_\_ No\_\_\_\_\_

Nominated by a CEHA member in good standing? Yes\_\_\_\_\_ No\_\_\_\_\_

---

	POSSIBLE POINTS
Resume which details the nominee's specific contributions to CEHA or environmental health	(10)
Supporting documentation and letters of endorsement	(5)
Involvement with new technology	(1)
Years of service to the environmental health field	(2)
Involvement outside the company's sphere of influence	(2)
	<b>TOTAL POINTS</b> (20 maximum)

Initials of Reviewer  
Comments:

# CHARLES SENN SCHOLARSHIP

## RATING SHEET

NAME:

YEAR:

SCHOOL:

Permanent legal resident of California (CA DL or origin of application is CA)

LETTER OF NOMINATION FROM:

Chairman or Director of the graduate department/program, or

Government Employer

SCORE

POSSIBLE POINTS

TOTAL

A. Select one:

Registered Environmental Health Specialist

5

\_\_\_\_\_

Trainee

3

\_\_\_\_\_

Clear intent to obtain REHS registration

1

\_\_\_\_\_

B. Working in the Environmental Health Field

1-3

\_\_\_\_\_

C. Major:

Environmental Health

Environmental Planning and Management

Public Health

4

\_\_\_\_\_

Minor:

Environmental Health

1

\_\_\_\_\_

D. Documentation that the applicant can relate graduate studies to the realities of the environmental health fields

1-10

\_\_\_\_\_

TOTAL POINTS (20 maximum)

\_\_\_\_\_

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:

# JOSEPH H. MARTIN SCHOLARSHIP

## RATING SHEET

NAME:

YEAR: 2007

SCHOOL:

Permanent legal resident of California (CA DL or origin of application is CA)

No  Yes Letter from Chair of Environmental Health Programs?

No  Yes Official college transcript submitted?

<u>SCORE</u>	<u>POSSIBLE POINTS</u>	<u>TOTAL</u>
A. Demonstration of financial need	0-5	_____
B. GPA:		
2.0 – 2.4	1	
2.5 – 2.9	2	
3.0 – 3.4	3	
3.5 – 3.9	4	
over 3.9	5	_____
C. Applicant's letter detailing educational accomplishments, goals and objectives and career goals	10	_____
	TOTAL POINTS (20 maximum)	_____

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:

**UPPER DIVISION OR GRADUATE STUDENT SCHOLARSHIP  
RATING SHEET**

NAME:  
MAJOR:  
MINOR:  
GPA:

YEAR:

(Minimum 2.5)

**MINIMUM SUBMITTAL REQUIREMENTS:**

(Check if submitted. Student does not qualify unless all requirements are met.)

- Essay concerning any subject or topic of current EH interest
- Official college transcript
- Full-time student status (12 semester, undergraduate; 6 semester, graduate)
- Resume or personal fact sheet
- Copy of science paper/project
- Letter of recommendation from a REHS or CEHA member
- Letter of recommendation from a college professor or advisor
- Permanent legal resident of California (CA DL or origin of application is CA)

**SCORE**

ESSAY:	(Poor)			(Excellent)	
Content/Style	1	2	3	4	5
Knowledge of EH	1	2	3	4	5
Mechanics	1	2	3	4	5
Creativity/Insight	1	2	3	4	5
Analysis	1	2	3	4	5

TOTAL ESSAY POINTS (25 maximum) \_\_\_\_\_

ADDITIONAL POINTS:

GPA between 3.2 and 3.9 (+1) \_\_\_\_\_

GPA over 3.9 (+2) \_\_\_\_\_

Science paper/project above average (+1), or exceptional (+2) \_\_\_\_\_

Resume and cover letter content excellent (+2) \_\_\_\_\_

GRAND TOTAL POINTS (30 maximum) \_\_\_\_\_

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:



# HIGH SCHOOL SENIOR SCHOLARSHIP

## RATING SHEET

NAME:

YEAR:

GPA:

(Minimum 2.5)

SCHOOL:

### MINIMUM SUBMITTAL REQUIREMENTS:

(Check if submitted. Student does not qualify unless all requirements are met.)

- Essay: Not to exceed two (2) double spaced typed pages, entitled "Where Do I See Myself in Ten Years?"
- Official high school transcript
- Science courses taken in addition to those required for graduation
- Resume and personal fact sheet
- Letter of recommendation from a sponsoring CEHA member
- Letter of recommendation from a teacher or counselor
- Permanent legal resident of California (CA DL or origin of application is CA)

### SCORE

ESSAY:	(Poor)			(Excellent)	
Content	1	2	3	4	5
Written Style	1	2	3	4	5
Thorough answer to topic chosen	1	2	3	4	5
Creativity/Insight	1	2	3	4	5

TOTAL ESSAY POINTS (20 maximum)

\_\_\_\_\_

ADDITIONAL POINTS:

Taken two or more additional science courses (+1)

\_\_\_\_\_

GPA between 3.5 and 3.9 (+1)

\_\_\_\_\_

GPA over 3.9 (+2)

\_\_\_\_\_

Extracurricular activities (+2)

\_\_\_\_\_

GRAND TOTAL POINTS (25 maximum)

\_\_\_\_\_

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:

# MARTIN SMILO UNDERGRADUATE STUDENT SCHOLARSHIP RATING SHEET

(Added 11-01)

NAME:

YEAR:

ANTICIPATED MAJOR:

SCHOOL:

GPA:

(Min. 3.0)

**MINIMUM SUBMITTAL REQUIREMENTS:**

(Check if submitted. Student does not qualify unless all requirements are met.)

- Essay: -The role of public health in a community  
 -The role of a professional organization, such as CEHA, in promoting the interests of individuals in a profession.  
 -Choose one of the following topics and explain how it is a public health challenge for a developing country: Air Pollution, Food, Hazardous Materials, Land Use Issues, Lead, Sewage Disposal, Solid Waste Disposal, or Water.
- Official transcript
- 48 semester units completed (or equivalent) including 12 units in science
- Resume and cover letter
- Letter of recommendation from college instructor/professor
- Letter of recommendation from current or previous employer
- Permanent legal resident of California (CA DL or origin of application is CA)

**SCORE**

ESSAY:	(Poor)			(Excellent)	
Content	1	2	3	4	5
Written Style	1	2	3	4	5
Thorough answer to topic chosen	1	2	3	4	5
Creativity/Insight	1	2	3	4	5

TOTAL ESSAY POINTS (20 maximum) \_\_\_\_\_

ADDITIONAL POINTS:

GPA of 3.5 or higher (+2) \_\_\_\_\_

Environmental Health experience (+1 to 4) \_\_\_\_\_

Resume and cover letter presentation excellent (+2) \_\_\_\_\_

Resume and cover letter content excellent (+2) \_\_\_\_\_

GRAND TOTAL POINTS (30 maximum) \_\_\_\_\_

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:

# MEDIA AWARD NOMINATION

## RATING SHEET

NOMINEE: \_\_\_\_\_ Year: 2008

Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Nominating CEHA  
Chapter/Committee: \_\_\_\_\_

- Nominee is an author of an article printed in a recognized publication or broadcaster or producer of a presentation in the electronic media.
- Permanent legal resident of California.
- Copy of the qualifying media piece (text of an article, tape of a broadcast or other documentation)
- Summary of the positive environmental health impacts of the article/presentation to the public and/or CEHA.
- Letter of endorsement from the nominating Chapter's President or CEHA standing committee Chair.

INITIALS OF REVIEWER: \_\_\_\_\_

COMMENTS:

**APPENDIX I**  
**AWARD & SCHOLARSHIP APPLICATION FORMS**

**Article I:**

**ENVIRONMENTAL HEALTH SPECIALIST OF THE YEAR AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis for presentation to an outstanding Environmental Health Specialist who has, during the year prior to selection, made a major impact on the field of environmental health by the development of a special program, educational activities, involvement in the legislative process, or any special achievement which enhances the delivery of environmental health services.

**ELIGIBILITY:** Any person in the field of environmental health who holds current California Registration as an Environmental Health Specialist. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall come from CEHA members in good standing. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

NOMINATED BY \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

3. Please attach all possible documentation to demonstrate the accomplishments of the nominee which have enhanced the field of environmental health during the past year.

Importance of project/special achievement (5 points)

Duration of impact of project (5 points)

Scope of impact (5 points)

Accompanying documentation (5 points)

(A minimum of 14 points must be obtained to be eligible for this award)

**Mail seven (7) nomination packages to:**

CEHA Awards Committee  
*Julie Hobberlin*  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
*jhobberlin@ochca.com*

**Article II:**

**STUART E. RICHARDSON, SR. AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis to recognize an outstanding person (or group of persons) who has (have) made a significant educational contribution to the field of environmental health and environmental health professionals by providing instruction or by involvement in the training process.

**ELIGIBILITY:** Any person active in the field of environmental health: public, private or academic, is eligible. This award is not necessarily limited to an individual. It may be awarded to an agency, institution, department of government, or a public concern. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall come from CEHA members in good standing. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

NOMINATED BY \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

- 3. EDUCATION: Provide details of the nominee’s educational background.
- 4. EMPLOYMENT RECORD: Provide a description of the nominee’s employment history and areas of responsibility.
- 5. PUBLICATIONS: List all research projects and publications including any unpublished material prepared for professional presentation. (2 points)
- 6. PROFESSIONAL ACTIVITIES: List all professional organization affiliations and include offices held, committee participation, and awards received. If nominee is not an individual, list the professional organization affiliations including offices held, committee participation and awards received by the persons involved in the group nomination. (2 points)
- 7. EDUCATIONAL CONTRIBUTIONS: Describe all qualifying contributions made by the individual(s) or agency to enhance the field of environmental health and environmental health professionals. (6 points)
- 8. TEACHING METHODS: Describe teaching methods used and how instruction material is presented to students. (4 points)
- 9. SUPPORTING DOCUMENTATION: Submit copies of publications, letters of commendation, teaching materials, lesson plans, tests or other significant supporting documents. (6 points)

*(A minimum score of 14 must be obtained to be eligible for this award)*

**Mail seven (7) nomination packages to:** CEHA Awards Committee  
Julie Hobberlin  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
jhobberlin@ochca.com

**Article III:**

**VINCE DUNHAM MEMORIAL AWARD NOMINATION**  
**(OUTSTANDING CAREER ENVIRONMENTAL HEALTH SPECIALIST)**

**PURPOSE:** This award is available on an annual basis to give special recognition to an individual who has demonstrated an exceptional career performance in the field of environmental health via service to his/her community, employer or CEHA.

**ELIGIBILITY:** Any Registered Environmental Health Specialist in the State of California who is a member in good standing of CEHA and who has worked in the field of environmental health for at least twenty (20) years. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall be made through the CEHA Chapters and must include a letter of endorsement from the Chapter President. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. **GENERAL INFORMATION:**

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

YEARS OF SERVICE IN THE FIELD OF ENVIRONMENTAL HEALTH \_\_\_\_\_

NOMINATING CEHA CHAPTER \_\_\_\_\_

3. Include a biographical outline of the nominee which details the public service rendered by the nominee in the field of environmental health, beyond the minimum requirements of employment. Suggested information to include in the package:

- a. Contributions through CEHA Chapter assignments or offices (2 points)
- b. Contributions through CEHA committees or offices (2 points)
- c. Contributions and service to NEHA (2 points)
- d. Efforts to promote a better understanding in the community, industry, schools, etc. of good environmental health practices (5 points)
- e. Professional or educational papers written and published and/or media recognition of projects (include copies if possible) (4 points)
- f. Any other information which will acknowledge the accomplishments of the nominee (5 points)

(A minimum score of 14 must be obtained to be eligible for this award)

**Mail seven (7) nomination packages to:**

CEHA Awards Committee  
*Julie Hobberlin*  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
*jhobberlin@ochca.com*

**Article IV:**

**DISTINGUISHED SERVICE AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis to give special recognition to a CEHA member (or group of members) who has (have) performed exceptional service to the general public by the promotion or enhancement of Registered Environmental Health Specialists, the field of environmental health or CEHA. This award is to be given only when deemed appropriate, not necessarily annually.

**ELIGIBILITY:** Any CEHA member (or group of members) in good standing who has (have) devoted time and effort to a project with statewide exposure and impact is (are) eligible. Nominee must be a permanent legal resident of California. The project must be:

- Altruistic in nature
- Performed primarily on the nominee’s own time
- Of the nominee’s own choice
- Not as a direct result of employment or assignment by employer

**NOMINATION PROCEDURE:**

1. Nominations for this award shall be made through the CEHA Chapters or through any CEHA standing committee. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

NOMINATING CEHA CHAPTER/COMMITTEE \_\_\_\_\_

3. The following information is to be included in the package:
- a. A summary of the project, including a statement of facts (who, what, when, where, why and how) (4 points)
  - b. Supporting documentation including a description of the exceptional benefit to the public, environmental health or CEHA (copies of news articles, letters of support, etc.) (10 points)
  - c. References listing those who have personal knowledge of the project (6 points)
  - d. A letter of endorsement from the nomination Chapter’s President or CEHA standing committee chair

(A minimum of 14 points must be obtained to be eligible for this award)

**Mail seven (7) nomination packages to:**

CEHA Awards Committee  
*Julie Hobberlin*  
 155 Georgeanne Pl.  
 Costa Mesa, CA 92627  
 (714) 433-6062 (work)  
 jhobberlin@ochca.com

**Article V:**

**LEGISLATOR OF THE YEAR AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis to recognize and honor a legislator who has sponsored legislation or contributed in a significant way towards the promotion of the field of environmental health or to further the objectives of CEHA.

**ELIGIBILITY:** Any local, state or nationally elected official is eligible. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall be made through the CEHA Chapters or through any CEHA standing committee. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

ELECTED OFFICE \_\_\_\_\_

NOMINATING CEHA  
CHAPTER/COMMITTEE \_\_\_\_\_

3. Submit a copy of the qualifying legislation or a description of the contribution made.

4. Summarize the benefits of the legislation or the contribution to the field of environmental health or CEHA.

5. Include a letter of endorsement from the nominating Chapter's President or CEHA standing committee Chair.

**Mail seven (7) nomination packages to:** CEHA Awards Committee  
*Julie Hobberlin*  
*155 Georgeanne Pl.*  
*Costa Mesa, CA 92627*  
*(714) 433-6062 (work)*  
*jhobberlin@ochca.com*



**Article VI:**

**MEDIA AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis to recognize an individual (or group of individuals) who has (have), through the medium of newspaper, magazine, radio, television, etc. in the year prior to selection, enhanced or promoted the field of environmental health professionals.

**ELIGIBILITY:** Any author of an article printed in a recognized publication or broadcaster or producer of a presentation in the electronic media is eligible. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall be made through the CEHA Chapters or through any CEHA standing committee. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE ( \_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

NOMINATING CEHA  
CHAPTER/COMMITTEE \_\_\_\_\_

3. Submit a copy of the qualifying media piece (text of an article, tape of a broadcast or other documentation).

4. Summarize the positive environmental health impacts of the article/presentation to the public and/or CEHA.

5. Include a letter of endorsement from the nominating Chapter's President or CEHA standing committee Chair.

**Mail seven (7) nomination packages to:**

CEHA Awards Committee  
*Julie Hobberlin*  
*155 Georgeanne Pl.*  
*Costa Mesa, CA 92627*  
*(714) 433-6062 (work)*  
*jhobberlin@ochca.com*

**Article VII:**

**MARK NOTTINGHAM MEMORIAL AWARD NOMINATION**

**PURPOSE:** This award is available on an annual basis to honor an individual in industry who has demonstrated recognizable and significant contributions to CEHA or the field of environmental health.

**ELIGIBILITY:** Any member of private industry or enterprise whose services or products are related to the field of environmental health is eligible. Nominee must be a permanent legal resident of California.

**NOMINATION PROCEDURE:**

1. Nominations for this award shall come from CEHA members in good standing. Nomination packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

NOMINEE \_\_\_\_\_

COMPANY \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

NOMINATED BY \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

3. Include a resume which details the nominee's specific contributions to CEHA or the field of environmental health (who, what, when, where, why and how) (10 points)

4. Attach any supportive documentation (news clippings, letters of endorsement, articles, etc.) (5 points)

5. List any involvement with new technology (1 point)

6. Include years of service to the environmental health field. (2 points)

7. List any involvement outside the company's sphere of influence. (2 points)

(A minimum of 14 points must be obtained to be eligible for this award)

**Mail seven (7) nomination packages to:**

CEHA Awards Committee  
*Julie Hobberlin*  
155 Georgetanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
jhobberlin@ochca.com

## Article VIII:

### MARTIN SMILO UNDERGRADUATE SCHOLARSHIP AWARD APPLICATION

**PURPOSE:** This scholarship is available on an annual basis to provide financial assistance to an undergraduate student interested in pursuing a degree in the sciences. The recipient will receive a cash gift of \$2,500.00 upon proof of full-time enrollment in a 4 year accredited college or university the semester/quarter following receipt of the scholarship.

**ELIGIBILITY:** Any student who meets the following requirements is eligible:

- Completion of a minimum of 48 semester units or equivalent, including a minimum of 12 semester units in science or equivalent, prior to application deadline
- Minimum overall GPA of 3.0 based on a 4.0 scale
- Intention to pursue a degree and career in science, preference will be given to Environmental Health
- Must be a permanent legal resident of California

#### APPLICATION PROCEDURE:

1. Applications are to be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

APPLICANT \_\_\_\_\_ SOC. SEC# \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

The following must be included in the application package:

- a. Resume and cover letter which details the applicant's scholastic, community, and extracurricular activities, work experience, educational goals and any experience in environmental health.
- b. An essay written by the applicant, not to exceed three (3) double-spaced typed pages on one of the following subjects (applicants are encouraged to include personal experience, if applicable):
  - i. The role of public health in a community.
  - ii. The role of a professional organization, such as CEHA, in promoting the interests of individuals in a profession.
  - iii. Choose one of the following topics and explain how it is a public health challenge for a developing country: Air Pollution, Food, Hazardous Materials, Land Use Issues, Lead, Sewage Disposal, Solid Waste Disposal, or Water.
- c. A letter of recommendation from a college instructor/professor and a current or previous employer must be submitted before the application deadline.
- d. An official transcript of all completed college course work must be submitted before the application deadline.

The submitted essay becomes the property of the California Environmental Health Association. The essay may be published in a future issue of the California Journal of Environmental Health.

The scholarship money will not be awarded until verification of full-time enrollment in an accredited 4 year college or university is provided to the CEHA Treasurer.

**Mail seven application packages and one electronic copy of the written essay in a**

**Word format to:**

CEHA Awards Committee  
*Julie Hobberlin*  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
*jhobberlin@ochca.com*

**Article IX:**

**CHARLES SENN SCHOLARSHIP APPLICATION**

**PURPOSE:** This \$650.00 scholarship is available on an annual basis to give special recognition to a graduate student of environmental health who has demonstrated a superior ability to relate graduate studies to the realities of the environmental health field.

**ELIGIBILITY:** Any student currently enrolled in a graduate program of environmental health, environmental planning and management, or public administration with an emphasis in environmental health is eligible. Priority will be given to Registered Environmental Health Specialist but, if not registered, the intent to obtain registration upon completion of studies is required. Applicant must be a permanent legal resident of California.

**APPLICATION PROCEDURE:**

1. Nominations for this scholarship shall come from either the Chairman of the department or from the governmental employer, if applicable. Application packages must be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

APPLICANT \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

UNIVERSITY \_\_\_\_\_

MAJOR \_\_\_\_\_

EMPLOYER \_\_\_\_\_ REHS# \_\_\_\_\_

NOMINATED BY \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

3. Attach a letter of nomination from the Department Chair or the governmental employer which details how the applicant's graduate work demonstrates his/her superior ability to relate graduate studies to the realities of the environmental health field.

4. Include any supporting documentation (list of publications, letters of endorsement, etc.)

**Mail seven (7) application packages to:** CEHA Awards Committee  
Julie Hobberlin  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
jhobberlin@ochca.com

**Article X:**

**JOSEPH H. MARTIN SCHOLARSHIP APPLICATION**

**PURPOSE:** This scholarship is available on an annual basis to provide encouragement and financial assistance to a deserving student who demonstrates financial need and to promote interest in the field of environmental health. This \$650.00 scholarship is co-sponsored by the California Conference of Directors of Environmental Health.

**ELIGIBILITY:** Any upper division student majoring in the field of environmental health science who attends a California college or university with an accredited Environmental Science Program and whose intention is to become a Registered Environmental Health Specialist upon completion of studies is eligible. Applicant must be a permanent legal resident of California.

**APPLICATION PROCEDURE:**

1. Applications for this award shall be made to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.
2. Applications must be accompanied by a letter of endorsement from the institution's Chair of Environmental Health Programs.
3. An official transcript of all completed college course work must also be submitted to the Awards Committee by the deadline date.

4. **GENERAL INFORMATION:**

APPLICANT \_\_\_\_\_ SOC. SEC# \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

COLLEGE OR UNIVERSITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

**FINANCIAL STATEMENT:** Please state the amount of income received as is applicable to you:

Full-time job _____	Parent Assistance _____
Part-time job _____	Social Security _____
Scholarships _____	Spouse Employment _____
Student loan(s) _____	G.I. Bill _____
Other Income _____	Number of Dependents _____

5. Attach a letter that describes the following:
  - Statement of financial need
  - Educational accomplishments, goals and objectives
  - Career goals

Advisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Advisor's signature)

Mail **seven (7)** application packages to:

CEHA Awards Committee  
Julie Hobblerlin  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
jhobblerlin@ochca.com

**Article XI:**

**CEHA COLLEGE STUDENT SCHOLARSHIP APPLICATION  
FOR UPPER DIVISION OR GRADUATE STUDENT**

**PURPOSE:** This scholarship is available on an annual basis to provide financial assistance to an upper division or graduate student enrolled in a science program who has intentions of future full time employment in the field of environmental health. Recipient will receive a cash gift of \$500.00.

**ELIGIBILITY:** Any upper division or graduate student who meets the following requirements is eligible:

- Enrollment in a science program at an accredited college or university
- Full time student status (equivalent of 12 semester units for undergraduate or 6 semester units for graduate students)
- Minimum GPA of 2.5 based on a scale of 4.0
- Intention to pursue a full time career in the environmental health field upon graduation
- Endorsement by a Registered Environmental Health Specialist or CEHA member
- Applicant must be a permanent legal resident of California

**NOMINATION PROCEDURE:**

1. Applications are to be submitted to the CEHA Awards Committee, postmarked no later than **January 18, 2008.**

2. GENERAL INFORMATION:

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

SPONSORING REHS OR CEHA MEMBER \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

3. The following must be included in the application package:

- a. A resume of personal fact sheet which details the applicant's scholastic, community and extracurricular activities and future educational goals and objectives
- b. An essay written by the applicant, not to exceed three (3) double spaced typed pages, concerning any subject or topic of current environmental health interest
- c. A copy of a science paper or project that was completed as a class assignment by the applicant
- d. Letters of recommendation from:
  - (1) the sponsoring CEHA member or and REHS
  - (2) a college professor or advisor
- e. Official college transcript

4. The submitted essay becomes the property of the California Environmental Health Association. The essay may be published in a future issue of the California Journal of Environmental Health.

**Mail seven application packages and one electronic copy of the written essay in a Word format to:**

CEHA Awards Committee  
*Julie Hobberlin*  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
*jhobberlin@ochca.com*

## Article XII:

### CEHA GRADUATING HIGH SCHOOL SENIOR SCHOLARSHIP APPLICATION

**PURPOSE:** This scholarship is available on an annual basis to provide financial assistance to a high school senior interested in environmental health science in his/her pursuit of higher education. Recipient will receive a cash gift of \$300.00 upon proof of enrollment in an institution of higher education.

**ELIGIBILITY:** Any graduating high school senior who meets the following requirements is eligible:

- Minimum GPA of 2.5 based on a scale of 4.0
- Enrollment in a science program at an accredited college or university
- Intention to pursue higher education with an emphasis in environmental health or a related science
- Completion of at least one high school science class in addition to the minimum required for graduation
- Sponsorship by a CEHA member
- Applicant must be a permanent legal resident of California

#### APPLICATION PROCEDURE:

1. Applications are to be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

2. GENERAL INFORMATION:

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( \_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

SPONSORING CEHA MEMBER \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL \_\_\_\_\_

3. The following must be included in the application package:
- a. A resume or personal fact sheet which details the applicant's scholastic, community and extracurricular activities and future educational goals and objectives
  - b. An essay written by the applicant, not to exceed two (2) double spaced pages, entitled "Where Do I See Myself in Ten Years?"
  - c. Letters of recommendation from the sponsoring CEHA member and from a teacher or counselor.
  - d. Official high school transcript
4. The submitted essay becomes the property of the California Environmental Health Association. The essay may be published in a future issue of the California Journal of Environmental Health.

**Mail seven application packages and one electronic copy of the written essay in a Word format to:**

CEHA Awards Committee  
Julie Hobberlin  
155 Georgeanne Pl.  
Costa Mesa, CA 92627  
(714) 433-6062 (work)  
jhobberlin@ochca.com

## Article XIII:

### CEHA YOUNG ENVIRONMENTAL HEALTH STUDENT AWARD APPLICATION

**PURPOSE:** The purpose of this award is to encourage the study and understanding of the field of environmental health by honoring a deserving junior high school student. This award is available on an annual basis to provide financial assistance and recognition to a junior high school student for a project relating to the field of environmental health, entered in the California State Science Fair. Recipient will receive a \$100.00 savings bond and a certificate of recognition. Honorable mention certificates may also be awarded.

**ELIGIBILITY:** Any junior high student who enters an environmental health related project in the California State Science Fair <http://www.usc.edu/CSSF/> is eligible. The project can pertain to any environmental health topic, including, but no limited to: air, water, food safety, toxics, liquid waste, or vector control. Applicant must be a permanent legal resident of California.

**SELECTION:** The "ideal" project would demonstrate:

1. A true scientific and creative thought process, but may lack the polished finish of other projects
2. The ability to tie project results into the relationship between man and the environment

**CRITERIA:** The selection and evaluation criteria will include:

1. Original or unique approach
2. Creative involvement by student
3. Scope indicates thorough study and analysis of topic
4. Clear and organized presentation style
5. Effort and willingness is evident
6. Appropriate to his/her grade level

#### APPLICATION PROCEDURE:

2. Applications are to be submitted to the CEHA Awards Committee, postmarked no later than **February 16, 2007**.

3. GENERAL INFORMATION:

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

4. Please include an explanation of the project, photographs or other written material to be used to evaluate the project.

**Mail seven (7) application packages to:** CEHA Awards Committee  
*Julie Hobberlin*  
*155 Georgeanne Pl.*  
*Costa Mesa, CA 92627*  
*(714) 433-6062 (work)*  
*jhobberlin@ochca.com*



**APPENDIX J**  
**AWARD & SCHOLARSHIP HISTORY & BIOGRAPHIES**

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**AWARD NOMINATIONS**

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The following awards and scholarships are made available each year by CEHA to give recognition and/or monetary assistance to deserving professionals and students.

**It's not too early to start thinking about nominations!**

## **Article III. CEHA**

### **Environmental Health Specialist of the Year Award**

To recognize a California Registered E.H. Specialist who, during the prior year, made a major impact on the field of environmental health.

#### **Section 1.03 Stuart E. Richardson, Sr. Award**

To recognize and outstanding person, agency or program which has enhanced the professional environmental health worker by providing instruction or by involvement in the training process.

#### **Section 1.04 Vince Dunham Memorial Award**

(Outstanding Career E.H.S.)

To recognize and individual California Registered E.H. Specialist and CEHA member who has demonstrated sustained exceptional performance in the field of environmental health: To his/her community, place of employment, and CEHA.

#### **Section 1.05 Distinguished Service Award**

To recognize a CEHA member or group of members in good standing, who have performed distinguished service to the general public for the promotion or enhancement of the profession of E.H. Specialist, the field of environmental health or CEHA.

#### **Section 1.06 Contribution Author Award**

To be awarded to a CEHA member in good standing who submits an article for publication in the California Journal of Environmental Health. The article must provide a

### **Section 1.08 Media Award**

To be awarded to an author, broadcaster or producer of an article printed in a recognized publication or presented in the electronic media which has enhanced or promoted environmental health.

#### **Section 1.09 Mark Nottingham Award**

To be awarded to an individual in industry who has made

## **Article II. CEHA**

of environmental health.

#### **Section 1.10 Martin Smilo Undergraduate Scholarship Award**

To recognize an upper division or transfer student majoring in the sciences who shows great promise in his/her studies.

#### **Section 1.11 Charles Senn Scholarship**

To recognize a graduate student of environmental health who demonstrates a superior ability to relate graduate studies to the realities of the environmental health field.

#### **Section 1.12 Joseph Martin Scholarship**

(Co-Sponsored by CAEHA)

To recognize an upper division student majoring in the field of Environmental Sciences who demonstrates a strong interest in becoming a California Registered E.H. Specialist.

#### **Section 1.13 College Student Scholarship**

To assist an upper division or graduate college student enrolled in a science program who has intentions of full time

### **Young Environmental Health Student Award (CEHA)**

To be awarded to a junior high school student for a project relating to the field of environmental health, entered in the California State Science Fair.

## **Article I. Other Awards**

### **Walter S. Mangold Award (NEHA)**

To recognize a member of NEHA who has contributed significantly to the professional status of E.H. Specialists.

### **Walter F. Snyder Award (NEHA)**

To recognize a person who has achieved peer recognition for outstanding accomplishment: for demonstrating notable capacity to work with all interests in solving environmental health problems; and for leadership in securing goals.

### **On-Site Waste Water Management Award (NEHA)**

To recognize an individual for noteworthy contributions to the advancement of on-site waste management.

### **Manager of the Year (CCDEH)**

To be awarded to a California Registered Environmental Health Specialist employed in the Field of Environmental Health as a mid-level manager who is pursuing a graduate degree in Public Health, Public or Business Administration or Science.

### **Grant (CEHA)**

To fund or partially fund research projects that contribute directly to the field of environmental health and CEHA. Any student, group or organization may apply for grant funding. Application for

contribution or benefit the field of Environmental Health. Recommendation for this award will be made by the Journal Editorial Board.

**Section 1.07 Legislator of the Year Award**

To be awarded to an elected member of the State legislature or a locally elected governing official who has made a significant contribution toward the objectives of CEHA or environmental health.

employment in the field of environmental health.

Graduating High School Senior Scholarship

To assist a high school senior, interested in the sciences or environmental health, in pursuit of higher education.

funding can be made through either the Education Committee or the Public Relations Committee.

You may request further information and nomination forms by contacting Aida Rubio at (916) 874-6429 or e-mail [RubioA@SacCounty.net](mailto:RubioA@SacCounty.net), or Debbie Katz at (916) 875-8448 or e-mail [KatzD@SacCounty.net](mailto:KatzD@SacCounty.net). For the CEHA awards and scholarships listed above, **the deadline for submission of completed nomination packages is February 1, 2003**. All CEHA award and scholarship recipients will be honored at the AES 2003 in Napa.

## **APPENDIX K GUIDELINES FOR CEHA EXHIBIT BOOTH**

### **APPENDIX K - GUIDELINES FOR CEHA EXHIBIT BOOTH**

1. REMEMBER - you are representing CEHA and your local chapter, you are not representing your county or employer. In other words, the booth is not to be used for the main purpose of promoting county services or recruiting employees for a specific jurisdiction.
2. Understand your target audience when designing your exhibit and when gathering material to display or distribute. There are two major types of exhibits that CEHA is involved with;
  - a) trade shows such as Hazmacon or the Restaurant Show,
  - b) university, college, or high school career days.
3. When planning your exhibit, consider the following areas:
  - a) coordination of the exhibit contract with show management,
  - b) design of actual display,
  - c) coordination and gathering of handout material,
  - d) need for supplies such as tape, tacks, stapler, string, etc.,
  - e) recruitment and coordination of CEHA volunteers to staff booth,
  - f) setup and breakdown of exhibit display.
4. When dealing with show management;
  - a) know the name of your contact person,
  - b) obtain a map of the exhibit area - find out the location of your assigned booth,
  - c) find out the specific setup time for your booth location - at some larger shows, we are given a "last-in/first-out" location,
  - d) find out the specific time and location for loading/unloading your exhibit material,
  - e) check if direct sales will be allowed at the booth (i.e. CEHA or chapter pins, shirts) - most major shows will not allow sales,
  - f) arrange for name badges for all booth volunteers - ask detailed questions regarding admission to area, specific badges required, etc.,
  - g) ask about parking - is it readily available, costs, by permit only?
5. When completing a formal contract for show management;
  - a) always use the official CEHA address and phone number for publication in the show program:

CEHA Support Services  
110 S. Fairfax Ave., #A11-175  
Los Angeles, CA 90036  
Ph: (323) 634-7698  
Fax: (323) 571-1889  
e-mail: support@ceha.org
  - b) when listing your own name, phone number, and address - be specific in indicating it is for contract purposes only, NOT FOR PUBLICATION.

(adopted by CEHA Board 6/22/91)

**APPENDIX L  
CANDIDATE PLATFORM STATEMENT**

<b>CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION CANDIDATE PLATFORM STATEMENT</b>
---

**CEHA OFFICE:** \_\_\_\_\_

**CANDIDATE'S NAME:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**CEHA CHAPTER AFFILIATION:** \_\_\_\_\_

**CURRENT EMPLOYER/AGENCY:** \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**EDUCATIONAL BACKGROUND:**

**CEHA and CHAPTER ACTIVITIES:**

**PLATFORM STATEMENT:**

*I certify that the above information is correct and, as an official candidate for CEHA elected office, hereby give my consent for its use on the CEHA ballot.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX M**  
**QUARTERLY STATEMENT OF INCOME & EXPENSE**

**CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION**

**CHAPTER:**  
**QUARTERLY STATEMENT OF INCOME & EXPENSES**

Period \_\_\_\_\_ through

(BB) BEGINNING BALANCE

**INCOME**

(A) Membership Reimbursement Dues

(B) Contributions to the Chapter (Excluding CEHA)

© Educational Events (AES, Updates, Meetings)

Miscellaneous Income

(D) \_\_\_\_\_

(E) \_\_\_\_\_

(F) \_\_\_\_\_

(TI) TOTAL INCOME (sum of A+B+C+D+E+F)

**EXPENSE**

(G) Scholarships

(H) Achievement Awards

(I) Donation to Members (Sickness, Hospitalization, etc.)

(J) Professional Fees

(K) Printing, Publications, Postage, Shipping

Other Expense

(L) \_\_\_\_\_

(M) \_\_\_\_\_

(N) \_\_\_\_\_

(TE) TOTAL EXPENSES (sum of G+H+I+J+K+L+M+N)

**ENDING BALANCE (BB=TI-TE)**

I declare that I have examined this statement, and to the best of my knowledge and belief, it is true, correct, and complete.

\_\_\_\_\_  
Signature Title/Position

Date

**INSTRUCTIONS FOR COMPLETING  
QUARTERLY STATEMENT OF INCOME & EXPENSES**

This document should be filled out, and submitted to the State Treasurer at the end of each of CEHA's fiscal quarters. CEHA's fiscal quarter ends on: January 31, April 30, July 31, October 31 of each year.

For further assistance, call the State Treasurer.

**APPENDIX N  
CEHA COMMITTEE FORMAT REPORT**

**CEHA COMMITTEE REPORT**

**COMMITTEE:** \_\_\_\_\_  
**REPORT PREPARED BY:** \_\_\_\_\_  
**COMMITTEE MEMBERS:** \_\_\_\_\_  
**DATES OF MEETINGS:** \_\_\_\_\_  
**EXPENDITURES SINCE LAST REPORT:** \_\_\_\_\_ \$ \_\_\_\_\_  
**Expenses previously approved:** Yes **Requesting Board approval of expenses:** No  
Committee annual budget: \_\_\_\_\_ \$ \_\_\_\_\_ Expenditures to date: \_\_\_\_\_ \$ \_\_\_\_\_  
Anticipated expenditures prior to next Board meeting: \_\_\_\_\_ \$ \_\_\_\_\_

<b>BOARD ACTION REQUIRED:</b>	<b>YES</b>	<b>RECOMMENDED CHANGE TO POLICY/PROCEDURE:</b>	<b>NO</b>
(Attach additional sheets as necessary)			

**ACTIVITIES AND ACCOMPLISHMENTS:**

1.

**PROBLEM AREAS:**

1.

**FUTURE ACTIVITIES:**

1.



**APPENDIX O**  
**CEHA TELEPHONE TREE FORMAT**

NOT INCLUDED

**APPENDIX P**  
**IMAGE ENHANCEMENT REPORT**

NOT INCLUDED

**APPENDIX Q**  
**California Environmental Health Association**  
**Publication Advertising Rates as of 4/05**

***CEHA Bulletin***

Distribution: Approximately 800+ Environmental Health Professionals  
 (primarily in the state of California)  
 Calendar: Four times a year (Winter, Spring, Summer, & Fall)  
 Page Size: 8 1/2 x 11  
 Layout: Approximately 24 page, 2-color

Single Rate:

Full Page	\$450	CEHA Corporate Members:	\$400
Half Page	\$350		\$300
Quarter Page	\$250		\$225
Business Card	\$150		\$125

Package Rates (Four consecutive issues):

Full Page:	\$1,500	CEHA Corporate Members:	\$1,300
Half Page:	\$1,100		\$950
Quarter Page	\$700		\$625
Business Card	\$400		\$350

***Annual Educational Symposium (AES) Program Binder***

Distribution: Approximately 400 AES Attendees  
 Size: 3-ring vinyl cover binder  
 Layout: Complete program agenda and conference materials

Rates:

Full Page:	\$200	Exhibitors:	\$150	Corporate Members:	\$125
Half Page:	\$150		\$125		\$100
Quarter Page:	\$100		\$100		\$75

***Special Offer!***

Receive a 10% discount off the total cost when you advertise in both the *California Environmental Health Association Bulletin & Annual Educational Symposium Program Binder*.

## APPENDIX R CEHA POSITION RESPONSIBILITIES

### POSITION RESPONSIBILITIES FOR THE CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION

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Clearly defined responsibilities, duties, and channels of communication for its volunteers are essential for an association to be effective and efficient. In any volunteer association, it is imperative that each individual follow through with their assigned responsibilities in order to achieve the goals and objectives of the association and to ensure that an undue burden is not placed on any one individual.

CEHA volunteers (e.g., elected officers, Board members, and others appointed to specific positions) are exactly that, volunteers - they are not paid by CEHA for their service or time. **However, even as unpaid volunteers, a certain level of follow-through and commitment is expected in order to adequately serve the CEHA membership, and to achieve the goals and objectives of the Association.** Invariably, it will be necessary for volunteers to spend a certain amount of personal time on CEHA activities - it is not the responsibility of employers to provide the time and resources necessary to accomplish the varied duties and responsibilities delegated to CEHA volunteers. **It is therefore critical for all CEHA officers, Board members, and other volunteers, to carefully consider what is expected of them BEFORE accepting a CEHA position - if an individual cannot, for whatever reason, meet the expectations, time commitment, and level of service expected from a particular position, he or she should not accept the position.**

Each member of the CEHA Board of Directors (Board), as well as others appointed to specific positions (e.g., committee members and chairs), are responsible for accomplishing the specific duties connected with their position and for reporting their activities to the Board. Keep in mind that although delegation of tasks may be standard operating procedure, **the ultimate responsibility for ensuring that tasks are completed is retained by the elected Board member and the responsibility for these tasks may not be delegated.**

This document, describing position responsibilities for the California Environmental Health Association, was prepared in an effort to assist those involved on, or with, the CEHA Board of Directors so that they may better understand their individual duties and responsibilities. Information contained in this document was gathered from a variety of sources - including official CEHA documents (i.e., Bylaws, Procedure Manual), actual CEHA practice, and standard parliamentary procedure - in no way is this intended to be a complete listing of every conceivable task assigned to each position.

#### BOARD OF DIRECTORS

*“The Board of Directors shall have the same rights, powers, privileges, and duties which are generally conferred upon Boards of Directors, and in addition, thereto, shall:*

- a. Establish Association policy and direct the administrative and fiscal affairs of this association;*
  - b. Provide for the incorporation of administrative directives, rules, and procedures into a Procedure Manual;*
  - c. Adopt an annual budget;*
  - d. Act as trustee of all Association property;*
  - e. Provide for an audit of Association accounts at least annually;*
  - f. Employ personnel as required, establish their duties and fix their compensation.”*
- CEHA Bylaws*

Without the leadership abilities and volunteer spirit of its Board of Directors, the California Environmental Health Association would cease to exist.

The Board of Directors is the policy and decision making body of CEHA. The voting members of the Board consists of the statewide elected officers (i.e., President, President-Elect, Vice President, Secretary, Treasurer), the Immediate Past President, the President and President-Elect of each chapter.

Each voting member of the Board is elected to their position by their respective constituency and represents that portion of the CEHA membership. CEHA's statewide elected officers represent the interests of the entire CEHA membership and do not specifically or solely represent the membership of their individual chapter.

In addition to voting Board members, a number of individuals routinely participate in Board meetings serving as non-voting ex officio advisors to the Board, including the CEHA Executive Secretary, the NEHA Regional Vice President, and the State Department of Health Services REHS Program Administrator. Other CEHA volunteers, such as committee chairs, routinely provide written reports to the Board and may, on occasion, be asked to participate in individual Board meetings to address specific issues.

All voting members of the CEHA Board of Directors are accountable to the CEHA membership - each one bears an equal responsibility towards serving the membership, and achieving the goals and objectives of the Association. It is, therefore, the responsibility of each Board member to be prepared for the CEHA Board meetings by reviewing the Board Manual, Procedures Manual, and Board reports prior to each meeting - failure to adequately prepare for meetings can actually hinder the ability of CEHA and its chapters to provide services to the membership.

**Members of the CEHA Board of Directors shall, to the best of their abilities, strive to uphold and honor their commitments to the Association. All Board members shall:**

- inform the President, as early as possible, if they cannot attend a Board meeting.
- be on time for Board meetings and stay for the entire meeting.
- work together with the other Board members in the development of, and as vital part of, a leadership team.
- participate in the discussion of issues at the Board meetings and bring with them the opinions, ideas, and concerns of their constituency.
- abide by CEHA policies as outlined in the Bylaws and Procedure Manual.
- uphold and adhere to the CEHA Code of Ethics.
- work together with the CEHA Board, chapter boards, CEHA committees, and the CEHA Executive Secretary to uphold CEHA's Mission, and to meet the goals and objectives of the CEHA Strategic Plan and annual work plan.
- assist the Executive Committee in requesting detailed input from the membership relative to the desired direction of CEHA (utilizing the election process, the *Journal*, the *CEHA Bulletin*, and other cost effective methods).

Rev. 4/97

## **EXECUTIVE COMMITTEE**

*"The duties of officers shall be such as are implied by their respective titles and which usually pertain to their respective offices, those which are specifically set forth in these Bylaws, and those which may be delegated to them by the Board of Directors."*

The CEHA Executive Committee is comprised of the statewide elected officers (i.e., President, President-Elect, Vice President, Secretary, Treasurer), the Immediate Past President, and the CEHA Executive Secretary. (The Executive Secretary serves on this Committee in an advisory capacity only.)

The Executive Committee is responsible for the day-to-day management of the Association and has the authority to approve necessary expenditures without full Board approval. However, the Executive Committee cannot modify or amend any specific action taken by the Board. All Executive Committee actions shall be reported for information purposes, in writing, to the Board by the President at the next regularly scheduled Board meeting.

The Executive Committee annually reviews all CEHA service contracts and agreements (e.g., Support Services, contract publisher, contract meeting planner) and makes recommendations to the Board regarding job duties and compensation. The Executive Committee also investigates the need for additional paid services or changes in current services.

The Executive Committee meets following each Board of Directors meeting and, at the discretion of the President, holds periodic conference call meetings.

Rev. 4/97

R-4

## **PRESIDENT**

*“The President shall be chair of the Board of Directors and shall preside at all meetings of the Board and Association. Subject to approval by the Board of Directors, the President shall appoint all Committees and the Chair thereof.”*

The President, in conjunction with the Board of Directors, is responsible for providing the overall direction, organization, and evaluation of the Association. The President serves as the official spokesperson for CEHA on all matters.

Only the CEHA President or authorized designee may speak on behalf of CEHA in expressing positions taken by the Association. The President, along with the CEHA Treasurer and Secretary, has the authority to sign checks of the Association.

### **Duties of the President include but are not limited to:**

- serving as Chair of the Board of Directors and presiding over meetings of the Board and Executive Committee.
- scheduling all meetings of the Board and Executive Committee.
- supervising the Executive Secretary.
- assuring that all CEHA officers are functioning satisfactorily in their assignments.
- assigning, and reassigning, job responsibilities as necessary to ensure the smooth functioning of the Association and the achievement of its goals and objectives.
- appointing all committee chairs, task forces, and other groups as necessary.
- having discretionary control of the CEHA budget with the authority to approve the expenditure of unbudgeted funds when necessary.
- conducting all official correspondence of the Association.
- signing, or authorizing signatures, on all contracts entered into by CEHA.
- thanking and/or recognizing all CEHA volunteers for services rendered.
- presenting a report at the general business meeting of the Association at the AES.
- serving as CEHA’s representative to the NEHA Board of Delegates.
- representing CEHA at the CCDEH Executive Committee meetings.
- participating on the CEHA annual Strategic Plan Committee.
- in conjunction with the Executive Committee, annually reviewing the Executive Secretary’s contract and making recommendations to the Board regarding job duties and compensation.
- working with Executive Secretary in sending letters from the President to all newly appointed registered REHSs and to “other” workers in the environmental health field.
- performing other job duties and responsibilities such as:
  - promoting the goals and objectives of CEHA.

- representing CEHA to the membership and the public; and to political, professional, educational, and other allied groups.
- promoting professionalism among CEHA members and other environmental health professionals.
- fostering and encouraging research, education, and training in environmental health fields.

**Time Commitment:** A minimum of 5-10 hours per week for routine telephone and written correspondence. Other duties of the President may occupy as much as 40 hours in any one week depending upon need, time of year, and activities of the Association.

Rev. 4/97

R-5

## **PRESIDENT-ELECT**

*“The President-Elect shall assist the President in the performance of Presidential duties. In the absence of the President, the President-Elect shall fulfill the functions of the President.”*

The President-Elect is responsible for assisting the President in the achievement of the Association’s goals and objectives, and for learning the specific position responsibilities and job duties of the President in order to take over if necessary and to effectively serve as President the following year.

The President-Elect serves as the whip of all ad-hoc committees and assumes the chair of the Board meetings during ad-hoc committee reports. As committee whip, it is the President-Elect’s responsibility to communicate to committee chairs all charges, responsibilities, and policies pertaining to individual committees. In addition, the President-Elect provides support for the Technical Sections.

### **Duties of the President-Elect include but are not limited to:**

- oversight of all ad-hoc committees and Technical Sections, including review of their effectiveness and making recommendations for future direction.
- assisting the President in developing charges for ad-hoc committees and Sections.
- assisting in the coordination of Sections.
- communicating with all ad-hoc committee chairs, and the Sections Coordinators between Board meetings.
- assisting the President in communicating with the CEHA Representatives on statewide committees or with allied associations and organizations (e.g., EHSRC, SCPHA, PHA-North, etc.).
- reporting to the President on activities of ad-hoc committees and Sections between Board meetings.
- ensuring that written reports are prepared and submitted to the Board by all ad-hoc committee chairs, and Sections coordinator.
- coordinating and chairing the annual Strategic Plan Committee, and preparing a final written strategic plan and annual work plan for approval by the Board at the AES.
- serving as the annual Update Coordinator and appointing committee chairs for both the Northern and Southern Updates.
- attending all Board meetings and meetings of the Executive Committee.
- attending the NEHA Annual Educational Conference (AEC) to assist the President, and to learn NEHA procedure in order to effectively serve as CEHA’s representative to the NEHA Board of Delegates the following year.
- obtaining a plaque of recognition for the President and presenting it at the AES.
- acting in the President’s absence when so authorized.
- other duties as assigned by the President.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. In addition, the time requirements for special projects and assistance to committees will vary depending upon need and individual committee activities. The Strategic Plan Committee assignment will require 20-40 hours between the January Board meeting and the AES.

Rev. 4/97

R-6

## **VICE PRESIDENT**

*“The Vice President shall perform any duties as may be assigned by the President.”*

The Vice President is responsible for assisting the President in the achievement of the Associations goals and objectives. The Vice President is responsible for learning the specific position responsibilities and duties of the President-Elect in order to effectively serve as President-Elect the following year.

The Vice President serves as the whip of all standing committees and assumes the chair of Board meetings during standing committee reports. As committee whip, it is the Vice President’s responsibility to communicate to committee chairs all charges, responsibilities, and policies pertaining to individual committees.

**Duties of the Vice President include but are not limited to:**

- oversight of all standing committees, including review of their effectiveness and making recommendations concerning future direction.
- assisting the President in developing charges for standing committees.
- communicating with all standing committee chairs between Board meetings.
- reporting to the President on activities of standing committees between Board meetings.
- ensuring that written reports are prepared and submitted to the Board by all standing committee chairs.
- participating on the CEHA annual Strategic Plan Committee.
- attending all Board meetings and meetings of the Executive Committee.
- other duties as assigned by the President.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. In addition, the time requirements for special projects and assistance to committees will vary depending upon need and individual committee activities.

R-7

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President serves many functions on the Board of Directors.

In most cases, the Immediate Past President is the most “senior” of all voting Board members - usually serving their sixth consecutive year. For this reason, the Immediate Past President assists in providing continuity, and serves as parliamentarian and historian for the CEHA Board.

All CEHA past presidents serve as advisors to the Board as members of the Past President’s Council.

**Duties of the Immediate Past President include but are not limited to:**

- chairing the Past President’s Council and coordinating meetings in conjunction with the Updates and AES.
- chairing the Nominations and Elections Committee.
- chairing the Bylaws and Procedure Manual Committee.
- preparing and submitting to the Board written reports for each committee chaired.
- distributing, at each Board meeting, the revised pages of the Policy and Procedure Manual to the Board reflecting the changes approved at the previous Board meeting.



- attending all Board meetings and meetings of the Executive Committee.
- conducting the annual election.
- serving as the installing officer for the new Board of Directors during the general business meeting at the AES.
- coordinating and conducting the annual Board training session held at the Board meeting following the close of the AES.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. In addition, the annual election will take from 30-40 hours of time in February-March. A minimum of 2-5 hours will be required prior to each Board meeting preparing written reports.

Rev. 4/97

R-8

## SECRETARY

*“The Secretary shall record and keep accurate minutes of all proceedings of the Association and of the Board of Directors and shall have custody of all the records and papers of the Association. The secretary shall notify all officers of their election, give notice of the time, place and purpose of all meetings, and conduct the correspondence of the Association and the Board of Directors.”*

The Secretary serves a two-year term and is responsible for preparing written minutes of each Board of Directors meeting for review and approval.

### **Duties of the Secretary include but are not limited to:**

- attending all Board meetings and meetings of the Executive Committee.
- creating a written assignment list, including deadline dates, within one (1) week following all Board of Directors meetings for full Board distribution.
- preparing a draft of Board meeting minutes for Executive Committee review within four (4) weeks following all Board meetings.
- submitting a final draft of written Board minutes for Board review and approval prior to the next regularly scheduled Board meeting.
- submitting the CEHA Board Highlights from each Board meeting to the Publications Committee by the appropriate deadlines for publication in the *Journal* and/or *CEHA Bulletin*.
- notifying officers of their election.
- having authority to sign checks of the Association along with the President and the Treasurer.

**Time Commitment:** An average of 20-24 hours is required to review and transcribe Board meeting audiotapes and to prepare written minutes following each Board meeting.

Rev. 4/97

R-9

## TREASURER

*“The Treasurer shall have charge of all funds of the Association and shall deposit them in a bank or banks approved by the Board of Directors. The Treasurer, whenever requested to do so, shall report the financial condition of the Association to the Board of Directors. All disbursements shall be made by the check of the Association, signed by either the Treasurer, the President, or Secretary.”*

The Treasurer serves a two-year term and, in conjunction with the President and the Board, is responsible for the fiscal management of the Association.

### **Duties of the Treasurer include but are not limited to:**

- chairing the Finance and Membership Committee.
- submitting written financial reports, for information purposes, to the Board at each meeting.
- overseeing the expenses of all committees and the Executive Secretary.

- preparing an annual budget for Board approval.
- providing any necessary information to ad-hoc Audit Committee comprised of Chapter Treasurers and preparing a written financial report for Board approval following audit.
- presenting a written report at the general business meeting of Association at the AES.
- preparing an annual written report for Board approval and publication in the *Journal*.
- annually reviewing the CEHA Procedure Manual relative to CEHA finances and recommending any necessary changes to the Bylaws and Procedure Manual Committee for Board review and approval.
- filing the necessary tax documents with the IRS and the State Franchise Tax Board.
- maintaining separate bank accounts for the scholarship fund, International Committee, and reserve savings account.
- participating on the annual Strategic Plan Committee.
- attending all Board meetings and meetings of the Executive Committee.

**Time Commitment:** A minimum of 3-8 hours per week handling routine financial matters. Audits and annual reports will require additional time as necessary. A minimum of 5-10 hours will be required prior to each Board meeting preparing written reports.

R-10

## EXECUTIVE SECRETARY

*“The Board of Directors shall...Employ personnel as required, establish their duties, and fix their compensation.”*

The Executive Secretary provides contracted support services for the Association. The Executive Secretary is supervised by the President and reports to the Board of Directors but does not serve as a voting member of the Board. The Executive Secretary also serves as an advisory member of the Executive Committee.

The salary and job duties of the Executive Secretary are established by the Board. A copy of the Executive Secretary’s contract, outlining all duties and responsibilities, is located in Appendix E of the CEHA Procedure Manual and should be referred to prior to requesting specific services.

The Executive Secretary does not serve as a private secretary for the President or any other Board member. The Executive Secretary is not responsible for typing the correspondence of, or fulfilling the individual responsibilities of, any CEHA Officer or Board member. Rather, the Executive Secretary is on staff to manage CEHA’s Support Services office, to provide direct membership services, and to assist the Board in achieving its goals and objectives.

### **Duties of the Executive Secretary include but are not limited to:**

- serving as CEHA’s Membership Coordinator.
- processing all membership applications and forwarding membership checks to the CEHA Treasurer for deposit.
- assisting in the coordination and publication of the *Journal*.
- providing assistance to the AES Committee at the AES, if requested and compensated from AES funds. (Rev. 7/04)
- providing input to the CEHA Treasurer regarding the annual budget.
- preparing and submitting written reports to the Board regarding Support Services activities and expenses.
- managing CEHA’s Support Services office and making recommendations to the Board regarding policy on the operations of the office.
- attending all Board meetings and meetings of the Executive Committee, if requested by the President. (Rev. 7/04)

**Time Commitment:** The Executive Secretary's contract with CEHA calls for "less than half-time" employment. Full-time commitment is required during the three (3) days of the AES.

R-11

## CHAPTER PRESIDENTS

The Chapter Presidents, in conjunction with their President-Elect, represent their entire chapter membership on the CEHA Board. On behalf of their membership, Chapter Presidents (and President-Elect) are authorized to speak, and vote, on issues placed before the CEHA Board. Issues requiring Board action, that may affect individual chapters, should be discussed with chapter Board members prior to attending the CEHA Board meetings. It is imperative that Chapter Presidents take the time to adequately prepare for statewide Board meetings - attending meetings unprepared will limit both the input and influence chapters have in the management of CEHA.

The Chapter Presidents are responsible for ensuring effective communication between their membership, their chapter Board, the CEHA Board, and the CEHA Executive Secretary on all matters involving CEHA and their individual chapter. Presidents of CEHA chapters have the freedom to address local issues, expressing only positions taken by their respective chapters and utilizing only chapter stationary, unless authorized or directed otherwise by the CEHA President. Only the CEHA President, or authorized designee, may speak on behalf of CEHA in expressing positions taken by the Association.

In most cases, committee charges and other tasks are assigned to individual chapters by the CEHA President, committee whips, or the Board. Chapter Presidents may serve as chair of the standing or ad-hoc committees assigned to their chapter, or another chapter member may serve as chair with the concurrence of the CEHA Board and CEHA President. However, even if another chapter member assumes the chair, the Chapter President still retains responsibility for all committee activities. Chapter Presidents must ensure that all delegated tasks are completed on schedule - this may mean that in some cases, Chapter presidents will need to re-delegate, or complete the tasks themselves, in order to meet the chapter's commitments to CEHA.

In short, the Chapter Presidents are not only responsible for the coordination of their individual chapter's activities (i.e., Board meetings, dinner meetings, educational events, newsletters), but are also responsible for ensuring that all committee charges and tasks assigned by the CEHA Board are completed. Chapter Presidents are ultimately responsible for all Chapter activities and finances, including those assigned to their chapter by the CEHA Board.

### **Duties of the Chapter Presidents include but are not limited to:**

- coordinating activities of all CEHA committees assigned to their chapter.
- reporting to the CEHA committee whips on all matters relating to assigned committee charges.
- ensuring that any committees and designated subcommittees assigned to their chapter adhere to established CEHA policy and procedures.
- ensuring that written committee reports are submitted to the Board in advance of each meeting deadline and giving verbal reports to the Board as requested.
- attending and participating in all CEHA Board meetings.
- ensuring that their chapter is adequately represented at the CEHA Board meetings by authorizing a proxy vote when necessary.
- disseminating information made available at the CEHA Board meetings throughout their chapter Board and chapter membership.
- submitting "Around the Chapters" reports to the Publications Committee Chair for each *Journal* and *CEHA Bulletin* issue.

- reporting on CEHA committee activities in the *Journal* and *CEHA Bulletin* when appropriate.
- assuming fiscal responsibility for chapter and CEHA committee finances.
- ensuring that financial reports are submitted to the CEHA Treasurer as required (i.e., quarterly chapter financial documents, AES/Update financial reports).
- appointing a chapter member to assist and support the BIAC President.
- contacting the legislative field offices of the legislators and all locally elected officials in their region, informing them about CEHA.
- assisting the Legislative Committee in selecting and taking appropriate action on legislation affecting the CEHA membership.
- serving on the CEHA Nominations and Elections Committee.
- ensuring that Chapter Treasurer participates in the annual CEHA Ad-Hoc Audit Committee.
- coordinating all individual chapter activities and events.
- coordinating and chairing all chapter Board meetings.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. Additional time requirements will vary depending upon committee assignments (i.e., chairing CEHA committees), chapter size, and chapter activity level. Also, a minimum of 2-5 hours will be required prior to each Board meeting preparing written reports.

### **CHAPTER PRESIDENTS-ELECT**

Chapter Presidents-Elect share the responsibility of representing their chapter membership at the CEHA Board of Directors meetings, and are authorized to speak, and vote, on issues placed before the CEHA Board on behalf of their membership. (See the position description for Chapter Presidents.)

To adequately serve their members, Chapter Presidents-Elect must be informed and prepared at each Board meeting - it is important to discuss issues of importance with their Chapter Presidents, and other chapter board members, prior to attending Board meetings.

Chapter Presidents-Elect are responsible for assisting their Chapter President in the achievement of both CEHA and chapter goals and objectives. Chapter Presidents-Elect must maintain constant communication with their Chapter President, as well as with other Chapter Board members, in order to stay informed of chapter activities and to facilitate a smooth transition when necessary.

The Chapter Presidents-Elect are responsible for learning the specific position responsibilities and job duties of Chapter Presidents in order to take over if necessary, and to effectively serve as Chapter President the following year.

**Duties of the Chapter Presidents-Elect include but are not limited to:**

- attending and participating in all CEHA and chapter Board meetings.
- serving on the CEHA Nominations and Elections Committee.
- assisting their Chapter President, as requested, in the completion of charges assigned to their chapter.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. Additional time requirements will vary depending upon specific duties assigned by their Chapter resident, CEHA committee assignments, chapter size, and chapter activity level.

### **STANDING AND AD-HOC COMMITTEE CHAIRS**

*“The Board may create and dissolve standing and special committees, the organization and charges of which shall appear in the Procedure Manual.”*

Standing and ad-hoc committee chairs are appointed annually by the CEHA President.

In most cases, committee charges and other tasks are assigned to individual chapters by the CEHA President. Chapter Presidents may serve as chair of the standing or ad-hoc committees assigned to their chapter; however, even if another chapter member assumes a chair, the chapter president still bears the ultimate responsibility for all committee activities and for ensuring the completion of all assigned charges.

**Duties of CEHA standing and ad-hoc committee chairs include but are not limited to:**

- completion of committee charges as assigned by the CEHA President and/or CEHA Board.
- recommending to the Board the establishment of any necessary subcommittees in order to accomplish the charges of the committee (e.g., speakers bureau, state science fair).
- ensuring that all committee expenses are approved by the CEHA Board prior to actual expenditure.
- ensuring that all committee members adhere with established CEHA policy and procedure.
- communicating committee activities to their chapter president and chapter membership.
- reporting to the CEHA committee whips on all matters relating to assigned committee charges.
- preparing written reports for the CEHA Board prior to each meeting.
- preparing quarterly written financial reports as required (e.g., AES, Updates).
- recommending policy to the CEHA Board for approval relative to committee activities when appropriate.
- annually reviewing the CEHA Procedure Manual relative to committee, and recommending any necessary changes to the Bylaws and Procedure manual Committee for Board review and approval.
- providing input to the CEHA treasurer regarding the annual budget.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. Also, a minimum of 2-5 hours will be required prior to each Board meeting preparing written reports. Additional time requirements will vary depending upon committee charges and special projects assigned by the Board. Certain committees - such as AES and Updates - will require a large commitment of time. For both these committees, there will be periods when the chair and committee members are each spending more than 40 hours per week on committee activities.

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## **PUBLICATIONS COMMITTEE**

### **PUBLICATIONS COMMITTEE**

- coordinates official CEHA publications
- formulates editorial and publication policy, subject to Board approval
- consists of at least six (6) members, including the President, *CEHA Bulletin* Coordinator, *CJEH* Editor, *CEHA Bulletin* Editor, the Editorial Board, and preferably at least one member from each CEHA chapter
- utilizes the Technical Sections Chairs to solicit articles and contributors for CEHA publications

### **EDITORIAL BOARD**

- consists of at least the following members: President, *CJEH* Editor, and *CEHA Bulletin* Editor
- responsible for setting editorial and publication policy for CEHA, subject to Board approval
- sets peer review policy with Publications Committee Coordinator

### **PUBLICATIONS COMMITTEE AND/ OR SUPPORT SERVICES**

- receives requests for information packets and mails packets to prospective authors
- receives articles
- maintains files of permission to publish
- forwards articles to Coordinator

- refers questions regarding publications to *Journal* Editor, *Bulletin* Coordinator, Chair, or President, as appropriate
- provides address labels for mailing publications upon request
- maintains an archive of past publications
- maintains a list of potential and current advertisers and solicits advertising for CEHA publications
- coordinates promotion of CEHA publications, including mailing lists

#### **PUBLICATIONS COMMITTEE COORDINATOR**

- appointed member of Publications Committee and Editorial Board
- coordinates committee activities, meetings, and conference-calls
- coordinates with President regarding publications
- receives articles for publications from Publications Committee
- distributes articles to segregate for *Journal* and *Bulletin* and routes to appropriate Editors
- maintains file of all articles submitted to CEHA
- routes articles for peer review to Chapter Representatives
- sends copy of all articles to President for preliminary approval to publish and consults regarding appropriateness
- corresponds with authors regarding articles
- ensures that deadlines are adhered to, schedules are met, and ensures that publications costs are within budget

R-16

#### **PRESIDENT**

- member of Publications Committee and Editorial Board
- with Publications Committee, and subject to Board approval, sets CEHA publication and editorial policy
- reviews all submitted articles prior to editing and consults with *Journal* Editor and *Bulletin* Coordinator regarding appropriateness
- reviews and approves printers' proofs of all publications before print run

#### **CEHA BULLETIN EDITOR**

- appointed member of Publications Committee and Editorial Board
- consults in setting editorial and publication policy
- serves as Editor of quarterly *Bulletin*, with duties described in Appendix R of CEHA Procedure Manual, plus other duties as required
- collects peer review and editorial changes and incorporates changes into Bulletin

#### **CJEH EDITOR**

- appointed member of Publications Committee and Editorial Board
- consults in setting editorial and publication policy
- serves as Editor of semi-annual *California Journal of Environmental Health*, with duties described in Appendix R of CEHA Procedure Manual, plus other duties as required
- collects peer review and editorial changes and incorporates changes into Journal

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#### **JOURNAL EDITOR and EDITORIAL BOARD**

*"The official publication of this Association shall be The California Journal of Environmental Health."*

The CEHA Editorial Board serves as the Publications Committee and is chaired by the *Journal* Editor. The Editorial Board is responsible for the coordination and publication of each *Journal* issue.

(NOTE: A publishing firm is on contract with CEHA to format, print, and mail the *Journal* - all other editorial functions are performed by the *Journal* Editor and members of the Editorial Board.)

**Duties of the *Journal* Editor include but are not limited to:**

- communicating with the CEHA Vice President (Publications Committee Whip) and the Executive Secretary regarding the status of each *Journal* issue and Editorial Board activities.
- coordinating activities with the Executive Secretary and contract publisher in relating to *Journal* production.
- coordinating any necessary peer review, and/or technical editorial review with Sections.
- ensuring that *Journal* issues are published on schedule and that expenditures are kept within budget.
- preparing a “theme” editorial for each *Journal* issue.
- submitting written reports to the Board prior to each meeting.
- providing input to the CEHA Treasurer regarding the annual budget.

**Duties of the Editorial Board include but are not limited to:**

- soliciting articles, photograph, and graphics for use in the *Journal*.
- maintaining a library of future *Journal* articles.
- defining the theme and choosing the content of each *Journal* issue including photos and graphics.
- soliciting *Journal* advertising.
- providing editorial review of *Journal* articles and obtaining approval from authors for edits.
- overseeing production of the *Journal* and providing final approval of each *Journal* issue prior to printing.
- identifying special target audiences and coordinate distribution of the *Journal* to these audiences.
- recommending editorial policy to the CEHA Board for approval when appropriate.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. Prior to printing each *Journal* issue, as much as 30-40 hours of additional time will be required for editing, review, and proofreading. Also, minimum of 2-5 hours will be required of the *Journal* Editor prior to each Board meeting preparing written reports.

## **TECHNICAL SECTIONS COORDINATOR**

The Technical Sections Coordinator is appointed annually by the Board and serves to coordinate the functions of the individual Technical Sections with all other elements of CEHA.

Individual Technical Sections are certified annually by the CEHA Board.

**Duties of the Technical Sections Coordinator include but are not limited to:**

- serving as liaison between the individual Section Chairs, the CEHA President-Elect, the AES Committee, the Update Committees, the Publications Committee, and the Board.
- communicating with all Section Chairs regarding responsibilities and deadlines.
- communicating with the CEHA President-Elect regarding Section activities between Board meetings.
- assisting the Education Committee, the Speakers Bureau, and other CEHA committees in achieving their goals and objectives.
- preparing and submitting written reports to the Board prior to each meeting.
- submitting articles to the CEHA *Journal* related to Section activities.
- annually reviewing the CEHA Procedure Manual relative to Sections, and recommending any necessary changes to the Bylaws and Procedure Manual Committee for Board review and approval.
- chairing the annual Sections meeting at the AES.
- providing input to the CEHA Treasurer regarding the annual budget.

**Time Commitment:** A minimum of 2-5 hours per week for routine telephone and written correspondence. In addition, a minimum of 2-5 hours will be required prior to each Board meeting preparing written reports. The time commitment for assistance with the AES committee will range from 30-40 hours depending upon involvement from individual Section Chairs.

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## TECHNICAL SECTION CHAIRS

Technical Section Chairs are a vital component in CEHA's ability to provide valuable, technical educational information to its membership. Section Chairs are the recognized CEHA "expert" in their individual area of expertise.

Individual Technical Sections are established by the Board of Directors upon petition of the membership and recertified annually following the AES.

### **Duties of the Section Chairs include but are not limited to:**

- communicating with, and reporting to, the Sections Coordinator regarding activities of their individual section.
- arranging for high quality speakers on topics of current interest at the AES.
- moderating their individual Section meeting at the AES.
- attending the annual Sections meeting at the AES.
- providing assistance to the Update Committees for speaker ideas as requested.
- coordinating and promoting special interest seminars.
- serving as technical advisors to the *Journal* Editor and the Publications Committee by reviewing articles when requested.
- assisting the *Journal* Editorial Board in soliciting technical articles suitable for publication.
- submitting articles to the CEHA *Journal* relative to individual Section activities.
- providing legislative review when requested by the Legislative Committee Chair, or the CEHA President or President-Elect.
- providing assistance, when requested, to the CEHA Board on proposed opinion or policy positions.
- serving as a member of, and CEHA's representative to, their respective CCDEH Technical Advisory Committee (TACs).

**Time Commitment:** A minimum of 2-5 hours per month for routine telephone and written correspondence. In preparation for the AES, a minimum of 20-30 hours during November-December will be required to coordinate speakers for the program agenda; attendance at the AES to moderate individual Section meetings is also required. Additional time requirements will vary depending upon the number of articles submitted to the *Journal* requiring technical review, the amount of pending legislation requiring review, and individual participation in the corresponding CCDEH TAC.

R-20

## CEHA REPRESENTATIVES

(E.G. EHSRC, CIWMB, CPHA-North, SCPHA, CCFPH)

In many situations, the CEHA President and/or the CEHA Board may appoint or nominate individuals to represent the interests of CEHA and the CEHA membership on either Statewide committees, or with allied associations and organizations.

### **Duties of CEHA Representatives include but are not limited to:**

- reporting to the CEHA President and Board both verbally and in writing, when necessary, on activities.
- obtaining input from the CEHA President and/or Board prior to providing input or voting on major or controversial issues that may affect CEHA and/or its membership.
- submitting articles/information to the CEHA *Journal* relative to committee or association activities.



- accurately representing the interests of CEHA and its membership.
- promoting the goals and objectives of CEHA, and professionals in environmental health.

**Time Commitment:** This will vary greatly depending upon appointed position and activity of committee/association.

Rev. 4/93

R-21

## **AES AND UPDATE POSITIONS**

1. **Position responsibility of the Board of Directors.**
2. **Position responsibility of the CEHA Conference Advisor(s) (CCA).**
3. **Position responsibility of the Contract Meeting Planner.**
4. **Position responsibility of the AES Planning Committees.**
5. **Position responsibility of the Update Committees.**
6. **Position responsibility of the CEHA Executive Secretary.**

### **1. POSITION RESPONSIBILITY OF THE BOARD OF DIRECTORS:**

The Board of Directors has the ultimate responsibility for the AES and Updates. It is the Board's job to provide guidance to the AES and Update committees and to ensure successful educational events through review of the activities of the AES and Update committees, the Contract Meeting Planner (CMP), and the CEHA Conference Advisor(s) (CCA).

#### **Duties of the CEHA Board include but are not limited to:**

- approving preliminary budgets and any budget revisions for all AES/Update committees.
- reviewing and approving on-going budget and expenses as stated in each AES/Update committee report.
- reviewing and approving preliminary program agendas for all AES/Updates.
- responding to concerns brought to the Board by the AES/Update committees, the CMP, and the CCA.
- making final decisions, when requested, regarding unresolved conflicts between the AES/Update committees, the CMP, and the CCA.
- approving an annual contract with the CMP; the CEHA President and President-Elect shall sign the CMP's contract.
- appointing the CCA.

In addition, the responsibilities of the Board shall be as outlined on pages R-2 and R-3 of this Appendix.

APPROVED BY BOD 1/95

R-22.1

### **2. POSITION RESPONSIBILITY OF THE CEHA CONFERENCE ADVISOR(S) (CCA):**

The function of the CEHA Conference Advisor(s) (CCA) shall be to standardize the AESs and Updates, to provide continuity, and to facilitate communication between the AES/Update committees, the CEHA Board, and CEHA's Contract Meeting Planner (CMP).

The CCA shall have served on the CEHA Board of Directors, and shall have served as an AES general chair or on an AES planning committee as a committee chair. The CCA shall serve for at least two years to maintain continuity. The CCA position may be filled by one or two individuals. All past AES general chairs and Update chairs shall serve as advisors to the CCA.

#### **Duties of the CCA include but are not limited to:**

- serving as an ex officio (non-voting) member of the CEHA Board of Directors and each AES/Update committee.

- facilitating a one-day planning workshop with each year's AES planning committee. Expenses shall be paid from the appropriate AES budget.
- maintaining communication with the CEHA Board, each AES General chair, Update chairs, the CMP, and the Executive Secretary. Reasonable expenses, such as telephone and postage charges, shall be reimbursed by CEHA.
- attending AES/Update committee meetings as requested by the committee or by the CEHA Board. Expenses shall be paid by the requesting party.
- advising and assisting the CEHA Board, the AES/Update committees, and the CMP regarding AES/Update policy, procedure, protocol, budget, expenses, and tradition and history.
- overseeing the CMP and AES/Update Committee's planning and activities for adherence to existing CEHA policy and procedure.
- reviewing all contracts entered into by the CMP or the AES/Update committees prior to being signed by the AES/Update chairs or the CMP.
- making decisions regarding interpretation of existing AES/Update policy and procedure.
- reviewing all reports (including internal AES/Update committee reports), financial statements, and AES/Update committee and CMP reports submitted to the CEHA Board.
- coordinating an audit of each AES/Update committee's final financial report.
- informing the CEHA Board as necessary when problems arise.
- maintaining AES/Update historical records.
- attending CEHA Board meetings that are held in conjunction with the AESs, where AES/Update policy or procedure issues are discussed, or when requested by the CEHA Board. Policy or procedure regarding the AES/Updates shall not be voted on by the Board until input has been received from the CCA. When attending CEHA Board meetings, the CCA shall receive the same reimbursement as the CEHA officers.
- attending all AESs. The CCA shall receive the same reduced AES registration rate as the AES committee chairs.
- editing the "Guide for Staging a CEHA Symposium" and "Update Guide" as necessary.
- recommending to the CEHA Board any necessary change to CEHA policy or procedure regarding AES/Updates.
- working to standardize the AES and Updates.

APPROVED BY BOD 1/95

R-22.2

### **3. POSITION RESPONSIBILITY OF THE CEHA CONTRACT MEETING PLANNER (CMP):**

The duties of the CEHA Contract Meeting Planner (CMP) shall be as outlined in their signed contract.

#### **In addition, the communication and reporting responsibilities of the CMP shall include:**

- reporting directly to the CEHA Board of Directors and serving at the pleasure of the Board.
- maintaining regular communication and coordination with the AES general chairs and the CEHA Conference Advisor (CCA) regarding specific duties addressed in the CMP contract and other issues as they arise.
- providing original receipts for all reimbursable operating expenditures. Expenses will be reimbursed on a monthly basis by CEHA. Other costs for services rendered will be paid per the CMP contract.
- submitting written reports, including financial statements, prior to each Board meeting; additional report copies shall be provided to each AES general chair and the CCA.
- referring and consulting with the CCA and each AES general chair regarding decisions and interpretation of policy, procedure, protocol, and AES tradition and history.
- requesting decisions from the Board regarding unresolved conflicts.

**The CMP has decision making authority regarding:**

- initiating and conducting contract negotiations on behalf of the AES committee with final contract approval by the AES committee.
- selecting subcontractors for job duties listed in the CMP contract.
- making individual expenditures for reimbursable budgeted operational expenses, not to exceed \$200. All expenditures in excess of \$200, or not budgeted, must receive prior AES committee approval.
- accepting signed contracts from previously approved exhibitors (i.e., returning exhibitors).

APPROVED BY BOD 1/95

R-22.3

#### **4. POSITION RESPONSIBILITY OF THE AES PLANNING COMMITTEES:**

With the assistance of the CCA and the CMP, the AES planning committees shall have the responsibility to plan and coordinate their event within the guidelines established by the Board of Directors as outlined in the "Guide for Staging a CEHA Symposium."

##### **Duties of the AES planning committees include but are not limited to:**

- establishing an individualized AES budget and planning calendar.
- providing the CEHA Board with preliminary budgets and any budget revisions for approval.
- providing the CEHA Board with a preliminary program agenda for approval.
- providing written reports, including financial statements, to the CEHA Board at each Board meeting.
- approving site location and hotel.
- approving all contracts after review by the CCA. The AES general chair shall approve and/or sign all AES contracts entered into on behalf of CEHA.
- approving all new exhibitor and advertisement contacts.
- approving all exhibitors and advertisers.
- approving final layout of exhibit hall, including assignment of booth location to each exhibitor.
- approving all socials and sponsors.
- designing educational program content, recruiting speakers, and fulfilling continuing education requirements.
- coordinating all business meetings.
- approval of paper, colors, and style for all printed material, graphics, photographs, etc.
- approving all layouts for printed material as submitted by the CMP.
- selecting promotional items for sale (e.g., t-shirts, mugs, pins), banquet menus and entertainment, and family and spouse activities.
- promoting the AES at Updates, the previous AES, other CEHA events, and at other times when appropriate (e.g., Hazmacon, Restaurant Show).
- obtaining proclamations from local and state government, door prizes, etc.
- arranging VIP and international accommodations.
- collecting and preparing registration packet inserts (e.g., flyers, maps).
- providing onsite volunteers for registration, program and speaker needs, errands, photography, etc.
- communicating with, working with, and providing assistance to the CMP and CCA in fulfilling their responsibilities.
- reimbursing CEHA committee for committee operating expenses billed by the CMP, and paid by CEHA, when the committee's debt to CEHA exceeds \$500.
- providing a final report to the CEHA Board, including a complete financial accounting of all income, expenses, and numbers.

In addition, the duties of the AES planning committee chair (i.e., AES general chair) will be as outlined on page R-15 of this Appendix.

**5. POSITION RESPONSIBILITY OF THE UPDATE COMMITTEES:**

With the assistance of the CCA, the Update committees shall have the responsibility to plan and coordinate their events within the guidelines established by the CEHA Board of Directors as outlined in the "Update Guide."

**Duties of the Update committees include but are not limited to:**

- providing the CEHA Board with preliminary budgets and any budget revisions for approval.
- providing the CEHA Board with a preliminary program agenda for approval.
- providing written reports, including financial statements, to the CEHA Board at each Board meeting.
- providing a final report to the CEHA Board, including a complete financial accounting of all income and expenses.

In addition, the duties of the Update committee chairs will be as outlined on page R-15 of this Appendix.

**6. POSITION RESPONSIBILITY OF THE EXECUTIVE SECRETARY:**

The duties and responsibilities of the CEHA Executive Secretary shall be to provide assistance to the Board, the CCA, the CMP, and the AES/Update committees as outlined in the signed support services contract (see Appendix E of the CEHA Procedure Manual) and as outlined on page R-11 of this Appendix.

**APPENDIX S**  
**CEHA SPONSORSHIP PROGRAM**  
**Sponsorship Program**

Objective: Increased revenue for CEHA and exposure for Sponsor.

Commitment: One to Three Years

(adopted by CEHA Board in October 1997)

	<u>Value</u> <u>to Sponsor</u>	<u>Actual Cost</u> <u>to CEHA</u>
<b>Bronze Sponsorship (\$500/year)</b>		
· Sponsor full registration for students at AES or Updates (one three day AES registration -or- three one day registrations at AES or Updates)		\$ 250 \$ 100
· Business Card size ad in one issue of the <i>CEHA Journal</i>		75 0
· Claim to level of sponsorship (i.e. "CEHA bronze Sponsor")		? 0
· Name/Sponsorship designation in CEHA AES Program Book		? 0
· Sponsor ribbon and rosette for exhibit booth each year		50 30
		<u>\$ 375</u> <u>\$ 130</u>
 <b>Silver Sponsorship (\$1,500/year)</b>		
15% discount on AES Exhibit Booth		\$ 85\$ 85
Quarter Page Ad in one issue of the <i>CEHA Journal</i>		100 0
· Claim to level of sponsorship (i.e. "CEHA Silver Sponsor")		? 0
Name/Sponsorship designation in all issues of <i>CEHA Bulletins</i> and AES Program Book		? 0
Sponsorship Certificate		50 20
Sponsor ribbon and rosette for exhibit booth each year		50 30
CEHA mailing labels (1 set per year)		75 10
Choice of one publicized spotlight event: Print one issue of <i>Bulletin</i> or Friday - AES Continental Breakfast		1,000 1,000
		<u>1,000</u> <u>1,000</u>
		\$1,360\$1,145
 <b>Gold Sponsorship (\$4,000/year)</b>		
50% discount on Exhibit Booth at AES		\$ 250\$ 250
50% discount on BIA Company/Corporate Membership		175 175
Claim to level of sponsorship (i.e. "CEHA Gold Sponsor")		? 0
Name/Sponsorship designation in all issues of <i>CEHA Bulletin, Journal</i> & AES Program Book		? 0
Sponsorship Certificate		50 20
Sponsor ribbon and rosette for exhibit booth each year		50 30
CEHA mailing labels (1 set per year)		75 10
Your company banner at AES spotlight event - or ½ Page Ad in one issue of <i>CEHA Journal</i>		175 0
· Choice of one publicized spotlight event at AES: AES Program Binders (print binder and contents) or Keynote Speaker - Opening Session or		2,000 2,000
		2,000 2,000

Thursday - Cocktail Reception or	2,000	2,000
Thursday - Banquet (entertainment, decor, & music)	<u>2,000</u>	<u>2,000</u>
	\$2,775	\$2,775

**Platinum Sponsorship (\$7,500/year)**

Exhibit Booth at AES	\$ 550	\$ 550
BIA Company/Corporate Membership	350	350
Claim to level of sponsorship (i.e. "CEHA Platinum Sponsor")	?	0
Name/Sponsorship designation in all issues of <i>CEHA Bulletins, Journal, AES &amp; Updates Program Books</i>	?	0
Sponsorship Plaque	75	50
Sponsor recognition at exhibit booth each year	30	20
CEHA mailing labels (1 set per year)	75	10
Your company banner at AES spotlight event -or- ½ Page Ad in one issue of <i>CEHA Journal</i>	175	0
Imprinted cocktail napkins at reception	200	50
· Choice of one publicized spotlight event at AES:		
Tuesday - Ice Breaker Reception or	4,000	4,000
Wednesday - Reception (hors d'oeuvres & cocktails)	<u>4,000</u>	<u>4,000</u>
	\$5,455	\$5,030

**Note:**  
**Contributions are not limited to the above suggested events and services. By mutual agreement (CEHA and Sponsor), Sponsor or CEHA may provide in-kind services in lieu of specific contribution as outlined above.**

**APPENDIX T**  
**CEHA INTERNATIONAL EXCHANGE APPLICATION FORM**

NOT INCLUDED

# APPENDIX U

## CEHA BOARD TRAVEL GUIDELINES

March 3, 2001 (revised 7-12-08)

California Environmental Health Association

RE: Board Travel Guidelines

Dear Board:

At the executive board's request, I have developed a written guideline for Board travel.

Board travel is a significant portion of CEHA's operating budget, and the Board wishes to conserve the financial resources of our members. The Board is establishing guidelines for reimbursing Board related travel at the most cost-effective rate possible, whether that be by private vehicle or commercial transportation.

All travel shall be arranged by a Board appointed travel coordinator.

### **Section 1.14 Transportation**

**Private Mileage** reimbursement is at the current state governmental rate per mile (added by board 4/22/23). Private mileage should be used for all Board travel business within a 200-mile radius of your home, unless a less expensive option is available.

**Commercial Transportation** may be considered for Board travel business.

- Private mileage may be claimed for travel to and from your home to the commercial transportation facility (train, plane, or bus). Tips and gratuities are not reimbursable expenses.
- When Southwest does not serve your departure and destination points another commercial airline may be used. You must submit proof of purchase for non-corporate ticket travel to obtain reimbursement.
- When not using Southwest Corporate Tickets, your tickets must be purchased 21 days in advance of travel. You must choose the least expensive airline for your travel.
- Airport shuttle expenses may be claimed for transportation from the airport to the meeting, but always check with other board members who may already be traveling from the airport. Receipts must be submitted to obtain reimbursement.
- **Southwest Internet tickets** can sometimes be quite a bit cheaper than the SW Corporate Tickets we purchase. These cheaper tickets cannot have their travel dates or times changed without a



substantial fee, our Corporate Tickets can. You can check on pricing at [http://www.southwest.com/special\\_offers/hotfares/](http://www.southwest.com/special_offers/hotfares/)

- Board members should choose transportation that offers the most economical fare whenever possible for any required CEHA meeting or event (added by board 4/22/23).

#### **(A) FOOD**

CEHA will not reimburse for breakfast or dinner meals on the day of the Quarterly Board Meetings.

#### **(B) LODGING**

CEHA will reimburse for lodging at selected motels or hotels **when required**. Sharing is required or, if sharing of lodging is not applicable, reimbursement shall be of one half of the total lodging costs (added by board 4/22/23). Contact the travel coordinator for other Board members interested in sharing lodging. A receipt is required for reimbursement. At no time shall reimbursement exceed the cost of the room.

Lodging will only be reimbursed when:

- Board business requires you attend meetings on two contiguous days.  
Or
- The combined cost for a reduced airfare (by flying in and out on two different days) and the lodging are less than the price of a same day return ticket purchased 21 days in advance.  
Or
- There is **no early morning flight** that will allow you to get to the meeting on time.  
Or
- Board business requires attendance at an event that extends more than 2 consecutive days (i.e., AES).  
(added by board 4/22/23)

Rev. 1/24/9

**CEHA REQUEST FOR REIMBURSEMENT**  
*Requests must be submitted to the Treasurer WITHIN*  
**TWO MONTHS of incurring the expense.**

<u>Expense Date</u>	<u>Expense Type*</u>	<u>Amount</u>	<b>Treasurer's Use: Budget Category</b>
<b>Section 1.15 Reason for Expense:</b>			<b>TOTAL:</b>

\*Mileage Reimbursement Request must include the license number of the vehicle used and a map reflecting mileage from starting point to destination (e.g. mapquest.com).

**PAYABLE TO (Print Name and sign):**

**Mailing Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Phone: Day/Evening** \_\_\_\_\_

**APPROVED BY (Print Name and Sign):**

**COMMITTEE CHAIR:** \_\_\_\_\_

**CHAPTER PRESIDENT:** \_\_\_\_\_

**CEHA COMMITTEE**

**WHIP:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**CHAPTER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ATTACH ORIGINAL RECEIPTS**

Mail completed forms to:

\_\_\_\_\_  
Deborah Smith-Cooke, CEHA Treasurer  
\_\_\_\_\_  
P.O. Box 15433  
\_\_\_\_\_  
San Luis Obispo, CA 93406  
\_\_\_\_\_  
Phone: (805) 781-5596  
\_\_\_\_\_  
e-mail: [deborah.smithcooke@yahoo.com](mailto:deborah.smithcooke@yahoo.com)

For Treasurer's Use Only	
<b>Reimbursement Date:</b>	<b>Check Number:</b>



**APPENDIX V**  
**MEMBERSHIP POLICY**  
**Removed by BOD action 7/04**

**APPENDIX W  
OFFICIAL ELECTION RESULTS FORM**

**(i) OFFICIAL ELECTION RESULTS  
1) OF THE CEHA ELECTIONS**

**Article II. PRESIDENT**

Candidate Name: # of Votes

Write Ins:

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**VICE PRESIDENT**

Candidate Name: # of Votes

Write Ins:

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**Article III.**

**Article IV. PRESIDENT - ELECT**

Candidate Name: # of Votes

Write Ins:

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**SECRETARY / TREASURER**

Candidate Name: # of Votes

Write Ins:

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**Article V. BYLAWS CHANGE**

Yes, approved \_\_\_\_\_

No, not approved \_\_\_\_\_

Total # of ballots received \_\_\_\_\_

# ballots received after deadline \_\_\_\_\_

# of invalid ballots \_\_\_\_\_

I certify that the above is an accurate tally of the official \_\_\_\_\_ CEHA ballots returned by \_\_\_\_\_.

\_\_\_\_\_  
Signature of Past President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Past President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Past President

\_\_\_\_\_  
Date

\*This form may be modified as necessary to reflect the election being conducted. For example, not all elections will include changes to the bylaws. Other pertinent information related to a particular election may be added.

Rev 3/04