

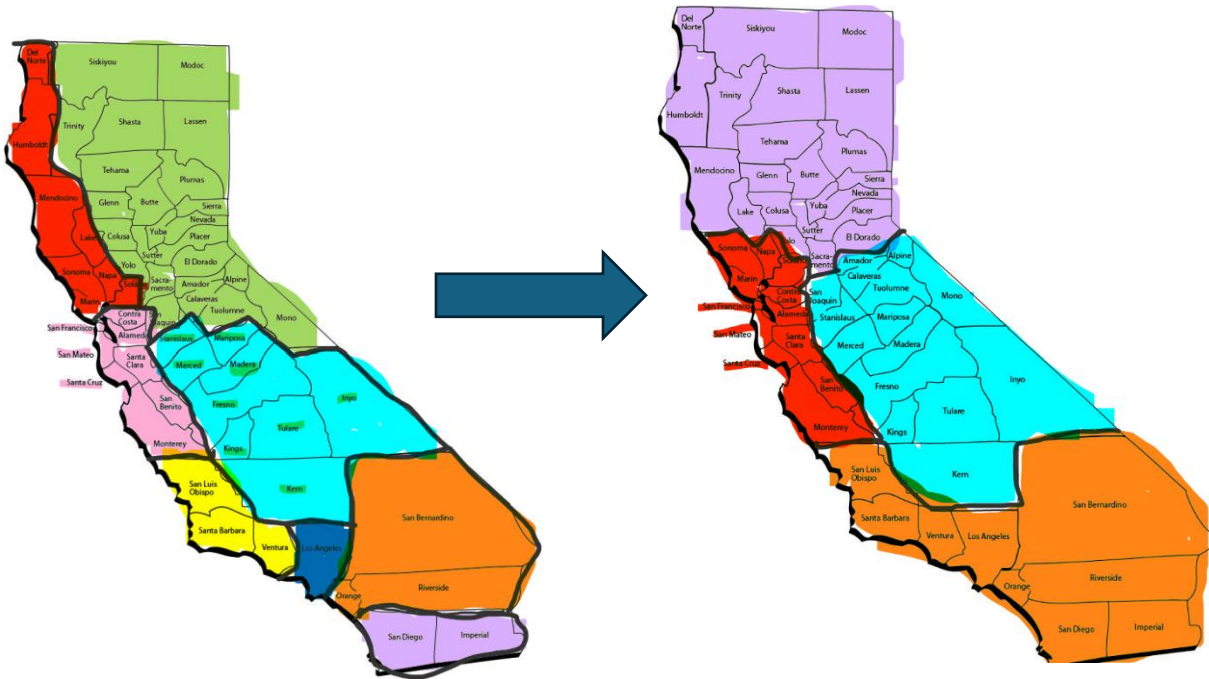
## CEHA Revitalization Proposal

### Report Contents:

- I. Introduction: what is being proposed
- II. Why revitalization is necessary
- III. What the members have to say
- IV. Proposal step-by-step (Bylaws, Policies and Procedures (PnP) analysis)
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### I. Introduction: What is being proposed

Revitalize CEHA from 8 chapters to 4 chapters:



**Current Chapter Organization**

**Proposed Chapter Organization**



## II. Why revitalization is necessary

Those in favor of revitalization believe reducing board positions is the answer to our ongoing problems of low volunteer turnout and poor financial reporting.

Factors include:

- Meetings are now largely virtual anyways, so larger geographical areas will not prevent meetings.
- The consolidated regions will help with planning AES: Fewer areas to host means more volunteers to help with each AES, and easier to secure hotel contracts.
- Fewer board positions to fill means more volunteers available to fill committee positions (Publications, Awards, etc.). Prevents volunteers from being spread too thin.
- Fewer regions/chapters mean easier to control finances.
- Some chapters have been inactive and lacking even bank accounts for years now. Many board positions are the same people recycled over and over.
- Consolidating will get more directors to buy-in to CEHA participation, and to recognize its value.
- County staffing levels and numbers of REHS in general in decline.
- Loss of participation in the profession is a national problem acknowledged by NEHA (discussed during the NEHA Affiliates meetings).
- Volunteers are less willing to manage the work of board positions on their own time.

You can see from the current state of the CEHA Board of Directors (refer to **Table 1**), there are many vacancies for President-Elect. The positions with an \* indicate lack of attendance / participation in meetings, and \*\* means this person has “recycled” over and over to prevent this position from falling vacant.

**Table 1. 2024-2025 CEHA Board of Directors**

Chapter	President	President-elect
Central	Position Filled	Vacant
Citrus	Position Filled*	Vacant
Mission	Position Filled	Vacant (proxy last meetings)
Northern	Position Filled	Position Filled **
Redwood	Position Filled	Vacant
Southern	Position Filled**	Position Filled **
Southwest	Position Filled	Position Filled
Superior	Position Filled	Position Filled

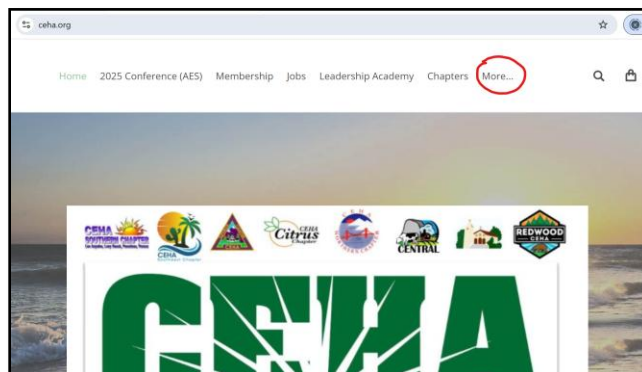
\*Indicates poor attendance/participation this year.

\*\*Indicates person has “recycled” in this position to keep position from becoming vacant.

### III. What the members have to say

A survey was sent out to all active members to get their input on the idea of merging the chapters into four. You can see the results posted on the CEHA.org website. Go to “More” on the banner on the top, then drop down and choose “Survey Results”.

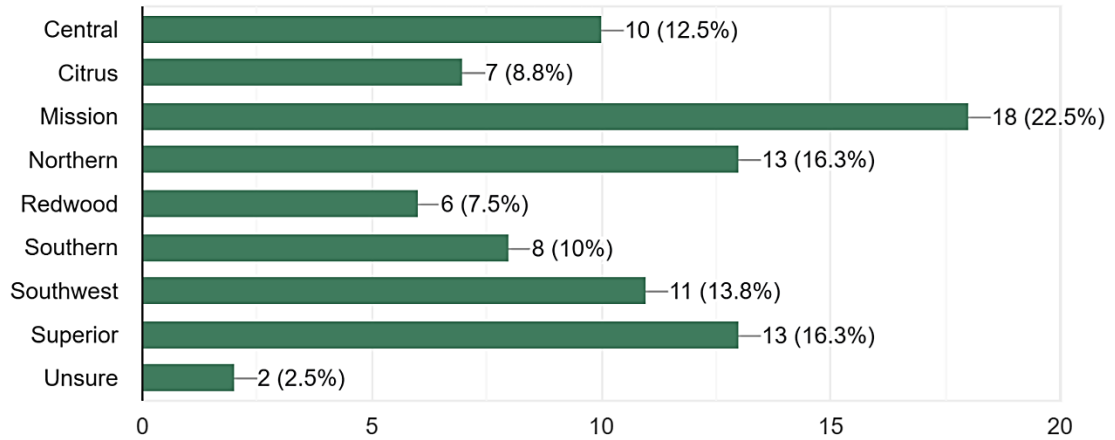
<https://www.ceha.org/survey-results.html>





There were 80 responses to the survey. Here is the breakdown of respondents by chapter affiliation:

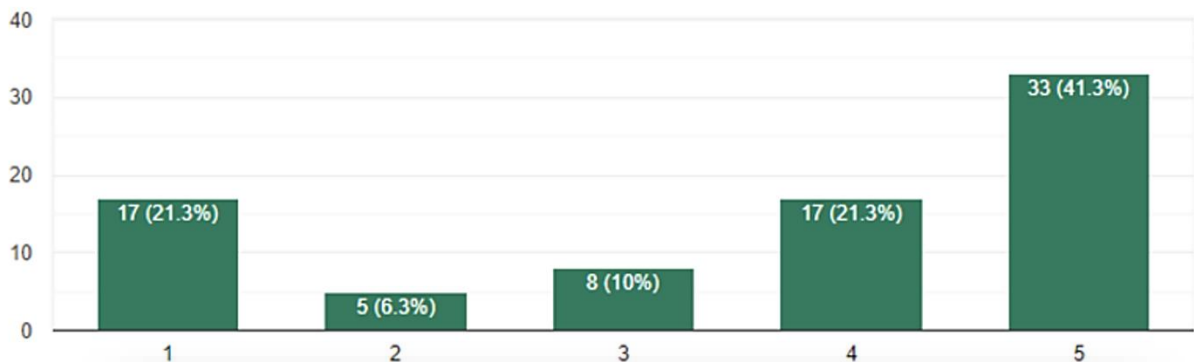
What is your CEHA Chapter Affiliation? Check all that apply if you belong to more than one chapter.  
80 responses



Participants were asked how they felt about the proposal:

In order to potentially improve our membership, the CEHA executive board is considering changing our organization from 8 chapters to 4 chapters. Please let us know how you feel regarding this potential change.

80 responses





Members responded mostly in favor of the proposal: 75% were either for it or neutral:

17 respondents chose – **Strongly disagree** with the proposal

5 respondents chose – **Disagree** with the proposal

8 respondents chose – **Neither** agree nor disagree

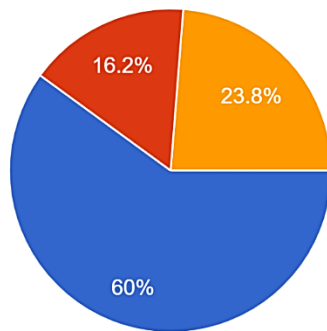
17 respondents chose – **Agree** with the proposal

33 respondents chose – **Strongly agree** with the proposal

Participants were asked a follow-up question, where 60% chose the map showing the proposal for four chapters. The “Other” mostly commented that we should mirror CCDEH Regions (which the proposal already does).

After reviewing the proposed chapter changes in the map above, please select the options you think would be beneficial to CEHA. Please select the option(s) you agree with.

80 responses



- Proposed Map (see above)
- Other (Please provide further feedback in next question)
- The chapters should remain as they are: the consolidation should not occur.

<https://www.ceha.org/survey-results.html>



## IV. Proposal step-by-step (Bylaws, Policies and Procedures (PnP) analysis)

Here is the plan overview:

1. Create 4 new chapters to reflect the proposal.
2. Migrate members to new chapters.
3. Vote in new boards for the new chapters.
4. Inactivate current chapters and bank accounts.
5. Distribute monies to new chapters based on % of former chapters' make up part of the new chapters.

The details:

1. Create 4 new chapters to reflect the proposal.

Bylaw Section:

### **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.*

*Chapters shall pattern their Bylaws directly upon these Bylaws, with due allowance for local needs and conditions.*

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The Bylaws section cited above establishes a method to create new chapters:

- 1) Chapters shall be established by "membership petition": our survey results could be considered the membership petition, as well as **a vote** by members during the AES to support this initiative.



- 2) According to the Bylaws, establishment of new chapters is at the discretion of the Board of Directors (BOD). In order to establish the will of the board, **a vote** will be held by BOD to establish new chapters. There is a motion to add a vote to establish four new chapters in the President's Report for the January, 25, 2025 BOD meeting.
- 3) The new chapters will be recognized once their Bylaws have been submitted to and approved by the BOD. There are four draft Bylaws for each of the four new chapters (provided with this report). There is a motion **to vote** to approve these Bylaws in the President's Report at the January 25, 2025 BOD meeting.
- 4) Once the chapters have been established and the Bylaws approved, the Secretary will issue certificates attesting to the new chapters.
- 5) The four new chapters will have new names to not confuse them with the current chapters: Golden, Sequoia, Sunshine, and Coastal Chapters

## **2. Migrate members to new chapters**

Provide all current members with "dual membership": in their current chapter and in the newly formed chapter.

## **3. Vote in new boards for the new chapters**

From the proposed/draft Bylaws for the new chapters:

### ***ARTICLE X --NOMINATIONS AND ELECTION OF OFFICERS***

*Section 1. The members of this Chapter shall elect by plurality vote a President, President-Elect, Secretary, and Treasurer prior to the Chapter Annual Business Meeting....*

Summary from draft Bylaws of new chapters:

\*Officers must be elected by members of the chapter (**Current CEHA members will be granted new chapter membership (dual membership) for this purpose**)

\*Suggested nomination may be submitted in writing by any member (**Propose that former chapter boards, or whatever is left of them, nominate their candidates— President Elects of current chapters**)

New board members would run for office, and be **voted on** by the members, like any other CEHA election. President-Elects of current chapters would either have to promote to chapter president of newly formed chapter, or another board position within the newly formed chapter, or elect to not continue on as a board member. The Policies and



Procedures is silent on the issue of vacant chapter board positions, only discusses vacancies in the executive committee:

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

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

***Policy:***

*E. Per the CEHA Bylaws, the following procedures for vacancies in office apply:*

- 1. In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of that office.*
- 2. In the event of a vacancy in the office of the President-Elect or Vice President, a special election shall be held to fill the vacancy.*
- 3. 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. (Rev.03/04)*

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**4. Inactivate current chapters and bank accounts.**

Policies and Procedures shows a precedent for inactivating chapters and changing chapter boundaries. Note the highlighted section below:

***Chapter one: Chapters***

*Policy: 6*

*A. Jurisdiction of Chapters:*

...

***(Rev. 10-06 – removed BIA Chapter)***

*B. Changes in jurisdictional area of chapters shall be approved by the CEHA and Chapter Boards of Directors.*

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Therefore, there will be **a vote** to inactivate the current chapters once the new chapters are formed, their members and boards established, during a Board of Directors’ meeting.





Related to closing the chapter bank accounts and transferring monies to the main CEHA account: Bylaws states that the Association Treasurer shall have control of all monies:

**ARTICLE VIII OFFICERS AND THEIR DUTIES**

*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.*

Policies and procedures does not have any direction with respect to closing bank accounts, however the I've included the entire finances section of the PnP here for your review:

**Chapter Three – Finances**

**Authority: Bylaws; Article V**

**Policy:**

- A. The Association's bank account is to be in a statewide bank system where banking can be done at a local branch.*
- B. An annual budget shall be prepared and approved by the Board before the beginning of each fiscal year.*
- C. There shall be no expenses for unbudgeted items unless such expenses are approved, in advance, by the Board.*
- D. The Treasurer shall prepare a written report of expenses and receipts for the Board's review at each Board meeting.*
- E. The Board shall retain the services of a Certified Public Accountant to conduct an official audit of the organization's financial accounts each fiscal year.*
  - 1. The CEHA Fiscal Year is January 1 – December 31 (Rev. 1-04).*
  - 2. Historically, Chapter Treasurers serve on the Ad-Hoc Audit Committee.*
- F. Chapters may use CEHA's Tax ID number for AES and Updates after the CEHA Board has reviewed the Chapter Bylaws and found them in conformance with the CEHA Bylaws, and found that they require CEHA membership as a condition of Chapter membership.*
- G. Financial Reporting: Chapters and Committees with individual bank accounts (e.g., AES and Update Committees) are to submit a "Quarterly Statement of Income and Expenses" to the CEHA Treasurer. [This has been changed to monthly statements in the most recent board meeting, this has to be updated in PnP]*



## **CEHA Revitalization Proposal: Report to Past President's Counsel 1-15-2025**

- 1. Reports are due thirty (30) days following the close of each quarter.*
- 2. CEHA quarters being each January 1, April 1, July 1 and October 1 to coincide with CEHA's Fiscal Year. (Rev. 1-04)*
- 3. The contents of the statement shall include: Balance at start of quarter, income and expenditures, and balance at end of quarter.*
- 4. A copy of this quarterly statement can be found in Appendix M of this Procedure Manual.*

*H. Donation Policy: The CEHA policy for donation and funding requests to groups and individuals is as follows:*

- 1. Criteria. The identified need or project must promote the objectives of CEHA, support the goals or mission of CEHA and satisfy at least one (1) of the following:*
  - a. Have direct link towards the preservation of Public Health.*
  - b. Enhance or promote Environmental Health within the community.*
  - c. Be capable of showing a link to the needs of California or the needs of California professionals working in Environmental Health.*
  - d. Have a direct impact on current or future Environmental Health problems in California.*
- 2. Request for Funds. Requests shall be in the form of a formal letter or personal presentation to the Board and shall include:*
  - a. An outline of goals and objectives of the program or need.*
  - b. An anticipated budget including funds raised to date.*
  - c. A list of other sponsors or groups making donations.*
  - d. A provision that appropriate recognition shall be given to CEHA along with other sponsors or groups making donations.*
  - e. An indication that a report on the outcome of the program or need shall be presented to CEHA at a later date.*
  - f. A system for providing periodic reports to CEHA.*

*I. A ten-dollar (\$10) fee will be charged for any bounced check written for CEHA membership or educational conference registration fee.*

### **Procedure:**

- A. See Finance Committee (Chapter 18).*
- B. Consideration shall be given to setting up a separate line item in the budget for all committees referred to in Chapter 11, Committees (General).*



*C. A copy of the CEHA Articles of Incorporation can be found in Appendix C of this Procedure Manual.*

*D. A copy of CEHA's tax documents can be found in Appendix D of this Procedure Manual.*

*1. California Franchise Tax Board indicates that CEHA's corporate number is C0617864 as of 2/19/91.*

*2. CEHA currently holds a 501(c) (6) Federal Tax status and the Tax ID number is 23-7034973.*

*E. CEHA minutes and financial reports are to be kept on file for at least three (3) years for IRS and tax reporting purposes.*

*F. Under current IRS tax code, nonprofit organizations may not use membership dues to fund political activities.*

## **Chapter Eighteen – Finance Committee**

### **Authority: Board**

### **Policy:**

*A. The Finance Committee shall be chaired by the CEHA Treasurer.*

*B. The CEHA Immediate Past President, the Executive Director and at least one other member of the CEHA Board of Directors shall serve on the committee.*

*C. The Chapter Treasurers shall be ex-officio members of the committee.*

### **Procedure:**

*A. IRS nonprofit status mandates a budget and income and expense reports from each Chapter.*

*1. CEHA will serve as a tax umbrella for the Chapters.*

*2. Chapters may not use CEHA tax ID number except for AES and Update conferences.*

*B. An Ad Hoc Audit Committee is to be appointed each year. Historically, each Chapter Treasurer serves on this committee.*

*C. The names, addresses and social security numbers of all CEHA scholarship award winners shall be submitted to the CEHA Treasurer for tax reporting purposes.*

*D. Separate scholarship and reserve savings accounts are to be maintained.*

*E. A petty cash account shall be made available for use by CEHA Support Services.*



**Charges:**

- A. See Chapter 11, Committees (General) of this Procedure Manual for overall CEHA committee procedure and charges.
- B. Prepare an annual budget.
- C. Devise ways and means of raising funds.
- D. Audit the Treasurer's books each fiscal year and report

The Bylaws does say this about "procedures not covered":

**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.*

Therefore closing the chapter bank accounts and depositing the monies into the Association's main account will be **voted on** in a Board of Directors' Meeting. There is also a precedent for the Association holding chapter monies: currently Central Chapter and Redwood Chapter's monies are held in the Association's account.

**5. Distribute monies to new chapters based on % of former chapters' make up part of the new chapters.**

When merging the chapters into four was decided upon, it was determined what percentage of each current chapter would end up in the new chapters. Below is the snip from the original proposal (only change in current proposal is the new chapters will have different names except for "Coastal Chapter"—never mind the spelling error!). Any monies from the current chapters will be divided into the new chapters based upon these percentages. Before this would happens, this will be put to **a vote** at a Board of Director's meeting for approval.



**New Chapters account consolidation:**

**Northern (50% of redwood chapter account and 75% of superior chapter account):** Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Mendocino, Tehama, Plumas, Lake, Glenn, Butte, Sierra, Colusa, Yuba, Nevada, Placer, Yolo, Sutter, Sacramento, El Dorado

**Costal (50% of Redwood chapter account and 100% of northern chapter account):** Napa, Sonoma, Solano, Marin Contra Costa, San Francisco, City of Berkeley, Alameda, San Mateo, Santa Cruz, Santa Clara, San Benito, Monterey

**Central (25% of Superior chapter and 100% of central chapter account):** San Joaquin, Amador, Calaveras, Alpine, Mono, Tuolumne, Stanislaus, Mariposa, Merced, Madera, Fresno, Kings, Tulare, Inyo, Kern

**Southern (Combination 100% of Mission, Southern, Citrus and Southwest accounts):** San Luis Obispo, Santa Barbara, Los Angeles, San Bernardino, Riverside, Ventura, San Diego, Orange, Imperial, City of Vernon, City of Pasadena, City of Long Beach

## V. Alternative Plan

There is an alternative option: to inactivate chapters that have little or no participation, and absorb their members into neighboring chapters until they become active again. (This happened with Central Chapter that was inactive for years). Here is how that might work:

For chapters with no leadership or involvement at the board level:

1. Verify that there are no volunteers who are willing to step into president or president-elect roles of the chapter, by email blast to membership with a deadline to respond of March 15, 2025. (This would be Central, Citrus, Mission and Redwood Chapters who currently have no incoming president or president-elects for 2025)
2. If no responses/volunteers by 3/15/2025: Identify monies in chapter bank accounts, and create line-items for their bank amounts in main CEHA Treasurer's accounting, and transfer monies into main account and close chapter bank accounts.



## CEHA Revitalization Proposal: Report to Past President's Counsel 1-15-2025

3. "Inactivate" chapter: put notices on website and email to membership that the chapter has been inactivated, and any member of that chapter will now be assigned membership in a neighboring chapter, unless the member opts for membership in a different chapter by a certain date.
4. Monies from inactive chapters to be held in stasis for a period of one year, after which, the inactive chapter monies will be distributed to the neighboring chapters based upon membership distribution.
5. New members will be assigned to remaining chapters based on a geographical proximity to closest chapter, or by their preference.
6. If lack of participation and inactivation of chapters results in a voting issue (too much weight on the executive board rather than chapters), then the By-laws will be re-written so chapter treasurers will also have a vote (3 votes per chapter).

Why is the current proposal better than this alternative plan?

- The "Optics" of having "inactive" chapters is not a good look for CEHA.
- With the way things are going, we will end up with 4 chapters anyways
- Merging and revitalizing can be sold as efficient and streamlined, whereas inactivating chapters is depressing and indicates an organization in decline.

Thank you for your time and consideration.

Kiki Cason, MPH, REHS  
CEHA President, 2024-2025