

**CALIFORNIA ENVIRONMENTAL HEALTH ASSOCIATION  
SEQUOIA CHAPTER  
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 to establish the Sequoia Chapter of the California Environmental Health Association**

**ARTICLE I**

**NAME AND AREA OF JURISDICTION**

Section 1. **This organization shall be a subdivision of the California Environmental Health Association, named the Sequoia Chapter.**

Section 2. **The area of jurisdiction for the Sequoia Chapter shall be the counties of: San Joaquin, Alpine, Mono, Amador, Calaveras, Tuolumne, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Stanislaus and Tulare.**

**ARTICLE II**

**OFFICIAL SEAL, EMBLEM, AND PUBLICATION**

Section 1. **This chapter** shall use the Official Seal of this Association, which is 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. **This chapter may add an additional seal, subordinate to the Official Seal of this Association, to distinguish publications, materials and outreach as being part of the Sequoia Chapter. The additional seal design shall be adopted by the Sequoia Chapter President and President-Elect, and approved by the CEHA Board of Directors. The Sequoia Chapter Seal shall not be used unless adjacent to the Official Seal of this Association.**

Section 2. The Emblem of this Association shall be of such design as adopted by the National Environmental Health Association on November 3, 1937.

**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 Chapter shall consist of the officers enumerated in Section 1 of Article VIII: Immediate Past President, President, President-Elect, Treasurer and Secretary.

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, 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 President or President-Elect 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, 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 **Chapter** policy and direct the administrative and fiscal affairs of this **Chapter**;
- 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 **Chapter** property;
- e. Provide for an audit of **Chapter** accounts at least annually;

## ARTICLE VIII

### OFFICERS AND THEIR DUTIES

Section 1. The officers of the **Sequoia Chapter of the** California Environmental Health Association shall be a President, President-Elect, **Immediate Past-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 **Chapter**.

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 Immediate Past- President shall serve to ensure successful transition of Chapter leadership and act as a resource and guide for the President and President-Elect.**

Section 6. The Secretary shall record and keep accurate minutes of all proceedings of the Board of Directors.

Section 7. **The Treasurer shall create a budget, maintain records, and direct Chapter funds with the oversight and assistance of the Association Treasurer.** The Treasurer, whenever requested to do so, shall report the financial condition of the **Chapter** to the Board of Directors. All disbursement shall be made by the check of the Association, signed by either the **Association** Treasurer, the President, or Secretary.

Section 8. **The Chapter Board of Directors shall present a report at the Annual Business Meetings of the Association. The Treasurer shall provide the Chapter budget and fiscal outlook to the Association Treasurer to present at the Annual Business Meeting of the Association.**

## ARTICLE IX

### GENERAL MEETINGS

Section 1. There shall be at least **three** business meetings each year, one of which shall be designated as the **Chapter** Annual Business Meeting.

Section 2. The date and location of each meeting is to be fixed by the Board of Directors.

Section 3. **Three voting members shall constitute** a quorum at a business meeting.

## 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. The office of Immediate Past President shall be filled by succession from the previous Chapter President, and not a vote.** 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 **Chapter Board of Directors** for its consideration at least thirty (30) days prior to the **Chapter Annual Business Meeting**.

Section 3. **Nominations shall be submitted to the Board of Directors at least thirty days prior to the Chapter Annual Business Meeting. Upon approval of the nominee by the Chapter Board of Directors, the nominee shall be added to the ballot.**

Section 4. **Voting shall be conducted by a method approved by the Chapter Board of Directors, which shall allow for each active Chapter Member to participate in the vote.** A short biographical sketch of each candidate shall be included with each ballot. Ballots shall be distributed to eligible voters at least **fifteen (15) days** prior to the Annual Business Meeting.

Section 5. **Special elections shall be conducted as instructed by the Chapter Board of Directors, or in the event of substantial vacancy within the Chapter Board of Directors, by instruction from the Association Board of Directors.**

## **ARTICLE XI**

### **AMENDMENTS**

Section 1. Amendments to these Bylaws may originate from the membership at large, **the Chapter Board of Directors, or the Board of Directors of the Association.** All proposed amendments shall be referred to the Bylaws and Procedure Manual Committee for study and recommendation to the **Chapter** 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 **chapter** membership and shall be maintained with **Chapter** records.

## **ARTICLE XII**

### **INITIATIVE**

Section 1. Twenty per cent of eligible voters may at any time petition for redress on any action of the **Chapter** Board of Directors. Such petition shall be validated by the Secretary and presented to the **Chapter** 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 XIII**

### **PROCEDURE NOT COVERED**

Section 1. **In all matters of procedure not covered by the Sequoia Chapter's Bylaws, nor the California Environmental Health Association's Bylaws and Procedure Manual, the provisions set forth in Robert's Rules of Order shall govern.**