



American Industrial Hygiene Association  
(AIHA) – Rocky Mountain Section (RMS)

# BYLAWS

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**Article I NAME**

The organization shall be known as the American Industrial Hygiene Association (AIHA) – Rocky Mountain Section (RMS), referred to in these bylaws as AIHA-RMS.

**Article II PURPOSE**

The purpose of the AIHA-RMS shall be:

- To bring together persons interested in the various aspects of occupational and environmental health and safety for the purpose of disseminating and increasing such information and knowledge.
- To promote the purpose of the AIHA National [VK-POWS2] as set forth in its Articles of Incorporation, within the geographic boundaries of Colorado and Wyoming.

**Article III MEMBERSHIP**

## Section 1

Any member of AIHA National, regardless of their state of residence, may become a full member of the AIHA-RMS upon payment of dues. A member may be a member of multiple AIHA local sections.<sup>[VK-POWS3]</sup>

## Section 2

Any person having a professional interest in industrial hygiene may become a member entitled to the privileges of membership, provided that they show interest in the field of occupational and environmental health and safety<sup>[VK-POWS4]</sup> and pay membership dues.

## Section 3

Additional classes of membership may be created with approval of the Board of Directors of AIHA National.

Emeritus membership may be extended to a member who has retired from the practice of the industrial hygiene profession, with approval of the Executive Committee. An Emeritus member retains all privileges of a member, but will not be assessed dues.

## Section 4

Membership in the association shall terminate upon the resignation of a member, failure to pay dues, death, or expulsion from membership for violation of the bylaws, AIHA National code of ethics, or any act deemed by the Board of Directors as injurious to the reputation and standing of the industrial hygiene profession or the association. No member, including the Board of Directors, shall be expelled, except for the failure to pay dues, without a review of the facts as presented by both parties and a two-thirds vote of all Board of Directors at a duly constituted meeting.

## Article IV MEMBERSHIP MEETINGS

### Section 1

Meetings shall be held a minimum of six (6) times per year, unless obviated by circumstances. The time, place and content shall be designated by the Program Directors and announced to the membership.

### Section 2

Special meetings shall be called at the discretion of the President, with the approval of the Executive Committee, or in response to a written request of 15 members of the AIHA-RMS in good standing.

### Section 3

Members in good standing shall be notified of all membership meetings at least 14 days in advance of the date set for the meeting.

### Section 4

The presence of ten-percent (10%) of members in good standing shall be required at a membership meeting in order to vote on a new business issue. Examples of business issues include new expenditures in excess of \$3,000, editing the AIHA-RMS by-laws, mission, or vision,

changes to the structure of the AIHA-RMS board, or proposing legislation on behalf of the AIHA-RMS. The AIHA-RMS Executive Committee is responsible for determining whether any item should be considered a business issue that will require a vote. [VK-POWS5]

## **Article V. BOARD OF DIRECTORS**

### **Section 1**

The Board of Directors shall consist of the officers President, President-Elect, Past-President, Secretary, Treasurer and eight (8) Directors.

### **Section 2**

The Executive Committee shall consist of the officers.

### **Section 3**

Only members of AIHA National who are in good standing may serve as officers. No person shall serve as a director or officer in more than one (1) local section at the same time.

### **Section 4**

Directors will each serve two (2) years beginning January 1<sup>st</sup> after the section's annual election. Their respective terms will overlap with one-half Directors starting their first year of office while the other one-half continue into their second year of office. The offices of Secretary and Treasurer are also two-year terms but the terms will overlap so that the positions are not changed in the same year.

### **Section 5**

A Director may resign by oral tender or resignation at any meeting of the Executive Committee, or by giving written notice thereof to the Executive Committee. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

### **Section 6**

A vacancy in the Board of Directors because of the death, resignation, or removal may be filled by a two-thirds vote of all the Board of Directors at a duly constituted meeting for the remainder of the term.

### **Section 7**

If this type of vacancy occurs in the office of President-Elect, the Board of Directors shall select one (1) of its members to serve the remainder of the term; if unable to fill the office by this means, the Board of Directors may select from the membership. The member appointed to fill the President-Elect vacancy shall not automatically accede to the office of the President.

### **Section 8**

If this type of vacancy occurs in the office of President, the President Elect shall automatically accede to serve the remainder of the President's term. At the end of this term the President-Elect shall automatically accede to the position of President upon election of his/her successor.

### **Section 9**

Board members are entitled to certain benefits so long as they are actively participating in their role. Each year, the AIHA-RMS will allocate a total of \$500 to be used towards payment of AIHA

National and AIHA-RMS membership dues for board members that do not receive financial assistance from their employer. Priority for these funds will be given to National AIHA dues for the executive committee, followed by local section dues for all board members, and finally AIHA National dues for non-executive committee board members.

Additional benefits provided to all board members includes refreshments during AIHA-RMS meetings and participation in an annual volunteer appreciation event.<sup>[VK-POWS6]</sup>

## **Article VI DUTIES OF DIRECTORS**

### **Section 1**

The President will preside at all Board meetings, lead the Executive Committee, and perform such other duties as directed by a quorum of the Board of Directors. In the absence of the President at meetings or otherwise, the duties of the President will be performed by the Past President. The President shall be an ex-officio member of all committees. The President shall give notice of the names and addresses of the newly elected directors to the Executive Director of the AIHA National within thirty (30) days of such election. The President shall automatically accede to the office of Past-President upon installation of his/her successor.

### **Section 2**

The President-Elect will chair the annual Technical Conference Committee and shall perform any duties delegated by the Executive Committee or assigned by the President. The President-Elect shall automatically accede to the office of President upon installation of his/her successor.

### **Section 3**

The Past-President shall serve as chair of the Nominating Committee and other ad hoc committees as the Executive Committee or President may deem necessary for the orderly function of the AIHA-RMS.

### **Section 4**

The Secretary shall maintain accurate records of Board of Directors' meetings and be custodian of the records. Records shall be maintained for at least seven (7) years after generation and in conformance with AIHA National requirements. The Secretary shall transmit all information and records to his/her successor within two (2) months of leaving office.<sup>[VK-POWS7]</sup>

### **Section 5**

The Treasurer shall receive, disburse, and be custodian of all funds. All disbursements shall be made upon authorization of the Board of Directors. The Treasurer shall prepare an annual financial report for presentation to the membership for the fiscal period January 1 through December 31. This report will be made available to the membership by March 31 of the following year. The Treasurer shall submit the accounts of the AIHA-RMS for review prior to leaving office or by January 1<sup>st</sup> at the end of their two year term. Records shall be maintained for at least seven (7) years after generation and in conformance with AIHA National requirements.<sup>[VK-POWS8]</sup> The Treasurer shall transmit to his/her successor in office, all financial funds and property of the AIHA-RMS within two (2) months of leaving office. The Treasurer shall serve as chair of the Audit and Financials Committee.<sup>[VK-POWS9]</sup>

### **Section 6**

Board Directors shall chair the Programs, Membership, Outreach, Newsletter, Web Page, Education, Legislative, International Committees and such other committees, as the President may deem necessary for the orderly function of the AIHA-RMS. Records shall be maintained for at least seven (7) years after generation and in conformance with AIHA National requirements. [VK-POWS10] The Directors shall transmit all information and records to his/her successor within two (2) months of leaving office.

## **Article VII COMMITTEES**

### **Section 1 Executive**

The Executive Committee shall consist of the President, President-Elect, Past President, Secretary, and Treasurer. The Executive Committee shall be responsible for governance and management of the AIHA-RMS. The President shall serve as Chair of the Executive Committee. Meetings of the Executive Committee may be called at the discretion of the President. All members of the Executive Committee shall submit proposed goals, objectives, activities, and budget items for review and approval at, or prior to, the first meeting of the year.

### **Section 2 Programs**

The Programs Chair shall present a tentative schedule of programs for the year to the Board of Directors for its approval by the end of the first quarter. On approval, the Programs Committee Chair will implement arrangements and announcements per the approved program schedule. [VK-POWS11].

### **Section 3 Nominating**

The Past President shall chair the Nominating Committee. This committee provides nominations or nominates persons for positions to the Board of Directors. The committee must deliver nominations at least 30 days prior to the scheduled election (typically before October 31). The Committee shall present all names of qualified nominees for each position to the membership for election. In addition, any member in good standing can nominate individuals provided that these nominations are received at least 30 days prior to the scheduled election.

### **Section 4 Outreach**

The Outreach Committee supports AIHA-RMS activities, as well as promotes the AIHA-RMS to allied health and safety [VK-POWS12] professionals.

### **Section 5 Education**

The Education Committee provides free or cost effective educational and professional development opportunities at the local level.

### **Section 6 Membership**

The Membership Committee notifies members of renewal status, collects dues, and manages the electronic membership database.

### **Section 7 Newsletter**

The Newsletter Committee composes and distributes at least four (4) newsletters per year. [VK-POWS13].

## Section 8 Web Page

The Web Page Committee provides a website system that acts as a primary resource for members to learn, communicate, conduct business, and supports the development and continuation of the AIHA-RMS as a professional community.

## Section 9 Legislative

The Legislative Committee promotes recognition of the profession by staying informed on local and national legislative issues and trends that may potentially affect the profession and conveys this information to the membership.

## Section 10 International

The International Committee serves as an industrial hygiene, occupational and environmental health, and safety [VK-POWS14] informational, technical, and educational support resource for international activities.

## Section 11 Technical Conference

The Technical Conference Committee provides the profession with timely occupational and environmental health and safety issue updates at a reasonable cost, while supporting the professional development needs of the AIHA-RMS membership.

## Section 12 Financials Committee

The Audit and Financials Committee will provide internal review of the AIHA-RMS financials to ensure transparency and accuracy. [VK-POWS15]

## Section 13 Committee Management

All committees, except the Executive Committee, should consist of committee members from the AIHA-RMS in addition to the Director. Committee chairs will generate, maintain and follow the provisions of an action plan for their committee. Each year committees will develop an operating budget that is approved by the Board of Directors.

# **Article VIII ELECTION OF BOARD OF DIRECTORS**

## Section 1

The Nominating Committee shall be responsible for distributing, collecting, and counting ballots.

## Section 2

The Nominating Committee shall present all names of qualified nominees. A nominee must be a member in good standing of AIHA-RMS to be eligible for election. The elected candidate shall be the nominee receiving the greatest number of votes. Ties, when encountered, will be broken by a blind majority vote of the Executive Committee.

## Section 3

Election will be by an electronic ballot. Ballots will contain brief biographical sketches of all candidates and will be posted and received by a selected date in November to be counted. The Committee will count and verify the results, and announce the new directors to the membership within 30 days of the election's conclusion [VK-POWS16].

## Section 4

The newly elected directors will be installed at the first regularly scheduled AIHA-RMS Board meeting.

#### Section 5

The local section shall give notice of the names and addresses of the newly elected officers to AIHA National within 30 days of such election.

#### Section 6

An officer may be removed, with or without cause, at a meeting expressly called for that purpose, by a two-thirds (2/3) vote of the Board of Directors.

### **Article IX LOCAL SECTION'S COUNCIL REPRESENTATION**

The President and President-Elect shall serve as representatives of the Local Council of AIHA National, provided that neither is an officer or director of AIHA National, in which event the President shall appoint another member as such representative. At least one (1) local council representative shall attend the local council meeting at the annual American Industrial Hygiene Conference and Exposition (AIHCE).

### **Article X PUBLIC STATEMENTS**

#### Section 1

The AIHA-RMS shall not issue or publish any public statement that utilizes any form of the name of AIHA National on a policy or technical issue other than issues that primarily affect the AIHA-RMS, without prior consent of the Board of Directors of AIHA National.

#### Section 2

No public statement on any matter, which purports to represent the opinion of the AIHA-RMS, shall be issued or published, unless that statement has been authorized by the Executive Committee as consistent with the purposes of the AIHA-RMS, as stated in Article II of these bylaws.

### **Article XI DUES**

#### Section 1

Annual dues become payable on the first of January of each year and are not refundable. The Board shall set annual dues. Any changes to dues must be approved by a majority of the members.

#### Section 2

Any member whose dues are unpaid on February 1<sup>st</sup> is not in good standing and shall have no vote or other privileges of membership in the AIHA-RMS.

### **Article XII SPECIAL ELECTIONS & AMENDMENTS**

#### Section 1



The Executive Committee may conduct a vote of the membership concerning a business issue it considers necessary. In the event of a tie vote, the tie shall be resolved by a blind vote of the Executive Committee.

**Section 2**

Amendments to these bylaws may be proposed by any member in good standing at regular or a special meeting called for that purpose. Proposed amendments shall be presented in writing and shall be circulated to members in the form of a ballot, which includes a description of the purpose for each proposed amendment. A two-thirds affirmative vote of the ballots returned within 30 days shall be necessary for adoption of any amendment to these bylaws.

**Section 3**

Amendments to these bylaws must be approved by AIHA National before they become effective.

**Article XIII DISSOLUTION**

The Local Section shall only use its funds to accomplish the purposes specified in these bylaws. No part of the funds shall be used to the advantage of any single person or entity or be distributed to the members of the local section. In the event of the dissolution or final liquidation of the local section, the remaining net assets shall be distributed to such nonprofit corporations or associations, as are exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code, as deemed appropriate by the AIHA-RMS Board of Directors.

**APPROVALS**

By: AIHA National by Secretary, AIHA National Board of Directors   /  /  

By: Special election of the membership on   /  /  

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Kyle Vogel  
AIHA-RMS President [VK-POWS17]

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Date