Connecticut Environmental Health Association

Policy Manual and Operational Guidance Document

Accepted by the CEHA Executive Board 7/19/19
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GENERAL POLICIES

ADVERTISING
Purpose: To establish a policy on the distribution of advertising materials at CEHA sponsored events.
Policy: The distribution of advertising materials at a CEHA sponsored event implies support or endorsement of that which is being advertised. To avoid the appearance of such an endorsement, no sales or promotional materials shall be distributed at educational conferences or other CEHA events without prior approval of the Executive Board. Materials for CEHA programs or those of affiliates co-sponsoring the event are exempted.

ANNUAL MEETING
Purpose: To describe the timing of the Annual Meeting, provide an outline for the business portion of the meeting and establish a policy to waive the registration fee for Executive Board members.
Policy: In accordance with Article X of the Bylaws, an Annual Meeting shall be held by the 15th of November each year. An outline for the business portion of the Annual Meeting is included in Appendix C.

During the business portion of the Annual Meeting the newly installed President shall introduce the elected members of the Executive Board, who shall assume their positions at the conclusion of the meeting.

In recognition of the time required from members of the Executive Board to fulfill their duties, the attendance fee for the meeting shall be waived for all members of the Executive Board. Recipients of the M.L. Smith or Yankee Conference Scholarships and the Brunelle Award shall be invited to the Annual Meeting at no charge.

EXECUTIVE BOARD MEETINGS
Purpose: To describe the conduct of Executive Board meetings and establish a policy for the reimbursement of lunch at the meetings.
Policy: The Executive Board shall meet at least four times per year as required by Article VI, Section 3 of the Bylaws.

The President presides over the monthly Executive Board meetings. Meetings are typically held on the second Wednesday of the month. At the discretion of the President, the Summer Meeting may serve as the August Executive Board Meeting. The Annual Meeting serves as the November Executive Board meeting. Meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order. Committee Chairpersons are expected to send a report to the President and Secretary in advance if they are unable to attend the meeting. The date, time and location of the next Board Meeting should be announced prior to adjournment.

Funding for the Executive Board meeting expenses (including lunch) shall be chargeable to the President’s budget. The cost of the lunch should not exceed $8.00 per person. An accurate count of attendees will help to conserve the organization’s funds. All Executive Board meetings are open to all CEHA members.

FINANCIAL MANAGEMENT/ LIABILITY
Purpose: To describe which officers have signatory authority on CEHA accounts and which positions on the Executive Board are covered on the Association dishonesty insurance policy.
Policy: The following Officers of the Association shall have signatory authority on the Association bank account(s): President, President-Elect and Treasurer. The Association shall maintain insurance coverage for certain positions within the Association which routinely handle money on behalf of the Association against fraud, dishonesty etc. The following positions shall be named on that policy: President, President-Elect, Treasurer, Education Chair, Membership Chair and Yankee Conference General Chair (when applicable).
LOGO
Purpose: To establish a policy on the use of the CEHA logo.
Policy: The logo of the Connecticut Environmental Health Association is a symbol of the Association and its use implies support or endorsement of that to which it is attached. To avoid the appearance of such an endorsement, the CEHA logo will not be used except for official CEHA correspondence and sponsored events without specific prior approval by the Executive Board.

MINUTES, APPROVAL OF
Purpose: To establish a policy on the submission and approval of minutes for regular Executive Board meetings and the Annual Meeting.
Policy: Minutes of the regular Executive Board meeting shall be submitted to the Executive Board via email for approval at the next scheduled Executive Board meeting. Minutes from the Annual Meeting shall be submitted for approval at the December or January Executive Board meeting.

NEWSLETTER
For information about newsletter policies, please see Publicity Committee on page 18.

REIMBURSEMENT
Purpose: To establish a policy on the reimbursement of expenses made on behalf of the Association.
Policy: Any purchase that is planned on behalf of CEHA in excess of $100 requires prior Executive Board approval. When a purchase is made on behalf of CEHA, the individual requesting reimbursement must fill out the Request for Reimbursement form (Appendix D) and submit it to the Treasurer with receipts or other proof of payment.

TESTIMONY
Purpose: To establish a policy on providing testimony before the Legislature or other deliberative body on behalf of CEHA.
Policy: Under no circumstances shall any member give any testimony or position statement that purports to represent the position of CEHA without the approval of the President and/or the Executive Board. Members are free to express their personal views provided it is clearly stated that they are speaking on their own behalf and are not representing CEHA. For further information on Legislative testimony see the Legislative Committee section on page 14.

WEBSITE
For information about website policies, please see Publicity Committee on page 19.

BUDGET
Purpose: To establish guidelines for the development of all planned expenses and revenues of the Association.

Policy: An annual budget will be drafted by the President, President-Elect, and Treasurer for each new Fiscal Year (October 1st to September 30th) and submitted to the Board for approval prior to July 1. The Chairperson for each committee is responsible for submitting a budget for their committee to the President for inclusion in the Association’s annual budget.

The annual budget shall include a line item for the each of the following: President, Executive Board, Treasurer, each Standing and Technical Advisory Committee, Annual Meeting, and Yankee Conference. Should the budget for any line item be exceeded, the Committee Chair must formally request additional funds from the Executive Board.
Purpose: To establish a policy about reimbursement of expenses for members serving on the Yankee Conference Planning Committee when CEHA is not the host.

Policy: A CEHA member who works on the Yankee Conference Planning Committee when CEHA is not the host may be reimbursed for expenses associated with attending the conference up to the amount established in the annual CEHA budget. Receipts for such expenses must be submitted to the Treasurer in order to receive reimbursement. Expenses in excess of the budgeted amount are not reimbursable unless specifically authorized by the Executive Board.
OFFICERS OF THE ASSOCIATION

PRESIDENT

The CEHA President is the face and voice of the Association. The President represents the Association in its dealings with CEHA members, other organizations and groups. The President is an ex officio member of all CEHA committees.

During his/her time in office, the President shall fulfill his/her assigned responsibilities as prescribed by the by-laws. In addition, the President shall ensure that all by-laws required activities are completed by the Standing and Technical Advisory committees within their respective timeframes. The duties and responsibilities of the President include but are not limited to:

- Preside at all meetings of the Association and at meetings of the Executive Board (Bylaws Article VIII Section 2). The President shall cast the deciding vote in the case of a tie vote.
- Appoint the chair persons of Standing and Technical Advisory committees subject to the approval of the Officers of the Association (Bylaws Article IX Section 2).
- The President is the official representative of the Association and shall perform such other functions customarily assigned to the office of the President.
- The President shall be or become a member of the National Environmental Health Association (NEHA) (Bylaws Article VIII Section 2).
- Create or abolish Ad-hoc Committees with Executive Board approval (Bylaws Article IX Section 10).

The President shall ensure that certain activities are carried out in a timely manner so that the Association functions smoothly and efficiently. A calendar of activities and deadlines is incorporated in this document.

President’s Travel Expenses

Purpose: To establish a policy for approval and payment of travel, food and lodging expenses incurred by the President while attending meetings or traveling on behalf of the Association, the following policy shall apply:

Policy: CEHA will reimburse the current President for the following travel expenses associated with attendance at the Annual Yankee Conference and the National Environmental Health Association Annual Educational Conference:

1. Transportation by air in coach at lowest available fare or mileage at IRS rate.
2. Hotel room.
3. Registration fee to attend conference.
4. Reimbursement for meals not covered in the conference package will be made upon presentation of receipts to the Treasurer. Payment for such meals shall not exceed the amount specified in the federal per diem rate for the location in which the conference was held.

Reimbursement for expenses for other conferences must have prior approval of the Executive Board.
President’s Calendar

November
- At the Annual Meeting after passing of the gavel and swearing in, present brief remarks and announce new elected board members and candidates for committee chairs.
- Secure location and lunch arrangements for December Executive Board Meeting (and for each monthly meeting hereafter)
- Submit registration form to the Connecticut Secretary of State
- Submit NEHA Information Update Sheet with information on new CEHA President.

December
- Prepare President’s Letter for inclusion in Winter Edition of the Newsletter
- Prepare and distribute Executive Board Meeting agenda (and for each monthly meeting hereafter).
- Submit for approval the candidates for chairpersons all committees: Education, Legislative, Nominations and Elections, Membership, Publicity and Scholarship and Awards. Also Food, Lead/Housing, Water and Sub-Surface Sewage Technical Advisory Committees and any ad hoc committees.
- Ensure Membership Renewal Notifications are emailed to the members, and the membership form is posted on the CEHA website. by December 10th. (Membership Chair)

January
- Notice of availability of scholarships distributed in winter Newsletter. (Scholarship & Awards/Publicity Chairs)
- Membership renewals due by January 31st. (Membership Chair)

February/March
- Prepare President’s Letter for inclusion in Spring Edition of the Newsletter
- Nominations form distributed. Nominations must be received no later than six months after Annual Business Meeting (by early May). (Nominations & Elections Chair)
- Those members delinquent in paying shall receive a reminder notice via email (Membership Chair)
- Speak to the Sanitarian’s Training Class at SCSU about CEHA.

April/May
- Location for Summer Meeting should be secured during this time. (Education Chair)
- Make arrangements to attend National Environmental Health Association Annual Education Conference.
- Ask board to consider Perriello Award candidates for August 1st nomination deadline.
- Meet with the President-Elect and Treasurer to prepare the annual CEHA budget.

June
- Prepare President’s Letter for inclusion in Summer Edition of the Newsletter
- Slate of Candidates must be prepared four months prior to Annual Business Meeting (by early July). (Nominations & Elections Chair)
- Location for Annual Meeting should be considered and secured. Initial concept of agenda items should be developed so as speakers can be secured. (Education Chair).
- Represent CEHA at National Environmental Health Association Annual Education Conference.
- Scholarship application deadline June 30th. (Scholarship & Awards Chair)
- Summer Meeting Mailing sent (Education Chair/Summer Meeting Coordinator)

July
- Ballot for election, if required, must be prepared and sent by early August (at least three months prior to Annual Business Meeting). (Nominations & Elections Chair)
- Annual Meeting location should be finalized including concept of agenda.
- Review Yankee Conference Scholarship applications and vote on candidates at Executive Board Meeting (Scholarship & Awards Chair/Executive Board)
- Vote on Perriello Award nominees and provide name of selected candidate to Yankee Conference Board for approval at their Sept. meeting usually held at Yankee conference.
August
• Make arrangements to attend the Yankee Conference
• Ensure Yankee Conference Scholarship candidate is submitted to Yankee Conference Board for approval at their Sept. meeting usually held at Yankee conference.

September
• Prepare President’s Letter for inclusion in Fall Edition of the Newsletter
• Represent CEHA at Yankee Conference
• Finalize Annual Meeting Agenda and registration form to ensure distribution 4-weeks prior to Annual Meeting (Education Chair).

October
• Mailing for Annual Meeting distributed including agenda and registration form. Typically done in Newsletter. (Education Chair and Newsletter)
• Ballots due by Oct. 1. Election results reported at Executive Board meeting. (Nominations & Elections Chair)
• Finalize all details of Annual Meeting

November
• Attend and preside over Annual Meeting until the passing of the gavel ceremony
**PRESIDENT-ELECT**

The President-Elect is second in the order of officers of CEHA. It shall be the duty of the President-Elect to assume all duties of the President during the President's temporary absence; the President-Elect shall fulfill the President's unexpired term in case of the President's inability to complete his term of office (by-laws Article VIII Section 3). The President-Elect shall assume the office of the President automatically at the Annual meeting. Other duties and responsibilities of the President-Elect include but are not limited to:

- Serve on the Nominating and Elections committee.
- Serve on the Annual meeting planning subcommittee.
- Serve on the Yankee Conference Planning Committee when Connecticut is the host state.
- Primary CEHA contact in the absence of the President for matters that need immediate attention. The President-Elect should become a member of the National Environmental Health Association prior to assuming the office of President
- Work with the Treasurer, President and the Executive Board to develop a budget for the upcoming year.
- Evaluate the performance of committee chairs to determine if they should be re-appointed in the year he/she serves as President.

**President-Elect Calendar**

**September**

- Review position description and calendar for President to be familiar with the positions responsibilities
- Ascertain if current committee chairs wish to be re-appointed.
- If replacements of committee chairs are desired or necessary, begin effort to find candidates to fill vacancies in committee chair positions.

**October**

- Begin preparation of comments at Annual Meeting after the passing of the gavel ceremony
- Finalize candidates for vacancies in committee chair positions.

**November (at Annual meeting)**

- After swearing-in present brief remarks and announce the appointments of the Chairpersons of the following committees: Education, Legislative, Nominations and Elections, Membership, Publicity and Scholarship and Awards. Also assign Food, Lead/Housing, Water and Subsurface Sewage Technical Advisory Committee Chairpersons (pending final approval by the Officers of the Association at the December Board meeting).

**VICE PRESIDENT**

The Vice President is third in line of officers of CEHA. If this is the first experience the Vice President has serving on the CEHA board, the term should be used to become acquainted with what CEHA does and how it operates. Other duties and responsibilities of the Vice President include but are not limited to:

- Serve on the Yankee Conference Planning Committee when Connecticut is the host state.
- Serve on the Legislative Committee.
- Serve on the Education Committee.
- Perform any duties assigned by the President.
- Assist board members with other CEHA related matters.
IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve a chair of the Bylaws/Policies & Procedures Special Committee and shall perform such other duties as may be assigned by the President (Bylaws Article VIII, Section 5).

Immediate Past President Calendar

November

- Preside over the swearing ceremony for the incoming President

TREASURER

The Treasurer is responsible for maintaining the financial records of the Association and keeping the Executive Board apprised in regards to the Association’s financial status. Other duties and responsibilities include:

- Submit an Annual report at the Annual meeting (Article VIII Section 7). The report shall include a breakdown of all income sources (dues, educational programs, etc) and itemization of expenses by Committee.
- Maintain and balance checking and investment accounts.
- Maintain a list of all assets and equipment owned by the Association.
- Promptly deposit monies received in association with membership dues and other income.
- Collect fees associated with educational conferences from Education Committee and deposit promptly in CEHA account.
- Write checks from CEHA checking account to reimburse members for CEHA related expenses and other expenditures as approved by the Executive Board.
- Assist the incoming President/President-Elect and Executive Board with preparation of an Annual Budget.

SECRETARY

The duties of the Secretary are as follows:

- Record and maintain the minutes of all Executive Board, General and Annual Meetings. (Bylaws Article VIII Section 6)
- Maintain all Association records. (Bylaws Article VIII Section 6)
- Serve as historian and parliamentarian of the Association unless otherwise designated by the Executive Board (Bylaws Article VIII Section 6)

Minutes are submitted for approval at the next meeting of the Executive Board. Minutes of the Annual Meeting are submitted for approval at the December Executive Board meeting.


COMMITTEES OF THE ASSOCIATION

Committees, General
Standing and Technical Advisory Committees perform specific activities on behalf of the Association under direction of the Executive Board.

Committee meetings are held at the discretion of the committee chair. An effort should be made to advertise these meetings to membership through the website, Newsletter and by e-mail. The Membership Chairperson shall provide to each committee chair the list of members who selected that area of interest on their membership renewal.

The Chairperson for each committee is responsible for submitting a budget to the President for inclusion in the CEHA annual budget. The committee chairperson may delegate responsibilities in their area to other members of their committee, but any duties outlined under by-laws and control of the budget is ultimately the responsibility of the chair. Co-chairs for committees may be allowed by the President with nominees for these positions submitted to the Executive Board for its approval. Committees with co-chairs are allowed one vote. In addition to any specific by-law and budgetary responsibilities the chair in conjunction with the committee must:

• Attend Executive Board meetings regularly and report on committee activities.
• Chairpersons shall seek direction from the Executive Board and keep the Executive Board and the CEHA membership informed of the committee’s activities. Committee chairs are responsible for advertising their committee’s meeting times on the CEHA website and in the CEHA Newsletter.
• Chairs of committees planning educational seminars must work with the Education Chair in program development and planning
• The committee chair must make an effort to contact all members who indicate an interest in their committee area on their membership application or renewal form.
• At the end of the calendar year each committee chairperson who is in possession of material belonging to CEHA (e.g. printer for Newsletter) shall document such in a memo to the Treasurer.
• At the end of his term, the chair must give all CEHA documents or items related to the committee to the subsequent person holding that position. If a chair resigns and no replacement is appointed immediately, any committee associated documents or materials must be given to the Secretary.
STANDING COMMITTEES

There are six Standing Committees of the Connecticut Environmental Health Association. These committees are: Education, Legislative, Membership, Nominations and Elections, Publicity and Scholarship and Awards. (Bylaws Article IX Section 1).

Education Committee

Educational Conferences
Educational Conferences are a major activity of the Association in fulfilling one of its responsibilities outlined in Article II, Section 1 of the Bylaws. The Chair of the Education Committee assists in the coordination and planning of educational programming that is carried out by other CEHA subcommittees, and plays a central role in the coordination of the Annual Meeting, Summer Meeting, and at least one (1) other educational event annually; and also actively participates on the Yankee Conference Planning Subcommittee.

Purpose: To establish a policy on oversight of educational conferences and seminars
Policy: All educational seminars as developed by other committees shall be coordinated through the Education Committee.
- A report shall be submitted to the Education Committee Chair after each CEHA sponsored event that includes:
  1. Total number of attendees
  2. Revenues and expenses
  3. Number of attendees that received a waiver of the fee
  4. Summary of evaluations from attendees of the session(s)
A template of this report can be found in Appendix E.
- Upon receipt of the report, the Education Chair shall forward the results to the Executive Board.
- Prior to the Annual Meeting, a budget of expected income and expenses shall be provided by Education Committee Chair. This report shall include an accounting of any equipment and supplies being held by this committee as well as documenting where the equipment is being stored when not in use.

To encourage non members to join CEHA, the fee for non members to attend a CEHA sponsored educational program shall be greater than the member fee by an amount at least equal to the cost of an Active membership unless otherwise specified by the Executive Board.
Corporate members are allowed to register up to three (3) persons for a CEHA sponsored educational program at the CEHA member rate. (Approved by the Executive Board 6/4/13)

Fee Waivers
Purpose: To establish a policy on fee waivers for certain members attending CEHA educational conferences.
Policy: The chairperson of any committee sponsoring an educational conference or training session shall not be responsible for the fee for their attendance at that conference or training session. Persons who are responsible for registration at these sessions may have attendance fees waived if registration activities interfere with attending the session.

Annual Meeting Coordinator
Purpose: To establish a policy on coordination of the Annual Meeting events and the role of the Education Committee Chair
Policy:
- There shall be an Annual Meeting Planning Subcommittee serving under the Education Chair. The President-Elect shall serve as one of the members of this subcommittee (Bylaws Article VIII Section 3).
- The Annual Meeting Planning Subcommittee shall submit a budget of expenses to the Executive Board no later than two months prior to the event (to be held by the 15th of November, annually).
Unless otherwise directed by the Executive Board, the chairperson shall present to the Executive Board the following: the event's date, location, costs and specifics about food, parking, transportation, presentations, and presenter information.

With the approval of the Executive Board, the chairperson or Annual Meeting Planning Subcommittee Members (as designated) shall be responsible for inviting presenters, and developing the agenda for the presentation portion of the meeting. This agenda and a registration flyer or form shall be provided to the Publicity Chair for inclusion in the CEHA Newsletter.

The chairperson and/or Annual Meeting Planning Subcommittee members (as designated) shall be responsible for designing registration forms, disseminating registration forms, collection registration forms, collecting registration fees via mail or at the event, and coordinating the use of audiovisual and sound systems for presenters.

**Summer Meeting Coordinator**

**Purpose:** To establish a policy on the planning and execution of the Summer Meeting.

**Policy:**

- A CEHA member other than the Education Committee Chair shall be designated as the Summer Meeting Coordinator. Under direction of the Education Chair and the Executive Board, the Summer Meeting Coordinator shall plan, schedule, advertise and organize all aspects of the Summer Meeting. The Summer Meeting Coordinator may utilize assistance for others, but shall be responsible for the successful completion of his duties. Upon request of the Executive Board, the chairperson shall attend board meetings and/or provide written status reports. This job may also require working outside the normal business day and hours. Unless otherwise directed by the Executive Board, the chairperson shall present to the Executive Board the following prior to June 1st of each year: the event's date, time, location, costs and specifics about food, parking, transportation, courses/presentations, presenter information and recreational activities.

- The Education Chair shall actively participate in the planning and execution of the Summer Meeting. Primarily responsibilities of the Education Chair are to assist in development of registration forms/flyers, marketing the meeting, handling the educational aspects of the meeting (e.g., speakers, AV or presentation needs), and any other duties as requested by the Summer Meeting Coordinator.

- Unless otherwise approved by the Executive Board, the Summer Meeting Coordinator is responsible for meeting with event staff including caterers and facility representatives, attending the Summer Meeting and coordinating registration, collecting all fees, forms and other documents, clean-up and closure procedures and submitting funds collected to the treasurer. Documentation required under the section entitled *Educational Conferences* shall be submitted by the Summer Meeting Coordinator to the Education Committee Chair and the Executive Board.

**Yankee Conference Planning Committee Member**

**Purpose:** To establish the responsibilities of the Education Committee Chair with regard to the Yankee Conference when Connecticut is the host state.

**Policy**

- The President shall direct the formation of a Yankee Conference Planning Committee at least 18 months prior to the conference. This committee shall be responsible for developing a program, securing a location and soliciting exhibitors. The Vice President shall serve as one of the members of this subcommittee (Bylaws Article VIII Section 4).

- The Education Committee Chair shall participate and assist in the coordination of activities for the Yankee Conference in collaboration with the Vice President (see Bylaws Article VIII Section 4) when Connecticut is the host state.
Legislative Committee

The Chair of this committee attends Executive Board meetings, votes on matters of the Executive Board, and tracks legislation and regulations relevant to the Association membership and public and environmental health. In addition, the Chair keeps the Board, committees and membership aware of the relevant matters through regular reports in the Newsletter and helps coordinate their legislative matters. Legislation and regulatory initiatives involving special committees shall be coordinated with the Legislative Committee.

- Develop an annual budget for this area and submit for inclusion in the organization’s overall budget.
- Monitor regular sessions of the Connecticut General Assembly – Sessions are held from January to June in odd-numbered years, and from February to May in even-numbered years. Be aware of legislator bill introduction deadlines, committee bill deadlines, public hearing schedules, and bill statuses.
- Legislative Committee reports should be ready for each scheduled Executive Board meetings.
- Important legislative and regulatory matters need to be reported to the Executive Board in a timely matter outside of scheduled meetings as circumstances dictate.
- Monitor U.S. Congress and federal agencies (EPA, FDA, USDA, CDC, etc.) for legislative and regulatory matters of interest to the Association.

Purpose: To establish a policy on providing testimony before the Legislature or other deliberative body on behalf of CEHA.

Policy: The Legislative Chair shall work with the appropriate Technical Advisory Chairperson(s) to develop testimony or position statements for presentation to the Legislature or other deliberative or regulatory body on behalf of CEHA. Copies of the testimony or position statement shall be forwarded to the President for review and approval before it is presented. If time permits, the testimony or position statement shall be submitted to the Executive Board for review and approval at its next regular meeting. Electronic submission shall be used whenever possible to maximize the distribution of the testimony in the least amount of time.

Testimony shall be given by the Legislative Chair, the Chair of the appropriate Technical Advisory Committee or other CEHA member as may be designated by the President. Under no circumstances shall any member give any testimony or position statement that purports to represent the position of CEHA without the approval of the President and/or the Executive Board.

Membership Committee

The Membership Committee is charged with recruiting members who share environmental and public health concerns and who will promote and support the aims and objectives of the association. Specific duties include:

- Develop an annual budget and submit for inclusion in the organization’s overall budget.
- Provide an annual accounting of all equipment and supplies with the annual report along with a description of where such equipment is located.
- Email yearly membership renewal notifications between the date of the annual meeting and December 10. The dues are payable by January 1.
- Maintain the member database including current addresses, phone numbers and e-mail addresses.
- Applications for membership received on or after October 1 of each year shall be valid for the remainder of that year as well as the following year.
- Members who have not paid dues by January 31st for the current year shall be subject to suspension.
- In March reminder notices are emailed to all members who have not renewed their membership.
- Members who have not renewed their membership dues by April 1st will be suspended.
- Members who have not renewed their membership for 2 years or more shall be archived in CEHA database.
- Track committee interest from the membership and reports contact info to committee chairs.
- Maintain the policy for remembrances and special occasions for all members of the association.
Honorary Membership
Honorary memberships are intended to recognize an individual who has rendered distinguished or exceptional service in the field of environmental health.

Nominations for Honorary Membership may be made to the Executive Board by any CEHA member in good standing. Honorary memberships are awarded following a two thirds (2/3) vote of the Executive Board. Announcements of any such membership awards shall be made at the Annual Meeting. Individuals who have been chosen for Honorary Membership shall be invited to the Annual Meeting free of charge. A roster of all Honorary Members must be maintained by the Membership Chair. A nomination form for Honorary Membership can be found in Appendix H.

Retired Membership
At the September Board Meeting, the Membership Chairperson shall present the Board with a list of members eligible for Retired membership. Announcements of any such membership awards shall be made at the Annual Meeting. A roster of all Retired Members must be maintained by the Membership Chair.

Mailing List
Purpose: A policy is established in regard to providing the CEHA membership mailing list to other associations, individuals, organizations, businesses and/or other interested parties.

Policy: The Membership Committee Chairperson will make the Association’s mailing list available to any government agency upon receipt of a written request. The Membership Committee Chairperson will also make the membership mailing list available upon receipt of a written request to any NEHA affiliate or partner or non-profits-organizations with missions, goals and objectives similar to the Associations. Any other release of the mailing list for use by an outside entity must have prior approval of the Executive Board. Copies of all written requests for release of the CEHA mailing list shall be retained by the Membership Chairman. The Executive Board reserves the right to charge a fee for the list. Corporate members are entitled to one copy of the list per year upon request.
Remembrances and Special Occasions

**Purpose:** To establish a policy on recognizing significant events in CEHA members' lives.

**Policy:** The Membership Chairman is responsible for acknowledging significant events in our members’ lives. The following actions are appropriate:

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth or adoption of a child</td>
<td>Send card</td>
</tr>
<tr>
<td>Marriage of a member</td>
<td>Send card</td>
</tr>
<tr>
<td>Promotion within a department or move to another department that represents a promotion</td>
<td>Send card</td>
</tr>
<tr>
<td>Graduation of member from degree program</td>
<td>Send card</td>
</tr>
<tr>
<td>Hospitalization of member</td>
<td>Send flower arrangement, fruit basket or similar worth approx. $60</td>
</tr>
<tr>
<td>Retirement from position &amp; field of E.H. (must be Active member &gt;10 years)</td>
<td>Gift valued at approx. $25 and forward to Executive Board for consideration of honorary membership</td>
</tr>
<tr>
<td>Retirement from position but still working in field of E.H.</td>
<td>Send card</td>
</tr>
<tr>
<td>Death of spouse, parent, child or sibling</td>
<td>Send card</td>
</tr>
<tr>
<td>Death of member</td>
<td>Flower or fruit basket worth approx. $50 sent to family or donation of $50 to charity named by survivors or M. L. Smith Scholarship fund</td>
</tr>
</tbody>
</table>

The Membership Chairman may be directed to take other actions to acknowledge special occasions by the Executive Board.

**Membership Chairperson Calendar**

**November**
- Prepare and present report at Business Meeting portion of Annual Meeting (optional unless requested by President)
- Begin preparations for membership renewal email, if necessary edit membership renewal application.

**December**
- Membership Renewal notifications to members by December 10th.
- Update board on membership renewal and other membership issues (and each monthly meeting hereafter)

**January**
- Membership renewals due by January 31st.

**February/March**
- Those members delinquent in paying dues shall receive a reminder notices via email.

**April/May**
- Those members delinquent in paying dues by April 1st, shall be suspended.
- Continue membership database updates and respond to membership correspondence.

**September**
- Chair should advise current President-Elect of interest if interested in continuing or stepping down from position

**October**
- Prepare report for Annual meeting
The Nominations & Elections Committee is responsible for soliciting nominations for elective office and conducting an election for the positions as specified in the bylaws. The committee shall consist of at least three members including at least one Past President and the President Elect. (Bylaws Article IX, Section 4). A calendar of activities and deadlines is incorporated in this document.

**Nominations & Elections Calendar**

**December/January**
- The President establishes the make-up of the committee in accordance with the Bylaws.

**Feb/March**
- Solicit nominations for positions up for election. Coordinate with Publicity Chair.
- Distribute nomination submission forms to membership via the website and newsletter.

**May 15**
- Nominations for elective office to be submitted to the Nominations & Elections Committee.
- Names are checked to ensure they meet eligibility requirements.

**July 15**
- Nominations submitted to Executive Board for review.
- Prepare ballot /slate of candidates

**August 15**
- If there is more than one candidate for an office, ballots are sent to all voting members of CEHA. Ballots shall include a biographical sketch of the candidates.

**October 1**
- Ballots (if sent) must be sent electronically by October 1st with response to the Nominations & Elections Committee by October 7
- Ballots are opened and tallied.

**October Executive Board Meeting**
- Results of the election are reported to the Executive Board.
- Ballots are forwarded to the Secretary, who holds them for at least 30 days.
Publicity Committee

The Publicity Chair is responsible for publicizing and promoting the Association by ensuring timely publication of the Newsletter and maintaining an updated website. The Chair shall convene and maintain a Committee consisting of the Publicity Chairperson, the President, at least one other active CEHA member and, when applicable, the Newsletter editor. The purpose of the Committee shall be to review the newsletter before publication and oversee the website to ensure members are informed of activities that the Association is involved with, provide news items that are membership related and relevant, promote educational and training activities, and publicize scholarships and job opportunities. No editorial statements will be made in the Newsletter or on the website by the Chair, the editor or others purporting to represent CEHA without prior approval of the Executive Board.

In addition the Chair shall:

• Solicit potential committee members from the list of interests shown on membership renewal forms.

• Develop a budget and submit it to the Treasurer for inclusion in the CEHA Annual Budget. The proposed budget shall include a proposal for advertising and classified ad fees which must be approved by the Executive Board prior to approval of the overall CEHA budget.

• Oversee the website and event calendar. Board members shall be provided passwords to enable access to post events relevant to their Committees on the calendar. All postings must be approved by the Publicity Chair. Oversee CEHA merchandise store located on CEHA’s website.

NEWSLETTER

Whenever possible, the Newsletter shall be organized and distributed by an editor other than the Publicity Chair.

Newsletter editor(s) are approved by the Executive Board and report to the Publicity Chairperson.

The editor(s) shall:

• Determine the content of the newsletter by receiving submissions from members, setting deadlines for each issue, printing and providing for the distribution of the Newsletter by mail, e-mail or arranging for this to be done. The Newsletter should include items such as nomination forms, information on educational sessions and the Annual Meeting to minimize the costs of general mailings as much as possible. The editor(s) must ensure the Newsletter is relevant to CEHA’s membership and reflects the professionalism of the Association while preserving the Association’s resources.

• Submit the Newsletter in its entirety to the Publicity Committee for review prior to publication and distribution. Changes may be made subsequent to this review.

• Ensure that any Newsletter articles that have been modified by the editor(s) and/or Publicity Committee are reviewed by the author prior to publication.

• Publish at least four issues each calendar year unless otherwise directed by the Executive Board. The winter edition shall be sent out in January, the spring edition shall be sent out in April, the summer edition shall be sent out in June and the fall edition shall be sent out in September.

• Retain the right to decline printing submissions due to space constraints or to preserve the continuity of the Newsletter content. If the editor declines to print a submission from a CEHA member, that member should be so notified with an explanation in a timely manner. Any member who wishes to publish an item in the Newsletter that has been denied by the editor may appeal to the Publicity Chairperson. The decision of the Publicity Chairperson is final.

• Submit the Newsletter to the Publicity Chair electronically for posting on the CEHA website in a timely fashion.
Publish the Newsletter to coincide with:
  - Winter - New President’s message, awards and election results
  - Spring - Announcement of Scholarship availability, solicitation for nominations to elective offices
  - Summer - Advertising & registration for summer meeting/outing and Yankee Conference.
  - Fall - annual meeting announcement, Agenda & registration forms.

In addition,
  - The Executive Board may set limitations on the Newsletter in terms of length or budget. The editor(s) must respect these constraints and keep the Newsletter within these parameters.
  - Newsletter and/or website advertising of "for-profit" organizations will not be accepted without Executive Board approval. See Appendix G.
  - Classified advertising fees are reviewed annually and established by the Executive Board.

**WEBSITE**

The Publicity Chair shall perform frequent reviews of the website to ensure accuracy, relevance, and timeliness of information posted.

- Important events and notices should be prominently displayed on the homepage and any expired or past events must be removed in a timely fashion.
- Executive Board membership and contact information shall be updated as needed
- Scholarship, Brunelle and Perriello award recipients and honorary member lists must be updated annually.
- News & Events are posted as needed
- Executive Board Meeting Minutes are to be posted after they are accepted by the Board.
- The Newsletter shall be posted.
- Committee Chairs are encouraged to submit Committee meeting Agendas, Minutes and News articles for posting
- Executive Board members are encouraged to review the website to suggest changes and up-dates.
- Executive Board members are responsible for maintaining the website “Calendar” to keep membership advised of upcoming meetings or training opportunities when those activities pertain.
- Classified ads are to be submitted through the Treasurer and forwarded for posting.
- Website modifications that involve significant expenditures must be approved by the Executive Board. Standard up-dating procedures do not need Board approval.
- No editorial commentary shall be posted on the website without prior Executive Board approval
- Website “LINKS” shall be to governmental or non-profit agencies only.
- Advertising shall conform to policies established by the Executive Board.
- The Photo Gallery shall contain pictures of CEHA sponsored events, activities, its members as well as scenic images of Connecticut and shall in no way adversely or negatively impact CEHA, its members or any other person.
Scholarship and Awards Committee

The Scholarships and Awards Committee is charged with advertising the availability of CEHA’s scholarships and awards, soliciting applications or nominations for scholarships and awards and submitting names to the Executive Board for approval.

Scholarships

Purpose: To establish a policy on the application and selection process for the M.L. Smith and Yankee Conference Scholarships.

Policy: One of the aims and objectives of CEHA is to encourage and actively promote the personal and educational development of the membership through the pursuit of higher education. (Bylaws Article II, Section 1). To this end, CEHA has awarded scholarships to deserving applicants. Presently, there are two means of obtaining scholarship assistance from CEHA. One is thorough the Marvin L. Smith Scholarship fund, and the second is from the CEHA portion of the Yankee Conference Board of Directors Scholarship Fund.

CRITERIA FOR CONSIDERATION IN AWARDED SCHOLARSHIPS

The Scholarship Program shall be administered by the Scholarship & Awards Committee of C.E.H.A. It is the intention of the committee to award the Marvin L. Smith and Yankee Conference Scholarships each calendar year to selected and deserving candidates. Consideration for scholarship awards shall be based on criteria established by the Scholarship & Awards Committee and reviewed periodically by the Executive Board and consist in part of the following:

- Applicants must be CEHA members, or the spouse or children of members.
- Preference will be given to applicants who are actively pursuing an approved course of study at an accredited educational institution directly leading to a position of eligibility for becoming a Connecticut Registered Sanitarian, Sanitary Engineer, or Public Health Official.
- Preference will be given to applicants who express a desire to become employed in Connecticut immediately upon completion of such courses or studies in the field of environmental health.
- Undergraduate degrees receive preferential consideration.
- The relevance of courses and grades in those courses are considered.
- It is the policy of the Committee to grant scholarship awards to new applicants. Previous recipients of awards will be considered only if new applicants do not qualify.

The Scholarship & Awards Committee shall develop an application incorporating the concepts of the scholarship criteria that have been approved by the Executive Board. To be considered complete, an application shall include the following information:

- A completed application form, signed by the applicant.
- A signed statement by the appropriate institution department head that the courses to be taken during the scholarship award period are acceptable for the required credits needed to pursue an associate of arts or science degree, or a bachelor of arts or science degree, or a graduate degree in the environmental health or administration aspect of the public health career being pursued.
- A current transcript.
• A short written summary of any environmental health experience and the professional goals of the applicant.

Scholarship applications must be received by the Chair of the Scholarship & Awards Committee before June 30th.

The Scholarship & Awards Committee shall review all properly completed applications and determine a “score” for all applicants under a rating system that assigns a numerical value to scholarship award criteria. The results shall be submitted to the CEHA Executive Board prior to its September Executive Board Meeting with recommendations for award recipients. In the event that there is no qualified applicant(s), the Committee shall so report such information to the Executive Board.

The Executive Board of the CEHA shall review the designated award recipients at its September Board Meeting. A two-thirds vote of those Board members present at the September meeting shall be required for awarding scholarships. Once approved, the successful applicant(s) shall be notified and encouraged to attend the Annual Meeting in November where the awards shall be presented.

If there should be a disagreement between the Executive Board and the Scholarship & Awards Committee concerning the suitability of any applicant, further review shall be made by both the Board and the Committee. There shall be a meeting following such review by the Scholarship & Awards Committee, or the Chairperson of the Committee, and the Executive Board prior to the Annual Meeting to try to reach an agreement on a suitable recipient. In the event, a decision still is not reached as to an appropriate recipient for the scholarship, then, providing that at least one applicant is eligible for receiving the award, the applicant receiving the most favorable votes of the Executive Board of the CEHA shall receive the award. However, no award maybe approved after the November Annual CEHA meeting date in the year in which it was considered.

It shall be the obligation the Scholarship & Awards Committee to contact all appropriate approved educational institutions for the purpose of informing them of the availability of the Marvin L. Smith and the Joseph Hock Yankee Conference Scholarship Funds as the names of the institutions are brought to the attention of the Scholarship & Awards Committee. A copy of the application forms and selection criteria for the Scholarships shall be supplied to an appropriate individual at each such institution.

M.L. Smith Scholarship History:
*Originally approved as a $100.00 scholarship
*Increased to $150.00 by CEHA Executive Board, October 19, 1978.
*Increased to $250.00 by CEHA Executive Board, March 15, 1979.
*Increased to $500.00 by CEHA Executive Board, March 1, 1983.
*Increased to $1000.00 by CEHA Executive Board, May 10, 1989.
*Increased to $1500.00 by CEHA Executive Board, January 10, 2007.

Joseph Hock Yankee Conference Scholarship History:
*Increased from $900.00 to $1250.00 by CEHA Executive Board, January 10, 2007.
*Reduced to 1,000 by CEHA Executive Board ?

Criteria Document History:
Approved by the CEHA Executive Board, August 20, 1979.
Amended and approved by the CEHA Executive Board August 16, 1979.
Amended and approved by the CEHA Executive Board April 8, 1983
Amended and approved by the CEHA Executive Board April 13, 1984.
Same criteria shall be used for both scholarships - Amended and approved by the CEHA Executive Board June 14, 2007.

The Executive Board shall annually review the amount of the scholarship awards and make such adjustments as may be needed considering the financial condition of the Association, its scholarship funds and the costs of education.

Applications for the M.L. Smith and the Joseph Hock Yankee Conference Scholarships can be found in Appendix F.
Awards

Purpose: To establish a policy on making awards to members for outstanding contributions to the environmental health profession.

Policy: It is the policy of CEHA to recognize member who have made outstanding contributions to the environmental health profession. To accomplish this, the Executive Board has established two awards, which are used to honor achievement, service and contributions to the field of environmental health.

**Raymond W. Brunelle Award** - This award, established in 1971 by the CEHA Board, is presented to a deserving member in recognition for outstanding service. This high honor is also referred to as the “Connecticut Sanitarian of the Year” award. Ray Brunelle was a dedicated sanitarian, the first president of the Association, and did a great deal to promote environmental health throughout Connecticut. It is a privilege to receive this high recognition for outstanding service and be honored by one’s peers.

**Robert C. Perriello Memorial Award** - This award, established in 1970 by the Yankee Conference Board of Directors and renamed in 1978, is presented in tribute to Robert C. Perriello for his many years in public health and academic service in Rhode Island and New England. This award recognizes the professional achievements made by a registered sanitarian and local affiliate member. This most prestigious award is given by the Yankee Conference Board of Directors to an individual who first must be chosen by their own affiliate’s Board of Directors. This is a highly respected honor and is presented to a most outstanding member for their contributions to their affiliate, the Yankee Conference, and environmental health.

Awards are presented to recipients at the annual meeting. Individuals who have been chosen to receive awards shall be invited to attend the annual meeting free of charge.

Nomination Forms for the Brunelle & Perriello Awards can be found in Appendix G.

**Scholarship & Awards Calendar**

**January**
- Photocopy the following forms:
  - Scholarship Application and Application Information
  - Scholarship Award Criteria
  - Scholarship Announcement Poster
  - CEHA Membership Application
- Each of these forms should be sent to the mailing list of financial aid directors and department heads maintained by the Scholarships & Awards Chair with an accompanying letter. Send scholarship announcement for publication in the CEHA newsletter.

**May - June**
- Recruit people to serve on the Scholarship & Awards committee. Members who expressed an interest in scholarships on their application or renewal should be contacted.
- Scholarship application deadline is June 30th.

**July**
- The committee reviews the applications and selects the scholarship nominees.
- The nomination for the Perriello Award is submitted to the Executive Board for approval.

**August**
- Submit the Yankee Conference Scholarship nominee and the name of the Perriello Award recipient to the Yankee Conference Board for approval. This must be early enough to allow time for the Perriello Award certificate to be prepared and signed.

**September**
- Submit the M.L. Smith Scholarship nominee to the CEHA Executive Board for approval.
- Submit Brunelle Award nominee to the Executive Board for approval.
- Send letters to all scholarship applicants indicating whether or not they were awarded the scholarship. Encourage the scholarship recipients to attend CEHA’s annual meeting to receive check.
November
• Present scholarship checks and Brunelle Award at annual meeting or make other arrangements if the recipient cannot attend. Present the Perriello Award if the recipient was not able to attend the Yankee Conference to receive the Award. If the Award was presented at the Yankee Conference acknowledge the Award at the Annual Meeting.
• Efforts shall be made to have Award and scholarship recipients present and available for award presentation ceremonies.

NOTE: Whenever possible, Award recipients shall not know in advance that they are to receive an award.

Technical Advisory/Ad-Hoc Committees

Technical Advisory (Bylaws Article IX Section 2) and Ad hoc committees (Bylaws Article IX Section 10) are created and abolished by the President as necessary subject to approval of the Executive Board. The President and Executive Board shall provide direction to each committee. The Chair of each committee shall ensure that CEHA by-laws and policies are adhered to. The duties of the Chair (with committee support) include:
• Develop a committee budget and submit it to the President prior to the beginning of the Board year for inclusion in the CEHA budget.
• Attend Executive Board meetings and/or submitting a report to the Executive Board regarding the committee’s activities.
• Contact members who indicated an interest in that committee area on their membership application/renewal form.
• Publicize committee meeting dates and activities on the website and in the Newsletter.

By-Laws & Policy Committee - The By-laws and Policy Committee is tasked with reviewing by-laws and updating them so the organization functions smoothly. The committee is chaired by the Immediate Past President. The committee recommends policies to the Executive Board for their approval. Amendments to the by-laws must be made according to the procedure outlined in Article XII Section 1 of the association by-laws. The President or Executive Board may also request that the committee develop specific policies to address issues that arise throughout the board year. This committee shall meet at least annually and more often if necessary to achieve its task. The By-laws and Policy Committee is also responsible for organizing an annual orientation for members joining the Executive Board for the first time and Board members assuming a new position or appointment. This training should be held prior to the beginning of their board year for planning purposes.

Yankee Conference Board Representatives – There are two CEHA representatives to the Yankee Conference Board of Directors. The representatives are appointed by the CEHA Executive Board and serve overlapping two year terms. The representatives serve as a liaison between the Yankee Conference Board and the Executive Board. In years that CEHA hosts the Yankee Conference, an expanded planning committee is established by the Executive Board.
APPENDIX A

Connecticut Environmental Health Association

Policy on Executive Board Business Meetings

Effective Date: April 8, 2009
Revised: February 25, 2010

This policy is intended to serve only as guidelines to Executive Board members, Technical Advisory Committee Chairmen and the CEHA general membership on the coordination and implementation of CEHA Executive Board business meetings. This policy should be reviewed by all members who plan to attend or participate in a business meeting. Business meetings shall be conducted in accordance with CEHA By-laws and Robert’s Rule of Order.

Frequency
- Meetings are typically held on the second Wednesday of each month.
- Executive Board members should be notified at least one week in advance of the date, time and place of the meeting.
- There shall be a minimum of two meetings each year for the entire CEHA membership
  - Summer meeting shall be held in July or August
  - Annual meeting shall be held in November
- The Executive Board will not hold separate Executive Board meetings during the months in which the Summer and Annual meetings are held unless critical business necessitates such a meeting

Location
- The locations for meetings shall be respectful of Board members traveling distances
- Facilities shall be free to the Association with the exception of full membership meetings

Presiding Chair
- The President shall be preside over all Executive Board meetings
- In the absence of the President the sequence of presiding officers shall be the President-Elect, Vice-President and Past-President, if none of these Officers are available for a scheduled Board meeting then the meeting shall be rescheduled

Attendance/Quorum
- Officers and voting members of the Board and shall make every effort to attend the Board meetings even if they are not providing a report to ensure that a quorum is obtained for the meeting
- Officers and voting members shall notify the President in advance of the meeting if they will not be able to attend, such notice shall be provided as far in advance of the meeting as possible so that the President is able to determine a quorum and reschedule the meeting if necessary
- A quorum shall be obtained by the presence of a majority of Board members
- The President shall determine, prior to the meeting, if a quorum is anticipated and provide early notification (at least 24 hours in advance of the meeting) to the Board that the meeting has been canceled and will be rescheduled if a quorum is not anticipated
- No business meeting can be conducted until a quorum is present, it is therefore important and courteous for Board members to arrive on time unless they have notified the President that they will be late

Parliamentarian
- The CEHA Secretary shall serve as the official Parliamentarian of CEHA as provided in Article VIII Section 6 of the CEHA By-Laws
• The Secretary shall be responsible for obtaining, at CEHA’s expense, the latest copy of Robert’s Rule of Order (latest edition) and shall bring it to all Executive Board meetings.

• The Secretary shall bring to the attention of the Presiding Chair any parliamentary procedure deviations that occur during Executive Board business meetings.

**Agenda**

• The President shall prepare the agenda
• The President shall review the minutes of the previous month’s meeting and add any outstanding old business to the agenda
• The President shall review the *CEHA Policy Manual and Operational Guidance Document* calendar when preparing the agenda and add appropriate routine and timely committee or business items to the agenda
• Agenda format shall be as outlined in Appendix B
• Order of Standing and Technical Advisory Committee reports shall be determined by the President based on the timeliness of decisions that need to be rendered by the Board or the timeliness of information that must be discussed for the month (i.e. decisions that need to be made that month shall be given priority on the agenda)
• Deadline for committee agenda items is 5 working days prior to the scheduled Board meeting
• The agenda shall be distributed to the Board and Technical Advisory Committee Chairmen at least 3 working days prior to the scheduled Board meeting
• Additions or modifications to the agenda shall be discussed after the Board meeting has been called to order, followed by a motion to accept the agenda.
• After an agenda has been approved by the Board the agenda becomes Orders of the Day
• Disclosure of agenda items to the Board in advance of the meeting is essential to keep the credibility of the Board intact. No additions to the agenda that would result in an action by the Association should be added during the Board meeting unless that item was not known at the time the draft agenda was set and the item cannot be carried over to the next Board meeting.

**Standing and Technical Advisory Committee Reports**

• It is usual in deliberative assemblies, to have all preliminary work in the preparation of matter for their action done by means of committees
• If a committee has not fully deliberated on a matter referred to them by the Board then the matter should not be presented to the Board unless the President has called for an update on the matter or the Committee needs clarification on the matter from the Board
• Chairmen that cannot attend a Board meeting shall submit a written report to the President for any Committee items that have been listed on the agenda by the agenda deadline
• The purpose of written reports is to update the President and Board on the progress of items that the Board placed into the committee and any recommended actions for CEHA to take
• Committee motions should be representative of the committee’s consensus and not the personal agenda of the committee chair

**Motions**

• Motions are also referred to as “questions” in parliamentary procedure
• Motions should be stated clearly and concisely so that it can be recorded in the minutes and repeated by the Chair
• Motions should be stated in the affirmative (for example: I move to….) rather than the negative (for example: I move not to).
• Motions should be used to present new business to the Board for a decision
• Committees recommending actions for the Board to take should make those recommended actions in the form of a motion
• Motions that are tabled shall become old business revisited at the timeframe established in the tabling motion. Tabling motions with no established timeframe shall be taken up under old business during the next scheduled Board meeting.
• The President shall repeat the motion as presented, ask if there is any discussion and call for a vote first by asking all those in favor to say “Aye” and all those opposed to say “Nay”. In the case of a close vote the Chair may call for a show of hands.
• Motions may be withdrawn by the “mover” only after they have been repeated by the President and before they have been seconded.
• The presiding Chair shall not vote unless there is a tie in which case the Chair may cast the deciding vote.
• It is appropriate for the presiding Chair to call for a ballot vote when it is felt that some voting board members may hesitate to publicly reveal their true sentiments on a motion. In such cases, the ballots shall be prepared, distributed, collected, counted and reported by the recording Secretary.
• Motions should be considered and votes taken on motions during regular business meetings whenever possible. This allows all voting members on the Executive Board to be heard on a matter and make their votes accordingly. However, when there is an item requiring immediate attention that cannot wait until the next business meeting, the President may call for an e-mail vote subject to the following conditions:
  o A voting member of the Executive Board must make a motion clearly stating the matter on which a vote is to take place. The motion shall be seconded by another voting member.
  o After allowing a period of time, not to exceed three (3) business days, for members to debate the matter, the President may call for an e-mail vote.
  o A motion will be considered approved when it has received “aye” votes from a simple majority of all voting members of the Executive Board. Votes may be cast for a maximum of three (3) business days. The President shall be responsible for recording all votes.
  o The motion and voting record shall be submitted to the Executive Board at its next regular meeting for formal approval and inclusion in the minutes.

Discussion at a Board Meeting
- Raise your hand and be recognized by the Chair (the Chair is the person running the business meeting which in most instances would be the CEHA President) prior to speaking.
- Discussion of a motion shall stick to the motion as presented.
- You may not speak twice on the same discussion until all others have spoken once.
- Address your comments to the Chair.

Membership Attendance
- Executive Board meetings are open to the entire membership.
- As with all Board members, Association members that wish to speak to the Board should submit the matter to the President and ask to be placed on the agenda.

Guest Attendance
- Guests invited to participate in a Board meeting should be approved by the Board in advance of the Board meeting.
- Guests should only be invited to participate in a Board meeting when they have relevant information that would help the Board resolve a matter before the Board or help the Board determine an action for the Association to take.
CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION
SAMPLE EXECUTIVE BOARD MEETING AGENDA

Date: Location:

1. Call to Order
2. Additions or Corrections to Agenda
3. Motion to approve the agenda
4. Secretary’s Report
   Approval of minutes of ______________Regular Meeting
5. Treasurer’s Report
   Acceptance of Report
6. President’s Report
   Guest Speaker (if any)
7. Standing Committee Reports
   Education
   Legislation
   Membership
   Nominations/Elections
   Publicity/Newsletter
   Scholarship/Awards
8. Technical Advisory Committee Reports
   Housing/Lead
   Food
   SSDS
   Water
   Yankee Conference Planning (if applicable)
9. Old Business
10. New Business
11. Adjournment
1. Call to Order

2. President’s Report
   a. Recap of the major activities of the past year
   b. Items of interest to members
   c. Presidential Awards/Citations (if any)

3. Treasurer’s Report
   Report shall include a breakdown of income sources and itemization of expenses. (see page 9)

4. Technical Advisory Committee Reports
   Short reports from committee chairpersons who want to present

5. Standing Committee Reports
   Short reports from committee chairpersons who want to present
   
   Legislative
   a. Summary of significant legislation passed during the year.

   Scholarship/Awards
   a. Presentation of scholarships
   b. Presentation of Brunelle/Perriello Awards
   c. Awarding of Honorary Memberships, if any.

   Nominations/Elections
   a. Results of the recent election/introduction of new Board members

6. Passing of the Gavel/Swearing in of the new President
   a. Remarks from the new President
      1. Committee Chair assignments (these will be approved by the Officers of CEHA at the December EB meeting).
      2. Remarks from the new President – plans for the upcoming year.

7. Adjournment
# Request for Reimbursement Form

**Person requesting reimbursement:**

Name

Address

City/State Zip

CEHA title

Date of Board approval if any item is >$100:

Make check payable to (if different than above):

- [ ] Mail check to the address above
- [ ] Other delivery requested:

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**TOTAL** $ ____________

Signature of Individual requesting reimbursement ______________ Date ______________

*Please submit this form to the Treasurer with original receipts. If form and receipts are faxed, retain original receipts and send to Treasurer.*

**Treasurer’s use only**

Date request received ______________ Date check sent ______________

Notes: ____________________________________________________________________________

4/9/09
Connecticut Environmental Health Association

Record of Deposit

**Person submitting deposit:**

Name ____________________________________________

Address _____________________________________________

City/State Zip __________________________________________

Phone ______________________ CEHA title __________________________________________

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Description</th>
<th>CASH</th>
<th>CHECKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total Deposit $**

Total number of checks submitted ____________

______________________________  ____________________
Signature of person submitting deposit Date

*Please submit this form to the Treasurer.*

**Treasurer’s use only**

Date deposit received ____________ Date deposit made ____________

(Attach copy of deposit receipt)

Notes: ____________________________________________

1/14/09
Connecticut Environmental Health Association

Training Event Follow Up Form

CEHA Member Submitting This Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Member Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Email address:</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Phone/Extension:</td>
</tr>
</tbody>
</table>

Event Information

<table>
<thead>
<tr>
<th>Actual Date that the Event was held:</th>
<th>Location where the event was held:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many People attended:</td>
<td>Other Comments:</td>
</tr>
</tbody>
</table>

Financial Information for Event

<table>
<thead>
<tr>
<th>Cash inflows and Outflows</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Registration Checks Collected (from Record of Deposit Form):</td>
<td></td>
</tr>
<tr>
<td>Other Revenue:</td>
<td>+</td>
</tr>
<tr>
<td>Total Expenses (from Reimbursement Request Form)</td>
<td>-</td>
</tr>
<tr>
<td>Other Expenses paid directly by Treasurer:</td>
<td>-</td>
</tr>
<tr>
<td>Startup funds initially contributed:</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL (NET PROFIT LOSS):</td>
<td></td>
</tr>
</tbody>
</table>

Tickler Reminders

1. Have you submitted the Record of Deposit Form and the checks collected to the CEHA Treasurer?
2. Have you submitted the Reimbursement Request Form with your Receipts to the CEHA Treasurer?
3. Have you submitted the following to the Education Chair:
   ◆ Copies of evaluation forms?
   ◆ Final agenda for the event?
   ◆ Copy of this form?

DO YOU HAVE ANY OTHER COMMENTS IN REGARDS TO THE EVENT THAT WAS JUST CONDUCTED?

THANK YOU AGAIN FOR ALL EFFORTS IN PLANNING THIS EVENT ON BEHALF OF CEHA!
An Important Message from the Scholarship & Awards Committee of the Connecticut Environmental Health Association

The Connecticut Environmental Health Association (CEHA) is pleased to announce that two scholarships are available to CEHA members and their children/spouses. Please submit the following information:

- Application for Marvin L. Smith Scholarship (Form #1)
- Application for Yankee Conference Scholarship (Form #1)
- CEHA membership application (applicants for scholarships must be a member)*
- School transcripts
- Letter from department head (First term students to include College/University Acceptance Letter)
- 1-2 page written essay to include:
  - Current or past environmental employment
  - Volunteer activities environmental or other
  - Career goals
  - Any awards or recognitions received
  - Education major or program
  - Length of CEHA membership*

All the above information must be provided and received PRIOR to the submission deadline.

*Applicant must be CEHA member OR a child OR spouse of a current member. Child/spouse must include name and CEHA membership information of sponsor.

PLEASE RETURN ALL APPLICATIONS NO LATER THAN JUNE 30TH TO:

Chair, CEHA Scholarship Committee
(See website for current contact information)

Scholarships will be awarded at the annual CEHA meeting in November. Recipients are highly encouraged to attend.
Name of applicant: ____________________________________________________
Mailing Address  ______________________________________________________
Home Phone: _______________ Work/Cell Phone: ________________
Email: ____________________

Applicant has been a member of the CEHA for _______ years or
❑ I am not a member but enclosed is my membership application and fee
❑ I am a Spouse/Child of ________________________________
   (list name of sponsor and years of sponsor CEHA membership)

Applicant membership status:
❑ Student       ❑ Active       ❑Honorary          ❑Retired

Current place of employment, if any: ________________________________
Job Title: ________________________________

Accredited institution where enrolled: ________________________________
❑ Enrolled full time       ❑ Enrolled part time

List type of degree and major course of study
(Ex: BS in Environmental Health, MPH in Public Health)
________________________________________________________

Expected date of graduation (Month and Year):_____________________

The information submitted on this application is accurate and correct.

______________________________________________   __ ______
Applicant name:   Print and Signature                       Date
<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Grading Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment: Relevance Or F/T Student</td>
<td>Related: 2 F/T Student: 1 Neither of above: 0</td>
</tr>
<tr>
<td>Career Goals: Clearly Stated, Relevance</td>
<td>Clearly Related: 2 Indirectly Related: 1 Not Related/Clear: 0</td>
</tr>
<tr>
<td>College Confirmation: Relevance of Major</td>
<td>Clearly Related: 2 Indirectly Related: 1 Not Clear/No Confirmation: 0</td>
</tr>
<tr>
<td>GPA</td>
<td>Based on 4.0: 4.0-3.76: 2 3.25-3.75: 1 &lt;3.25: 0 New F/T no GPA: 1</td>
</tr>
<tr>
<td>CEHA Membership *</td>
<td>&gt;2 yrs: 2 &lt;2 yrs: 1 Child/Spouse: 1</td>
</tr>
<tr>
<td>Volunteer Activities</td>
<td>CEHA activities: 2 Other: 1 None: 0</td>
</tr>
<tr>
<td>Undergrad/Grad</td>
<td>Undergrad: 2 Cert. Program: 1 Graduate: 0</td>
</tr>
<tr>
<td>Previous Recipient</td>
<td>No: 2 Yes, ≥ 4 yrs: 1 Yes, &lt; 4 yrs: 0</td>
</tr>
</tbody>
</table>

**Total Scoring**

*Must be a member or spouse/child of a member*

Rater Name/Signature: ___________________________ Date: ________________
Summary of Scoring  
(Scholarship & Awards Committee use only)

Name of Applicant_____________________________________________________

Date of review __________________

Score: ________  
Ranking: ______Based on total of applications reviewed

Based on score and ranking, applicant is recommended for:
   ☐ Marvin L. Smith Scholarship
   ☐ Yankee Conference Scholarship
   ☐ Not Recommended

Please provide any comments relevant to the scoring/review of this applicant. Specifically, if the application was NOT reviewed, please provide reasons below.  
(Attach score sheet)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature: ___________________________
Name of Committee Member

Signature: ___________________________
Chair, Scholarships & Awards Committee
Nomination Form for the Raymond Brunelle, Jr. Award
“Connecticut Sanitarian of the Year”

Deadline for Award Nominations is
September 1 of each year.

Return this nomination form to: CEHA Scholarships & Awards Committee – see www.cteha.org for an electronic version of this form and current Chairperson’s contact information.

The Award

The Connecticut Environmental Health Association confers the Raymond Brunelle Jr. Award to a deserving individual for achievements in the field of environmental health and in recognition of outstanding contributions to CEHA along with a persistent tradition of excellence in the field.

Nomination Procedures

This official nomination form is all that is needed. In order for an individual to be considered, this form must be completed, including all pertinent information about the nominee’s qualifications for the award.

General Instructions

To ensure consideration of your nominee, follow the instructions below:

- Selection will be based on information contained in the nomination form.
- Include facts and figures. Be as specific as possible.
- Include as much information about the nominee as possible. Remember, achievements that you consider obvious may not be obvious to the Committee. If you wish, letters of recommendation may be included.

Name of person being nominated: ___________________________________________________________
Agency name: __________________________________________________________________________
Address: _______________________________________________________________________________
Years at agency: _________________________________________________________________________

Your name: _____________________________________________________________________________
Agency: ________________________________________________________________________________
Address: ________________________________________________________________________________
Phone/Email_____________________________________________________________________________

What outstanding accomplishment(s) in the field of environment/public health has the nominee made that
distinguishes him/her?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Describe the nominee's notable contributions to public health and CEHA.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Outline the nominee's leadership in securing actions on behalf of environmental goals and the advancement of
CEHA.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

To the best of my knowledge, the above information is true.

Signature: ________________________________ Date: ________________________________

**************************************************************************************************

Date received: ________________________________ Received by: ________________________________

Scholarship and Awards Committee Recommendation:
CONNEC'TICUT ENVIRONMENTAL HEALTH ASSOCIATION

Nomination Form for the
Robert C. Perriello Memorial Award

Deadline for Award Nominations is
July 1 of each year.

Return this nomination form to: CEHA Scholarships & Awards Committee – see www.cteha.org for an electronic version of this form and current Chairperson’s contact information

The Award

The Yankee Conference Board of Directors and the Connecticut Environmental Health Association confer the Robert C. Perriello Memorial Award to a deserving individual for meritorious achievement in the field of environmental health, contributions to CEHA and to the Yankee Conference.

Nomination Procedures

This official nomination form is all that is needed. In order to be considered, this form must be completed, including all pertinent information about the nominee's qualifications for the award.

General Instructions

To ensure consideration of your nominee, follow the instructions below:

- Selection will be based on information contained in the nomination only.
- Include facts and figures. Be as specific as possible.
- Include as much information about the nominee as possible. Remember, achievements that you consider obvious may not be obvious to the selection committee. If you wish, letters of recommendation may be included.

Name of person being nominated: __________________________________________________________
Agency name:  ___________________________________________________________________________
Address: ________________________________________________________________________________
Years at agency: __________________________________________________________________________

Your name:______________________________________________________________________________
Agency:________________________________________________________________________________
Address:________________________________________________________________________________
Phone/Email

What outstanding accomplishment in the field of environment/public health has the nominee made that distinguishes him/her?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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Describe the nominee's notable contributions to public health and CEHA

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Outline the nominee's leadership in securing actions on behalf of environmental goals and the advancement of CEHA

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

To the best of my knowledge, the above information is true.

Signature ____________________________________________________ Date: ______________________

******************************************************************************
***************

Date received:            Received By:

Awards & Scholarships Committee Recommendation:
APPENDIX H

Nomination Form for Honorary Membership

Deadline for Nominations is
October 1 of each year.

Return this nomination form to: CEHA Scholarship & Awards Committee. See www.cteha.org for an electronic version of this form and contact information.

The Award

The Connecticut Environmental Health Association awards Honorary Memberships to individuals who have rendered distinguished or exceptional service in the field of environmental health. Nominees need not be current CEHA members.

Nomination Procedures

This official nomination form is all that is needed. In order for an individual to be considered, this form must be completed, including all pertinent information about the nominee's qualifications for the award.

General Instructions

To ensure consideration of your nominee, follow the instructions below:

- Selection will be based on information contained in the nomination form.
- Include facts and figures. Be as specific as possible.
- Include as much information about the nominee as possible. Remember, achievements that you consider obvious may not be obvious to the Committee. If you wish, letters of recommendation may be included.

Name of person being nominated: _____________________________________________

Agency name: _______________________________________________________________

Address: ___________________________________________________________________

__________________________________________________________________________

41
Your name ____________________________________________________________

Agency_______________________________________________________________________

Address:______________________________________________________________________

________________________________________________________________________________

Phone/Email___________________________________________________________________

What outstanding accomplishment(s) in the field of environment/public health has the nominee made that distinguishes him/her?

________________________________________________________________________________

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To the best of my knowledge, the above information is true.

Signature: ________________________________ Date: ______________

**************************************************************************************************

**

Date received:________________________Received by:___________________________

Executive Board Recommendation:
APPENDIX I
POLICY ON ADVERTISING
CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION

Effective Date: June 23, 2010
Revised: April 16, 2010

This policy establishes guidelines and criteria for the review and approval of advertisements intended to be distributed to Connecticut Environmental Health Association (CEHA) members through the website and the Newsletter. This policy is intended to ensure that these advertisements have no deleterious defect on CEHA actual or perceived, and that such information is in the best interest of CEHA. CEHA accepts advertising conforming to and in accordance with the following policy:

1) All advertisements must be submitted to the CEHA Publicity Chairman and are subject to approval of the Publicity Committee

2) The CEHA Publicity Committee reserves the right to reject in whole or in part, any material, communication, or information that:
   a) contains sexually explicit or suggestive material, profanity or deceptive or inappropriate material
   b) will or may adversely affect, threaten, or negatively impact CEHA, its members, products, services or business interests

3) Advertisements may be declined to preserve the continuity of the website and newsletter content. If an advertisement is declined, the Publicity Chair shall notify the advertiser in a timely fashion, state the reasons for the denial and return any funds paid to place the advertisement. Appeals for denied advertisements may be forwarded to the Executive Board.

4) CEHA shall not be liable for any failure to publish any advertisement accepted by CEHA; however CEHA shall use its reasonable efforts to place such advertisement in subsequent available space.

5) Advertisements must be submitted in a format compatible with programs being utilized to produce the Newsletter and website.

6) Advertising is separate from content. Advertisers have no advance knowledge of our editorial content, nor do the editors shape content to accommodate advertising. CEHA will not sell advertising for a specific product on the condition that it appear in the same location, and at the same time, as a specific article mentioning that product or service or an article relevant to that product or service. Advertisers do not influence any of our editorial decisions or advertising policies.

7) CEHA will not release personally identifiable data for CEHA members to advertisers.

8) Any reference to CEHA or its products or services in advertisements, promotional material, or merchandising by the advertiser is strictly prohibited unless approved by the CEHA Executive Board.

9) Advertisements are not accepted.

10) Advertorials are not accepted.

11) Advertised products must be compliant with all State and Federal regulations.

12) Advertisements may not include offers for free merchandise or contests.

13) All advertisements must be clearly germane to the professions of environmental or public health which may include services or products in these fields. Advertisements for pharmaceutical products shall not be accepted.

14) All advertisements must clearly and prominently identify the advertiser by trademark or signature.
14) Advertising must be clearly distinguishable from CEHA editorial content.

15) All advertisements must be factual and in good taste.

16) All advertisements are accepted and published by CEHA on the warranty of the advertiser they are authorized to publish the entire contents and subject matter of the advertisement.

17) In consideration of publication of an advertisement, the advertiser and CEHA, jointly and severally, agree to indemnify and hold harmless CEHA, its officers and its members against expenses (including legal fees) and losses resulting from the publication of the contents of the advertisement, including, without limitation, claims or suits for libel, violation of privacy, copyright infringement, or plagiarism.

18) All advertising positioning requests are treated as requests. Since advertising inventory constantly changes, CEHA cannot guarantee fixed positioning.

19) In the event of nonpayment, CEHA reserves the right to hold advertiser and/or its advertising agency jointly and severely liable for such monies as are due and payable to CEHA.

20) CEHA is not responsible for incidental or consequential damage for errors in displaying an ad.

21) a. Rates for advertising in the newsletter are reviewed and established by the Executive Board on an annual basis in conjunction with the budget prepared by the Publicity Chair.

   b. Rates for advertising on the website shall be established by the Executive Board on an as needed basis.

22) CEHA may change the terms set forth herein at any time, provided that no such change applies to ads whose closing date precedes the announcement of the change.

   **Policy on Recruitment and Classified Advertisements**

23) All advertisements for employment must be nondiscriminatory and comply with all applicable State and Federal laws and regulations. Ads that discriminate against applicants based on sex, age, race, religion, marital status, or physical handicap will not be accepted.

24) Employment recruitment advertisers are required to confirm in writing and within their advertisement that they are an equal opportunity employer.

25) Members may post ads seeking employment either full or part-time by emailing a brief summary of qualifications and salary requirements to the Publicity Chair.

26) Classified advertising fees shall be reviewed on an annual basis and established by the Executive Board in conjunction with the budget review and approval process.

27) Classified ads shall be posted on the website as soon as possible, circulated to CEHA members by email and included in the newsletter if timing permits.
APPENDIX J

CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION

CODE OF ETHICS

Among the purposes of the Connecticut Environmental Health Association are the promotion of the highest standards of performance possible for those engaged in the field of environmental health, the incorporation in the association of the informed participation of all persons professionally employed in the field of environmental health and the promotion of an active public relations policy to have these aims and objectives publicized.

To further these objectives in the performance of their duties, certain ethical principals shall govern the conduct of every member of the Connecticut Environmental Health Association. Each member shall have the duty:

To advance the field of public health in an environmentally sound manner;

To continually improve his or her professional ability and to develop the competence of associates by exchanging general information and experiences with fellow environmental health professionals;

To keep fully informed of developments in the field of public health and environmental sciences;

To know, uphold and abide by the letter and spirit of all relevant laws and policies and to perform his or her duties in a manner consistent with all statutory or local requirements without taking an advocacy position for any special interest and always in a manner that merits full confidence and trust-consistent, objective, fair and honest;

To avoid associating or being identified with any enterprise of questionable character;

To avoid any person, situation or association creating the perception of unethical behavior, conflict of interest or any behavior that could damage the public confidence;

To seek no favor, believing that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest;

To maintain at all times a courteous and respectful attitude in all relationships with public officials, fellow employees, the general public and other CEHA members;

To resist any encroachment on professional responsibilities believing that he or she should be free to make decisions and carry out these responsibilities without interference and handle each problem without discrimination on the basis of principle and justice;

To conform in all respect to the Code of Ethics and the By-Laws of the Connecticut Environmental Health Association.