CONNECTICUT ENVIRONMENTAL HEALTH ASSOCIATION, INC.
BY-LAWS

ARTICLE I
NAME

Section 1. The name of the Association shall be the Connecticut Environmental Health Association, Inc. (CEHA, Inc.). CEHA shall operate as an affiliate of the National Environmental Health Association, Inc.

ARTICLE II
AIMS AND OBJECTIVES

Section 1. The Association shall promote the highest standards of performance possible for those engaged in the field of environmental health, by:

a) Encouraging and actively promoting the personal and educational development of the membership through the pursuit of higher education, by special training courses, educational conferences or by other means

b) Maintaining at a high level, the qualifications necessary for Sanitarian registration in Connecticut and promoting the advancement of all professionals in the field of environmental health

c) Facilitating standardization of methods in general environmental health practices

d) Striving for increased recognition of Environmental Health as a profession rendering services vital to the health and well-being of the public

e) Development and support of environmental health legislation

Section 2. It shall be the objective of this Association to incorporate in the Association the informed participation of all persons professionally employed in the field of environmental health and to provide a forum for the expression of their interests.

The Association shall maintain cooperative relationships with national, state and other organizations, both official and non-official, which have the same or related interests in public health.

ARTICLE III
MEMBERSHIP-PRIVILEGES

Section 1. There shall be five classes of membership in the Association: Active, Student, Corporate, Honorary and Retired.

An applicant for membership must submit an application online or on a form provided by the Membership Committee accompanied by the
proper payment of dues. The form can be obtained and submitted online or by mail. Approval of all applicants for membership shall be by vote of two-thirds majority of the Board members present at an Executive Board Meeting or by email vote, to be reported by the Membership Chair at the next Executive Board Meeting.

Section 2. **An active member** shall be an individual, active in the profession of environmental health or related activities, having a genuine interest in public or environmental health and who shall promote the aims and objectives of the Association.

Active members shall have a vote on matters before any duly called general or annual Association assembly and they shall be eligible to serve on committee assignments. Any active member also shall be eligible to serve in any elective or appointive position unless the election or appointment would result in having more than three members who are employed by the same agency or company serving on the Executive Board at the same time.

Section 3. **A student member** shall be a resident of Connecticut who is enrolled full-time in an institution of higher learning in or outside of the State in a program relating to environmental health, or a non-resident of Connecticut who is enrolled full-time in an institution of higher learning in Connecticut in a program relating to environmental health. Student members shall not have the right to vote, chair standing committees, or hold office on the Executive Board, but they shall have all other rights and privileges of active members.

Section 4. **A corporate member** shall be a for-profit company or corporation having a genuine interest in public or environmental health. Corporate members shall designate one (1) individual who shall enjoy voting privileges on their behalf. Corporate members shall also be entitled to such other benefits as may be determined by the Executive Board.

Section 5. **An honorary member** shall be individual who has rendered distinguished and/or exceptional service in the field of environmental health who has been recommended for honorary membership by a two thirds (2/3) vote of the Executive Board. Honorary memberships shall be awarded at the Annual meeting of the Association.

There shall be no dues for honorary members. Honorary members shall not have the right to vote unless chairing a standing committee, or holding office on the Executive Board, but shall have all other rights and privileges of active members. There shall not be more than three honorary members on the Executive Board at any time.

Section 6. **A retired membership** may be awarded to any Active member who has been a member of the Association for at least five (5) consecutive years preceding retirement, has accrued at least ten (10) years of environmental service, and has retired due to age or disability. Retired members shall enjoy the same rights and privileges as Active members.
ARTICLE IV
PAYMENT OF DUES

Section 1. Dues for the various classes of membership shall be set by a two-thirds majority vote of the members of the Executive Board who shall review such dues annually at the time of budget preparation and make such changes as are deemed necessary. If changed by the Executive Board, dues for active members shall be subject to ratification by a majority vote of the active membership present at the Annual meeting.

Section 2. Notices for payment of dues shall be emailed by the Membership Committee or Publicity Chair to all members between the date of the Annual meeting and December 10th of each year and shall be payable on January 1st. Members who have not paid dues by January 31st for the current year shall be subject to suspension.

Section 3. A member who wishes to renew his/her membership shall pay in full all outstanding balances owed along with current membership dues.

ARTICLE V SUSPENSION-REINSTATEMENT

Section 1. When the Executive Board receives a written and signed complaint regarding any member's conduct it shall, at its next regular meeting, review each complaint and provide the member in question an opportunity to reply to the complaint. The Executive Board may, by affirmative vote, reprimand or expel any member whose personal or professional conduct is determined to be detrimental to the integrity of the Association. The conditions of the expulsion, including conditions of membership reinstatement shall be determined by the Executive Board immediately after an affirmative vote to expel a member. The record of the expelled member shall be maintained by the Membership Committee for a minimum of twelve (12) years.

Section 2. A member who is delinquent in dues by April 1st shall be suspended. No hearing shall be required.

Section 3. A member who has been suspended for delinquent or lapsed dues shall reapply for membership per Article III Section 1 of these Bylaws. Approval of requests for reinstatement of membership of an expelled member shall be determined by the conditions of the original expulsion.

ARTICLE VI
EXECUTIVE BOARD

Section 1. There shall be an Executive Board of the Association which shall be composed of the President, the President-elect, the Vice-President, the Immediate Past-President, the Secretary and Treasurer, the chairpersons of the six Standing Committees and the Technical Advisory Committees.

Section 2. The Executive Board of the Association shall conduct and carry on the
business of the Association and shall:

1) Approve all unbudgeted expenditures in excess of $100.00 for any one item

2) Establish and implement policies of the Association and shall act as trustee of the assets

3) Devise ways and means of providing for the financing of the Association including review and approval of the annual budget

4) Adopt policies and procedures which it finds necessary in order to fulfill the provisions of these by laws

5) Confirm by majority vote all nominations and recipients of any awards or scholarships

Section 3. The Executive Board shall meet at least four times a year. A quorum shall consist of a simple majority of the Executive Board. Special meetings of the Board may be called by the President of the Association or by a written request of three Board members.

Section 4. When any Executive Board member is absent for more than two consecutive Board meetings, the President shall make a determination as to that Board member’s intention to continue as a member of the Board. The President shall recommend to the Board that the individual be removed from the Board if it is shown that the Board member cannot effectively fulfill their duties; the Board shall vote thereon; a two-thirds majority shall be required to remove.

Section 5. The Executive Board may remove from office any officer or chair who violates ethics or Executive Board policy. Removal shall be by two-thirds majority vote of the Executive Board.

Section 6 If a voting position on the Executive Board should become vacant for any reason, the Quorum as designated in Article VI Section 3 shall be reduced accordingly until such time as the position is filled.

ARTICLE VII
NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. The members of this Association shall elect by plurality vote a Vice President, Secretary or Treasurer prior to each Annual Business Meeting. Those elected shall assume office at the Annual Business Meeting. The Secretary and Treasurer shall hold office for two years. Only the Secretary and/or Treasurer may serve successive terms. The terms of office for the Secretary and Treasurer shall be staggered, those positions being filled in alternating years

Section 2. A nomination for elective office may be submitted in writing by any member in good standing to the Nominations and Elections Committee for its consideration not later than six months after the last Annual Business Meeting.
Section 3. The Nominations and Elections Committee shall submit nominations to the Executive Board at least four months prior to the Annual Business Meeting. Upon the review of the nominees by the Executive Board, the Committee shall prepare a slate of Candidates.

Section 4. Elections shall be conducted by the Nominations and Elections Committee by electronic ballot. No election will be held when there is only one candidate.

Section 5. A short biographical sketch of each candidate shall be included with each ballot. Ballots shall be distributed to eligible voters at least three months prior to the Annual Business Meeting. Ballots shall be returned to the Nominations and Elections Committee, not later than October 1st.

Section 6. The Nominations and Elections Committee shall open and tally the ballots and shall report the results to the Executive Board at the October Executive Board meeting. The results shall be announced to the membership at the Annual meeting.

Section 7. Special elections shall be conducted by the Nominations and Elections Committee as instructed by the Executive Board.

Section 8. In the event of a vacancy in the office of the President, the President-Elect shall assume the duties of that office. In the event of a vacancy in the office of the President-Elect, the Vice-President will assume the duties of that office. In the event of a vacancy in the office of Vice-President, a special election shall be held to fill the vacancy. In the event of a vacancy in the office of Secretary or Treasurer, a voting member in good standing shall be appointed by the Executive Board to hold such office.

Section 9. When no nominations are received by the deadline, the Executive Board will follow these provisions. In the event that two or more nominations are received after the deadline, the Nominations and Elections Committee will hold an election. In the event that only one nomination is received after the deadline, the Nominations and Elections Committee will hold a special election per Section 7 of this Article.

ARTICLE VIII
OFFICERS AND THEIR DUTIES

Section 1. The Officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer and the Immediate Past President. The President-Elect shall assume the office of President at the Annual meeting. The current Vice-President shall assume the office of President-Elect at the Annual meeting.

Section 2. It shall be the duty of the President to preside at all meetings of the Association and at meetings of the Executive Board. The President shall cast the deciding vote in the case of a tie vote. The President shall appoint the chair persons of Standing and Technical Advisory Committees subject to the approval of the Officers of the Association. The President shall act as the official representative of the Association and shall perform such other functions customarily assigned to the office of the President. The President shall become a member of the National
Environmental Health Association (NEHA).

Section 3. 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 or her term of office. The President-Elect shall assume the office of the President automatically at the Annual meeting following the expiration of the current term of office of the President. The President-Elect shall serve on the Nominating and Elections committee and the Annual meeting planning subcommittee. The President-Elect shall serve on the Yankee Conference Planning Committee when Connecticut is the host state.

Section 4. The Vice-President shall perform any duties as may be assigned by the President as well as serving on the Legislative and Education Committees. The Vice-President shall serve on the Yankee Conference Planning Committee when Connecticut is the Host State.

Section 5. The Immediate Past-President shall chair the By-laws Review Ad Hoc committee as directed by the Executive Board. The Immediate Past-President shall also perform any other duties as may be assigned by the President.

Section 6. The duties of the Secretary are to record and maintain the minutes of all Executive Board, general, and Annual Meetings, and maintain Association records. The Secretary shall serve as Historian and Parliamentarian of the Association, unless otherwise designated by the Executive Board.

Section 7. The Treasurer shall maintain the financial records and manage the financial affairs of the Association, as directed by the Executive Board. The Treasurer shall submit an annual financial report to the Executive Board and members at the Annual meeting.

ARTICLE IX
COMMITTEES

Section 1. The standing committees of the Association shall be:

1. Nominations and Elections
2. Legislative
3. Scholarship and Awards
4. Education
5. Publicity
6. Membership

Section 2. The President shall create or abolish technical advisory committees with Executive Board approval. A majority vote is required to create or abolish such Committees. The technical advisory committees report to and advise the Board on various technical issues relevant to the Association. They may interact with various Association partners on issues closely related to their technical expertise. The technical advisory committees may form subcommittees to study specific topics relevant to the Association. Any
training event held by a standing or technical advisory committee shall be coordinated with the Chair of the Education committee. Any activity involving testimony on or creation of proposed statutes or regulations shall be coordinated with the chair of the Legislative committee.

Section 3 The chairpersons of these committees shall be appointed by the new President at the Annual Meeting subject to the approval of the Officers of the Association. The appointment shall be for one year. No chairperson shall hold concurrent appointments unless otherwise specified in these bylaws. The chairpersons of the Standing and Technical Advisory committees shall be members of the Executive Board and have full voting privileges and other rights as defined in Article VIII.

Section 4 The Nominations and Elections committee shall consist of at least three members including at least one Past-President and the President-Elect.

The committee shall prepare a slate each year for the nomination of a Vice-President, and a Secretary or Treasurer. The slate shall be presented to the Executive Board at least four months prior to the Annual meeting. Elections shall be conducted in accordance with Article VII.

Section 5 The duties of the Legislative committee are to be cognizant of all legislation and regulations pertinent to the Association and Environmental Health, submit new proposed legislation to the Executive Board for review and approval and promote legislation conducive to the aims and objectives of the Association.

No two members of this committee shall be employed by the same agency during their term of appointment.

Section 6 The duties of the Scholarship and Awards committee are to screen, select and nominate worthy candidates for any scholarship and/or award that may be available and submit those nominations to the Executive Board for approval. The committee shall also publicize and promote the availability of all scholarship information to institutions of higher learning or when such information is requested by an individual or educational organization, college or university.

Section 7 The Education committee coordinates the agenda and speakers for the Annual Meeting, Summer Meeting, and at least one (1) other educational event annually. Additional educational seminars, conferences or workshops may be held with the approval of the Executive Board. The Education committee shall retain all records of attendance for each educational program. The education committee shall promptly forward to the Treasurer any monies collected in association with seminars, conferences, or workshops.

Section 8 The duties of the Publicity committee are to promote the well-being of the Association through the news media including, but not limited to, the Association Newsletter, website, Facebook page, and the CEHA online merchandise store.
Section 9  The duties of the Membership committee are to maintain a current roster of the membership and recruit members who share environmental and public health concerns and who will promote and support the aims and objectives of the Association. The Membership committee shall perform duties as outlined in Article V, Section 2.

Section 10  Ad-hoc Committees: The President shall create or abolish Ad-hoc committees with Executive Board approval. A majority vote is required to create or abolish such committees. Seminars and training sessions developed by these committees shall be coordinated with the Education committee. Legislation and regulatory initiatives involving special committees shall be coordinated with the Legislative Committee.

ARTICLE X
MEETINGS

Section 1. There shall be an Annual meeting held no later than November 15th of each year. Special meetings may be called by the Executive Board as specified in Article VI Section 3 of these bylaws.

Section 2. There shall be a quorum irrespective of the numbers at each meeting and the Annual meeting provided a majority of the Executive Board is present.

Section 3. The rules contained in the latest edition of Robert's Rules of Order shall govern in all matters applicable if not inconsistent with these by-laws.

ARTICLE XI
FISCAL YEAR-PROCEDURES

Section 1. The fiscal year of the Association shall be from October 1st to September 30th.

Section 2. In the event of dissolution of the Connecticut Environmental Health Association, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the Association and committed scholarship funds, dispose of all remaining assets of the Association in such a manner or to such organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

ARTICLE XII
AMENDMENTS

Section 1  The by-laws may be amended at any membership meeting by a two-thirds vote of those present who are eligible to vote, provided; the proposed amendment has had prior review by the Executive Board; and a copy thereof has been sent to the last known address of each voting
member at least ten (10) days before the meeting at which time it is to be presented for a vote. Delivery of the proposed amendments by e-mail to the last known e-mail address of the member shall be permissible.

Amendment – Footnotes:

1. Article VI, Section 1.

Approved by Executive Board – February 5th, 1975
Read aloud at Membership Meeting – August 6th, 1977
Sent to membership – August 6th, 1975
Approved by membership – September 17th, 1975
Effective date – January 1st, 1976

• Made Secretary/Treasurer a two (2) Year term from one (1) year term.

2. Article VIII, Section 1-3

Approved by Executive Board – February 6th, 1977
Read aloud at membership meeting – April 27th, 1977
Sent to membership – May 11th, 1977
Approved by membership – September 28th, 1977
Effective Date – January 1st, 1978

• Added Standing Committee chairperson to Executive Board;
  Dropped auditing from Standing Committee status; changed awards from Scholarship Committee to Nominating Committee;
  Added legislative, publicity & membership and education committees to Standing Committee status.

3. Article III, Sections 1-6; Article IV, Section 1; Article V, Section 2-3; Article VI, Sections 1, 3 + 4; Article VII, Sections 1 + 2; Article VIII, Sections 2 – 7; Article IX, Section 3; Article XI, Section 1.

Approved by Executive Board – November 2nd, 1979 & June 10th, 1980
Read aloud at Membership Meeting – June 17th, 1980
Sent to membership – November 2nd, 1980
Approved by membership – November 15th, 1980
Effective Date – January 1st, 1981

• Added a fifth class of membership – Provisional
• Added the word ‘corporate’ to the sustaining membership i.e., sustaining or corporate.
• Removed requirement that new applicants have a written endorsement of one active member.
• Cleared up voting rights of active members at association assemblies.
• Changed dues structure of active members from $6.00 - $10.00, student members from $1.00 - $3.00.
• Restricted student, sustaining or corporate and provisional members from chairing any standing committees or having voting
• Allowed honorary members to be elected to the board and chair a standing committee with voting privileges.
• Changed date for sending notice of dues from Dec. 1 to Dec. 10th to – from annual meeting date to Dec. 10th.
• Changed date delinquent members are subject to suspension from March 31st to January 31st.
• Added notice of suspension to be sent to members’ last known address.
• Changed requirement for paying delinquent members’ dues from all dues in arrears to, only one years back dues.
• Changed time for taking office of the president from Jan 1st to, at the conclusion of the annual meeting.
• Added additional duties and responsibilities to the Sec/Treasurer i.e., keeper of board and annual meeting minutes etc.
• Increased Sec/Treasurer honorarium from j$100. To $150.
• Reworded the language of the make up of the executive board to coincide with previous by-laws approval i.e., standing committee chairpersons to be voting board members.
• Added requirement that the executive board shall approve and confirm any awards or scholarships.
• Reworded the executive board make up to coincide with previous amendment change, i.e., making standing committee chairpersons voting board members.
• Changed nominating and awards committee size from five (5) to three (3).
• Added duties and responsibilities of other standing committees.
• Changed quorum from twenty-five percent of active members to a majority of the executive board.
• Changed amendment requirements from a two-thirds vote to a two-thirds vote of the active members.
• Added the words ‘to the member’s last known address’.

4. Article V, Section 3; Article VI, Section 4, Article X, Section 3

Approved by Executive Board – April 8, 1983
Read aloud at membership meeting – May 12, 1983
Sent to membership – April 22, 1983
Approved by membership – June 2, 1983
Effective Date – June 2, 1983

• Changed requirement that reinstatement of suspended member for delinquent dues shall be required to pay one years back dues.
• Increased honorarium for Secretary/Treasurer to $200.00 from $150.00.
• Added section 3 to Article X to meet the Department of Revenue Services requirements for State Tax Exempt status.

5. Article VIII, Section 4; Article XI, Section 1

Approved by Executive Board – October 11, 1985
Read aloud at membership meeting November 2, 1985
Sent to membership – October 20, 1985  
Approved by membership – November 2, 1985  
Effective Date – January 1, 1986  
• Added – Standard Operating Procedures (S.O.P.) for legislative Committee and outlined committee make up (i.e. minimum of four (4) active members on committee and limited core committee make-up.  
• Changed how By-Laws may be amended (Removed requirement that they must be read to membership at a prior meeting & added prior review by Executive Board.

6. Article III, Sections 1-7  
Approved by Executive Board – May 10, 1989  
Read aloud at membership meeting – July 13, 1989  
Sent to membership – June 8, 1989  
Approved by membership – July 13, 1989  
Effective Date – January 1, 1990  
• Revised memberships and dues procedure allowed broader board representation and limited sustaining and honorary representation on Board of Directors.

7. Articles I – VIII  
Approved by Executive Board-August 1, 1993  
Sent to membership October 23, 1993  
Read aloud at membership meeting-November 13, 1993  
Approved by membership-November 13, 1993  
Effective date-November 13, 1993  
Changed "headquarters" to "offices"  
• Restricted student membership to those enrolled full-time in an academic institution.  
• Directed Secretary-Treasurer to send notice of payment of dues.  
• Refined language regarding notice of suspension for non-payment of dues.  
• Removed minutes and records functions from Secretary-Treasurer and defined financial responsibilities, Removed honorarium.  
• Reduced number of directors to three, added one standing committee member, and term of directors to three years.  
• Provided means to remove Board members for excessive absenteeism.  
• Created recording Secretary position as a standing committee.  
• Allowed standing committee chairmen to serve beyond two consecutive years.  
• Directed education committee to provide records of training and monies associated with training to Secretary-Treasurer.  
• Defined responsibilities of recording Secretary.  
• Removed gender references.

8. Article III  
Approved by the Executive Board August 6, 2007  
Sent to membership in the Newsletter October 11, 2007  
Approved by membership November 2, 2007
Effective date November 2, 2007

- Specified that new membership applications be approved by a 2/3 vote of Board members present at an Executive Board Meeting.
- Removed the requirement that an Active member be employed by a governmental, educational or public entity which is non-profit. Substituted the requirement that an Active member be active in the profession of environmental health or related activities.
- Eliminated the Sustaining member category.
- Removed the stipulation that Corporate members not have the right to vote and added that one individual be designated by Corporate members to have voting privileges on behalf of the Corporation.
- Changed the definition of honorary members and changed the approval requirements from a unanimous vote to a 2/3 vote.
- Added the Retired member category.

9. Article VI

Approved by the Executive Board October 8, 2008
Sent to membership in the Newsletter October 14, 2008
Approved by membership November 7, 2008
Effective date November 7, 2008

- Clarified the definition of a quorum on the Executive Board by removing the second paragraph of Article VI Section 4 and creating a new Section 6 which states that vacancies in voting positions do not count against a quorum.
10. Article VI

Approved by the Executive Board September 8, 2010
Sent to membership in the Newsletter October 21, 2010
Approved by membership November 5, 2010
Effective date November 5, 2010

- In Section I, removed reference to Directors and added a section in regards to the four technical advisory committees (as of November 2010 there were the Food, Housing, Subsurface Sewage Disposal and Water Committees) as part of Board make-up
- In Section 2, Item 1: Clarified that approval for items over $100 was only required when they were not taken into account in the budget (which is voted on annual basis).
- In Section 2, Item 3, added a reference to the budget in recognition of the fact that the budgetary had been formalized.

Article VII

Approved by the Executive Board September 8, 2010
Sent to membership in the Newsletter October 21, 2010
Approved by membership November 5, 2010
Effective date November 5, 2010

In recognition of the fact that the Director positions were being phased out:
- In Section 1: removed the reference to Director and added a note a phasing out Directors as their respective terms expire.
- In Section 9: removed the reference to Director

Article VIII

Approved by the Executive Board September 8, 2010
Sent to membership in the Newsletter October 21, 2010
Approved by membership November 5, 2010
Effective date November 5, 2010

In recognition of the fact that the Director positions were being phased out:
- In Section 2: removed the reference to special committee and added a reference to technical committee.
- Removed entire Section 8 which stated: “Elected Directors shall serve on at least one committee as directed by the President. Directors can not chair standing committees.”
Article IX

Approved by the Executive Board September 8, 2010
Sent to membership in the Newsletter October 21, 2010
Approved by membership November 5, 2010
Effective date November 5, 2010

In recognition of the fact that the Director positions were being phased out and that technical advisory committee chairs were being added to the list of voting members:

- Added a new section 2 in regards to technical advisory committees
- Renumbered sections from 2 -9 to 3-10
- Section 10: Removed reference to special committees.

BYLAWS AMENDMENTS 2012
Approved by the Executive Committee February 18, 2012
Published in the Newsletter Summer 2012 Volume 40 Issue 3
Approved by Membership July 26, 2012

Article IV
Section 1 – Specified that review of member dues is to take place during the budget preparation process. Clarifies that ratification of dues is only required when a change has been proposed by the Executive Board.

Article VII Section 1
Article VIII Section 1
Article IX Section 3
Language change to each section clarifying that Executive Board members take their positions at the Annual Meeting rather than at the conclusion of the meeting.

Article VII
Section 4 – New language that states no mail ballots will be sent out when the election is uncontested.

Article IX
Section 4 – Removed one director from the slate of candidates for election.

Article X
Section 1 – Added language about special meetings to agree with Article VI Section 3.

Article XII
Section 1 – Clarified which members are eligible to vote on bylaws changes and added language to allow amendments to the bylaws to be sent to members via e-mail.

BYLAWS AMENDMENTS 2019
Emailed to the Membership June 24, 2019
Approved by the Executive Committee July 19, 2019
Adopted by the Association July 19, 2019