

**New Mexico Environmental Health Association**

**By-Laws**

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**2019 Revision**

**ARTICLE I**

**Membership and Dues**

**Section 1** - Any professional person employed in the field of environmental health or related environmental field may, upon payment of the dues hereinafter prescribed in the by-laws, become an Active member.

**Section 2** - Any person who is interested in the environmental health field and this organization may, upon payment of dues hereinafter prescribed in the by-laws, become an Associate member. Students are included in the Associate member category.

**Section 3** - Retired membership may be awarded to any Active member upon retirement. Retired members may subsequently remain in Retired (no dues) status, or choose Associate or Active membership status. Retired members may vote only if they maintain Active status. Retired members who return to work in the environmental health field must become Active members.

**Section 4** - Honorary membership may be conferred upon any person for distinguished achievement in the environmental field by a simple majority vote of the Executive Board members, provided that a quorum voted.

**Section 5** -The organization must maintain a minimum of 15 members. If the number of members falls below 15, the NEHA Board of Directors will make a determination on the future status of the Affiliate.

**Section 6** -The dues of an Associate member shall be one-half (1/2) that of the Active Member per calendar year. No dues shall be charged for the Retired and Honorary members. The Active membership dues shall be determined by a quorum vote of the Executive Board. Special fees may be assessed as approved by a vote of a simple majority of the Active members voting at the annual business meeting, provided that a quorum voted.

**ARTICLE II**

**Election and Duties of Officers and Executive Board**

**Section 1** - Election of officers shall be by written ballot or electronic ballot and submitted to the Secretary. Nominations of officers and board members shall be submitted by active voting members for approval by the Executive Board prior to or at the annual meeting. To be elected, a nominee must receive a simple majority of the Active members voting. In the event of a tie, an immediate runoff election shall be held between the nominees at the annual meeting. The winner will be the individual with the most votes of the Active members present at the annual meeting. If a vacancy occurs in the office of President during the year, the Vice-President shall become President and shall perform the duties of both

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positions for the rest of the unexpired term. At the expiration of the term, the Vice-President position shall be open for election. If any other office experiences a vacancy, the board has the option of holding a special election or a quorum of the Executive Board may appoint a qualified member to serve for the remainder of the unexpired term.

**Section 2** - Consent from a person being considered for an office must be obtained before his/her name may be placed in nomination, either by the nominating committee or from the floor during the annual business meeting. The Nominating Committee shall attempt to provide at least two candidates on the ballot for each position. Candidates for President-elect must be an Active or Life member of NEHA.

**Section 3** - The President shall preside at all meetings of the Association and have general supervision over the business and affairs of the Association.

**Section 4** - The Vice-President shall perform the duties of the President in his/her absence.

**Section 5** - The Secretary shall issue proper notice of all meetings, record the proceedings of the meetings of the Association and of the Executive Board, keep accurate records of members and dues paid. The minutes of all Executive Board meetings, once approved, shall be distributed to the Board members.

**Section 6** - The Treasurer shall keep careful record of all monies received, handled and expended; faithfully care for all monies entrusted to his/her keeping, paying out the same only with the endorsement of the President. The Treasurer shall be a member of the Auditing Committee but shall not participate in the review or audit of the books.

**Section 7** - The Board Members shall have jurisdiction over matters pertaining to the management, maintenance, growth, and welfare of the Association and shall approve all expenditures of money by the President and Treasurer.

**ARTICLE III  
Committees**

**Section 1** - The standing committees of this Association may consist of an Auditing Committee, Education Committee, Nominating Committee, Membership and Public Relations Committee, Professional Advancement Committee, and an Awards & Scholarships Committee.

**Section 2** - The President will appoint the Committee Chairpersons each year. Each Committee Chairman is to select his/her own committee members from the membership, subject to approval by the President.

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**Section 3** -The Auditing Committee shall review the Treasurer's books and records annually and within thirty (30) days of a change in the office of either President or Treasurer or at the request of the Executive Board. The committee shall make a report of the audit to the membership at the annual business meeting.

**Section 4** - The Education Committee shall plan, arrange and conduct the Educational Symposiums. It shall provide information on educational opportunities, current topics in environmental health, and other information of interest to the membership.

**Section 5** - The Nominating Committee shall present a slate of nominees for the election of the Officers and Executive Board to the membership at least thirty (30) days prior to the election. The Nominating Committee shall administer the elections and be responsible for tabulating the votes. The Secretary shall collect the ballots.

**Section 6** - The Membership and Public Relations Committee shall arrange and publicize at least one (1) membership drive per year.

**Section 7** - The Professional Advancement Committee shall promote the professional advancement of the membership.

**Section 8** -The Awards and Scholarships Committee shall administer the awards program, including the Science Fair and the Larry J. Gordon Scholarship. If a committee member has any personal or professional association with a scholarship applicant, they will recuse themselves from the scholarship award decision.

**Section 9** - Other special committees may be authorized by the President for special work or assignments.

**ARTICLE IV**

**Amendments**

**Section 1** - Amendments to the By-laws may be proposed by the Executive Board or membership. The Executive Board shall determine by a majority vote whether the proposed amendment or amendments shall be submitted to the membership for a vote. These by-laws may be amended by a simple majority vote of the Active members voting, provided that a copy of the proposed amendment(s) is sent to each member together with a notice of the voting meeting at least fifteen (15) days before said meeting, and provided that a quorum votes. Active members not present at the meeting may vote by means of a signed, sealed ballot submitted to the Secretary or by electronic ballot.

**Section 2** - Amendments so approved will become effective immediately UNLESS an effective date is otherwise stated in the amendment. The members of the Association shall be promptly notified of the adoption thereof. The Executive Board will remain in place until the election following the approval of a new constitution and by-laws.

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**ARTICLE V  
Rules of Order**

**Section 1** - The Executive Board and Association meetings shall be conducted in accordance with "Roberts Rules of Order".

**ARTICLE VI  
Dissolution of the Association**

**Section 1** - In the event the Affiliate Association is terminated by the National Environmental Health Association, the President shall immediately inform the membership. The President will no longer have representation on the Affiliate Presidents' Council. Any monies remaining in the checking and savings accounts shall revert to the NEHA scholarship fund. Any property remaining shall be sold and the proceeds donated to the NEHA scholarship fund. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court Shall determine, which are organized and operated exclusively for such purposes.

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BE IT ORDAINED BY THE GOVERNING BODY OF THE NEW MEXICO ENVIRONMENTAL HEALTH ASSOCIATION THIS DAY \_\_\_ of \_\_\_ 2019.

PRESIDENT John D. Smith DATE 10/23/19

VICE-PRESIDENT Sam Smith DATE 10/23/19

SECRETARY Kellen Potts DATE 10/23/19

TREASURER [Signature] DATE 10/23/19

BOARD MEMBER [Signature] DATE 10/23/19

BOARD MEMBER Kaitlin Grunly DATE 10/23/19

BOARD MEMBER [Signature] DATE 11/23/19