

CONSTITUTION AND BY-LAWS FOR  
THE UNIFORMED SERVICES ENVIRONMENTAL HEALTH ASSOCIATION

CONSTITUTION

ARTICLE I – NAME

The name of this organization, a national, non-profit, professional association, shall be the Uniformed Services Environmental Health Association, hereinafter referred to as the Association. The Association is established under the authority of the Constitution and By-Laws of the National Environmental Health Association, and is their recognized affiliate for members of the Uniformed Services of the United States.

ARTICLE II – PURPOSE

Section 1. To promote the highest degree of skill, efficiency and professional competence among all active duty and retired environmental health personnel in the Uniformed Services of the United States.

Section 2. To provide for a mutual exchange of knowledge and experience between members of the different Uniformed Services of the United States and to promote the advancement of public health education and environmental health science.

Section 3. To represent the professional interests of the Association's members in the National Environmental Health Association and such other organizations and occasions as the Executive Council shall authorize by promoting and conducting public discussions, forums, panels, lectures or similar programs to advance environmental health knowledge at such organizations' annual education conferences.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall be open to all persons with a sincere interest in environmental health who meet the membership requirements as promulgated in Article I of the Association's By-Laws. There shall be three (3) categories of membership as defined in Article I of the By-Laws.

ARTICLE IV – FINANCES

Section 1. The operating expenses of the Association shall be met from membership dues and from other sources approved by the Executive Council. Financial grants for specific purposes may be accepted at the discretion of the Executive Council.

Section 2. All funds received, handled and expended, shall be accounted for as specified by the Executive Council. The financial records of all funds received, handled and expended shall be audited no less than annually by an individual approved by the Executive Council. This person shall not be a member of the Executive Council.

Section 3. Annual dues or special assessments for various classes of membership shall be established by a two-thirds (2/3) majority of the entire Executive council. All such amounts shall stand until a change is voted and recorded.

#### ARTICLE V – OFFICERS

Section 1. The officers of the Association shall be the President, President-Elect, Vice-President, and Secretary/Treasurer. Officers shall be elected in accordance with voting procedures outlined in Article III of the By-Laws. The term of office shall be two years. Nomination of candidates for officer positions shall be in accordance with Article VII of the Constitution. Due to the Association's affiliation with the National Environmental Health Association (NEHA), the President must be an active or life member of NEHA.

Section 2. The President and President-Elect shall not be eligible to immediately succeed themselves. The Vice President and Secretary/Treasurer shall be eligible to immediately succeed themselves for one additional term.

Section 3. In the event of a vacancy in any office the vacancy shall be filled by appointment by the Executive Council for the unexpired term of office.

Section 4. The duties of the officers shall be as implied by their respective titles, and any other duties as may be specified in the By-Laws, or as directed by the Executive Council.

#### ARTICLE VI – SERVICE REPRESENTATIVES

Section 1. The President shall appoint one Service Representative representing each Uniformed Service with membership in the Association in accordance with procedures outlined in Article II of the By-Laws. Service Representatives must be active duty members of the Uniformed Service which they represent. One additional Service Representative shall also be appointed to represent retired members of the Association.

Section 2. The Service Representative will serve as a member of the Executive Council until replaced.

#### ARTICLE VII – ELECTIONS

Section 1. Candidates for elective office shall be nominated by the Nominating Committee. The Nominating Committee will strive to select at least two (2) candidates, for each of the following offices: President-Elect, Vice-President, and Secretary/Treasurer. At least one candidate for each office must be submitted by the Nominating Committee. Any eligible active duty or retired member may be selected except that the candidates for President-Elect shall not be from the same Service as the currently serving President-Elect. Similarly, retirees may not be nominated for the office of President-Elect if the incumbent President-Elect is also a retired member. A statement signed by each nominee indicating a willingness to accept office if elected and to resign

any elected office then held in the Association, must be in the possession of the Nominating Committee prior to placing the nominee's name on the ballot. Self-nominations for Executive Council positions must have signature approval from the nominee's immediate supervisor.

Section 2. Voting for the election of officers and on proposed amendments to the Constitution shall be done in accordance with Article III of the By-Laws. Every member shall be eligible to vote provided that such member is not delinquent in his dues at the time of balloting.

Section 3. Officers shall take office at the close of the election year annual meeting and shall serve until replaced by their successors.

#### ARTICLE VIII – THE EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of all elected officers, the immediate Past President of the Association, one Service Representative from each of the Uniformed Services with members in the Association and one Service Representative representing retired members of the Association, and committee chairpersons that are not otherwise serving in an elected position. The President and Secretary/Treasurer of the Association shall serve as Chairman and Secretary of the Executive Council, respectively. The vote of the President shall be reserved for the purpose of breaking tie votes of the Executive Council.

Section 2. The affairs of the Association shall be governed by the Executive Council. A quorum of the Council shall be a simple majority of its members, including at least one elected officer.

#### ARTICLE IX – ANNUAL EDUCATIONAL CONFERENCE

Section 1. An annual educational conference shall be held at a time and place to be selected by the Executive Council.

Section 2. A business meeting shall be held during the annual educational conference. All eligible members in attendance at the annual meeting shall be qualified to vote on matters brought to a vote at the meeting, where a majority vote shall prevail.

Section 3. A quorum to open the annual meeting or to legally conduct the business of the Association shall consist of at least one elected officer and at least 10 other eligible members in attendance.

Section 4. The routine business of the Association shall be conducted at the annual business meeting, and may include any other business introduced by the Executive Council or other legitimate person or persons, and any reports required by the By-Laws.

## ARTICLE X – COMMITTEES

Section 1. The following standing committees shall be appointed by the President with the approval of the Executive Council:

- (1) Constitution and By-Laws Committee
- (2) Nominating Committee
- (3) Membership Committee
- (4) Program Committee
- (5) Finance Committee
- (6) Past President's Advisory Committee
- (7) Awards Committee

Section 2. Such other committees as may be needed from time to time to implement the objectives of the Association may be established by the Executive Council or the President and will serve at their discretion.

Section 3. All committees will conduct themselves in accordance with the appropriate By-Laws and serve in a non-voting advisory capacity to the Executive Council.

## ARTICLE XI – AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by majority vote of the Executive Council, or the Constitution and By-Laws Committee, or by signed petition of no less than five (5) current members.

Section 2. Any proposed amendment to the Constitution shall be publicized to the membership present at the annual business meeting no less than twenty-four (24) hours prior to the vote.

Section 3. Any proposed amendment to the Constitution shall be voted on either by mail ballot or at the annual business meeting and become part of the Constitution when the proposed amendment has received approval of a majority of those voting.

## ARTICLE XII – PROCEDURES NOT COVERED

In all matters of procedure not covered by the Constitution the provisions set forth in Roberts Rules of Order Revised shall govern.

## BY-LAWS

### ARTICLE I – MEMBERSHIP

Section 1. Membership shall be available to persons of acceptable character, education and/or experience. There shall be three (3) categories of membership as specified in the following sections:

Section 2. Active membership may be offered to those engaged in the field of environmental health who are members on active duty or civilian employees with one of the Uniformed Services. Membership in the National Environmental Health Association is encouraged but is not a requirement for membership in this Association.

Section 3. Retired membership may be offered to any retiree of the Uniformed Services. Retired members shall have full rights of membership in the Association, to include the right to vote, hold elective office, and chair committees.

Section 4. Honorary membership may be conferred upon any person for distinguished achievement or service to the Uniformed Services environmental health field up on approval of the Executive Council. Honorary members shall have no vote and shall not be eligible to hold elective office or chair committees.

### ARTICLE II – SERVICE REPRESENTATIVES

One Service Representative from each Uniformed Service will be appointed by the President. One additional Service Representative shall also be appointed to represent retired members of the Association. Service Representatives will be appointed for a term of two (2) years, and may be reappointed for one additional term.

### ARTICLE III – ELECTIONS

Section 1. Balloting for election of officers and changes to the Constitution and By-Laws shall be by secret mail ballot of all Active and Retired members in good standing. Voting may be done by secret ballot at the annual business meeting if authorized by the Executive Council.

Section 2. Official ballots with envelopes for returning marked ballots shall be mailed by the Secretary/Treasurer to each eligible member not later the 60 days prior to the election year annual meeting. To be valid, ballots shall be cast and returned to the Secretary/Treasurer in a manner approved by the Executive Council, no later than 30 days prior to the election year annual meeting. Write-in votes for any office shall not be counted. Electronic mailing of ballots for election of officers and for changes to the Constitution and By-Laws shall be deemed acceptable.

Section 3. By no later the 30 days prior to election year annual meeting the ballots shall be counted by the Secretary/Treasurer and two (2) tellers appointed by the President. In

the case of a tie vote, the office shall be decided by vote of the Executive Council. All ballots shall be preserved by the Secretary/Treasurer for a period of 30 days after the election year annual meeting and the announcement of the election results and immediately thereafter be destroyed if the election results are not in dispute.

#### ARTICLE IV – FINANCES

Section 1. The Secretary/Treasurer shall be the official custodian of all documents, correspondence, and records of the Association and shall also perform such other duties as assigned by the President. All financial accounts for the organization will have the Secretary-Treasurer, President, and President-Elect as authorized users/signers at all times.

Section 2. The Secretary/Treasurer shall have custody of the Association's funds, which shall be deposited in one or more depositories designated by the Executive Council. Not less than once annually the Secretary/Treasurer shall submit a financial statement to the Executive Council. Such statement will be publicized to the general membership.

Section 3. Disbursements shall be made only by check. Amounts of less than one hundred dollars (\$100.00) may be signed by the Secretary/Treasurer. Amounts of more than one hundred dollars (\$100.00) must be countersigned by the Secretary/Treasurer and one other elected official or member of the Executive Council. Expenditures of more than five hundred dollars (\$500.00) must be approved by the Executive Council prior to obligation. Payments of all preauthorized obligations shall be made within thirty (30) days of submission of invoices by a member, vendors or other entities providing goods or services to the association.

Section 4. In the event of dissolution of the Association, the distribution of all assets will be done in such a manner that said assets are to be used expressly for Internal Revenue Code 501 (c) (3) tax exempt purposes.

#### ARTICLE V – REPORT

The chairman of each committee shall submit a report in writing of his committee's activities to the Executive Council 45 days prior to the annual meeting.

#### ARTICLE VI – HISTORIAN

Section 1. The Executive Council of the Association shall appoint a suitable member to act as the Association's Historian. Such member, once selected, shall not be involuntarily removed except for cause.

Section 2. The Historian shall maintain a record of historical activities and documents related to the Association's activities. Such material shall include but not be limited to

copies of the Constitution, By-Laws, membership rosters, policy statements, resolutions, and public information material.

Section 3. In order to assist the Historian, a copy of any item with a possible historical value will be sent to the Historian.

#### ARTICLE VII – AMENDMENTS

Section 1. Amendments to the By-Laws may be proposed by majority vote of the Executive Council, or the Constitution and By-Laws Committee, or by signed petition of no less than five (5) current members.

Section 2. Any proposed amendment to the By-Laws shall be publicized to the membership present at the annual business meeting no less that twenty-four (24) hours prior to the vote.

Section 3. Any proposed amendment to the By-Laws shall be voted on by mail ballot or at the annual business meeting and become part of the By-Laws when the proposed amendment has received approval of a majority of those voting.

#### SECTION VIII – PROCEDURES NOT COVERED

In all matters of procedure not covered by the By-Laws the provisions set forth in Roberts Rules of Order Revised shall govern.

#### SECTION IX – ADDENDUM

This Constitution and By-laws became effective on July 1, 1974.

This document was last amended on December 19, 2016 and all changes are contained herein.

APPROVED:



12/30/16

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Katherine Noonan Hubbard  
CDR, USPHS  
President, USEHA

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Date

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December 19, 2016