

Bylaws of the American Industrial Hygiene Association, New Jersey Section, Inc.

ADOPTED APRIL 9, 1946

AS AMENDED 1947, 1959, 1965, 1970, 1975, 1983, 1986, 1991, 1995, 1999, 2005, 2010, 2011, 2018, 2021

ARTICLE I – NAME

The name of this organization shall be the American Industrial Hygiene Association, New Jersey Section, Inc., hereinafter referred to as NJAIHA.

ARTICLE II – PURPOSE

Section 1. The purpose of the NJAIHA shall be to promote the industrial hygiene profession; to increase the knowledge of industrial hygiene through interchange and dissemination of information; to promote the study and control of environmental factors affecting the health and well-being of workers and the community; to correlate such activities as are conducted by individuals and agencies through industrial, educational and governmental groups; and to bring together persons interested in the various phases of industrial hygiene.

Section 2. The NJAIHA shall cover the State of New Jersey.

ARTICLE III – ADMINISTRATION

Section 1. The NJAIHA shall be governed by an Executive Committee (EC). The EC shall consist of the Officers as defined in Article V. The President shall serve as the chairperson of the EC. A simple majority of the members of the EC shall constitute a quorum. Responsibilities for each position are described in the NJAIHA Operations Manual.

Section 2. The Past President or President-Elect in the President's absence shall preside at all meetings of the EC.

Section 3. The President chairs all NJAIHA EC meetings, prepares EC meeting agenda and appoints members of NJAIHA committees.

Section 4. The President-Elect arranges all regular meetings of NJAIHA and oversees newsletters and announcements.

Section 5. The Treasurer shall be the custodian of all funds of the NJAIHA, shall receive all monies due the NJAIHA and shall pay all authorized bills or financial obligations against the NJAIHA. The disbursement of all funds from the NJAIHA shall be made upon authorization by the President or President-Elect and requires signatures by 2-approved members of the EC.

Section 6. The Secretary shall keep an accurate record of the transactions of the EC and shall carry on the general correspondence of the NJAIHA.

Section 7. The EC shall create non-elected positions as may be needed to assist the EC and the NJAIHA, to fulfill its objectives as delineated in Article II, Section 1. There is no specified length of term for these positions. These positions serve on the EC but are not eligible to vote on EC matters.

ARTICLE IV– MEMBERSHIP

Section 1. There shall be three classes of membership in NJAIHA called Full Member, Student Member, and Emeritus Member.

- a. Full Membership is the class of membership for those actively engaged in the practice or study of industrial hygiene, or any subspecialty of industrial hygiene, or activities that support the field of industrial hygiene.
- b. Student Membership is the class of membership for those who are regularly enrolled in an accredited college or university in a field of study related to industrial hygiene and who spends full time on academic course work.
- c. Emeritus Membership is the class of membership given to those who have retired from work in the field.

Section 2. Full Membership shall be conferred upon an eligible individual, as described in Section 1 of this Article, by a two-thirds majority vote of the EC. A Full Member in good standing shall have the right to vote on questions placed before the membership at large and shall be eligible to hold any elected or appointed office within the NJAIHA, provide that the requirements of Article V Section 2 are met.

Section 3. Student Membership eligibility, application, and acceptance shall be the same as for Full Membership, except that the applicant must be enrolled as a full-time student in a College or University. A Student Member in good standing shall have all the rights and privileges of a Full Member, except the privilege of holding elected or appointed office.

Section 4. Emeritus Membership may be conferred upon an eligible individual, as described in Section 1 of this Article, by affirmative vote of a simple majority of the EC. An Emeritus member shall be a former Full Member who has retired from the active practice of industrial hygiene, or who has made a significant contribution to the NJAIHA and/or field of industrial hygiene. An Emeritus Member shall have the rights and privileges of a Full Member. A free lifetime membership (no dues) will be an additional privilege.

Section 5. Any member of NJAIHA in good standing as of the date of the adoption of these Bylaws or of any subsequent amendment shall continue their status as a member of the NJAIHA, notwithstanding any changes in eligibility requirements for any class of membership.

Section 6. Any member of AIHA, residing within the geographic boundaries of the local section, may become a member of the local section upon payment of local section dues. Subject to approval by a two-thirds vote of the local section EC, any member of AIHA living outside the geographic boundaries of the local section may become a member of the local section. A member of AIHA may be a member of more than one local section.

ARTICLE V – OFFICERS

Section 1. The officers of the NJAIHA shall be a President, President-Elect, Past-President, Secretary, Treasurer, and Directors.

- a. The President-Elect shall be elected annually and shall serve until a successor is installed. The Treasurer shall be elected for three (3) years and serve until a successor is installed. The Secretary shall be elected for two (2) years and serve until a successor is installed. The President-Elect and President shall automatically accede to the Presidency and Past-Presidency, respectively, on the Election of the President-Elect.
- b. Directors shall be elected for three (3) year staggered terms. Should a Directorship become vacant, the unexpired term will be filled by Presidential appointment.
- c. No person shall serve as officer in more than one local section at the same time. An officer need not reside or work in the geographic boundaries of the local section.

Section 2. The elected officers shall be members in good standing of both AIHA and NJAIHA at the time of installation and throughout their term.

Section 3. If the office of President becomes vacant, the President-Elect shall assume the position of President and the EC shall determine if it is necessary to fill the President-Elect's office. If the office is to be filled, the EC will do so by conducting a general election. If both offices of President and President-Elect become vacant less than 60 days before the annual election, the longest serving officer shall serve as President. If any other office becomes vacant, the President, with a simple majority approval of the EC, shall appoint a member to fill this vacancy until the next election.

Section 4. In the event that any officer or director is incapable of fulfilling the obligations of their office whether by geographical restriction, illness, or other cause, the EC shall be empowered to declare that office vacant and the vacancy shall be filled according to these Bylaws. Inability to fulfill the obligation of an office shall be determined by simple majority of the EC.

Section 5. An officer may resign by written or oral notice of resignation at any meeting of the EC. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

ARTICLE VI – ELECTION OF OFFICERS AND DIRECTORS

Section 1. Nominations for Officers are presented under the direction of the Past-President with the assistance of a committee as needed.

Section 2. Additional nominations may be made by petitions signed by at least ten (10) members of the NJAIHA in good standing. These nominations must be delivered to the Past President prior to the close of nominations.

Section 3. The EC shall send a ballot listing all nominations to each member in good standing not later than 30 days prior to close of elections.

Section 4. The results of the elections shall be reported promptly to the Executive Director of the National AIHA.

Section 5. Election shall be by mail or electronic ballot in April/May of each year. Those elected shall take office on the following July 1st.

ARTICLE VII – MEETINGS

Section 1. General membership meetings shall be held at least six (6) times per year, between September 1st and June 30th.

Section 2. Special general membership meetings may be called by the President at any time, with the approval of the EC, or by petition to the President, signed by at least ten (10) members of the NJAIHA in good standing.

Section 3. All members in good standing shall be notified of meetings at least ten (10) days in advance of the date set for the meeting.

Section 4. EC meetings may be held at the discretion of the President at any time during the year provided notice of at least ten (10) days is given to the members of the EC. The EC shall meet a minimum of six (6) times per year. If the President determines that action on significant section issues are not being addressed in a timely fashion, they have the authority to arrange for voting by e-mail or other written communication on items that have been discussed and approved for a motion by the EC in prior meetings. The voting shall be done through an online balloting system whereby the votes may be maintained as confidential. No one shall be able to determine the vote of another EC member and each item for vote will have a predetermined date by which a vote must be cast.

ARTICLE VIII – PUBLIC STATEMENTS

Section 1. No statement which purports to represent the opinion of AIHA shall be issued by the NJAIHA without the consent of the Board of Directors of National AIHA.

Section 2. No public statement on any matter, which purports to represent the opinion of the NJAIHA, shall be issued or published, unless that statement has been authorized by the EC as expressing the opinion of a majority of the members of the local section.

ARTICLE IX – DUES

Section 1. The dues shall be established by the EC for Full Member. Dues for Student Members shall never exceed one half of that charged for Full Members. Emeritus Members shall not be assessed dues.

Section 2. Dues shall be invoiced during the last quarter of each calendar year and shall be payable within 45 days of the invoice date. When the dues of any member are not paid within three months after they are due, their membership is no longer active. The remedy for this situation will be determined by the EC. In general, payment of full dues should result in restoration of active membership.

Section 3. The fiscal year for the NJAIHA shall be from July 1 through June 30, so that it coincides with the NJAIHA election year.

ARTICLE X- COMMITTEES

Section 1. The President shall appoint the President-Elect as the chairperson of the Program Committee. The Program Committee shall be responsible for all arrangements for the regular general membership meetings.

Section 2. The President shall appoint an Audit Committee, consisting of at least two (2) members, at least one (1) of whom shall be a member of the EC. The function of the Audit Committee shall be to review and verify the financial records of the NJAIHA. A financial audit shall be performed at the discretion of the EC.

Section 3. The President shall create such other committees as are deemed desirable for the effective management of the NJAIHA and shall automatically become ex-officio member of such committees.

Section 4. The President shall appoint the chairpersons of all committees.

ARTICLE XI – AMENDMENTS

Section 1. A motion to amend these bylaws may be presented by any member in good standing at any regular meeting of the NJAIHA or at any special meeting called for the specific purpose. It is recommended that the bylaws be considered for amendment at least once every five years, but no more than every eight years. Proposed amendments on the motion for consideration shall be presented to the membership present at that meeting and circulated to the membership. A simple majority shall be necessary to pass the motion to present the amendment to the general membership.

Section 2. A petition to amend these Bylaws signed by at least ten (10) members in good standing may be presented to the President. Upon receipt of such petition, the President shall present the amendment(s) to the general membership.

Section 3. By two-thirds majority vote of the EC, the amendment(s) to the Bylaws shall be provided to the Board of Directors of the AIHA for approval.

Section 4. Upon approval from AIHA, a written copy of the proposed amendment(s) shall be distributed to the NJAIHA membership. Time shall be allocated for the discussion of the amendment(s) at the subsequent general membership meetings.

Section 5. Voting shall be by mail or electronic ballot or by other verifiable means by members in good standing. A two-thirds affirmative vote of the ballots returned within 30 days shall be necessary for adoption of any amendment.

Section 6. Following adoption by the NJAIHA membership, amendments to these Bylaws shall be submitted to the Board of Directors of the AIHA for record.

Section 7. The NJAIHA will defend and indemnify each and all officers from any liabilities arising out of the performance of their duties.

ARTICLE XII CONFLICT OF INTEREST

Section 1. The EC shall adopt and periodically review a conflict of interest policy to protect the NJAIHA's interest when it is contemplating any transaction or arrangement which may benefit any officer, employee, affiliate, or member of a committee with EC-delegated powers.

Section 2. The NJAIHA Conflict of Interest Policy shall be maintained in the NJAIHA Operations Manual.

ARTICLE XIII DISSOLUTION

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