PACIFIC NORTHWEST LOCAL SECTION, AIHA
BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Pacific Northwest Section-American Industrial Hygiene Association, or PNS-AIHA.

ARTICLE II - PURPOSE

Section 1. Consistent with the purposes of the American Industrial Hygiene Association (AIHA), as set forth in its Articles of Incorporation, the purposes of PNS-AIHA shall be to increase the knowledge of industrial and environmental health 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 public; to correlate such activities as are conducted by individuals and agencies throughout industrial, educational, governmental, and other professional groups; and to bring together persons interested in industrial and environmental health within the geographic boundaries of Oregon, Washington, Montana, and Northern Idaho (comprising Idaho, Lewis, Nez Perce, Clearwater, Latah, Benewah, Shoshone, Kootenai, Bonner, and Boundary Counties).

ARTICLE III - MEMBERSHIP

Section 1. Regular Member: Members of the American Industrial Hygiene Association (AIHA) residing within the geographic boundaries of the PNS-AIHA may become Regular members of PNS-AIHA upon payment of the local sections dues. Subject to the approval of the Executive Committee, any AIHA member living outside the geographic boundaries of the PNS-AIHA may become a Regular member of the PNS-AIHA. A Regular member may serve on committees, vote, and hold any position on the PNS-AIHA Executive Committee.

Section 2. Associate Member: On payment of the required dues and with the approval of two-thirds of the Executive Committee of PNS-AIHA, any person having a professional interest in industrial hygiene may become an Associate Member of PNS-AIHA. An Associate Member may serve on committees, vote, and hold any non-Officer position on the PNS-AIHA Executive Committee.

Section 3. Student Member: A full-time student, at or above the college undergraduate level, may become a student member of PNS-AIHA upon yearly application and submission of adequate enrollment documentation to the PNS-AIHA. A student member may not serve on committees, vote, or hold any position on the PNS-AIHA Executive Committee.

Section 4. Emeritus Member: Lifetime Emeritus membership may be awarded to PNS-AIHA members who retire from the profession. Emeritus members will not be charged dues. Emeritus membership will include all privileges afforded to Associate members in good standing. Emeritus members who are also Retired members of AIHA will have all privileges afforded to Regular members in good standing.

Section 5. The PNS-AIHA may add additional classes of membership subject to the approval of the Board of Directors of AIHA.

Section 6. Any member whose dues are not paid on March 1 is not in good standing, and their membership will be terminated.

ARTICLE IV - OFFICERS

Section 1. The officers of PNS-AIHA shall be a President, President-Elect, Immediate Past President, Executive Secretary, Recording Secretary, and Treasurer. The President-Elect and Recording Secretary shall be elected annually and Treasurer biennially by the members of the Section and shall serve until their
successors are elected and installed. Only members of AIHA (i.e., Regular members of PNS-AIHA) may be elected as officers. 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. The President-Elect shall automatically accede to the Presidency on election and installation of the President-Elect's successor. The President shall automatically accede to the Immediate Past President on installation of the President-Elect as President. The Recording Secretary shall automatically accede to the office of Executive Secretary on election and installation of the Recording Secretary's successor.

Section 2. The President shall serve as presiding officer of PNS-AIHA, serve as one of the PNS-AIHA representatives to the Local Sections Council of AIHA, serve as ex-officio member of PNS-AIHA committees, and maintain contact with AIHA. The President-Elect shall serve in the absence of the President, serve as one of the PNS-AIHA representatives to the Local Sections Council of AIHA, and chair the Northwest Occupational Health Conference program committee. The Immediate Past President shall chair the Nominations and Awards committee. The Executive Secretary shall assume responsibility for the PNS-AIHA newsletter, the membership directory, and election balloting. The Recording Secretary shall keep an accurate record of all PNS-AIHA and Executive Committee business, assume responsibility for Section correspondence, and be custodian of the records of the local section. The Treasurer shall be the custodian for all PNS-AIHA monies, receive monies due to the Section, and pay all bills as authorized by the Executive Committee. The Treasurer shall prepare a calendar-year budget for Executive Committee approval at their first meeting following the annual meeting of the PNS-AIHA. The Treasurer shall present a final annual financial report at the first Executive Committee meeting following the end of the calendar year. The Treasurer shall submit the accounts of the local section for audit immediately after each annual meeting of the PNS-AIHA.

Section 3. An officer may resign by oral tender of resignation at any meeting of the Executive committee, or by giving written notice thereof to the Executive Committee. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. An officer may be removed, with cause, at a meeting of the executive committee expressly called for that purpose, by majority vote of the Executive Committee.

Section 5. If the Office of President becomes vacant, the President-Elect will also serve as President until the next Annual Meeting when he/she then automatically accedes to the presidency.

Section 6. If the Office of the President-Elect becomes vacant, the Executive Committee shall appoint a member to fill the vacancy until the next Annual Meeting. In this event, the President for the following year shall be elected in the same manner as the other officers.

Section 7. If the Office of President-Elect becomes vacant after ballots for the Annual Election have been sent to the membership, the President for the following year shall be elected by secret ballot at the Annual Meeting.

Section 8. If the Office of Immediate Past President becomes vacant, the President will also serve as Immediate Past President until the next Annual meeting when he/she then automatically accedes to the Immediate Past President.

Section 9. If the Office of Executive Secretary,Recording Secretary, or Treasurer becomes vacant, the Executive Committee shall appoint a member to fill the vacancy until the next election.

ARTICLE V – DIRECTORS

Section 1. The directors of PNS-AIHA shall be a First Year Director and Second Year Director. The First
Year Director shall be elected annually by the members of the Section and shall serve until their successor is
elected and installed.
The First Year Director shall automatically accede to the Second Year Director on election and installation
of a new First Year Director.

Section 2. The First Year Director shall assist Local Education Committee Chairs.
The Second Year Director shall chair the Spring Symposium program committee and assist the
Immediate Past President with the Nominations and Awards committee.

Section 3. A director may resign by oral tender of resignation at any meeting of the Executive
committee, or by giving written notice thereof to the Executive Committee. Such resignation shall
take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. A director may be removed, with cause, at a meeting of the executive committee
expressly called for that purpose, by majority vote of the Executive Committee.

Section 5. If a Director position becomes vacant, the Executive Committee shall appoint a member to fill the
vacancy until the next election.

ARTICLE VI – EDUCATION COMMITTEE LEADERS

Section 1. The Education Committee Leaders shall be one Local Education Committee Chair for each geographic
area designated by the Executive Committee, plus a First Year NOHC Planner and a Second Year NOHC Planner.
The Local Education Committee Chairs and the First Year NOHC Planner shall be elected annually by the
members of the Section and shall serve until their successors are elected and installed.
The First Year NOHC Planner shall automatically accede to the Second Year NOHC Planner on election
and installation of a new First Year NOHC Planner.

Section 2. Local Education Committee Chairs lead Local Education Committees. NOHC Planners assist the
President-Elect as members of the Northwest Occupational Health Conference program committee.

Section 3. An education committee leader may resign by oral tender of resignation at any meeting of
the Executive committee, or by giving written notice thereof to the Executive Committee. Such resignation shall
take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.

Section 4. An education committee leader may be removed, with cause, at a meeting of the executive committee
expressly called for that purpose, by majority vote of the Executive Committee.

Section 5. If the position of Local Education Committee Chair or NOHC Planner becomes vacant, the
Executive Committee shall appoint a member to fill the vacancy until the next election.

ARTICLE VII – ADMINISTRATIVE ASSISTANT

Section 1. The Executive Committee may retain an Administrative Assistant to facilitate the business of PNS-
AIHA. Any such person will serve in the capacity of an independent contractor, not an employee of PNS-AIHA.
Current federal and state employment laws will be consulted periodically to ensure no employee-employer
relationship is created.

Section 2. The Administrative Assistant may assist any or all of the Executive Committee members with certain
duties of their offices, as specified in the current PNS-AIHA Policy and Procedures Manual.

Section 3. The relationship between PNS-AIHA and the Administrative Assistant, including responsibilities,
limits of authority, and remuneration, shall be documented in writing and signed by both parties.

ARTICLE VIII - ELECTIONS
Section 1. The Executive Committee may conduct a ballot for the election of officers or on a referendum or issue. A plurality of the ballots cast in an election of any officer or in a referendum shall be effective to constitute the election or a decision of the PNS-AIHA. In the event of a tie vote, the tie shall be resolved by vote of the Executive Committee.

Section 2. Election of new PNS-AIHA officers shall be made by ballot. Ballots shall be distributed electronically to all Regular, Associate, and Emeritus members no later than two months prior to the Annual meeting. The polls shall be closed six weeks prior to the Annual meeting. The ballots shall be counted by one month prior to the Annual meeting and validated by the Executive Secretary and at least one other board member. Only ballots of Regular, Associate, and Emeritus members in good standing as of the date of the balloting shall be valid.

Section 3. The newly elected officers, directors, and education committee leaders shall be installed at the Annual Meeting of the Section.

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

ARTICLE IX - LOCAL SECTIONS COUNCIL

Section 1. The Section shall be represented by the President and President-Elect on the Local Sections Council at the AIHA National Meeting. If either the President or President-Elect cannot attend the national meeting, or if either is an officer or member of the AIHA Board of Directors, the Executive Committee shall appoint another member as such representative. The President and President-Elect shall serve on the Local Sections Council for the term during which they hold office and until successors are installed.

Section 2. The Section Representative(s) who attend the Local Sections Council Meeting shall report the activities of the Section to the Council and brief the Executive Committee on the actions taken at the meeting, as well as the highlights of the national meeting of the AIHA. This report shall be rendered at the first Executive Committee meeting following the national meeting.

ARTICLE X - SECTION MEETINGS

Section 1. Section meetings shall be held at least one time per year. The time and place of each meeting shall be approved by the Executive Committee.

Section 2. The Annual meeting of the Section, at which installation of officers and directors will take place, shall be held in conjunction with the Northwest Occupational Health Conference.

Section 3. Special Section meetings may be called by the President at any time with approval of the Executive Committee or by petition to the President signed by 20 percent of the members of the Section.

Section 4. Members shall be notified of the time and place of all Section meetings at least fifteen days in advance of the date set for the meeting.

Section 5. A quorum for a Section meeting shall consist of 20 percent but not less than ten PNS-AIHA members in good standing.

Section 6. An officer of the PNS-AIHA shall preside over any meeting of the Section.

ARTICLE XI - DUES

Section 1. Annual dues for PNS-AIHA membership become payable on the first day of January of each year.
Section 2. The dues rate shall be set by the Executive Committee. A dues increase of greater than 20 percent requires approval of the PNS-AIHA membership.

Section 3. Any member whose dues are unpaid by March 1st is not in good standing and their membership will be terminated.

ARTICLE XII - COMMITTEES

Section 1. Executive Committee
The Executive Committee shall consist of the Officers, Directors, and Education Committee Leaders of the PNS-AIHA. The President shall serve as chairperson of the Executive Committee. The Executive Committee shall be responsible for governance and management of the PNS-AIHA and approval of new members. The presence of a majority of the Executive Committee is necessary to constitute a quorum for a meeting. The act of a majority present at a meeting at which a quorum exists is the act of the Executive Committee. Each member of the Executive Committee shall be entitled to one vote. Meetings of the Executive Committee may be called at the discretion of the President on not less than five days’ notice. A minimum of four Executive Committee meetings shall be held each year. The Executive Committee shall give a report of Section and Executive Committee activities to the membership at the Annual meeting of the Section.

Section 2. Local Education Committees
Local Education Committee Chairs are responsible to plan and arrange educational offerings for the membership in various locations within the geographic boundaries of the PNS-AIHA. They are assisted by other members of PNS-AIHA as appointed.

Section 3. Nominations and Awards Committee
The Nominations and Awards Committee is chaired by the Immediate Past President. The chair is assisted by the Second Year Director and other members of PNS-AIHA as appointed. The Committee is responsible for obtaining nominations for PNS-AIHA officers, directors, and education committee leaders; selecting student scholarship award winners; and selecting the annual Distinguished Industrial Hygienist Award winner. The Executive Committee has final approval of all nominees and award winners.

Section 4. Outreach Committee
The Outreach Committee is appointed by the Executive Committee. It is responsible for identifying potential avenues of educational outreach for PNS-AIHA, obtaining Executive Committee approval to pursue such avenues, and recruiting PNS-AIHA members to participate in outreach efforts. The Outreach Committee will provide a written annual report of activities to the Executive Committee at their meeting immediately before the Annual Meeting.

Section 5. Public Affairs Committee
The Public Affairs Committee is appointed by the Executive Committee. In cooperation with the AIHA Government Relations staff, the Public Affairs Committee is responsible to review Washington, Oregon, Idaho, and Montana state legislation pertaining to or affecting industrial and environmental health, and recommend to the Executive Committee whether the PNS-AIHA should make a public statement on the legislation. The Public Affairs Committee will provide a written annual report of activities to the Executive Committee at their meeting immediately before the Annual Meeting.

Section 6. The President may appoint any other committees deemed necessary for the effective action of the Section.

Section 7. The membership of all committees appointed by the President shall terminate with the close of the Annual Meeting of the Section.

ARTICLE XIII - PUBLIC STATEMENTS

Section 1. Before the PNS-AIHA publishes or otherwise issues publicly any statement that uses any form of the name of AIHA on a policy or technical issue, other than issues which primarily affect the PNS-AIHA, it will
obtain the consent of the Board of Directors of AIHA.

Section 2. Before an Officer, Director, Education Committee Leader, or Committee of the PNS-AIHA publishes or otherwise issues publicly any statement that uses any form of the name of AIHA on a policy matter, other than issues which primarily affect PNS-AIHA, the consent of the Board of Directors of the AIHA must be obtained.

Section 3. Before an Officer, Director, Education Committee Leader, or Committee of the PNS-AIHA publishes or otherwise issues publicly any statement on any matter, which purports to represent the opinion of PNS-AIHA, a poll that determines whether the statement expresses the majority opinion of the responding members of the Section shall be conducted.

ARTICLE XIV - DISSOLUTION

Section 1. The PNS-AIHA 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 local section, except as scholarships or awards approved as provided in Article XII, Section 3. In the event of the dissolution or final liquidation of the local section, 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 and deemed appropriate by the AIHA Board of Directors.

ARTICLE XV - AMENDMENTS

Section 1. These bylaws may be amended or new bylaws adopted by a two-thirds vote of the members of PNS-AIHA who respond to a ballot.

Section 2. Amendments to these bylaws must be approved by the Board of Directors of the AIHA before they become effective.