This document, the Executive Committee Policy and Procedure Manual, was developed and is maintained by the officers of the Executive Committee to support and improve the efficiency of the administration of the PNS-AIHA. Policies are added, deleted, or revised by vote of the Executive Committee. Procedures outline the task completion necessary to implement the Executive Committee policies.
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MISSION
According to the Pacific Northwest Section of the American Industrial Hygiene Association bylaws the Section has the objective 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; to correlate such activities as are conducted by individuals and agencies throughout industrial, educational and governmental groups; and to bring together persons interested in industrial hygiene.

HISTORY
The Pacific Northwest Section of the American Industrial Hygiene Association was born in Portland, Oregon in 1956. A one-day organizing meeting was held in the Multnomah Hotel. The meeting was attended by: Frank Adley, Russell Scott, and Kenneth Skillern of the Atomic Energy Commission from Richland WA; M. Chain Robbins and Walter Poppe of the Boeing Company; Daniel Bessemer from Puget Sound Navel Shipyard; Walter Eide from Oregon Department of Labor; and Mario Storlazzi from University of Washington. Officers were elected and bylaws were developed. The Section was to encompass Washington, Oregon, Idaho, Alaska, Montana, and British Columbia. The Bylaws were forwarded to the AIHA for approval. At this meeting it was decided to rotate the annual meetings of the Section between Portland, Richland, and Seattle.

The Local Section met with local occupational health nurses and physicians the following year for a two-day meeting. Individual disciplines met for one day and all three groups met for a joint meeting the following day, establishing the Pacific Northwest multi-disciplinary occupational health conference that continues today.

The Past Presidents of the PNS-AIHA:

1956 R.N. Scott  1972 Ross Kusian  1988 Doris Wunsch
1957 K. Skillern  1974 Stan Cothrin  1989 Dave Lewis
1958 M. Chain Robbins  1975 Ralph Anderson  1990 Barbara Woodhull
1961 Frank Adley  1978 Stan Fergin  1993 Rose Ann Moorman
1966 Hal Bovee  1983 Dave Bissonnette  1998 Arlene Stebbins
1968 J.T. Collins  1985 Ralph (Mike) Rodia  2000 Janice Camp
1969 L.A. Hanson  1986 Michael Pittman  2001 Darrel Tsujii
1970 Don Anderson  1987 Robert Gilmore
1971 Carl Mangold
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. The purpose of PNS-AIHA shall be 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; to correlate such activities as are conducted by individuals and agencies throughout industrial, educational and governmental groups; and to bring together persons interested in industrial hygiene within the geographic boundaries of Oregon, Washington, Montana, and Northern Idaho.

ARTICLE III - MEMBERSHIP

Section 1. Regular Member: Members of the American Industrial Hygiene Association (AIHA) may become Regular members of PNS-AIHA upon payment of the local sections dues, and if they reside within the geographic boundaries of the PNS-AIHA subject to the approval of the Executive Committee. A Regular member may serve on committees, vote, and be elected as an officer of PNS-AIHA.

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, entitled to all the privileges of membership in the Section. Application for associate membership in the Section shall be made in writing to the Secretary of the Section. An Associate Member may serve on committees and vote, but may not be elected as an officer of PNS-AIHA.

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 Executive Secretary of the Section. A student member may not serve on committees, vote, or hold office in PNS-AIHA.

Section 4. Emeritus Member: Lifetime Emeritus membership will be awarded to PNS-AIHA members who retire from the profession. Emeritus membership will include all privileges afforded Regular members in good standing, but will not be charged dues.

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 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, Treasurer, First Year Director and Second Year Director, and Local Education Committee Officers. The President-Elect, Recording Secretary, Local Education
Committee Officers, and First Year Director shall be elected annually and Treasurer biennially by the members of the Section and shall serve until their successors are elected and installed.

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. 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 President shall serve as presiding officer of PNS-AIHA, serve as the PNS-AIHA representative 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 and shall chair the Pacific 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 and assume responsibility for Section correspondence.

The Treasurer shall be the custodian for all PNS-AIHA moneys, receive moneys due to the Section, and pay all authorized bills. The Treasurer shall prepare a yearly budget for Executive Committee approval.

The First Year Director shall assist Local Education Committee Officers.

The Second Year Director shall chair the Spring Symposium program committee and assist the Immediate Past President with the Nominations and Awards committee.

Local Education Committee Officers chair Local Education Committees.

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 Offices of Executive Secretary, Recording Secretary, Treasurer, or the position of Director or Local Educational Committee Officer becomes vacant, the Executive Committee shall appoint a member to fill the vacancy until the next election.

Section 10. All officers of PNS-AIHA must be Regular members of the Section.

ARTICLE V 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 to Section members no later than three 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 and directors shall be installed at the Annual Meeting of the Section and shall serve until their successors are installed.

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

ARTICLE VI LOCAL SECTIONS COUNCIL

Section 1. The Section shall be represented by the President and/or 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/or 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 VII 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 Pacific 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 by mail 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 or 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 VIII  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% 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 IX  COMMITTEES

Section 1. Executive Committee
The Executive Committee shall consist of the Officers, Directors, and Local Education Committee Officers 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 Officers are elected annually and are voting members of the Executive Committee. They are responsible for planning and arranging educational offerings for the membership in various locations within the geographic boundaries of the PNS-AIHA.

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 has appointed. The Committee is responsible for obtaining nominations for PNS-AIHA officers, directors, and local education committee officers, selecting student scholarship award winners, and distinguished industrial hygienist award winner.

Section 4. The President may appoint any committees which are deemed necessary for the effective action of the Section.

Section 5. The membership of all committees appointed by the President shall terminate with the close of the Annual Meeting of the Section.

ARTICLE X  PUBLIC STATEMENTS

Section 1. Before the PNS-AIHA publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the AIHA, it will obtain the consent of the Board of Directors of AIHA.
PACIFIC NORTHWEST SECTION - AIHA

Section 2. Before an Officer or Director of the PNS-AIHA publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the AIHA, the consent of the Board of Directors of the AIHA must be obtained.

Section 3. Before an Officer or Director of the PNS-AIHA publishes or otherwise issues publicly any statement upon a policy matter which is within the policy area of the Section, a poll that determines whether the statement expresses the majority opinion of the members and associates of the Section shall be conducted.

ARTICLE XI 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.

Approved for AIHA Board of Directors by:
Managing Director, AIHA Date

Approved for Pacific Northwest Section, AIHA
President, PNS-AIHA Date
Policy:
The PNS-AIHA shall be composed of Regular Members, Associate Members, Student Members, and Emeritus Members. Regular, Associate, and Emeritus Members shall have a vote.

Any member whose dues for the current year are not paid on March 1 is not in good standing and their membership will be terminated.

Procedures:
1. Members may pay annual dues at the Annual meeting (a dues payment line item will be included on the Annual Meeting registration form).

2. A dues payment reminder is included in the last newsletter of the year.

3. Members who have not paid dues by January 30 will receive a reminder post card in February. Those members with outstanding dues by January 30 are called by Board members to determine their interest in continuing their membership.

4. Members with unpaid dues by March 1 are terminated and receive no further benefits from the PNS-AIHA (e.g., the membership Directory, ballots, newsletters).

5. Past members may reinstate their membership without penalty (do not have to pay back dues) within 5 years.

6. Past members who wish to reinstate their membership more than 5 years after cessation of dues payment must submit another application for membership to be approved by the Executive Committee.

7. Dues payments are not pro-rated; however, dues paid during the Annual meeting are applied to the following year’s dues payment.
REGULAR MEMBERSHIP

Policy:
Regular Member: Members of the American Industrial Hygiene Association (AIHA) shall become regular members of PNS-AIHA upon payment of the Local Sections dues, if they reside within the state of Washington, Oregon, Idaho, or Montana. Subject to the approval of the Executive Committee of PNS-AIHA. A Regular Member may serve on committees, vote, and be elected as an officer of PNS-AIHA.

Procedure:
1. Individuals meeting the requisite criteria may submit an application form (Appendix B) and documentation (home or work address within the PNS-AIHA geographic boundaries) to the PNS-AIHA offices at any time.

2. Applications are collected over a period of a month by the Administrative Assistant.

3. The Administrative Assistant will send a copy of the applications and an Executive Committee membership application approval form to the Executive Secretary for determination of membership category. The Executive Secretary will note the membership category on the Executive Committee membership application approval form. Applications for Regular membership will be evaluated on the basis of membership in AIHA, residence in the geographic boundaries of the PNS-AIHA, and current work in the health and safety field.

4. The Executive Secretary will send the completed Executive Committee membership application approval form to the Administrative Assistant who will forward copies to Executive Committee members for vote. The final determination of action on an application will be made by vote of the full Executive Committee, with a two-thirds approval required.

5. The Administrative Assistant inputs the new (or renewing) member information into the PNS-AIHA database and notifies the applicant in writing within 30 days of the decision of the Executive Committee. New members will receive a “new member” letter, the membership directory, any recent mailings, and a copy of the most recent newsletter.

6. Regular Members will be assessed an annual membership fee.
ASSOCIATE MEMBERSHIP

Policy:
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, entitled to all the privileges of membership in the Section. Application for associate membership in the Section shall be made in writing to the Executive Secretary of the Section. An Associate Member may serve on committees and vote, but may not be elected as an officer of PNS-AIHA.

Procedure:
1. Individuals meeting the requisite criteria may submit an application form and documentation to the PNS-AIHA offices at any time.

2. Applications are collected over a period of a month by the Administrative Assistant.

3. The Administrative Assistant will send a copy of the applications and an Executive Committee membership application approval form to the Executive Secretary for determination of membership category. The Executive Secretary will note the membership category on the Executive Committee membership application approval form. Applications for Associate membership will be evaluated on the basis of residence in the geographic boundaries of the PNS-AIHA and current work in the health and safety field.

4. The Executive Secretary will send the completed Executive Committee membership application approval form to the Administrative Assistant who will forward copies to Executive Committee members for vote. The final determination of action on an application will be made by vote of the full Executive Committee, with a two-thirds approval required.

5. The Administrative Assistant inputs the new (or renewing) member information into the PNS-AIHA database and notifies the applicant in writing within 30 days of the decision of the Executive Committee. New Associate members will receive a “new member” letter, the membership directory, any recent mailings, and a copy of the most recent newsletter.

6. Associate Members will be assessed an annual membership fee.
STUDENT MEMBER

Policy:
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 Executive Secretary of the Section. A student member may not serve on committees, vote or hold office in PNS-AIHA.

Procedure:
1. Individuals meeting the requisite criteria may submit an application form and documentation including a copy of a current student body card to the PNS-AIHA offices at any time. Student memberships must be renewed annually.

2. Applications are collected over a period of a month by the Administrative Assistant.

3. The Administrative Assistant will send a copy of the applications and an Executive Committee membership application approval form to the Executive Secretary for determination of membership category. The Executive Secretary will note the membership category on the Executive Committee membership application approval form. Applications for Student membership will be evaluated on the basis of residence or school attendance in the geographic boundaries of the PNS-AIHA, student status, and interest in the health and safety field.

4. The Executive Secretary will send the completed Executive Committee membership application approval form to the Administrative Assistant who will forward copies to Executive Committee members for vote. The final determination of action on an application will be made by vote of the full Executive Committee, with a two-thirds approval required.

5. The Administrative Assistant inputs the new (or renewing) member information into the PNS-AIHA database and notifies the applicant in writing within 30 days of the decision of the Executive Committee. New student members will receive a “new member” letter, the membership directory, any recent mailings, and a copy of the most recent newsletter.

6. Student Members will be assessed an annual membership fee.
Policy:
Emeritus Member: Lifetime emeritus membership will be awarded to PNS-AIHA members who retire from the profession. Emeritus membership will include free section dues, plus all privileges afforded regular members in good standing.

Procedure:
1. Individuals meeting the requisite criteria may submit an application form and documentation to the PNS-AIHA offices at any time. Chronological age will not be considered an absolute criteria for retirement; rather, retirement will be defined by the applicant. A letter indicating the intent of the applicant to completely retire from the field of industrial hygiene must accompany an application for retirement status of membership.

2. The Administrative Assistant collects applications over a period of a month.

3. The Administrative Assistant will send a copy of the applications and an Executive Committee membership application approval form to the Executive Secretary for determination of membership category. The Executive Secretary will note the membership category on the Executive Committee membership application approval form. Applications for Emeritus membership will be evaluated on the basis of residence in the geographic boundaries of the PNS-AIHA, past work in the health and safety field, and indication of retirement status.

4. The Executive Secretary will send the completed Executive Committee membership application approval form to the Administrative Assistant who will forward copies to Executive Committee members for vote. The final determination of action on an application will be made by vote of the full Executive Committee, with a two-thirds approval required.

5. The Administrative Assistant inputs the new (or renewing) member information into the PNS-AIHA database and notifies the applicant in writing within 30 days of the decision of the Executive Committee.

6. Emeritus Members are not assessed an annual membership fee.
Policy:
The Executive Committee shall have supervision, control, and direction of the affairs of
the PNS-AIHA. The Executive Committee will
   a. exercise oversight and leadership of the Section;
   b. oversee general administration of PNS-AIHA;
   c. maintain the fiscal integrity of the PNS-AIHA;
   d. approve President’s appointment of committee members;

Membership
The Executive Committee shall consist of the President, President-Elect,
Executive Secretary, Recording Secretary, Treasurer, First Year Director, Second
Year Director, the Immediate Past-President and Local Education Committee
Officers.

The PNS-AIHA Administrative Assistant shall attend the Executive Committee
meetings in ex officio status and have no vote in Executive Committee matters.

Quorum
A simple majority of the voting members of the Executive Committee shall
constitute a quorum for the transaction of business. When a quorum is present,
the majority vote of the Executive Committee members present shall be the
action of the Executive Committee.

Meetings of the Executive Committee
There shall be at least 4 regular meetings of the Executive Committee each
calendar year. The Executive Committee shall also meet for special meetings at
the call of the President or at the written request of at least 3 members of the
Executive Committee. Meeting of the Executive Committee, regular or special,
shall be held at a time and place designated by the President. The Executive
Committee may hold its meetings by conference telephone or other similar
electronic communications equipment.

Regular and special meetings of the Executive Committee shall be held upon 30
days written notice, which shall include the date, time, place, and purpose of the
meeting. Meetings may be held on shorter notice with the verbal concurrence of
all voting members.
EXECUTIVE COMMITTEE OFFICER DUTIES

Policy:
To hold an office in the PNS-AIHA, a member must be a Regular Member in good standing. Officers consist of a President, President-Elect, immediate Past-President, Recording Secretary, Executive Secretary, Treasurer, First and Second year Directors and Local Education Committee Officers. All Local Section officers must be AIHA national members.

President
An individual's knowledge and ability to lead are basic requirements for election as Local Section President. The President is responsible for the ultimate success of the Local Section and should be knowledgeable of association activities and programs and stay abreast of current developments in the industrial hygiene field.

1. The President will serve as the executive officer and official representative of the PNS-AIHA and act as its spokesperson on matters of PNS-AIHA policy and positions.

2. The President will preside at all meetings of the Local Section and of the Executive Committee. If the President is unable to attend a meeting another officer (President-Elect or immediate Past-President) will preside.

3. The President will give an annual report of the activities and decisions of the Executive Committee to the membership of PNS-AIHA at the Annual Business Meeting.

4. The President will appoint PNS-AIHA committee members as are deemed necessary by the Executive Committee. The President is an ex-officio member of all committees.

5. The President serves as a member of the AIHA Local Sections Council and attends the Local Sections Council forum and Local Sections Council business meeting at the annual American Industrial Hygiene Conference and Exposition. Attendance at such meetings is a reimbursable Section expense.

6. The President is responsible for maintaining contact with AIHA.

7. The President will pass all official Section files and documents in his or her possession to the new President within 30 days of the Annual Business Meeting.
President-Elect

President-Elect is in a position to learn and gather all the necessary information to become a successful President.

1. In the event of an extended absence of the President or a vacancy in the office of President, the President-Elect is responsible for seeing that all Section functions run smoothly.

2. The President-Elect shall chair the program committee for the Pacific Northwest Occupational Health Conference.

3. The President-Elect performs other duties delegated by the Executive Committee or assigned by the President.

4. The President-Elect may serve as a representative of the Local Section on the Local Sections Council of AIHA.

5. The President-Elect has first option to attend the AIHA Leadership Conference if the President is unable to attend. Attendance is a reimbursable Section expense. Any subsidy obtained from AIHA will be deducted from the Section reimbursement.

6. The President-Elect will pass all official Section files and documents in his or her possession to the new President-Elect within 30 days of the Annual Business Meeting.

Procedures

SECRETARIES

Executive Secretary

1. The Executive Secretary edits and oversees publication of the Local Section newsletter.

2. The Executive Secretary supports the immediate Past President in finalizing, distributing, validating, and counting all election ballots.

3. The Executive Secretary reports election results to AIHA.

4. The Executive Secretary oversees the publication of an annual membership directory and sends a copy of the directory to all Section members and to AIHA Member Services.

5. The Executive Secretary will periodically submit information on PNS-AIHA activities to the Synergist.

6. The Executive Secretary will pass all official Section files and documents in his or her possession to the new Executive Secretary within 30 days of the Annual Business Meeting.
SECRETARIES (continued)

Recording Secretary

1. The Recording Secretary keeps an accurate record of the transaction of business at all Section and Executive Committee meetings.

2. The Recording Secretary oversees the management of the Local Section mail and carries on all correspondence for the Section including regular meeting notices and special announcements.

3. The Recording Secretary maintains the PNS-AIHA Web page as needed.

4. The Recording Secretary will pass all official Section files and documents in his or her possession to the new Recording Secretary within 30 days of the Annual Business Meeting.

Recording Secretary Procedures

1. Minutes of regular and Executive Committee meetings should be kept according to Robert's Rules of Order:
   a. Name of the committee or meeting,
   b. Place and Date of the meeting,
   c. Type of meeting (i.e., a regular meeting or a special meeting to discuss specific subject or problem.),
   d. Number and names of members present.  (If the meeting contains more than 10 members, list officers only.),
   e. Name and office of presiding officer,
   f. The statement that the minutes of the previous meeting were amended or approved, or that the reading of the minutes was dispensed,
   g. A list of reports that were given and approved.  (It normally is not necessary to give a detailed account of the substance of the reports submitted.),
   h. A list of all of the main motions made, stating whether they were carried or lost.  (It is not necessary to include motions that were withdrawn.),
   i. A full recording of resolutions that were adopted or, if a resolution was rejected, a simple statement to that effect,
   j. A record of all ballots, complete with the number of ballots cast "for" and "against."
Treasurer

1. The Treasurer monitors the fiscal affairs and monitors the bank account of the PNS-AIHA.

2. The Treasurer receives all moneys due the Section and shall pay all bills against the Section after approval of the Executive Committee.

3. The Treasurer submits a quarterly and annual report with interpretations of PNS-AIHA financial condition of the Executive Committee and at the Annual business meeting.

4. The Treasurer develops and recommends an annual budget for Executive Committee approval.

5. The Treasurer submits his/her accounts for audit immediately after the Annual Meeting and shall transmit to the successor in office, by the next Board Meeting or no later than 90 days, all funds and property of the Section in his/her possession.

Procedures

1. The PNS-AIHA maintains a checking account with US Bank under the name “Pacific Northwest Section American Industrial Hygiene Association”, account number 1907345480.

2. The President and Treasurer are both registered to sign on the account. A US Bank change form must be completed to change signatories on the account. Outgoing officers must also sign the change form.

3. A separate US Bank checking account is kept exclusively for the annual Northwest Occupational Health Conference, account name is Northwest Occupational Health Conference Committee DBA PNS-AIHA, account #0017898727. A balance of $2,000-$5,000 is maintained in the account at the close of each conference as seed money for the next conference. All other moneys are distributed to the four conference sponsors, proportional to their attendance at the conference. This money is mailed to the treasurers of each organization. (see conference procedures).

4. The Section holds a Certificate of Deposit from time to time.

5. The Treasurer reviews the monthly bank statement and compares it to the deposit
slips and reports sent by the Administrative Assistant.

6. The Treasurer’s annual report provides a summary of the past year’s expenses and proposed budget for the next year. Quarterly reports present the past 2 year’s financial activity and activity year-to-date along with current budget. (see appendices for suggested format).

7. The PNS-AIHA books are audited every two years at the conclusion the Treasurer’s term of office. At least one Regular PNS-AIHA member is selected by the President to conduct the audit and provide a statement of review to the Executive Committee.

8. The PNS-AIHA financial records are maintained on a spreadsheet. PC FILE is currently being used by the Administrative Assistant to maintain all membership financial data.

9. The Treasurer will pass all official Section files and documents in his or her possession to the new Treasurer within 30 days of the Annual Business Meeting.

See also Section 2.2 First Year Director
Immediate Past-President

1. The immediate Past-President chairs the Nominating and Award Committee and presents awards at the Annual Business Meeting or the NOHC Banquet.

2. The immediate Past-President obtains a plaque for the current President and Distinguished IH.

3. The immediate Past-President will pass all official files and documents to the new immediate Past President within 30 days of the Annual business meeting.

Procedures

1. The Past President is responsible for notifying the Administrative Assistant to order plaques for the next Past-President and the Distinguished Industrial Hygienist Award winner. Plaques should be ordered about two months prior to the Annual meeting.

*see also Sections 2.4 Standing Committees, and Section 2.3 Election of Officers*
DIRECTORS

First Year Director:

1. The First Year Director supports the activities of the Executive Committee and the Local Education Committee Officers.

2. The First Year Director maintains the Executive Committee Policy and Procedure Manual.

3. The First Year Director assists with the Spring Symposium as requested by the Second Year Director.

4. The First Year Director will facilitate an annual review of the PNS AIHA financial records.

5. The First Year Director will pass all official files and documents to the new First Year Director within 30 days of the Annual business meeting.

Procedures: First Year Director

1. Maintaining the Executive Committee Policy and Procedure Manual requires routine review of the manual and incorporation of new policies voted by the Executive Committee after each EC meeting. Proper implementation of new or revised policies may require drafting new or amended procedures.

2. Procedures related to specific officer and/or administrative assistant duties should be annually.

3. The PNS AIHA financial records will be:
   a. reviewed immediately after the annual meeting
   b. review will be conducted by 21 current members, one of whom is a past treasurer;
   c. the First Year Director will report the findings of the review at the January Executive Committee meeting.
DIRECTORS (continued)

Second Year Director

1. The Second Year Director chairs the program for the annual Spring Symposium.

2. The Second Year Director assists the immediate Past President as a member of the Nominating and Awards committee.

3. The Second Year Director will pass all official files and documents to the new Second Year Director within 30 days of the Annual business meeting.

Procedures: Second Year Director (Spring Symposium)

1. Secure a site for the symposium (it has traditionally been held in the Olympia area at the Tyee or Westwater Hotels or at Evergreen College or the L&I building). The Second Year Director negotiates the arrangements (room selection, room for Executive Committee meeting the day before the Symposium, sleeping rooms, menu, AV needs) and fees with the site.

2. Determine course content. The symposium is 1 day long (8:00-4:30 or 5:00) in the early spring (avoiding the dates of other related conferences including national AIHA). The content usually focuses on IH and safety skill development. It is helpful (though not required) to establish an advisory committee to assist with topic and speaker. The Spring Symposium is one of the PNS-AIHA fundraising activities.

3. The Administrative Assistant is available to help with drafting and/or mailing symposium announcements and collating and copying course manuals. She will also help with registration on the day of the course. Meeting announcements should be mailed about 2 months prior to the course.

4. Course materials should include an evaluation form.

5. All speakers and assistants should be sent a note of appreciation for their contributions.

6. All bills are to be forwarded onto the Treasurer. A full accounting of the course, including number of attendees, summary of course evaluations, income, and expenses will be reported by the Second Year Director to the Executive Committee at its next regular meeting following the Spring Symposium.
Local Education Committee Officers

1. There are 5 Local Education Committee Officers distributed according to the major population areas in the Pacific Northwest. Local Education Committees: Seattle, South Seattle, Portland, Tri Cities, Montana. Two additional Local Education Committee Officers will be elected (one each year) to serve on the Northwest Conference Standing Committee.

2. The Local Education Committee Officers plan and organize breakfast, lunch, or dinner meetings for PNS-AIHA members. Meetings are usually held every-other-month, though more frequent meetings are encouraged if sufficient interest exists. An advisory or planning committee is helpful in selecting topics, finding meeting sites, and identifying speakers.

3. Each Local Education Committee may be advanced a financial subsidy from the Executive Committee, if funds are available.

4. The Administrative Assistant is available to assist with mailing Local Education meeting announcements.

5. The Local Education Committee Officers report activities at Executive Committee meetings and submit an annual report of the Local Educational Committee activities to the Executive Committee prior to the Annual Business Meeting.

6. The Local Education Committee Officers will provide an account of spending to the Treasurer prior to the Annual Business Meeting.

7. The Local Education Committee Officers will pass any speaker, topic, and meeting space ideas on to the Local Education Committee Officers within 30 days of the Annual business meeting.

*see also Section 2.4 Standing Committees*
ELECTION OF OFFICERS

Policy:
The Executive Committee shall conduct a ballot for the election of officers or on an 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.

Ballots shall be distributed to Section members no later than three 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 sent a ballot.

Procedure:
1. The Nominations and Awards committee solicits candidates from among the membership for open Executive Committee positions. The Nominations and Awards committee will verify AIHA membership of all officer candidates.

2. Ballots are prepared by the Nominations and Awards committee with assistance from the Administrative Assistant. Ballots include an explanation of the purpose of the vote.

3. The Administrative Assistant prepares copies of the Ballot (usually made at Kinkos on card stock).

4. A ballot, candidate biographical sketch, supporting information, a ballot envelope, a self-addressed return envelope are sent by the Administrative Assistant to each regular, associate, and emeritus member according to the timelines noted in the Policy statement above.

5. The Administrative Assistant checks the PNS-AIHA post office box regularly and collects all returned ballots.

6. Unopened ballot envelopes are submitted to the immediate Past-President for counting.

7. Ballot envelopes are opened and ballots counted by at least two members of the Nominations and Awards Committee or their delegates prior to a regular meeting of the Executive Committee.

8. Results of the election or referendum are announced at the Annual Business meeting of the PNS-AIHA and in the newsletter.
Policy:
In the event of a vacancy, the Executive Committee shall fill the vacancy by appointment until the next annual election or balloting of the PNS-AIHA.

Any officer or representative to the Executive Committee may resign at any time by providing written notice to the PNS-AIHA Executive Committee. Resignations take effect at the time of specified in the written resignation or at the time of receipt of the resignation by the Executive Committee, whichever is later.
STANDING COMMITTEES

Policy:
The Standing Committees of the PNS-AIHA are:

A. Local Education Committees
B. Nominating and Award Committee
C. Northwest Occupational Health Conference Standing Committee

A. Local Education Committees
1. The Local Education Committee Officers head each Local Education Committee, maintain financial accounts of their committee, and submit brief reports of activities to the Executive Committee at regular Executive Committee meetings.

2. The Local Education Committee Officers shall prepare a report on their committee's activities and expenditures to the Executive Committee annually. The annual report should include the number of meetings held, number of attendees, topics, speakers, and recommendations for future activities.

3. Meeting Planning (also see section 5.3):
   a. Choose a time and location convenient for the local membership and speaker.
   b. Negotiate price, availability, and service with the meeting facility. Often the facility wants a head count 3-4 days in advance and will require a guaranteed number of attendees. The LEC may choose to subsidize the cost using committee funds appropriated by the Executive Committee.
   c. Notify members via the newsletter, Internet (if all members have accounts), and/or a post card 4-6 weeks in advance of the meeting. The Administrative Assistant will mail post cards; mailing costs are paid by the PNS-AIHA. LEC funds may be used for speaker expenses.
   d. Request members RSVP 4-5 days prior to the meeting and plan on some last minute changes. Be flexible. Communicate any changes with the restaurant.
   e. Take the checkbook, RSVP list, receipt and deposit slips to the meeting. Assign someone to collect money and/or welcome the speaker.
   f. Be prepared to introduce the speaker.

4. Local Education Committee Officer may develop and maintain local committee web sites.

see also Section 2.2 Local Education Committee Officers
B. Nomination and Awards Committee

1. The Nominating and Award Committee is chaired by the immediate Past-President. The Executive Secretary and the Second Year Director serve as members of the committee.

2. The Nominating and Award Committee annually nominates a slate of new officers, selects student scholarship award winners, and awards Distinguished Industrial Hygienist Award.

3. New Officers:
   3a. New officer candidates are solicited from among the membership, usually by personal contact or telephone call. This is a time-consuming task and should be started immediately after the Annual meeting. Criteria for running for office include interest in the position and time to devote to the Section. Past experience on the Executive Committee is especially desirable for the position of President-Elect.
   3b. Individuals willing to run for office are asked to complete a bio-sketch form (see Appendices) to accompany the ballot.
   3c. Every effort should be made to have at least two candidates for each position.
   3d. President-Elect, recording secretary, first year director, local education committee officers are elected annually. The treasurer is elected every two years. (see also Section 2.3 Election of Officers)

4. Student Scholarships are awarded according to Section financial abilities.
   4a. Student Scholarship Application forms (see Appendices) are distributed during the late spring and summer to University of Washington (contact person: Janice Camp 206 543 9711) and Montana Tech (contact person: Julie Hart 406-496-4393) health and safety programs as well as to other area schools.
   4b. Applications are returned to the PNS-AIHA offices where the Administrative Assistant copies the applications and supporting documentation.
   4c. Applications are distributed to members of the Nominations and Awards Committee.
   4d. Applications are reviewed by the Committee and ranked according to the strength of goal statement, interest in industrial hygiene, academic record, and financial need. The number of awards given is dependent upon the funds available and the number of students applying.
   4e. Award winners are announced at the Annual meeting awards reception or banquet by the Past President or designee.
5. **Distinguished Industrial Hygienist Award**
   5a. Recommendations for the annual recipient of the Distinguished Industrial Hygienist Award are solicited from the membership and the Executive Committee after the Annual meeting. Criteria for nomination include contribution to industrial hygiene and the PNS-AIHA, reputation, years of service, and PNS-AIHA or National leadership.
   5b. Nominations are reviewed by the Nominations and Awards Committee and selection made prior to the next Annual meeting. The selection is kept confidential. A plaque is ordered for the Award winner 1 to 2 months prior to the Annual meeting.
   5c. The Award winner is announced at the Annual Business meeting or at the NOHC banquet. Sometimes considerable creativity is required to make sure the Award winner attends the banquet without telling them the need for their presence, as the Award winner is typically kept secret until the presentation is made.
   5d. The Past-President presents the Distinguished IH plaque and includes in the introduction of the Award winner a brief synopsis of the winner’s career and contributions to the Section and the field of industrial hygiene.

6. **AIHA Fellow**
   6a. The Nominations and Awards Committee may, from time to time, make nominations to AIHA for candidates for AIHA Fellow.
   6b. Fellow membership recognizes members who have made significant contributions to the practice of industrial hygiene and/or related disciples.
   6c. Nomination form may be found in the Appendices.
C. **Northwest Occupational Health Conference Standing Committee:**
   The Northwest Occupational Health Conference Standing Committee provides support to the President-Elect in planning and administering the Pacific Northwest Occupational Health Conference.

1. The Standing Committee consists of two (or more) members who are elected to two year staggered terms (in order to maintain continuity and institutional memory). Therefore one new member is elected each year as Local Education Committee Officers; the sole responsibility of these Officers is to serve on the Conference Standing Committee. Criteria for serving on the Standing Committee is willingness to work on the Pacific Northwest Occupational Health Conference for two years.

2. Standing Committee members support the Conference by advancing short course topic ideas, making facilities arrangements (e.g., audio-visual support, banquet arrangements, meeting room arrangements), and providing guidance with overall structure of the conference (speaker solicitation format, speaker letters, manual design, program format, exhibitor solicitation, budget, timelines).

3. The President-Elect selects/invites other members of the PNS-AIHA to join the Standing Committee for a one year commitment to conduct develop topic ideas, solicit speakers, plan special event activities, oversee exhibitors, plan fun run and other specific conference activities. Members of the Columbia River Association of Occupational Health Nurses, the Washington State Association of Occupational Health Nurses, and the Pacific Northwest Occupational and Environmental Occupational Medicine Association participate in this standing committee.

4. The Standing Committee maintains record of past Conference activities and passes this information onto new Committee members.
PACIFIC NORTHWEST SECTION - AIHA

ADMINISTRATION
OFFICE

3.1 page 1 of 1

Policy:
PNS-AIHA will maintain and publish a mailing address, email address, fax, and telephone contact number.

Procedure:
1. PNS-AIHA address and telephone:

   address:
       PO Box 15176
       Seattle WA 98115-0176

   telephone:
       (206) 525-9908

   fax:
       (206) 525-9970

   e-mail:
       administrator@pnsaiha.org

   Homepage:
       http://www.pnsaiha.org

   Administrative Assistant:
       Jeannette J. U
Policy:
The PNS-AIHA will retain an Administrative Assistant to facilitate the business of the Association.

Procedure:
1. The PNS-AIHA owns a copy of Microsoft Access, and Q&A and pays for America On Line, copy machine paper, telephone line, and fax line. The Administrative Assistant provides and maintains appropriate computer hardware, printer, fax machine, answering machine, and copy machine.

2. The Administrative Assistant routinely checks the PNS-AIHA post office box (Wedgwood station, PO Box #15176). Correspondence is forwarded unopened onto addressee, if specifically noted. General PNS-AIHA correspondence is opened, reviewed, and forwarded or acted upon by the Administrative Assistant. Checks are collected and deposited into the US Bank account on a monthly basis or as needed.

3. Maintains an accurate, up-to-date list of members and their status on Q&A and Microsoft Access databases. Information collected includes name, title, workplace, address, contact telephone number, current dues status.

4. Printing: The Administrative Assistant has an open account with Rainier Press on Lake City Way. Rainier Press has copies of all original PNS-AIHA printed documents, paper stock, and ink selections on file.

5. Newsletter:
   a. The newsletter is published quarterly during March, June, September, and December.
   b. Articles and information are solicited from the Executive Committee and general membership. Copy is mailed, emailed, or faxed to the Administrative Assistant who does the initial layout.
   c. A draft copy of the newsletter is edited by the Executive Secretary.
   d. Camera ready copy is taken by the Administrative Assistant to Rainier Press along with a sample of previous newsletters. Approximately 400 copies (membership number plus 15 extra copies) are printed using PNS-AIHA stock and ink. Rainier Press collates and folds the documents.
   e. PNS-AIHA labels are attached and newsletters are stamped and mailed first class by the Administrative Assistant.
6. Membership Directory:
   a. The Administrative Assistant maintains and updates the current membership list on Q&A and Microsoft Access databases.
   b. The Membership Directory is prepared and mailed annually in May.
   c. Camera ready copy is taken to Rainier Press for printing and binding.
   d. Directories are placed in mailing envelopes by the Administrative Assistant and mailed flat piece bulk mail sorted and banded by zip code and placed in bags according to current post office requirements.

7. Mailings:
   a. the PNS-AIHA Membership Directory and selected special mailings are sent bulk mail. Newsletters, ballots, and designated special mailings are sent first class.
   b. Mail returned with “address changed” designation are remailed by the Administrative Assistant if the member’s new address can be ascertained.
   c. Post cards, such as dinner meeting announcements, are sent first class mail.
   d. PNS-AIHA bulk mail account #993.
   e. the Administrative Assistant deposits money into the bulk mail account prior to any mailings and is reimbursed.

8. Office Supplies: a small amount of stationary, PNS-AIHA envelopes, ballot envelopes, and blank envelopes are kept in stock in the Administrative Assistant’s office.

9. The Administrative Assistant is the custodian of the Local Section records according to Executive Committee record retention requirements (see appendices).

10. The Administrative Assistant responds to telephone and e-mail inquiries as needed and refers to Executive Committee members as needed.
Policy:
PNS-AIHA Executive Committee shall be reimbursed on request for reasonable travel expenses which relate to PNS-AIHA business. The President’s expenses are paid to attend the national AIHA meeting, if funds are available in the PNS-AIHA budget. The Section will also match contributions from AIHA subsidizing the President’s attendance at the AIHA Leadership Conference.

Procedure:
1. Executive Committee members must obtain verbal approval from the Treasurer prior to incurring any reimbursable expense.

2. All reimbursements require submission of Expense Voucher Form (see Appendices) with original receipts attached.

3. All reimbursable expenditures are to be incurred at the lowest cost possible. All exceptions must be explained and documented. Executive Committee members are encouraged to solicit their employers to support their activities with the Section.

4. The following expenses will be considered as reasonable and customary for PNS-AIHA business travel:
   a. Air or rail transportation – coach or economy class
   b. Automobile/Parking/Tolls -- current IRS reimbursement rate
   c. PNS-AIHA business-related long-distance telephone calls
   d. Other expenses (meals, stationary, postage) must be itemized and include receipts

5. The PNS-AIHA maintains two telephone cards for telephone calls, one held by the Administrative Assistant and the other by an officer on an as-needed basis. The officer will return the telephone card to the Administrative Assistant at the end of the each year for reassignment by the Executive Committee.
DUES

Policy:
All fees will be reviewed periodically and set by a majority vote of the Executive Committee. A dues increase of 20 percent or greater requires a ballot vote of the full membership of the Section.

Procedure:

Annual Regular Member Fee $35.00
Annual Associate Member fee $35.00
Annual Student Member fee $12.50
Advertisers (Web, Directory, newsletter) $500.00
1. Finances

Establish a Checking Account

The section should establish a checking account in the name of the section. For example, the bank account of the ABC section would appear as the account of the "ABC Section, American Industrial Hygiene Association," not as "American Industrial Hygiene Association-ABC Section." The bank will require an employer identification number (EIN). This number can be obtained from the IRS with Form SS-4. See Figure 6, this section. (All AIHA approved Local Sections as of June each year should have an EIN on file at national AIHA).

All payments or gifts made to the section by check, money order, or other forms shall be made payable to the section and not to the national association. No section can collect funds payable to the national association itself. It is recommended that dual signatures be required on all financial instruments. Require at least two signatures for all negotiable instruments or changes in accounts of institutions. Outgoing and incoming officers should both be responsible for verifying that new signature cards for all accounts are completed each year.

Section Finance Reports and Records

Bank reconciliation statement- The checking account should be used to process all section money and for record keeping purposes. Each month a copy of the bank account statement and bank reconciliation statement should be given to the section President.

Section financial statement- Should be prepared and reviewed at your board meeting. How often you record transactions and prepare financial statements will probably depend on the size of the section and the volume of transactions.

Revenue (or gross receipts) can be classified as:
1. Local dues
2. Meeting and special events revenue (registration fees, exhibit booth revenue)
3. Educational courses and symposium revenue
4. Newsletter advertising
5. Interest and dividends income

Expenditures (or disbursements) can be classified as:
1. Operating expenses (stationary, supplies, postage, board expenses, etc.)
2. Program committee expenses (meeting notices, speaker, projection machine, rental of meeting room, telephone, clerical)
3. Publicity committee
4. Other expenses (scholarships, donations, etc.)
Federal Tax Matters

National AIHA is exempt from federal taxes under Section 501(c)(6) of the Internal Revenue Service Code. Local Sections are not automatically considered a part of the national not-for-profit organization and, therefore, must make a one-time request for special filing status through AIHA. To fall within AIHA's exemption (group exemption number, 5113), the Local Section must submit the following to the national office.

1. A letter of intent.
2. The Local Section's federal employer identification number.

The completed SS-4 form and letter of intent should be returned to AIHA within 30 days after the section's inception. As long as the Local Section is operating within the boundaries of its exempt status and its annual gross receipts are normally not more than $25,000, it will not have to file a Federal Tax Return (Form 990). If Form 990 is necessary, it must be filed no later than the 15th day of the fifth month following the end of the section's accounting year.

In May of each year, AIHA will request information from Local Sections to comply with the requirements of maintaining the group exemption. AIHA's final report to the IRS updates the names and addresses of the sections to be included in the group exemption, and reports additions of new sections and deletions or changes in the group exemption.

Alternately, a Local Section may apply for its own exemption determination letter by filing Form 1024, providing detailed information about its activities and finances, and paying a user fee to the IRS. Because of the complexity of the application and the possibility that a Local Section may describe its activities in terms that raise questions from the IRS, we normally recommend the application for exemption be completed or reviewed by a lawyer or accountant familiar with exempt organizations before filing. Once the application is filed, the Local Section will ordinarily receive a favorable determination letter within six months, sometimes after having been asked to respond to additional questions arising out of information provided in the application from the IRS.

In view of AIHA's group exemption, we see no benefit to a Local Section applying for a separate determination letter from the IRS.

Additional Filing Requirements

1) Unrelated Business Income (UBI) Form 990-T

Additional filing requirements may be necessary if the section's annual revenues are comprised of at least $1,000 of "unrelated business income." Unrelated business income (UBI) is generated by income producing activities outside the scope of the association's tax exempt status. Primary examples include: revenue from the sale of advertising, mailing lists or unrelated items such as T-shirts, mugs, etc. The Form 990-T is due no later than the 15th day of the fifth month following the end of the section's accounting year.

2) Employment tax returns and deposits
Local Sections that have employees must file Form W-2 (Wage and Tax Statement) and Form 941 (Employer's Quarterly Tax Return) to report wages paid, and withheld income and FICA taxes. Form 940 (Employers Annual Federal Unemployment [FUTA] Tax Return) must be filed to report federal unemployment tax. Sections making payments for services or rent to a sole proprietor or partner of at least $600 in a calendar year, must file Form 1099-MISC (miscellaneous income) to report those payments. Employment taxes must also be deposited or paid to the IRS either semiweekly, monthly, or quarterly. For more information see IRS publication 15 (Circular E), Employer's tax guide. Any Local Section with an employee should obtain the services of a certified public accountant for tax assistance.

Similar rules apply with respect to state income and unemployment taxes.

State Matters
Local Sections may be subject to:
- Payment of state sales tax on purchases;
- Collection and payment of state sales tax on sales of books, videos, etc.;
- Payment of state or local business franchise or gross receipts taxes; and
- Payment of state or local personal property taxes.

Incorporation
It is recommended that all Local Sections be incorporated in their state. Incorporation provided protection to the directors, officers, and general membership in case of an adverse judgment in a liability suit. The incorporated Local Section must comply with state laws related to tax or other corporate filings.

Financial Management and Responsibilities
Fiduciary Responsibility
Local Section officers are fiduciaries—trustees of money that belongs to the members—and are accountable for how the money is handled.
All expenditures of Local Section funds must be approved by the designated officer(s).
Recurring expenses or the costs of planned activities may be pre-approved through approval of the Local Section budget.
The elected officers have a duty of fiscal management, paying expenses from the budget as approved, preparing regular financial statements for the section, and auditing the records and accounts for the section entrusted to the treasurer.

Budget and Planning Process
Monitoring: Role of the budget and audit committees
A finance committee or the board of directors should monitor expenditures, comparing them to the budget and assuring that funds are not being spent for items that were not pre-approved or approved for payment by specific action of the board.
At approximately six months, the audit committee (if the Local Section has one)
reviews the financial records to assure proper handling, including the quality of record keeping and bookkeeping, and either performs or engages in outside auditor to perform and annual audit. Local Sections with annual gross receipts in excess of $50,000 should consider using outside, independent auditors. The audit scope varies depending on Local Section size, but should include most of the following on a sampling basis:

- Verifying the accuracy of the financial statements.
- Verifying bank balances and statement reconciliation.
- Determining that all checks have been accounted for.
- Determining that all deposits and transfers between accounts are promptly made.
- Reviewing the supporting documentation for expenses paid.
- Verifying the completeness of Local Section permanent records and tax reports, including EIN (employee identification number), IRS exemption letter, incorporation papers, Local Section bylaws, and IRS records.
- Reporting any irregularities or errors to the board of directors.
- Recommending to the board any procedural changes needed for the continued security of Local Section funds or to improve financial operations.

**Budgeting**

- Review income and expenses for the past year, classifying receipts and disbursements by the function or activity.
- Identify items that are not recurring in nature, and which might not be purchased every year.
- Estimate normally recurring income and expenses for the coming year, and adjust for anticipated increases or decreases because of changes in the number of members, meeting costs, meeting or activity frequency, or other anticipated changes.
- Review anticipated income and expenses with the board of directors, including assumptions about the changes expected in numbers of members, frequency of events, special projects or seminars, or cost changes.
- Determine whether the board of directors plans to authorize new programs, activities, or expenses in the coming year that were not included in the prior year financial statements.
- Establish a budget based on all the above factors and obtain approval from the board of directors or finance committee.
- After reviewing the planned budget, consider the sources of income (dues, seminars, etc.), to determine whether there needs to be any price increases to cover these costs.
- Compare actual income and expenses with the budget at regular intervals to determine if adjustments or changes in program plans will be required.
- Prepare final budget and financial statements or other reports for the year-end and review with incoming treasurer to assure a smooth transition.
### RECORDS RETENTION SCHEDULE

Responsibility for the implementation and use of the schedule is the President's. The PNS-AIHA administrative assistant will have custody of the records. It is recommended that a records log of all records in existence be maintained.

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<thead>
<tr>
<th>Retention Type</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td><strong>Banking</strong></td>
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<tr>
<td>Canceled checks</td>
<td>4 years</td>
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<tr>
<td>Cash receipts and disbursements</td>
<td>3 years</td>
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<tr>
<td><strong>Budgets</strong></td>
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<tr>
<td>Bylaws/record of bylaw changes</td>
<td>Permanent</td>
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<tr>
<td><strong>Correspondence</strong></td>
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</tr>
<tr>
<td>Internal</td>
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</tr>
<tr>
<td>External</td>
<td>Discretionary</td>
</tr>
<tr>
<td>Documentation for AIHA recertification</td>
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</tr>
<tr>
<td>Dues records</td>
<td>3 years</td>
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<td>Membership directory</td>
<td>Permanent</td>
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<td>Minutes</td>
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<tr>
<td>Executive council/executive committee</td>
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<td><strong>Operation Manuals</strong></td>
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<td>Registration with state as permanent nonprofit organization</td>
<td>Permanent</td>
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<tr>
<td>Tax exemption</td>
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<td>Technical symposiums, exchanges, conferences, etc.</td>
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</tr>
<tr>
<td>Treasurer's report</td>
<td>Permanent</td>
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3. Local Education Committee Procedures

Meeting Format and Suggestions:
Joint meetings of board health, scientific, industrial, or community interest that can be held jointly with other health groups or arranged by the section with other groups invited.

Dinner or lunch meetings are the most common type of meeting used by the section. The program may include before-dinner cocktails, dinner, and an after dinner speaker.

Technical meetings are meetings of specialized interest with carefully-oriented discussion. This type of meeting can be presented following one or more of these types of informal sessions: sessions of general interest--topics of semi-technical or non-technical nature (ethics, economics, education, etc.) of interest to a board group; symposium--a number of papers covering various parts of a subject in an orderly fashion may be grouped together for presentation in a series at a single session; forum--a group of related informal papers discussing various aspects of a single subject.

A vendor's night permits vendors to display the latest in industrial hygiene equipment and technology; vendors are often the meeting's main attraction. Vendors are also a good attraction for large meetings (seminars, conferences, etc.).

Plant visits are useful in helping members become acquainted. A specific individual, knowledgeable in plant procedures, should be the designated host for the tour. The tour may be preceded by lunch or dinner with or without a speaker.

Meeting Planning
Just before the meeting starts, the following should be checked.

1. The stage setting and equipment are in place (microphone, projection equipment, or other needed props).
2. Have members sign-in, pay (if appropriate), and fill in a name tag.

During the meeting the following efforts should be made.

1. The meeting should start on time.
2. New members should be introduced and any necessary announcements should be made.
3. Participants should be thanked for coming before the meeting is adjourned.
4. Relax and enjoy the presentation.

Taking Care of a Speaker

1. Initial contact: The section's first contact with a speaker should consist of a personal contact where a section representative confirms the date, time, and place of the meeting. Follow up by sending the speaker information about the general makeup of the audience.
2. Accommodations: The Local Section should help the speaker choose the best travel route to get to the meeting and make and confirm hotel reservations as
close as possible to the meeting if necessary. Out-of-town speakers should be met at the airport.

3. **Arrangements:** A speaker's audiovisual requirements should be determined in advance. Equipment should be set up in working order before the meeting begins.

4. **At the meeting:** The Local Section host should introduce the guest to the members. A biography of the speaker should be obtained for use in creating the introduction.

5. **Questions:** Questions to a speaker are often the most productive part of a presentation. The floor should be opened for questions following the speaker's presentation. When the time comes, one or two questions planted in the audience with fellow committee members or section officers can help get a question and answer session started.

6. **Presentation:** If at all possible, the section may wish to present the speaker with a gift as a token of appreciation.

7. **Following the meeting:** The speaker is still the section's guest; introductions to those who may have been overlooked should be made. The speaker also should be given transportation back to the hotel or airport.

8. **Thank you:** A thank you not stating how much the section enjoyed the speaker's presentation is always a good idea.

9. Maintain a list of previous and potential presenters to pass on to the next Local Education Committee Officer. The list should include name, address, contact number, and areas of expertise.
4. Taking Public Positions by Local Sections

When a Local Section uses the American Industrial Hygiene Association name in stating a public position, the implication is that the position is AIHA's stated policy. For that reason, Local Sections must take care in issuing position statements. Local Sections may take public positions on local issues affecting the profession as long as the position is not in conflict with AIHA national policy. The AIHA Board of Directors reserves the right to speak publicly on national and international issues. All expressions on national and international issues or issues that may be construed as national or international issues must adhere to AIHA's established positions. If no clear position exists, the expression must be approved by the AIHA Board of Directors.

With the growth of legislative and regulatory activity affecting industrial hygiene in state and local jurisdictions, AIHA recognizes the importance of proactive, substantive, and timely responses to such issues. To assure the consistency and quality of positions taken by Local Sections, AIHA has adopted the following procedure to guide Local Sections to take public positions.

Local Sections may adopt and promote public policy positions on state and local issues when:

- The issue directly affects the practice of industrial hygiene within the state or local jurisdiction.
- The position is consistent with the profession's code of ethics.
- The position does not compromise the tax-exempt status of the association (legal guidance may be needed).
- In states with more than one Local Section, all Local Sections in the state must agree on the proposed position. On issues that only affect a local jurisdiction in which a Local Section operates (city or county), agreement by all of a state's Local Sections will not be required.

When a Local Section wishes to take a position on a local issue, its President should send a letter to the AIHA director of government affairs with a copy to the AIHA President. The letter should include the following:

- A synopsis of the issue
- Those factors that make it a local industrial hygiene issue
- The position the Local Section intends to take on the issue

If the AIHA director of government affairs, in collaboration with the AIHA President, does not believe the issue is national or international in nature, the Local Section will be given authority to publicly represent itself on the issue.

The Local Section may not in any way represent or imply its position represents national AIHA (unless prior support for the position is obtained from the AIHA Board of Directors or the AIHA Executive Committee) or that the national association agrees with the position. Permission to speak out on an issue only means that the national association does not object to the Local Section's position.
National/International Issues
For issues deemed to be national/international in nature, the AIHA board may, at its discretion, adopt a national/international position. When such a position is adopted, all Local Sections will be advised of the position and encouraged to promote the position.

Examples
Local Sections may take public positions on issues such as (not an all inclusive list):
- Issues affecting the local professional status of the industrial hygiene profession
- State safety and health standards not covered by federal OSHA
- Issues relating to state OSHA's plan
- Budgeting or other state administrative actions that affect health and safety.
- Positions taken to increase school science curricula or funding for curricula
- Public statements or media contacts that help to gain recognition and public understanding of the industrial hygiene profession.

Local Sections may not take public positions on (not an all inclusive list):
- Issues with national/international implications for the profession (such positions must be approved in advance by the AIHA Board of Directors or the AIHA Executive Committee)
- Support for a political candidate
- Issues not related to occupational health and safety or environmental concerns.
- Board social issues (e.g., abortion)

Should a Local Section have questions concerning an issue it would like to state a public position, contact the director of government affairs for clarification.

State Legislative Information
General legislative organizational information.
Complete listing of the legislators with addresses and phone numbers
5. Certification--The American Board of Industrial Hygiene

The American Board or Industrial Hygiene (ABH) was organized to improve the practice and educational standards of the industrial hygiene profession. To carry out this purpose ABIH is engaged in the following activities:

1. It receives and processes applications for examinations and evaluates the education and experience qualifications of the applicants.
2. It grants and issues to qualified persons who pass ABIH's certification examinations certificates acknowledging their competence in industrial hygiene and it revokes for cause certificates so granted or issued.
3. It provides for maintenance of certification by requiring submission of evidence of continued professional qualifications by the holders of certificates in comprehensive proactive or chemical practice.
4. It maintains a record of holders of certificates granted by the corporation.
5. It furnishes to the public and to interested persons or organizations a roster of persons in good standing, having special training, knowledge, and competence in industrial hygiene as evidenced by certification granted by the corporation.

Guidelines for Obtaining Certification Maintenance Credits for Local Section Meetings (check with ABIH for any recent changes in certification and re-certification criteria)

Local Section Meeting Attendance

The allocation of certification maintenance (CM) points for attendance at an approved Local Section meeting will be as follows:

- All-day meetings (minimum 6 hours): 1 point
- Half-day meetings (3 hours): 1/2 point
- One-hour meetings (attendance at 3): 1/2 point; (attendance at 6): 1 point

Certification maintenance will be awarded by ABIH in whole or half units; no other fractional units will be used.

Meetings

Meetings consist of presentations of a technical nature following the content guidelines described below (Approval Process) and in the ABIH guidelines issued in the December 1978, September 1980, and November 1984 issues of the American Industrial Hygiene Association Journal. This may include symposiums, seminars, technical forums, training sessions, or other Local Section activities with a formal presentation of material.

The meeting must be a sponsored activity of an AIHA Local Section. Lunch or dinner meetings will not be considered unless a formal technical presentation is conducted as an integral part of the meeting. The presentation must be at least one hour in duration. The time period for dining, socializing, conducting business, etc., cannot be included in calculating the length of the presentation.
Verification
Each Local Section provide a proof of attendance to be given to the diplomat.
1. A roster of attendees at each activity will be prepared by the Local Section. This will serve as a check of attendance of CIHs at these meetings; a copy of the roster may be requested by ABIH for verification.
2. Each certified industrial hygienist will receive the verification of attendance form from the Local Section for each event attended.
3. A sample verification of attendance form is included at the end of this chapter. With the exception of the section of the form marked "CM value," the blanks on the form must be completed with the following information.
   a. Name of Local Section sponsoring the activity
   b. Name of diplomat
   c. Nature of specific technical activity
   d. Location of activity
   e. Date of activity
   f. Signature of the Local Section officer who is responsible for verifying attendance
   g. The office held by the person verifying attendance
4. Preferably, distribution of the verification of attendance forms will be completed by the Local Section at the time of the sponsored activity.
5. Sometimes the CM value of an activity may not be known at the time of the event. It should be noted, however, that this verification of attendance from verifies attendance at Local Section activities but does not represent an official assignment of CM points. The value of the activity is for information only.

Approval Process
1. To be approved, meetings should be of a technical nature, oriented to occupational health, industrial hygiene or an allied field.
2. Data on individual meetings are to be submitted by the Local Section. The ABIH CM staff requires a course outline showing the time allotted to each lecture. This enables a point calculation to be made. For each lecture or topic, a short synopsis is required. Since the committee can make its decision only on the basis of what has been received, the Local Section is urged to be as explicit as possible. The names of the speakers also should be included.
3. Request for approval should be directed to the ABIH W. Saginaw, Suite 101, Lansing, Michigan, 48917-2737, (517) 321-2638.
5. Communication with AIHA

Communication between Local Sections and AIHA is essential for a strong relationship and the continued growth and effectiveness of the association. AIHA needs to identify the level of activities and interests of the 75 Local Sections to continue to provide appropriate support and information.

Each Local Section is assigned a board coordinator to facilitate the transfer of information. Board coordinators represent Local Sections on specific issues and communicate with Local Sections on any board action that may affect them. The annual AIHA Leadership Workshop provides the opportunity for a representative from each Local Section to meet with their board coordinator, and Local Sections are encouraged to invite their board coordinator to a regularly scheduled meeting to present an update on AIHA.

The Local Section President and President-Elect serve on the Local Sections Council. The Local Sections Council annual meeting at AIHA serves as a forum for the communication of activities and concerns of the Local Sections. The representatives also receive a report on the actions of the council to take back to the members of the Local Section.

For a regular update on Local Section activities AIHA headquarters and the board coordinator should be included on the Local Section's mailing list for newsletters or meeting announcements. The mail to AIHA headquarters should be sent to the attention of manager of member services who circulates the information among staff.

Historically, regular communication with Local Sections has been difficult to achieve. The Local Section annual report form was designed with this in mind and serves as an important communication tool. Local Sections are required to complete the report for a summary of activities and an updated listing of current officers. This information is essential for national AIHA to send each officer information relevant to their position. A copy is included on the following page.

The annual report is due by June 30th of each year. The report should include an updated membership roster with national members identified. Only Local Sections that submit the annual report will be considered active sections of AIHA.

At any time, Local Sections are welcome to contact staff at headquarters with questions, comments, or requests for assistance. Local Sections should first contact the Local Sections coordinator, whose responsibility as the liaison is to provide support and information.
At the October 15, 1981 the American Industrial Hygiene Association Board of Directors adopted and commends to every member the following Code of Ethics.

6. **CODE OF CONDUCT**

**FOR THE PROFESSIONAL PRACTICE OF INDUSTRIAL HYGIENE**

**Purpose**
This code provides stands of ethical conduct to be followed by Industrial Hygienists as they strive for the goals of protecting employee health, improving the work environment, and advancing the quality of the profession. Industrial Hygienists have the responsibility to practice their profession in an objective manner following recognizing principles of industrial hygiene, realizing that the lives, health, and welfare of individuals may be dependent on their professional judgment.

**Professional Responsibility**
1. Maintain the highest level of integrity and professional competence.
2. Be objective in the application of recognized scientific methods and in the interpretation of findings.
3. Promote industrial hygiene as a professional discipline.
4. Disseminate scientific knowledge for the benefit of employees, society, and the profession.
5. Protect confidential information.
6. Avoid circumstances where compromise of professional judgment or conflict to interest may arise.

**Reasonability to Employees**
1. Recognize that the primary responsibility of the Industrial Hygienist is to protect the health of employees.
2. Maintain an objective attitude toward the recognition, evaluation, and control of health hazards regardless of external influences, realizing that the health and welfare of workers and others may depend on the Industrial Hygienist’s professional judgment.
3. Counsel employees regarding hazards and the necessary precautions to avoid adverse health effects.

**Responsibility to Employers and clients**
1. Act responsibly in the application of industrial hygiene principles toward the attainment of healthful working environments.
2. Respect confidences, advise honestly, and report findings and recommendations accurately.
3. Manage and administer professional services to ensure maintenance of accurate records to provide documentation and accountability in support of findings and conclusions.
4. Hold responsibilities to the employer or client subservient to the ultimate responsibility to protect the health of employees.

Responsibility to the Public
1. Report factually on industrial hygiene matters of public concern
2. State professional opinion founded on adequate knowledge and clearly identified as such.
# 7. Distinguished Industrial Hygienists Award Recipients

Awarded to a member of the PNS-AIHA for significant contributions to the cause of industrial health

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<th>Year</th>
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<td>1959</td>
<td>Lloyd Farner</td>
<td>1979</td>
<td>Thomas Kenney</td>
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<td>Sherman Pinto</td>
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<td>Maureen Hamilton</td>
<td>1996</td>
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<td>Peter Breysse</td>
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<td>Lee Monteith</td>
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<td>Daniel Bessmer</td>
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<td>Phil Peters</td>
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<td>1970</td>
<td>Lester Hansen</td>
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<td>Arvin Apol</td>
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<td>1974</td>
<td>William Wilson</td>
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<td>Tony Horstman</td>
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1. PNS-AIHA MEMBER APPLICATION and MEMBER UPDATE FORM
2. EXECUTIVE COMMITTEE MEMBERSHIP APPROVAL FORM
3. NEW MEMBER LETTER
4. BOARD EXPENSE FORM
5. OFFICER CANDIDATE BIO-SKETCH FORM
   and
   CALL FOR NOMINATIONS FORM
6. STUDENT SCHOLARSHIP APPLICATION
The Pacific Northwest Section – American Industrial Hygiene Association (PNS-AIHA) is pleased to offer scholarship awards to promising graduate and undergraduate students in industrial hygiene and related occupational health professions. This offer is limited to students attending 4-year and graduate degree programs at institutions of higher education located in the geographic boundary of the PNS-AIHA (Oregon, Washington, Northern Idaho, and Montana).

Please send completed applications, copies of transcripts, and letters of reference to:

Pacific Northwest Section
American Industrial Hygiene Association
PO box 15176
Seattle WA 98115-0176
Attn: Scholarship Committee

All applications and supporting documentation must be received no later than October 1 for consideration this year. Re-application must be made if the deadline is missed. Only a single award may be made to a given individual during their academic studies.
PERSONAL INFORMATION

Name: __________________________________________________________

Address: _______________________________________________________

City, State, Zip Code: _____________________________________________

Telephone: ______________________________________________________

Email: __________________________________________________________

Signature: _______________________________________________________

GOAL STATEMENT:
On a separate piece of paper, write a short statement (300 words maximum) discussing your career goals as an industrial hygienist or occupational health professional.

EDUCATION:
List all institutions of higher education attended, including dates of attendance and major area of study.

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<tr>
<th>Institution</th>
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EXTENUATING CIRCUMSTANCES:
Discuss any special circumstances you feel make you more likely than not to require additional financial assistance during the coming academic year.

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ADDITIONAL DOCUMENTATION:
1. Please provide copies of official transcripts or other documents identifying the courses you have completed, along with grade received, from all institutions of higher education listed above.

2. Arrange to have 2 letters of recommendation sent from faculty, employers, or other individuals familiar with your professional skills and educational achievements. These letters should be sent directly by the author to the address listed above.