

NORTH CAROLINA ENVIRONMENTAL HEALTH SUPERVISORS ASSOCIATION

CONSTITUTION AND BY-LAWS

[Effective 11/16/93] amended 11-19-04

ARTICLE I ORGANIZATION

- SECTION A. The name of this organization shall be the North Carolina Environmental Health Supervisors Association (NCEHSA).
- SECTION B. The North Carolina Environmental Health Supervisors Association is an association of local health department environmental health directors, supervisors, coordinators, program specialists, or other designated heads of an environmental health program from county or district health

ARTICLE II

PURPOSE AND OBJECTIVES

- SECTION A. It shall be the aim of the North Carolina Environmental Health Supervisors Association to afford the opportunity to discuss state and local issues of mutual interest and arrive at solutions of benefit to the public health of the citizens of North Carolina.
- SECTION B. It shall be the aim of the North Carolina Environmental Health Supervisors Association to monitor the actions of the North Carolina Legislature and the Department of Environment, Health, and Natural Resources of any and all laws, rules or regulations that affect local environmental programs.
- SECTION C. It shall be the aim of the North Carolina Environmental Health Supervisors Association to provide and act as a clearinghouse, among the members for receipt, exchange and dissemination of information of environmental health issues and to promote and seek just compensation for services rendered, adequate retirement benefits and improved working conditions for all local environmental health specialists.

ARTICLE III MEMBERSHIP

- SECTION A. The active membership shall consist of environmental health directors, supervisors, coordinators, program specialists, or other designated heads of an environmental health program for county or district health departments. They shall pay dues and have voting privileges.
- SECTION B. Ex-officio membership for each of the three geographical regions shall consist of one health director appointed by the Health Directors Association and one environmental health educational consultant from the North Carolina University System as appointed annually by the President of each geographical region. These members shall not pay dues or have voting privileges.
- SECTION C. Honorary/lifetime members shall consist of retired active members of the North Carolina Environmental Health Supervisors Association. They shall not pay dues or have voting privileges.

**ARTICLE IV
GEOGRAPHICAL REGIONS**

SECTION A. The three geographical regions shall consist of the following counties:

WESTERN	CENTRAL	EAST	EAST (cont.)
Alexander	Alamance	Beaufort	Pasquotank
Alleghany	Anson	Bertie	Pender
Ashe	Cabarrus	Bladen	Perquimans
Avery	Caswell	Brunswick	Pitt
Buncombe	Chatham	Camden	Robeson
Burke	Davidson	Carteret	Sampson
Caldwell	Davie	Chowan	Tyrrell
Catawba	Durham	Columbus	Wake
Cherokee	Forsyth	Craven	Warren
Clay	Granville	Cumberland	Washington
Cleveland	Guilford	Currituck	Wayne
Gaston	Hoke	Dare	Wilson
Graham	Iredell	Duplin	
Haywood	Lee	Edgecombe	
Henderson	Mecklenburg	Franklin	
Jackson	Montgomery	Gates	
Lincoln	Moore	Greene	
Macon	Orange	Halifax	
Madison	Person	Harnett	
McDowell	Randolph	Hertford	
Mitchell	Richmond	Hyde	
Polk	Rockingham	Johnson	
Rutherford	Rowan	Jones	
Swain	Scotland	Lenoir	
Transylvania	Stanly	Martin	
Watauga	Stokes	Nash	
Wilkes	Surry	New Hanover	
Yancey	Union	Northhampton	
	Vance	Onslow	
	Yadkin	Pamlico	

SECTION B. Counties who wish to change their regional affiliation must submit a written request to the NCEHSA Executive Committee for approval. This written request must state reason(s) for desired change.

ARTICLE V MEETINGS

- SECTION A. Only members in good standing shall have the right to participate in any of the activities of the North Carolina Environmental Health Supervisors Association.
- SECTION B. Only members in good standing and invited guests shall be allowed to attend meetings or functions of the Association.
- SECTION C. Only active members in good standing, ex-officio members, honorary/lifetime members, and guests necessary to conduct the business of NCEHSA shall be allowed to attend business meetings.
- SECTION D. By a majority vote of the active members present at any business meeting, the meeting may be held in special session whereby only active members will be allowed in the meeting room during discussions and actions.
- SECTION E. A state meeting shall be held at least annually as called by the president of the executive committee the executive committee, or by a petition of at least 50% of the active membership. The state meeting shall have a business session and may have educational sessions. Guests may be invited to the educational sessions at the discretion of the executive committee. The total number of guests, speakers and/or presenters, **may be limited to 10 persons** in any educational session. This number shall not include family members of active and honorary/lifetime members.
- SECTION F. Executive committee meetings shall be called by the state president as necessary. Before actions can be taken by the executive committee, a quorum must be present, and a majority must be in favor of the action to. A quorum consists of a majority of the members of the executive committee.
- SECTION G. The regional meetings shall be held quarterly or as called by the regional president. Each region shall determine the guidelines by which its meetings are held.

ARTICLE VI OFFICERS

- SECTION A. The officers of the North Carolina Environmental Health Supervisors Association shall consist of a president, a vice president, and a secretary-treasurer in each of the geographical regions.
- SECTION B. The three (3) officers of the geographical regions, the president, the immediate past president, and a president-elect shall constitute the executive committee of the North Carolina Environmental Health Supervisors Association.
- SECTION C. The executive committee shall elect the president-elect, the vice-president, and the secretary-treasurer each calendar year at the first meeting of the calendar year. The president-elect must either be a current member of the executive committee or must have served as a member of the executive committee within the past five years. The nomination for the president-elect shall come from the regional executive committees each year on a rotating basis, and the nominee shall be confirmed by a majority vote of the executive committee. The vice-president and secretary-treasurer shall be elected from the membership of the executive committee.
- SECTION D. In the event the president-elect is unable to fulfill his role, the vice-president shall assume the duties of president-elect.

**ARTICLE VII
ELECTION OF
OFFICERS**

- SECTION A. Each geographic region shall elect a president, vice-president and secretary-treasurer at the last meeting of the calendar year.
- SECTION B. Regional election of officers shall take place at a regularly called meeting and from those members present. Nominations shall come from the floor with confirmation by majority vote.

ARTICLE VIII STATE OFFICES

- SECTION A. It shall be the duty of the president of the executive committee to preside over the meetings of the executive committee. **The President** shall perform the general administration duties and shall have authority and power, after consultation with a majority of the executive committee, to call special meetings of the North Carolina Environmental Health Supervisors Association and shall serve as the representative to the North Carolina Local Health Directors Association or be represented by **the President's** appointed representative. In the event of a tie vote of the executive committee on any issue, the president shall cast the deciding vote.
- SECTION B. The past president of the executive committee shall serve as an advisory member of the committee but shall not be a voting member unless currently serving on the executive committee as a representative of a geographical district.
- SECTION C. The president-elect of the executive committee shall assume the duties of president for the following year. The president-elect shall not be a voting member of the committee unless currently serving on the executive, committee as a representative of a geographical district.
- SECTION D. The vice-president of the executive committee shall assume the duties of the president and preside over the meetings in the absence or disability of the president. Should the president be unable to fulfill the obligations of **their** position for any reason, the vice-president shall assume the duties of president for the remainder of the calendar year.
- SECTION E. The secretary-treasurer shall keep the records of all state meetings and of the executive committee and shall maintain accurate minutes of the proceedings of the executive committee and shall prepare all correspondence as directed by the president. **The secretary-treasure** shall keep and record collection of affiliate dues, pay bills and maintain bank accounts for the North Carolina Environmental Health Supervisors Association. Financial records shall be maintained for a minimum of five years.
- SECTION F. The sergeant-at-arms shall be appointed by the executive committee, to be present during business meetings and to ensure that those in attendance are members of the association in accordance with Article V. The sergeant-at-arms may also be called upon to request non-members to leave, or to remove disruptive members

REGIONAL OFFICES

- SECTION G. It shall be the duty of the president of each region to preside over the regional meetings. **Regional presidents** shall perform the general administrative duties of the region, report all activities of the executive committee, and shall have the authority and power to call special meetings of the region **they** represent. **Regional presidents** shall make available all correspondence and minutes of the executive committee for review by individual members.
- SECTION H. The vice-president of each region shall assume the duties of the president and preside over the meetings in the absence or disability of the president.

SECTION I. The secretary-treasurer of each region shall keep records of the region **they** represent and shall maintain accurate minutes of the meetings, prepare all correspondence as directed by the president, collect dues, pay bills, *maintain bank* accounts and mail a copy of the minutes to the president of their region and to the president of the executive committee.

SECTION J. The sergeant-at-arms shall be appointed by the region president, to be present during business meetings and to ensure that those in attendance are members of the association in accordance with Article V. The sergeant-at-arms may also be called upon to request non-members to leave, or to remove disruptive members

ARTICLE IX COMMITTEES

SECTION A. The standing committees of the North Carolina Environmental Health Supervisors Association shall be the Executive Committee, Auditing Committee, Legislative Committee, Resolutions Committee, By-Laws Committee, **Program Committee, and Awards Committee.** **They shall give a report at the state education and business meetings.**

SECTION B. Each committee **chairperson** shall be appointed by the executive committee.

SECTION C. Special committees shall be appointed at the discretion of the Executive Committee to perform extraordinary duties for the Association.

SECTION D. The Executive Committee shall be authorized to review any matter pertaining to environmental health issues and initiate corrective or supportive action. The Executive Committee shall, at the annual meeting, make a full report to the membership present of the actions taken by them in Executive Committee meetings.

SECTION E. The Auditing Committee shall be appointed by the President annually to audit the books of the outgoing Secretary/Treasurer.

SECTION F. The Legislative Committee shall be appointed by the Executive Committee. This committee shall be composed of at least one (1) representative from each region with a minimum of five (5) members from the Association. They shall be responsible for keeping abreast of pending legislation and informing the president of each region on environmentally related issues.

SECTION G. The Resolutions Committee shall be appointed by the Executive Committee and shall have duties of developing and composing all resolutions presented by association members. The Resolutions Committee shall present all resolutions to the membership at the annual meeting for their approval.

SECTION H. The By-Laws Committee shall be appointed by the Executive Committee and shall have the duties of reviewing and developing needed changes in the by-laws. This committee shall be composed of the state Vice President and Secretary, and of the 3 regional Vice-Presidents, All proposed changes shall be presented to the membership at the annual meeting for their approval.

SECTION I. The Program Committee shall be appointed by the President. The Program Committee shall plan any state meetings held during their appointment.

SECTION J. The Awards Committee consists of the last 5 recipients of the Supervisor of the Year Award. The most recent recipient of the award shall serve as the chairperson of the committee the following year. The award will be presented at the annual state meeting.

ARTICLE X DUES

SECTION A. Dues are payable to the Secretary/Treasure of each region. To attend state meetings, regional dues must be paid.

SECTION B. The State Executive Committee shall set the registration fee for state meetings to cover meeting and essential operational expenses.

**ARTICLE XI
DISCIPLINARY
ACTION**

- SECTION A. At the end of the first quarter of the calendar year, **the Secretary / Treasurer of each region shall maintain a current membership list to be provided to the State Secretary / Treasure at state meetings.** All members who have been dropped from the roll and wish to be re-instated shall be required to pay current dues and one year past dues, before being re-instated.
- SECTION B. Any current regional officer may be removed by a two-thirds vote of regional members present at any regularly scheduled or specially called regional meeting.
- SECTION C. Any current state officer may be removed by a two-thirds vote of members present at any regularly scheduled or specially called state meeting.
- SECTION D. Any member may be removed by a two-thirds vote of members present at any regularly scheduled or specially called state meeting.

[Effective date 11-16-93]

Amended - added Article VIII Section F

- added second sentence to Article IX Section H

Amended -**Changes in blue—Fall 2004 NCEHSA Business Meeting**

Effective Date: **November 19, 2004**