

THE UNDERSIGNED AFFIRM THAT THE ATTACHED DOCUMENTS  
ARE THE CONSTITUTION AND BY-LAWS OF THE  
INDIANA ENVIRONMENTAL HEALTH ASSOCIATION, INC.  
AS AMENDED ON APRIL 12 AND SEPTEMBER 24, 2018

2018 OFFICERS  
INDIANA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

Jason Ravenscroft, President \_\_\_\_\_

JoAnn Xiong-Mercado, President-Elect \_\_\_\_\_

Jammie Bane, Vice President \_\_\_\_\_

Kelli Whiting, Secretary \_\_\_\_\_

Gretchen Quirk, Treasurer \_\_\_\_\_

Tara Renner, Auditor \_\_\_\_\_

Jennifer Warner, Auditor \_\_\_\_\_

(Hard copy of cover page with signatures is available upon request – contact Tami Barrett at 317/233-7168 or via e-mail at [tbarrett@isdh.in.gov](mailto:tbarrett@isdh.in.gov))

## CONSTITUTION

### INDIANA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

#### Article I ASSOCIATION

There is hereby created the Indiana Environmental Health Association, Inc., which is not organized for profit and has the following objectives:

#### Article II OBJECTIVES

The Objectives of the Association shall be to:

1. Develop uniform and proper methods of administration, supervision and operation of programs in the field of environmental health to promote and protect the public's health and the environment;
2. Disseminate information concerning the protection and control of air, water, land, housing, food, sewage and waste, insects and rodents, animal health, terrorism and all-hazards preparedness and any and all other factors of the physical environment, which may influence the environment, public health and well-being, through publications and by other means of communications;
3. Encourage and foster the development of apparatus, equipment and supplies to improve and protect the environment;
4. Foster, assist, and encourage the professional development and technical proficiency of all personnel working or studying in the field of environmental health in the State of Indiana;
5. Co-operate and participate with other professional groups and organizations in advancing public health through improved procedures and technology in the field of environmental health.

#### Article III AFFILIATION

The Indiana Environmental Health Association, Inc., or its individual members may affiliate with the National Environmental Health Association, Inc. the International Association **for** Food Protection, Inc. and other national or state associations beneficial to the interest of the membership.

Article IV  
MEMBERSHIP

- Section 1. The qualifications of the several classes of members, the dues for each, the manner of their election to membership, and their respective rights and privileges shall be prescribed in the By-Laws, except as otherwise provided in this Constitution.
- Section 2. The right to hold elective office shall be open to voting members only.

Article V  
ASSOCIATION CHAPTERS AND NAMES

The geographic body of the Indiana Environmental Health Association shall be structured as eight (8) regions or Chapters of the state, designated as follows: Northwest, Northeast, Wabash Valley, Central, West Central, East Central, Southern, and Southeastern. The body of each Chapter shall be made up of those counties located within the boundaries set and approved by the Executive Board. The approved Chapter regions are outlined in Attachment A of the By-Laws.

Article VI  
CHAPTER OFFICERS

The officers of each Chapter shall be President; Vice President; Secretary and/or Treasurer; and Chapter Representative, who shall hold these offices for one year or until their successors are elected. All Chapter Officers shall be elected by a majority vote of those eligible voting members present at the Chapter meeting held prior to the Annual Fall Meeting of the Association. The results of the elections shall be announced at the Annual Fall Meeting of the Association. All officers shall assume office on January 1 of the year following their election to office.

Article VII  
OFFICERS AND EXECUTIVE BOARD

- Section 1. The officers of the Association shall be President; President-Elect; Vice President; Secretary; Treasurer; and two Auditors. The officers, excluding the Treasurer, shall hold these offices for one year or until their successors are elected or appointed in accordance with the Constitution and By-Laws. The Treasurer shall hold office for two (2) consecutive years or until their successor is elected or appointed in accordance with the Constitution and By-Laws. All officers and members of the Executive Board shall assume office on January 1 of the year following their election to office. On January 1 of each year, the President-Elect and Vice President shall automatically succeed into the offices of President and President-Elect, respectively. A Vice President, a Secretary, a Treasurer, and two Auditors

shall be elected by majority ballot and the results of the election shall be announced at the Annual Meeting of the Association. To be eligible to serve as an officer of the Association, a person must be a Registered Environmental Health Specialist, or a person who has been a voting member of the Association for a period of not less than three consecutive years by the time the term of office begins on January 1<sup>st</sup> of the year following election.

- Section 2. The Executive Board shall direct the affairs of the Association. The Executive Board shall consist of the President of the Association, the President-Elect, the Vice President, the Secretary, the Treasurer, the immediate Past President, and a voting representative from each Chapter area of the Indiana Environmental Health Association, Inc.
- Section 3. Chairpersons of standing committees and special committees should attend Executive Board meetings, but cannot vote.
- Section 4. If any Chapter representative, who is elected to serve on the Executive Board, is elected as an officer of the Indiana Environmental Health Association, Inc., then the Chapter shall elect another representative to replace this member on the Executive Board by January 1 of the following year. A member presently on the Executive Board, by virtue of the office, shall not be entitled to serve as a Chapter representative on the Executive Board.
- Section 5. If a Chapter fails to elect a representative to the Executive Board by January 1<sup>st</sup>, then the Executive Board which assumes responsibility after January 1<sup>st</sup> of the year following the Annual Meeting shall make such appointment from the voting membership of the Indiana Environmental Health Association, Inc. The Executive Board shall have the same duty and responsibility if a Chapter fails to make a pro-tem appointment to fill a vacancy that may occur among the Chapter area representatives on the Executive Board.
- Section 6. The National Environmental Health Association Inc. and the International Association for Food Protection, Inc. Section Affiliate Chairpersons shall serve as Ex-Officio members of the Executive Board without voting privileges.

Article VIII  
MEETINGS

- Section 1. Each year when possible, the Association shall hold an Annual Spring Meeting and an Annual Fall Meeting, and such other meetings as the Executive Board deems necessary.
- Section 2. In all meetings of the Association, business requiring official action by the membership may be transacted only when a majority affirmative vote of the voting members present exists.
- Section 3. In all meetings of the Executive Board, official business may be conducted by a majority affirmative vote of the Executive Board members.
- Section 4. Chapter officers will schedule and hold periodic meetings for the Chapter membership. Chapter meetings must be held a minimum of once each quarter, and as necessary to conduct Association business.

Article IX  
AMENDMENTS

Any voting member may propose amendments to the Constitution by submitting them in writing to the Secretary at least 60 days before the date of the next announced meeting, and the Secretary shall promptly notify all voting members that the proposed amendments will be open for discussion at that meeting. Such proposed amendments, upon a majority affirmative vote of the voting members present, shall be, within 90 days, submitted to the entire voting membership of the Association by the Secretary. All members voting on such amendments shall, within 60 days after issuance of such notification, register their votes in writing with the Secretary, on ballots furnished by the Association. These ballots shall be opened, recorded, and filed, and the results shall be reported by the Executive Board to the membership of the Association. If the proposed amendments are passed by a two-thirds affirmative vote of those members who register their votes with the Secretary, these amendments shall become a part of the Constitution from the date of such report and notice by the Executive Board.

Article X  
DISSOLUTION

- Section 1. The Indiana Environmental Health Association, Inc. (IEHA) may be dissolved only with authorization of the Executive Board to be given at a special meeting of that Board called for that purpose, and with subsequent approval by two-thirds (2/3) of a quorum of voting members present.
- Section 2. Upon dissolution of IEHA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or

shall be distributed solely to a state or local entity for a similar public purpose to be determined by the Executive Board.

- Section 3. This dissolution shall be carried out after payment in full of all its debts, obligations, and necessary final expenses. No IEHA member, or group of members, shall receive any IEHA assets.

Article XI  
BY-LAWS

- Section 1. The parliamentary authority will be Robert's Rules of Order Newly Revised.
- Section 2. The parliamentary procedure of the Association shall be governed by By-Laws adopted by majority vote of voting members in attendance at a meeting of the Association.

## BY-LAWS

### INDIANA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

#### Article I MEMBERSHIP

- Section 1. The membership of this Association shall consist of persons who are interested in the objectives of this Association and in the advancement of environmental health activities.
- Section 2. Classes of Membership:
- A. There shall be seven (7) classes of membership as follows: active membership, associate membership, honorary membership, retired membership, student membership, sustaining membership, and sustaining not-for-profit membership.
  - B.
  - C. “Active Membership” is offered to those employed full-time in environmental health, or other related activities as approved by the Executive Board. Active membership may be granted by the Executive Board to persons employed part-time in environmental health. Each active member shall be entitled to one vote.
  - D. “Associate Membership” is available to individuals expressing an interest in the field of environmental health, who desire to receive the Association’s publications, and other privileges as approved by the Executive Board.
  - E. “Honorary Membership” shall be composed of persons who, in recognition of their substantial contribution to the objectives of this Association, have been selected by the membership.
  - F. “Retired Membership” is available, when approved by the Executive Board, to any active member who retires from employment in the field of environmental health, and with the continued payment of membership dues. Retired membership without dues (Lifetime Membership) may be awarded by the Executive Board to any member, provided that the member has been an active member of the Association for at least ten (10) years, and has retired due to age or disability. Each retired member shall be entitled to one vote.
  - G. “Student Membership” shall be composed of students enrolled full-time in environmental health, public health or related courses of study at an accredited college or university, and who have an interest in the objectives

and purposes of the Association. Each student member shall be entitled to one vote.

- H. “Sustaining Membership” shall be composed of persons, agencies, companies or corporations which promote the objectives and purposes of the Indiana Environmental Health Association, Inc. (IEHA), and desire to contribute to the Association’s efforts. Each sustaining member shall be entitled to one vote.
- I. “Sustaining Not-for-Profit Membership” shall be composed of not-for-profit organizations which promote the objectives and purposes of the Indiana Environmental Health Association, Inc. (IEHA), and desire to contribute to the Association’s efforts. Each sustaining not-for-profit member shall be entitled to one vote.
- J. Applications for active, associate, honorary, retired, student, sustaining, and sustaining not-for-profit memberships shall be made to the Association. All memberships are subject to review by the Executive Board.

Section 3. Section Affiliations

- A. The IEHA may become an affiliate of the National Environmental Health Association (NEHA). As an affiliate, the IEHA shall comply with the policies established by the NEHA for its affiliates. The IEHA President or other authorized representative shall be the Association’s official delegate to the NEHA. Expenses incurred by this affiliation and approved by the Executive Board of the IEHA shall be paid by the IEHA Treasurer.
- B. The IEHA may become an affiliate of the International Association for Food Protection (IAFP). As an affiliate, the IEHA shall comply with the policies established by the IAFP for its affiliates. The IEHA President or other authorized representative shall be the Association’s official delegate to the IAFP. Expenses incurred by this affiliation and approved by the Executive Board of the IEHA shall be paid by the IEHA Treasurer.

Section 4. Dues

- A. Annual dues for each class of membership shall be as follows: Active \$40.00, Associate \$15.00, Retired \$30.00, Student \$20.00, Sustaining \$150.00, Sustaining with web site link \$200, and Sustaining Not-for-Profit \$40.00. Persons applying for active membership who have never been a member of the Association shall be assessed dues pro-rated quarterly.

- B. Annual dues for membership in the IEHA shall be payable to the IEHA Treasurer by January 1 of each calendar year. Dues for sustaining memberships paid as part of a conference sponsorship shall be submitted to the IEHA Treasurer by January 1 of the year following the conference. A penalty fee of 50 percent of the annual dues will be charged for any dues received after January 31 of each year. Failure to renew a membership as required shall not deprive the member of the right of renewal thereafter.
- C. Twenty-five (25) percent of the dues, excluding sustaining membership dues and late fees, will be rebated to the Chapter with which the member is affiliated.

Section 5. Termination of Membership

Any membership of the Association may be terminated for any violation of the Code of Ethics adopted by the Association. The Association may terminate a membership upon recommendation of the Executive Board, only after the member has been given an opportunity for a hearing before the Executive Board and only by a majority vote of the Executive Board.

Article II  
DUTIES OF OFFICERS, EXECUTIVE BOARD

- Section 1. The President shall preside at all meetings of the Association and the Executive Board. All committees shall be appointed by the President by January 1 of the Presidential year, unless otherwise directed by vote of the Association or by the Constitution and By-Laws, and the President shall perform such other duties as are required by the Constitution and By-Laws or devolve upon the presiding officer by the nature of the office.
- Section 2. The President-Elect shall perform the duties of the President in the President's absence, shall succeed the President when the President's term expires, and shall be responsible for planning the Annual Fall Meeting.
- Section 3. The Vice President shall perform duties of the President and President-Elect in their absence, and shall be responsible for planning the Annual Spring Meeting.
- Section 4. The Treasurer shall:
  - A. Keep a list of members, and collect all monies due the Association, giving receipt therefor;
  - B. Record the amount of each payment, with the name and address of the payer;

- C. Faithfully care for all monies entrusted to the Association, making payments only with the approval of the President, and taking a receipt for all payments;
- D. Make a detailed statement of the financial condition of the Association at the Annual Meeting and at all Executive Board meetings.
- E. Ensure that all taxes are filed by the due dates;
- F. The duties spelled out in paragraphs A and B above may be delegated to the Executive Board Secretary upon the majority vote of the Executive Board.

Section 5. The Secretary shall:

- A. Record the proceedings of the Association;
- B. Be responsible for assembling and transmitting to the editors of the Association's publications all papers, addresses, and other matters worthy of publication as soon as possible after the Annual Meeting and the Executive Board Meetings and keep current listings of the names and addresses of all members of the Association entitled to receive the publication, and provide the listings to the editors as needed;
- C. Record and keep accurate minutes of the proceedings of all meetings of the Association and the Executive Board, and prepare and maintain them for permanent reference;
- D. Issue notices of all meetings, and prepare and issue correspondence pertaining to the affairs of the Association;
- E. Perform other duties incident to the office and as the Executive Board may authorize.
- F. The above duties may be delegated to the Executive Board Secretary upon the majority vote of the Executive Board.

Section 6. The full management of the affairs of the Association shall be in the hands of the Executive Board, as provided in the Constitution.

The duties of the Executive Board shall be:

- A. To direct the administrative work of the Association including all matters connected with its publications, its collaboration with other groups and institutions, and its professional development;

- B. To act as trustee of Association property;
- C. To review, evaluate, and approve the operating budget of the Association for the current year at or before the first meeting of the year;
- D. To fix the time and place for all Association meetings;
- E. To act for and on behalf of the Association in any administrative, financial, legislative, educational, or other capacity as the Association may direct, or act on its own initiative between meetings, and report such action at the next Annual Meeting;
- F. To make pro-tem appointments to fill any permanent vacancy that may occur among the State or Chapter officers until such vacancy is filled by election at the next meeting of the Association, and to recommend at any meeting of the Association the replacement of a State or Chapter officer or Executive Board member, because of inability or inactivity or for other causes which may be in the interest of the Association;
- G. To investigate or cause to be investigated any alleged violation of the Association's Code of Ethics, and to report its findings at the next Executive Board meeting;
- H. To employ personnel including the Executive Board Secretary, as necessary or required, and to fix their compensation and duties. The Executive Board Secretary administers the duties as assigned by the Executive Board;
- I. To execute the policies and decisions of the Association and report to the Association at its next meeting any action that was not specifically authorized;
- J. To approve the amount of the registration fee for any meeting of the Association, to be used for defraying the expenses of such meeting;
- K. The Executive Board may establish and approve Chapters of IEHA for the purpose of expanding the objectives of the Association. All Chapters shall be integral parts of the Association and shall comply with the guidelines, rules and regulations as are adopted by the Executive Board. Any such guidelines, rules, and regulations adopted by the Executive Board shall be effective until changed by vote of the Association;
- L. The Executive Board shall evaluate the duties of the Executive Board Secretary as necessary;

- M. The Executive Board should evaluate the policies of the Executive Board at least once every two years.

Section 7. The duties of the Auditors shall be:

- A. To review the Association's financial transactions at the request of the Executive Board, but such review shall not be required more than four times during the term of office. A written report of the findings and recommendations of the Auditors shall be presented to the Executive Board at its next meeting;
- B. To make preliminary audits of the accounts of the Treasurer, chapter treasurers, and all other financial accounts of the Association during the months preceding the spring and annual meetings, and to make a report of the condition of the accounts at those meetings;
- C. To conduct with the newly elected incoming Auditors a final joint audit of the accounts of the Association and to make a written report to the Executive Board no later than the March Executive Board meeting

### Article III COMMITTEES

Section 1. Standing committees of this Association shall consist of the following: Awards, Committee on Professional Education and Development, Food Protection, General Environmental Health Services, Membership, Nominations, Program, Publications, Terrorism and All-Hazards Preparedness, and Wastewater Management

A. Awards Committee

It is recommended that the Awards Committee be composed of six members designated in the following manner:

1. The most recent recipient of the Environmental Health Specialist of the Year Award;
2. The most recent recipient of the Tim Sullivan Memorial Award;
3. The most recent recipient of the Rookie of the Year Award;
4. The immediate Past President of the Association;
5. The immediate past Awards Committee Chairperson;
6. One additional member to be selected by the President-Elect, prior to assuming the office of the President, from the Association membership.

### Awards Committee Chairperson

The Awards Committee shall be designated and the immediate Past President of the Association will have the responsibility of chairing the Awards Committee to conduct committee business for the calendar year following the Annual Fall Conference by January 1 of each year.

### Awards Committee Membership Alternative

If for any reason Awards Committee membership cannot be fulfilled using the established designated membership method the President-Elect, prior to assuming the office of the President, will select from the Association members to fill the designated membership composition.

### Awards Committee Responsibility

The Awards Committee shall have full responsibility for selecting recipients of the awards from the written nominations submitted by the membership by the deadline set by the Executive Board except the Past President Award, the Chris Ulsas Volunteer of the Year Award, and Presidential Commendations.

#### B. Committee on Professional Education and Development (COPED)

The COPED has three (3) main functions:

- To distribute scholarship funds by: a) calling for applications for scholarship funds; b) evaluating the application(s); c) determining which applicants will receive scholarship funds; and d) determining the amounts of the scholarships;
- To assess the needs of the members in regard to continuing and professional education; and
- To initiate programs to meet the continuing education and professional needs of the members.

The Committee functions help to meet Objective 4 of Article II of the IEHA Constitution: “foster, assist, and encourage the professional development and technical proficiency of all personnel working or studying in the field of environmental health in the State of Indiana.”

The COPED shall be composed of five (5) members:

The Chairperson, as designated by the President-Elect prior to assuming the office of President;

One (1) at-large IEHA member in good standing, as designated by the Chairperson;

One (1) Indiana State Department of Health employee who is an IEHA member in good standing, as designated by the Chairperson;

One (1) industry representative who is an IEHA member in good standing, as designated by the Chairperson; and

One (1) academia representative who is an IEHA member in good standing, as designated by the Chairperson.

The awards shall be reimbursements for expenses incurred. A list of awardees and the amount of each award shall be sent to the Treasurer by the COPED Chairperson. The recipient(s) shall send appropriate receipts and supporting materials to the Treasurer to obtain the award.

C. Food Protection Committee

All IEHA members in good standing present at the final Committee meeting of the year shall elect a Chairperson or two (2) Co-Chairs. The Committee may elect a secretary or treasurer when deemed necessary. The elected officer(s) shall take office beginning January 1 of the following year. If the members fail to elect a Chairperson or two (2) Co-Chairs, an appointment shall be made by the President-Elect prior to assuming the office of the President. The Committee shall consist of the voting members listed below. At least one-third (1/3) of the voting membership of the Committee shall be present to conduct official Committee business. Voting members shall be current members of the IEHA in good standing.

Voting members of the Committee shall include:

One (1) representative of each IEHA affiliate chapter as designated by the affiliate chapter;

One (1) representative of the Indiana State Department of Health as designated by the Indiana State Department of Health; and

One (1) representative of academia, industry, or consulting, chosen by the Chairperson(s) and confirmed by majority vote of the Committee members.

D. General Environmental Health Services Committee

All IEHA members in good standing present at the final Committee meeting of the year shall elect a Chairperson or two (2) Co-Chairs. The Committee may elect a secretary or treasurer when deemed necessary. The elected officer(s) shall take office beginning January 1 of the following year. If the members fail to elect a Chairperson or two (2) Co-Chairs, an appointment shall be made by the President-Elect prior to

assuming the office of the President. The Committee shall consist of the voting members listed below. At least one-third (1/3) of the voting membership of the Committee shall be present to conduct official Committee business. Voting members shall be current members of the IEHA in good standing.

Voting members of the Committee shall include:

One (1) representative of each IEHA affiliate chapter as designated by the affiliate chapter.

One (1) representative of the Indiana State Department of Health as designated by the Indiana State Department of Health;

One (1) representative of the Indiana Department of Environmental Management as designated by the Indiana Department of Environmental Management; and

One (1) representative of academia, industry, or consulting, chosen by the Chairperson(s) and confirmed by majority vote of the Committee members.

- E. The Membership Committee shall consist of a Chairperson and the Board Representative of each of the affiliate chapters. The Chairperson shall be appointed by the President.
- F. The Nominations Committee shall consist of a Chairperson appointed by the President. The Chairperson may select Committee members.
- G. The Program Committee shall consist of the President-Elect who shall serve as Chairperson, the Vice President, the Secretary, the Treasurer and other members as appointed by the Chairperson.
- H. The Publications Committee shall consist of the Editors of the Association publications, the Secretary and the Executive Board Secretary; the Committee will report all matters pertaining to the publications to the Executive Board at least once every year, and as requested by the Executive Board. The Committee will handle all editorial matters in any publications of the Association with the approval of the Executive Board. The Editors will be appointed by the President with the approval of the Executive Board.
- I. Terrorism and All-Hazards Preparedness Committee  
All IEHA members in good standing present at the final Committee meeting of the year shall elect a Chairperson or two (2) Co-Chairs. The Committee may elect a secretary or treasurer when deemed necessary.

The elected officer(s) shall take office beginning January 1 of the following year. If the members fail to elect a Chairperson or two (2) Co-Chairs, an appointment shall be made by the President-Elect prior to assuming the office of the President. The Committee shall consist of the voting members listed below. At least one-third (1/3) of the voting membership of the Committee shall be present to conduct official Committee business. Voting members shall be current members of the IEHA in good standing.

Voting members of the Committee shall include:

One (1) representative of each IEHA affiliate chapter as designated by the affiliate chapter;

One (1) representative of the Indiana State Department of Health as designated by the Indiana State Department of Health;

One (1) representative of the Indiana Department of Environmental Management as designated by the Indiana Department of Environmental Management; and

One (1) representative of academia, industry, or consulting, chosen by the Chairperson(s) and confirmed by majority vote of the Committee members.

J. Wastewater Management Committee

All IEHA members in good standing present at the final Committee meeting of the year shall elect a Chairperson or two (2) Co-Chairs. The Committee may elect a secretary or treasurer when deemed necessary. The elected officer(s) shall take office beginning January 1 of the following year. If the members fail to elect a Chairperson or two (2) Co-Chairs, an appointment shall be made by the President-Elect prior to assuming the office of the President. The Committee shall consist of the voting members listed below. At least one-third (1/3) of the voting membership of the Committee shall be present to conduct official Committee business. Voting members shall be current members of the IEHA in good standing

Voting members of the Committee shall include:

One (1) representative of each IEHA affiliate chapter as designated by the affiliate chapter;

One (1) representative of the Indiana State Department of Health as designated by the Indiana State Department of Health;

One (1) representative of the Indiana Department of Environmental Management as designated by the Indiana Department of Environmental Management;

Three (3) representatives of the Indiana Onsite Wastewater Professionals Association as designated by the Indiana Onsite Wastewater Professionals Association;

One (1) representative of Purdue University academia; and

One (1) representative of academia, industry, or consulting, chosen by the Chairperson(s) and confirmed by majority vote of the Committee.

With the exception of the Chairperson or two (2) Co-Chairs, committee voting members cannot be employed by the same agency, university, or private section company.

Section 2. Other special committees and regular continuing committees may be authorized by the Executive Board or by the President for special work or assignment. The need for continuation of such committees shall be subject to annual review by the Executive Board. All appointments to continuing committees shall be made by the President-Elect prior to assuming the office of President.

Section 3. The terms of office of all committee members shall expire on December 31 of the year following their appointment.

#### Article IV ELECTIONS

Section 1. The Nominations Committee shall submit to the Association at the Annual Spring Meeting the names of at least one nominee for each elective office, as provided in Section 3 of this Article. Other nominations may be made from the floor at the Annual Spring Meeting. In the event that there are more than two nominees for Vice President, or for Secretary, or for Treasurer, a primary election will be conducted at the Annual Spring Meeting by secret ballot. Each voting member present shall vote for two of the nominees. The candidate receiving the highest number of votes and the candidate receiving the second highest number of votes shall be the nominees for that office on the official mail ballot. All candidates for Auditor will be on the official mail ballot.

Section 2. The voting members of the Association shall annually elect, by majority vote of the secret mail ballots cast, a Vice President, a Secretary, a Treasurer, and two Auditors.

- Section 3. Ballots shall be sent by the Executive Board Secretary, to all members eligible to vote at least sixty (60) days before the Annual Fall Meeting. Ballots shall be returned to the Executive Board Secretary at least thirty (30) days before the Annual Fall Meeting.
- A. If sent by mail, a plain envelope marked “Ballot” shall be sent with each ballot. The voting member shall seal the completed ballot in this envelope and place it into a mailing envelope and give or send it to the Secretary. Each mailing envelope shall contain the signature and return address of the voting member for the ballot to be valid.
- B. Ballots received by the Executive Board Secretary shall be held unread until the Annual Fall Meeting, at which time the ballots shall be read and tallied by the Executive Board Secretary in the presence of the tellers.
- Section 4. In the vote for Auditor, the candidate receiving the highest number of votes and the candidate receiving the second highest number of votes shall be declared elected.
- Section 5. In case there is only one nominee for an office, the nominee shall be declared elected to office immediately after a motion to close the nominations at the Annual Spring Meeting has passed.
- Section 6. The President, or his or her designee, at or before the Annual Fall Meeting, shall appoint at least eight (8) tellers, who shall be responsible for counting the ballots and reporting the election results. If possible, the tellers shall be appointed so that they are representative of the Chapters of the Association.
- Section 7. In the event that a situation arises which is not covered by this Article, a decision made by the majority affirmative votes of the voting members present at an official meeting of the Association [in accordance with Article VIII of the Constitution and with Article V of these By-Laws] shall govern.

#### Article V MEETINGS

- Section 1. All meetings of the Association shall be held at times and places designated by the Executive Board.
- Section 2. Special meetings of the Association may be called by the Executive Board, with 15 days prior notice given to the members by the Secretary.

Section 3. The Executive Board will meet at the Annual Fall Meeting and at all special meetings of the Association. When, at the discretion of the Executive Board, it is considered advisable to conduct a vote on a question by mail vote, a majority of the votes cast will carry the question.

Article VI  
PUBLICATIONS

All publications of the Association will be issued under the direction of the Executive Board.

Article VII  
AMENDMENTS

Any voting member may propose amendments to these By-Laws by submitting them, in writing, to the Secretary at least thirty (30) days before the date of the next announced meeting, and the Secretary shall notify promptly all voting members that the proposed amendments will be open for discussion at the meeting. These By-Laws may be amended by a majority affirmative vote of the voting members present.