



OPERATIONS MANUAL

for the

GULF COAST LOCAL SECTION

of the

AMERICAN INDUSTRIAL HYGIENE

ASSOCIATION

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CHAPTER 1

GULF COAST LOCAL SECTION BY-LAWS

ARTICLE I - NAME

The organization shall be known as the Gulf Coast Local Section of the American Industrial Hygiene Association (hereinafter referred to as the local section).

ARTICLE II - PURPOSE

The purpose of the local section shall be to promote the purposes of the American Industrial Hygiene Association (AIHA), as set forth in its *Articles of Incorporation*, within the geographic boundaries of the following Texas counties:

San Jacinto, Walker, Madison, Jefferson, Brazos, Grimes, Austin, Washington, Waller, Montgomery, Harris, Liberty, Fort Bend, Chambers, Galveston, Brazoria, Colorado, Lavaca, Wharton, Matagorda, Jackson, Dewitt, and Victoria.

ARTICLE III - MEMBERSHIP

- Section 1** The classes of membership in the local section shall be full, student, and honorary, as defined below:
- a) Full: Any person having a professional interest in industrial hygiene. A full member may serve on committees and vote.
 - b) Student: Any undergraduate or graduate student with a professional interest in industrial hygiene. A student member may serve on committees and vote.
 - c) Honorary: A member of the local section who has demonstrated outstanding service and dedication to the local section. An honorary member has all rights of a full member, but is not required to pay dues.
- Section 2** Any member of the American Industrial Hygiene Association (National AIHA) may become a member upon payment of local section dues. Subject to the approval of the Executive Committee, any member of National AIHA living outside the geographic boundaries of the local section may become a member by giving written notice to the local section. A member of National AIHA may be a member of more than one local section.
- Section 3** On payment of local section dues and approval by the Executive Committee or its designee, any person having a professional interest in industrial hygiene may become a member, entitled to the privileges of membership.



ARTICLE IV - MEMBERSHIP MEETINGS

- Section 1** Meetings of the local section shall be held every other month with the goal of at least four meetings per a year at the time and place designated by the Executive Committee.
- Section 2** Ballots for the election of new Officers and Directors shall be mailed (electronically or via postal service) to the membership not less than 20 days prior to the first meeting of the calendar year of the local section. Installation of the newly elected Officers and Directors will occur during the second meeting of the calendar year.
- Section 3** Special meetings shall be called at the discretion of the President, with the approval of the Executive Committee, or in response to a request by letter or e-mail of 20 percent of the current members who are in good standing.
- Section 4** Notice of the time and place of any meeting shall be delivered by mail or e-mail not less than 14 days before the date of the meeting.
- Section 5** The presence of 20 percent of the Executive Committee shall be required to constitute a quorum.
- Section 6** If the annual Treasurer's membership report indicates 25 or fewer active members, the local section will enter into a caretaker status. Any dues paid will be refunded. Under caretaker status, the local President and President-elect will continue to serve as mentors to the local student section, and hold one annual executive board meeting to solicit interest in re-activating the local section. A new President-elect will be appointed by the incoming President until such time that sufficient interest is generated to again support full local member activities. Upon reactivation, elections will be held in accordance with standard operating procedures. The President will continue to provide annual reports to national AIHA, attend leadership workshops, and maintain liaison with other professional associations within the local section's geographic boundaries. Funds in the local section account will remain in escrow for future use by the active local section. The scholarship endowment will also remain in escrow until re-activation.

ARTICLE V - OFFICERS AND DIRECTORS

- Section 1** The Officers of the local section shall consist of the President, President-Elect, Secretary and Treasurer, each serving a two-year term unless a successor is elected and installed at a special election. The President-Elect automatically shall succeed the President in office upon completion of the President's term of office, except as noted in Section 4 of this Article.
- Section 2** The immediate Past-President shall become a Director for a term of one year. Four additional Directors shall be elected, two on alternate years for a two-year term. The current President of the Local Student Section will also serve as a director.
- Section 3** Local section members in good standing may be elected as Officers or Directors. No person shall serve as Officer in more than one local section at the same time. An Officer or Director need not reside or work in the geographic boundaries of the local section. Officers and Directors shall be elected by the members in accordance with Article IV, Section 2, and the local section shall give notice of the names and addresses of the newly elected Officers and Directors to National AIHA within 30 days of such election.

- Section 4** A vacancy in office other than office of President-Elect because of death, resignation or removal of the Officer or Director may be filled by the Executive Committee for the unexpired term. If the vacancy occurs in the office of President-Elect, the nominations & awards committee shall meet in special session to nominate at least two persons to fill the vacant office of President-Elect. A special election, by mail or e-mail ballot, will be held within two weeks of the vacancy in office with the nominated candidates being presented to the membership on the special election ballot. The newly elected President-Elect shall be installed during the first meeting following the special election and shall automatically succeed the President.
- Section 5** An Officer or Director may resign by oral tender of resignation at any meeting of the Executive Committee, or by giving written notice thereof to the Executive Committee. Such resignation shall take effect at the time specified, and acceptance of such resignation shall not be necessary to make it effective.
- Section 6** An Officer or Director may be removed from office, with or without cause, at a meeting expressly called for that purpose, by a majority vote of the Executive Committee.
- Section 7** The President shall preside at all meetings of the membership and of the Executive Committee, and shall perform such other duties as may be directed by the Executive Committee. The President shall appoint a program committee, nominations & awards committee, membership committee, and such other committees as the Executive Committee may deem necessary for the orderly function of the local section. The President shall appoint members of the committees. All committee appointments shall be for a one-year term. The President shall be an *ex officio* member of all committees.
- Section 8** The President-Elect shall perform all duties delegated by the Executive Committee or assigned by the President.
- Section 9** The Treasurer shall receive, disburse and be custodian of all funds of the local section. All disbursements shall be made upon approval of the appropriate Officer or Director. The Treasurer shall prepare an annual financial report and submit the accounts of the local section for audit at the last meeting of the Executive Committee prior to the installation of new Officers of the local section. After installation of new Officers and Directors, the Treasurer shall transmit all funds and property of the local section to his or her successor in office.
- Section 10** The Secretary shall give notice of all meetings of the local section and the Executive Committee; maintain accurate lists of the members and their membership status; keep a record of the transaction of business that may come before such meetings; and be custodian of the records and website of the local section.
- Section 11** The Directors shall perform all duties delegated by the Executive Committee or assigned by the President.

ARTICLE VI - COMMITTEES

Section 1 Executive Committee



The Executive Committee shall consist of Officers and Directors of the local section. The Executive Committee shall be responsible for governance and management of the local section and approval of new members. The President shall serve as chair of the Executive Committee.

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.

Section 2

Program Committee

The President-Elect shall serve as chair. The program committee may present a tentative schedule of programs for the year to the local section Executive Committee for its approval. On approval of the Executive Committee, the program committee will implement arrangements for the programs and provide the Secretary with information to be circulated to the local section membership.

Section 3

Nominations & Awards Committee

The nominations & awards committee shall consist of two members appointed by the President, and a Director who shall serve as its chair. The committee shall nominate at least two persons for each elected office of the local section, and shall deliver its nominations for each Officer and Director in writing to the Executive Committee.

The nominated slate of candidates shall be presented to the membership during the last meeting of the calendar year, at which time nominations from the floor will be accepted. The committee shall also nominate candidates in the event that a special election must be held to fill the vacated office of President-Elect.

Nominations shall be delivered to the Executive Committee within two weeks of being requested by the Executive Committee. The nominated candidates for the vacated office of President-Elect shall be presented to the membership on the special election mail ballot by mail or e-mail. Write-in ballot candidates shall also be accepted.

Section 4

Membership Committee

The President shall appoint one Director to serve as the chair. The membership committee shall consist of at least two members appointed by the President. The committee shall provide membership information to the Executive Committee, and attempt to recruit new members. The Chair will provide a semi-annual report on membership to the Secretary. The committee chair will provide updates to the Chair at each executive board meeting.

Section 5

Other committees may be appointed by the President in accordance with Article V, Section 7, of these bylaws.

ARTICLE VII - LOCAL SECTIONS COUNCIL REPRESENTATIVES



- Section 1** The President and President-Elect shall serve as representatives of the local section to the AIHA Local Sections Council, provided that neither is an Officer nor Director of National AIHA, in which event the Executive Committee shall appoint another member as such representative.
- Section 2** The representatives of the local section shall report at the annual meetings of the Local Sections Council on the activities of the local section, and report back to the local section on the actions of the Local Sections Council.



ARTICLE VIII - PUBLIC STATEMENTS

- Section 1** The local section shall not issue or publish any public statement which utilizes any form of the name of AIHA on a policy or technical issue, other than issues which primarily affect the local section, without prior consent of the board of Directors of AIHA.
- Section 2** No public statement on any matter, which purports to represent the opinion of the local section, shall be issued or published, unless that statement has been authorized by the Executive Committee as expressing the opinion of a majority of the members of the local section.
- Section 3** The local section may not take public positions on: issues with national or 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; and broad social issues.

ARTICLE IX - DUES

- Section 1** Annual dues for local section membership become payable on receipt of a dues invoice to be mailed by the Secretary in the fourth quarter of each year. Dues shall be considered past due if not paid by January 31st of the following year. The annual dues shall be set by the Executive Committee and approved in accordance with the procedure set forth in Article X.
- Section 2** Dues received from applicants accepted for membership between September and December shall be credited to the next year's dues.
- Section 3** Membership in the local section shall be terminated for any member whose dues are unpaid by April 30.

ARTICLE X - MAIL and E-MAIL BALLOTS

- Section 1** Officers and Directors shall be elected by mail or e-mail ballot of the voting members of the local section. Ballots shall be distributed by the Secretary not less than 20 days prior to the first meeting of the calendar year of the local section, and the ballots shall specify a deadline for return. The President shall promptly report the results of the election to the executive Director of National AIHA.
- Section 2** The Executive Committee, at any time, may conduct by mail or e-mail ballot, a referendum of the membership of the local section in connection with an issue it may consider or action to be taken.

Except as provided in Article XI, a plurality of the mail or e-mail ballots cast in an election of any Officer or Director, or in a referendum on any issue to be considered, or action to be taken, shall be effective to constitute the election of a person as an Officer or Director of the local section and as a decision or act of the local section with respect to any issue to be considered or any action to be taken. In the event of a tie vote in any such



mail or e-mail ballot, the tie shall be resolved by majority vote of the Executive Committee.

ARTICLE XI - AMENDMENTS

Section 1 These bylaws may be amended or new bylaws adopted by a two-thirds vote of the current members of the local section who respond to a mail ballot conducted in accordance with the provisions of Article X.

Section 2 Such amended or new bylaws shall become effective upon approval by the board of Directors of AIHA.

SUBMITTED BY:

LOCAL SECTION

ON _____ December 31, 2012
DATE

BY _____ Sarah E. Anderson, CIH
PRESIDENT

APPROVED BY:

AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

ON _____
DATE

BY _____
EXECUTIVE DIRECTOR

CHAPTER 2

SECTION ORGANIZATION AND DUTIES OF OFFICERS

I. DATES TO BE MET IN LOCAL SECTION OPERATION

A. JANUARY

1. Collect ballots for election of new Officers and Directors. Announce results on website (Secretary)
2. Appoint Chair of Membership Committee and Regulatory & Public Affairs Committee (President)
3. Invite new Officers and Directors to January Executive Committee meeting. (President).
4. Begin orientation of new Officers and Directors. (President).
5. Notify National AIHA of new Officers and Directors. (Secretary).
6. Buy new local section letterhead. (Secretary).
7. Order plaques for retiring Officers. (Treasurer).
8. Begin planning Industrial Hygiene Review Course. (Chair, Continuing Education Committee).
9. Final deadline for dues. Send delinquency notices to unpaid members. (Secretary).
10. Compile *Local Section Membership Directory* for March 1st publication. (Secretary and Chair of Membership Committee).
11. Review performance of mailing service and employment service. (President).
12. Hold Executive Committee and membership meetings, and announce new Officers and Directors. (President and President-Elect).
13. Prompt chair of Public Relations Committee to address Science Fair (President).
14. Establish goals and objectives for the coming year. (President and President-Elect).
15. Solicit nominees for James W. Hammond Award (Chair, outgoing Nominations & Awards Committee).

B. MARCH

1. New Officers and Directors assume their local section responsibilities.
2. Review and approve *Calendar of Events & Deadlines* for coming year. (President).
3. Present plaques to retiring Officers. (President).
4. Establish new committees. (President).
5. Arrange for judges for Science Fair. (Chair, Regulatory & Public Affairs Committee).
6. Begin Industrial Hygiene Review Course. (Chair, Continuing Education Committee).
7. Attend national Leadership Conference (President and President-Elect)
8. Hold Executive Committee and membership meetings. (President).
9. Initiate Vendor's Night plans. (President and President-Elect).

C. MAY

1. Give Science Fair award. (Chair, Public Affairs Committee).
2. Give James W. Hammond Award. (Chair, Nominations & Awards Committee).
3. Hold Executive Committee and membership meetings. (President).

- 4.
5. Issue *Local Section Membership Directory* (Secretary).
6. Begin local section Annual Report, due to National AIHA by 30 June. (President).
7. Terminate unpaid memberships. (Secretary).
8. Prepare and submit Local Section's Organization Taxes report to Internal Revenue Service (Treasurer)

D. JULY

1. Identify Vendor's Night program coordinator and facilitate meeting with ASSE Gulf Coast Chapter Representative or other local Occupational Safety and Health Organizations which promote Environmental Health and Safety.
2. Provide semi-annual membership report to the Secretary (Chair, Membership Committee)
3. Hold Executive Committee and membership meetings. (President).
- 2.
- 3.

E. SEPTEMBER

1. Distribute local section annual membership dues notice and local section membership Directory questionnaire. (Secretary).
2. Hold Executive Committee meeting and Vendor's Night with Gulf Coast chapter of ASSE or with local Occupational Safety and Health Organizations which promote Environmental Health and Safety. (President and President-Elect).
3. Announce in website Newsletter that nominations for new Officers and Directors are being solicited by the nominations & awards committee chair. The web site's electronic Newsletter should also remind the membership that floor nominations will be taken during the November membership meeting. (Secretary).
- 3.

F. OCTOBER

1. Nominations & Awards Committee meets to establish candidates for new Officers and Directors. (Chair, Nominations & Awards Committee).
2. Initiate planning of December Social Event. (Chair, Program Committee).
3. Obtain section's share of funds from Vendor's Night & IH Review Course (Treasurer)

G. NOVEMBER

1. Slate of Officers and Directors announced and nominations opened to floor. (Chair, Nominations & Awards Committee).
2. Hold Executive Committee and membership meetings. (President).
3. Announce dues (reminder) at membership meeting. (President).
4. Send election ballots (for new Executive Committee members) to mailing service. (Chair, Nominations & Awards Committee).

H. DECEMBER

1. Distribute ballots for new Officer's and Directors election (Secretary)
2. Sponsor Holiday Social with any local Occupational Safety and Health which promote Environmental Health and Safety. (Officers and Directors).
3. Arrange payment for section's share of Holiday Social (Treasurer)
4. Assist in the third-party audit conducted due in 2009 (Treasurer)



II. DUTIES OF LOCAL SECTION OFFICERS

A member to be eligible to hold office in the local section must be a member in good standing in the local section and National AIHA. The Officers of the local section consist of the President, President-Elect, Secretary, and Treasurer. The names of the local section Officers are published in the National AIHA *Membership Directory*.

A. President

Since the President is directly responsible for the fulfillment of local section goals, he or she maintains a supervisory relationship over all local section functions. The President must become familiar with previous activities of the local section; form working principles to guide committees; and make recommendations to the Executive Committee for promoting the effectiveness of the local section's functions.

The President presides at business meetings of the local section and the Executive Committee. If necessary, the President will designate the President-Elect, Secretary, or any member of the Executive Committee to act on his or her behalf. Also, the President is one of the local section's representatives to the AIHA Local Sections Council.

It is the responsibility of the local section President to:

1. Set goals and objectives for each year based upon membership views and interests.
2. Prepare a draft *Calendar of Events & Deadlines* for review by the incoming Executive Committee during the March meeting.
3. Delegate specific action items to an Officer, Director, or local section member with a specified completion date. Appoint Director and one other member to serve one-year term as Chair of the Membership Committee. Appoint Director and one other member to serve one-year term as Chair of the Regulatory Affairs Committee.
4. Monitor the progress of various local section activities to assure their effectiveness.
5. Prepare an agenda and conduct each Executive Committee meeting.
6. Present announcements and preside over Executive Committee and membership meetings.
7. Represent the local section at the AIHA Local Sections Council meetings (held during the annual AIHCE).
8. Maintain contact with National AIHA and the current AIHA board coordinator for the local section. Disseminate such information to the local section Executive Committee and membership.
9. Obtain approval of the National AIHA board of Directors for any position to be publicly taken on local, state or national health issues.
10. Sign checks and ensure necessary payments in the absence of the Treasurer.
11. Approve revisions of the local section *Operations Manual*.



12. Arrange every three years for an audit of the local section's financial records by an *ad hoc* audit committee established for that purpose.
13. Serve as *ex officio* member of all local section committees.

B. President-Elect

In addition to carrying on in the absence of the President, the President-Elect shall arrange all technical programs for the local section. In addition, the President-Elect is one of the local section representatives to the AIHA Local Sections Council. It is the responsibility of the local section President-Elect to:

1. Arrange all technical programs for local section meetings.
2. Make all necessary arrangements for speakers including transportation to/from the airport, hotel reservations, audio/visual equipment, thank you notes, and speaker's gifts.
3. Inform the Secretary of the details of upcoming meetings in ample time to allow for publication of the meeting notice and distribution to the membership.
4. Make any necessary contact with meeting facilities, sign appropriate contracts, and inform facilities of tax-exempt status.
5. Send correspondence to the American Board of Industrial Hygiene (ABIH), informing them of local section meeting topics, length of presentation, and speaker's credentials for issuance of certification maintenance points.
6. Advise Secretary of any upcoming events to be published in the electronic Newsletter.
7. Work with ASSE or any other local Occupational Safety and Health Organizations that promote Environmental Health and Safety to plan Vendor's Night, and update the vendor file.
8. Attend National AIHA Leadership Conference.
9. Serve as a local section representative to the AIHA Local Sections Council meetings (held during the annual AIHCE).
10. Organize planning for the December social event (if held).
11. Help the President prepare a draft *Calendar of Events & Deadlines* for review by incoming Executive Committee during March meeting.
12. Serve as chair of the Program Committee.

C. Secretary

The Secretary is generally responsible for recording the minutes of the Executive Committee meetings, and maintaining files for the local section. It is the responsibility of the local section Secretary to:

1. Prepare meeting notice mail-outs or email notifications using information provided by the President-Elect.
2. Accept phone, fax or e-mail reservations for the meeting.
3. Call in total dinner reservations to meeting facility.
4. Prepare nametags and dinner attendance list for membership meetings.
5. Document membership attendance and assist Treasurer in collecting appropriate fees, and distribute nametags for dinner meetings.
6. Maintain file (for six years) of meetings and seminars with a list of attendees.
7. Provide supporting information for members who are audited by the ABIH.
8. Supply potential new members with both national and local applications for AIHA membership.
9. Prepare and issue the *Local Section Membership Directory*.
10. Send new members a welcome letter (with copy to chair of membership committee) and a *Local Section Membership Directory*.
11. Maintain a file of seminars, courses, and other events sponsored by National AIHA, ABIH, and related organizations for distribution to local section members on request.
12. Maintain a file of dues payments. Remove delinquent members from the mailing list.
13. Record the minutes of the Executive Committee meetings, and disseminate this information to the Executive Committee in a timely fashion.
14. Order and maintain supplies of letterhead and envelopes.
15. Inform National AIHA of new local section Officers.
16. Distribute membership Directory update questionnaire.
17. Update and revise the local section *Operations Manual*.
18. Inform membership committee chair of membership address changes.

D. Treasurer

The function of the Treasurer is to receive funds, pay bills, and prepare the financial reports. It is the responsibility of the Treasurer to:

1. Receive and give receipts for moneys due and payable to the local section.
2. Deposit all such moneys in the name of the local section in such banks, trust companies or depositories as shall be selected by the Executive Committee.
3. Upon receipt of evidence of indebtedness issued in the name of the local section, and following the written authorization by the President, shall issue and sign checks for payment of the debt. Expenses incurred by committees must be approved by their assigned Officer or Director.
4. Keep correct and complete books and records for accounts of deposits, payments and securities.
5. Review income and expenses for the past year, classifying receipts and disbursements by the function or activity. The results shall be presented to the Executive Committee in summary form, identifying items that are not recurring in nature.
6. Prepare financial statements of accounts to be presented at regularly scheduled Executive Committee meetings and make corrections to such statements as deemed necessary and approved by the Executive Committee.
7. Assist the Secretary in collecting funds and distributing name tags at local section membership meetings.
8. Contact National AIHA during March to obtain instructions for preparing any required tax forms for the fiscal year. At a minimum, prepare or have prepared the appropriate IRS Form(s) in accordance with the latest edition of the *AIHA Local Sections Operations Manual*. The support of an accountant for this purpose must be approved by the Executive Committee.
9. After election of new Officers and Directors, transfer bank accounts to the incoming Treasurer, and change address for the liability insurance notifications.
10. Thoroughly instruct the incoming Treasurer, placing emphasis on the proper maintenance of accounts and preparation of financial statements in the prescribed manner.
11. Order plaques for retiring Officers.
12. Obtain reimbursement from National AIHA for officer attendance at annual Leadership Workshop.
13. Maintain past financial documents for at least six years.



III. DUTIES OF LOCAL SECTION DIRECTORS

A. Past-President & Local Student Section President

The immediate past-President shall become a Director for a term of one year. The Director duties of the past-President are as assigned by the President. The Local Student Section President will serve as a director and represent the interests of the Local Student Section at Executive Board Meetings.

B. Additional Elected Directors

1. Four additional Directors shall be elected, two on alternate years for a term of two years.
2. Directors should assume a leadership role on at least one of the local section's committees. The President shall appoint Directors to serve for the duration of their term as follows:
 - a. Membership Committee Chair
 - b. Public & Regulatory Affairs Committee Chair
 - c. Continuing Education Committee Chair
 - d. Nominations & Awards Committee Chair

IV. LEADERSHIP WORKSHOP

A. Attendance

The local section, with the approval of the Executive Committee, shall assist two local section members each year in attending the National AIHA Leadership Workshop. One member shall be the incoming President-Elect. The other member shall be chosen by majority vote of the Executive Committee, and will be an incoming elected member of the Executive Committee or appointed committee chair.

B. Expense Reimbursement

A written expense statement and all original receipts shall be submitted to the Treasurer. Upon approval by the President, the local section shall reimburse each representative attending the Workshop for the following expenses associated with the trip:

1. Round-trip air fare (coach class), if the Workshop is held more than 250 miles from Houston; otherwise, mileage to be reimbursed at the per mile rate accepted by the IRS at the time of the expense.
2. Airport parking, if required;
3. Ground transportation associated with the Workshop (*e.g.*, taxi or shuttle between the hotel and airport), if required;
4. Hotel (as selected by National AIHA for the Workshop);
5. Reasonable meals, if not provided as part of the Workshop fee;
6. Registration fee, if applicable. The President-Elect's registration is complimentary;



7. Other reasonable fees directly related to attendance at the Workshop. National AIHA may reimburse the local section for a portion of these expenses.

CHAPTER 3

GENERAL ADMINISTRATIVE DETAILS & POLICIES

I. MAILING

- A. All mailing to the local section membership is performed through a mailing service or via e-mail distribution.
- B. The following procedure should be followed when mailing local section meeting notices or Newsletters:
 - 1. The Secretary (or the Secretary's designee) shall provide an updated mailing list.
 - 2. Correspondence should arrive at the mailing service one month before the event.
- C. The following procedure should be followed when related professional organizations wish to mail correspondence to the local section membership:
 - 1. Under no circumstances shall the local section membership list be distributed without the express approval of the Executive Committee.
 - 2. If Executive Committee approval is granted, the requester shall be charged the fee necessary to cover the cost to generate the membership list. The fee shall be paid prior to generation of the list.
 - 3. The Executive Committee may, in select circumstances, approve the release of mailing labels for use by the requester.
- D. Except as stated above, the local section shall not provide membership data.

II. GENERAL LIABILITY INSURANCE

General liability insurance is provided through National AIHA.

III. TAX INFORMATION

The AIHA Gulf Coast Local Section is a tax-exempt organization. The local section federal employer identification number is 74-2182179. A copy of the notice with this number from the Internal Revenue Service is kept in the Treasurer's file.

IV. ALCOHOLIC BEVERAGES

A. INTENT

The intent is to minimize the potential for the over consumption of alcoholic beverages by members and guests at local section gatherings.

B. PROCEDURES



Neither the local section, nor any member or any guest of any member, shall participate in the distribution, dispensing, or sale of alcoholic beverages for consumption at any meeting, event, or other gathering to which the local section is a party.

Alcoholic beverages may be consumed at local section gatherings only under the following conditions:

1. For gatherings at host facilities which are in possession of a valid liquor license:
 - (a) Alcoholic beverages shall not be paid for by the local section.
 - (b) Alcoholic beverages, if served, must be provided by the host facility, and served only by a trained bartender who is provided by the host facility.
 - (c) If a special bar is provided by the host facility (in the gathering room, for example) that bar shall cease the sale and dispensing of alcoholic beverages before any meal is served in connection with the gathering, and the special bar shall not be re-opened following the meal. For gatherings without meals, the special bar shall cease the sale and dispensing of alcoholic beverages no less than one hour before the scheduled closing time of the gathering.
 - (d) Meals served by the facility in connection with the gathering shall not include alcoholic beverages.
2. For gatherings at facilities which are not in possession of a valid liquor license (*e.g.*, a park or for-hire picnic facility):
 - (a) At a minimum, the facility's procedures on consumption of alcoholic beverages will be followed.
 - (b) Members and guests are not permitted to bring their own alcoholic beverages.
 - (c) The local section may choose to hire a catering service to provide alcoholic beverages. In that event, the restrictions that apply to host facilities with liquor licenses shall also apply to the caterer. The local section shall insist that the catering service indemnify the local section from liability, and that the catering service maintain adequate liability insurance.
3. A copy of this statement shall be provided annually by the President-Elect to the management of each establishment and catering service used by the local section for membership gatherings. The establishment or service shall be requested to agree in writing to abide by the statement for local section membership gatherings.

V. ELECTRONIC COMMUNICATIONS

A. ROUTINE E-MAIL COMMUNICATIONS

E-mail shall be used to speed up the delivery of information to the local section members. To allow for the prompt delivery of pertinent information the Secretary can send out routine messages using e-mail without the express approval of the Executive Committee regarding the following types of messages:

1. Notification of the availability of the new newsletter on-line.

2. Reminders and announcements about upcoming chapter meetings approximately 14 days in advance of the meeting.
3. Information from National AIHA provided to the local section officers, i.e. legislative activity on a National and or State level or AIHA National affairs.
4. Time sensitive information regarding input from members, i.e. especially in the case of Texas legislature activities.

VI. ADVERTISING

It will be the policy of the local section not to sell advertising on the AIHA-GCS web site. Advertising is being defined as a paid public announcement about goods or services for sale. The purpose of the AIHA-GCS web site is not to provide revenue to the local section or advertising opportunities for vendors.

A. RECOGNITION

A business or individual, who makes a donation to one of the local section's activities or funds, can be given name recognition and/or a link to their Web Site in appreciation and recognition for their generosity in helping the local section fulfill AIHA's mission.

B. ANNOUNCING CONTINUING EDUCATION EVENTS

Since one of the purposes of the AIHA-GCS is to increase the knowledge of industrial hygiene through interchange and dissemination of information to local section members, especially Continuing Education (CE) courses and technical seminars, the web site can be used to facilitate this activity. Course information that is of interest to the local sections members can be placed on the local section web site if the training announcements meet the following requirements:

1. Only training courses of technical interest to the local section members being conducted in the Texas and/or Gulf Coast area will be listed.
2. The web site is typically updated monthly so the information must be provided to web site personnel well in advance of the training so that the web site is easily updated.
3. The only information posted will be the course name, date, and a point of contact or a link to a web site for further information.
4. A disclaimer statement will be placed on the web site that no attempt has been made to review the course information that is listed and this is being provided solely as a service to AIHA-GCS local section members.

CHAPTER 4

COMMITTEES

I. GENERAL

- A. Two types of committees exist: operating committees and auxiliary committees. Operating committees are deemed to be essential to the existence and smooth operation of the local section, and these committees must be functional from year to year.

Auxiliary committees are formed in accordance with Article V, Section 7, of the local section bylaws. These committees may change from time to time with the needs and capabilities of the local section membership.

- B. Operating committees include: Membership; Nominations & Awards; and Program.
- C. Auxiliary committees include: Continuing Education; Regulatory & Public Affairs; Audit and ad hoc committees. Student Affairs shall be considered a responsibility of the President.

II. OPERATING COMMITTEES

A. MEMBERSHIP COMMITTEE

1. Objectives

- a. To identify and recruit for local section membership all National AIHA members who reside and/or work within the geographic boundaries of the local section.
- b. To identify and recruit for local section membership all other individuals who engage in work classified as industrial hygiene, and/or who have a professional interest in industrial hygiene, and who reside and/or work within the geographic boundaries of the local section, but who are not members of National AIHA.
- c. To assist the Secretary facilitates access by members to employment services.
- d. To maintain the current membership database.
- e. To approve applications for membership for the local section

2. Organization

- a. The committee shall consist of a Director who will serve as Chair and at least one other local section member.
- b. The chair shall, in his or her absence, appoint one of the other committee members to act on behalf of the chair at specific events.

3. Procedures

- a. Local section members and/or the Secretary shall forward changes of address (and other similar data changes) to the chair, which will ensure that the membership database is updated.
- b. At least one week prior to each regularly scheduled mailing of local section materials to the membership, the committee shall provide a diskette containing the most current membership database to the individual or establishment responsible for printing mailing labels or sending e-mails.
- c. The committee shall provide the Secretary with a report semi-annually that contains summary statistics on the local section membership.
- d. The committee shall work with other committees to promote the local section, including the active recruitment of new members through activities developed by the local section.

B. NOMINATIONS & AWARDS COMMITTEE

1. Objectives

- a. To identify and nominate those local section members who are interested and who would perform well as an Officer or Director.
- b. To help ensure that the nominated candidates represent a cross-section of the membership (*e.g.*, academia, industry, government).
- c. To oversee the Hammond Award and Scholarship Endowment selection processes.

2. Organization

- a. The chair of the committee is a Director.
- b. The Chair, along with the President, shall select other members to serve on this committee. These members may be past Officers or Directors of the local section.

3. Procedures

- a. In March, the committee shall begin the process of selecting the James W. Hammond Award.
- b. In September, the members shall begin to develop a list of potential candidates for office. The membership meeting notice shall request nominations from the general membership.
- c. From this list of names, the committee shall select nominees for each open office. At least two nominees per office should be placed on the nominations slate for election by the membership.

- d. The Committee shall present the slate of Officers and Directors to the membership at the November meeting. Nominations from the floor are requested at this time.
- e. Ballots of the nominations slate, including nominations from the floor, are mailed or e-mailed to all members for voting in early December.
- f. Votes are received via the mail and are counted prior to the January meeting. (The ballots should be received by the past-President.)
- g. New Officers and Directors shall be invited to attend the January Executive Committee meeting.
- h. New Officers and Directors are announced to the membership at the January meeting, and they assume local section responsibilities for the March meeting.

C. PROGRAM COMMITTEE

1. Objectives

- a. To identify the current technical topics of interest to local industrial hygienists for presentations at the local section membership meetings.
- b. To assist in the development of technical programs and presentations for the local section.

2. Organization

- a. The chair of the committee is the President-Elect of the local section.
- b. The committee shall meet to identify, develop, and plan meeting topics for the membership meetings.

3. Procedures

- a. The committee shall solicit input from members regarding current topics of interest for membership meetings.
- b. The committee shall develop the format and identify appropriate technical presentations for regular membership meetings.
- c. The committee shall organize and finalize speakers for scheduled membership meetings.
- d. The committee shall consider liaisons with other professional organizations as potential sources of joint membership meeting purposes.



III. AUXILIARY COMMITTEES

A. CONTINUING EDUCATION COMMITTEE

1. Objectives

- a. To identify and promote the current technical topics of interest to local industrial hygienists through continuing education events for the local section.
- b. To present an IH review course on a periodic basis to assist those persons preparing to sit for an ABIH certification examination.

2. Organization

- a. The committee shall consist of a chair who is a Director appointed by the President and volunteer members from the local section.
- b. The committee shall meet once a month (or as needed) during the planning phase of a continuing education event.
- c. The committee shall work in conjunction with other co-sponsor groups to ensure successful continuing education events.

3. Procedures

- a. The committee shall solicit input from members regarding current topics of interest for continuing education events.
- b. The committee shall develop the format and identify appropriate technical presentations.
- c. The committee shall organize and coordinate continuing education presentations for the members.
- d. The committee shall consider liaisons with other professional organizations as potential sources of joint membership technical programs.

C. REGULATORY & PUBLIC AFFAIRS COMMITTEE

1. Objectives

- a. To advise the Executive Committee and membership of significant regulatory developments at the national and state levels.
- b. To assist the Executive Committee as appropriate in giving guidance to the local section representatives to the Texas Industrial Hygiene Council (TIHC).
- c. To submit timely articles regarding regulatory changes for publication in the local section Newsletter.

- d. To assist with workshops and other training sessions concerning regulatory matters which are sponsored by the local section.
- e. To promote the understanding of occupational health stressors and industrial hygiene among students and the general public.
- f. To publicize the meetings, activities, and courses offered by the local section.
- g. To promote industrial hygiene as a profession.

2. Organization

- a. The committee shall consist of a Director chair and other volunteer members who are appointed by the President.
- b. At least one of the two local section representatives of this committee should be a member of the Texas Industrial Hygiene Council.
- c. The committee shall meet prior to the membership meetings when appropriate.

3. Procedures

- a. The committee shall meet prior to the Executive Committee meetings when appropriate to discuss regulatory developments of interest.
- b. The committee chair shall attend the Executive Committee meetings to report on these developments.
- c. The committee periodically shall submit articles regarding regulatory developments to the local section newsletter committee chair.
- d. The committee shall arrange for participation in the Houston Science Fair.
 - (i) In the Fall, letters should be sent to area schools encouraging projects in industrial hygiene areas.
 - (ii) A list of specific ideas for science fair projects should be developed at this time.
 - (iii) A file for reference material suitable for students should also be developed.
 - (iv) The committee members should serve as mentors for students who are interested in doing industrial hygiene projects when needed.
 - (v) Two to three members of the committee shall serve as judges at the science fair and present the award during the awards presentation.
- e. The committee shall establish a speakers' bureau for use at science or health classes, business, professional, and civic organization meetings.

- f. The committee should maintain contact with the media by inviting them to meetings covering topics of general public interest, and providing them with experts who can be contacted regarding occupational health and safety issues.
- g. The committee should participate in local health fairs and career days, using the display booth.
- h. The committee should keep National AIHA informed of local section activities.
 - (i) A letter and, if possible, black-and-white photographs should be sent to the editor of the *AIHA Synergist* after each local section meeting, to describe the topics presented at the meeting.
 - (ii) Information should be provided to the editor of the *AIHA Synergist* of all local section activities including Vendor's Night, speaker's bureau, health fair, etc.
- i. The committee should encourage communication with neighboring local sections and related professional organizations.
- j. The committee should maintain contact with the Greater Houston Partnership, Chamber of Commerce division.

D. AUDIT COMMITTEE

1. Objectives

- a. To monitor expenditures by comparing those to the budget and assuring that funds are not being spent for items not approved by the appropriate local section Officer or Director.
- b. To review the financial records on a periodic basis to assure proper handling, including the quality of record keeping and bookkeeping.
- c. To assist the Treasurer in engaging an outside auditor (CPA) every third year (beginning in 1994) for the purposes of:
 - (i) Verifying the accuracy of financial statements
 - (ii) Verifying bank balances and statement reconciliation
 - (iii) Determining that all deposits and transfers between accounts are promptly made
 - (iv) Reviewing the supporting documentation for expenses paid
 - (v) Verifying the completeness of local section permanent records and tax reports, including the EIN (employer identification number), IRS exemption letter, incorporation papers, local section bylaws, and IRS records
 - (vi) Reviewing the status of the local section's liability insurance

- (vii) Reporting any irregularities or errors to the Executive Committee.
- (viii) Recommending to the Executive Committee any procedural changes needed for the continued security of local section funds or to improve financial operations.

2. Organization

- a. The committee shall consist of a Director chair who is appointed by the President, and at least one other local section member.
- b. The committee shall meet periodically to review the Treasurer's records and to accomplish its assigned tasks.

3. Procedures

- a. The committee shall work in cooperation with the Treasurer to review and evaluate the financial performance of the local section in accordance with the objectives stated above.
- b. The committee shall report its findings to the Executive Committee at times and in a format specified by the President.
- c. The committee shall meet at least once approximately six months after being appointed, and as many additional times as it or the President deems necessary for it to accomplish all assigned tasks.

IV. AD HOC COMMITTEES

A. Objectives

- 1. Ad hoc committees shall be established to accomplish specific objectives.
- 2. The objectives of the ad hoc committees shall not significantly overlap the objectives of existing local section committees.

B. Organization

- 1. The President shall appoint ad hoc committees after conferring with the Executive Committee.
- 2. The President shall appoint a chair and at least one other local section member to serve on the committee.
- 3. Each ad hoc committee shall automatically expire no later than one year after it is appointed. The committee may be reappointed at the discretion of the President.

C. Procedures



1. Within two weeks of their appointment, the chair of each ad hoc committee shall provide in writing to the President, the objective(s), the organizational structure (including the names of all committee members), and the procedures of the committee.
2. The chair shall provide regular progress reports to the President.
3. The President, with the approval of the Executive Committee, may disband the ad hoc committee at any time.

CHAPTER 5

MEMBERSHIP SERVICES

I. MEMBERSHIP DIRECTORY

A. Objectives

1. To provide a communication link between all members.
2. To provide addresses and phone numbers for Officers and Directors, pertinent national organizations, and current members.

B. Procedures

1. A membership Directory update questionnaire shall be incorporated into the annual dues statement.
2. A second request for Directory questionnaires and dues may be necessary in the November meeting notice.
3. Any member who has not submitted a completed membership Directory update questionnaire and/or has not paid his/her dues by April 1st shall not be included in the *Directory*.
4. The Secretary shall be responsible for compiling the *Directory*.
5. The format for the membership listing will be maintained on a computer disc.
6. The *Directory* shall be made available on the Gulf Coast Section website to local section members.

II. SOCIAL EVENT

In addition to the regularly scheduled business meetings, the local section may also offer a social event for its members and guests. This is usually held in December. The President-Elect and volunteer members jointly organize the entertainment, refreshments, and dinner with any other local Occupational Safety and Health Organizations that promote Environmental Health and Safety.

III. EMPLOYMENT SERVICE

A. Objectives

1. To provide a clearinghouse to the membership relative to industrial hygiene and health and safety employment positions.
2. To facilitate individual's efforts to network with professional recruitment firms that are committed to placing professionally trained candidates.

3. To provide information to other local sections via the web site about employment opportunities.

B. Organization

1. The employment service is provided by a local section member who will provide volunteer work in meeting the above objectives. The Secretary shall assist publicizing this service on the section's web site.
2. The service is agreed on by the Executive Committee following a performance review during the January Executive Committee meeting.

C. Procedures

1. The service shall include: periodic review of area newspaper classified sections and professional health and safety publications, and electronic job sites with employment opportunities.
2. The section web site shall serve as a central clearinghouse within the local section to coordinate employment opportunities.
3. The web site shall provide information to interested parties who follow-up on their own initiative.
4. The local section shall not engage in placement activities.

CHAPTER 6

AWARDS

I. JAMES W. HAMMOND AWARD

A. Background

This award was established in 1980 by the local section in honor of James W. Hammond, who, having given many years of outstanding service to both the local section and to the field of industrial hygiene, is exemplary of the outstanding character for which this award is given.

James Hammond was one of the original founders of the local section, served as its President in 1952, and has continued to support it as Director, counselor, and member for many years. In 1987, he was awarded honorary membership in both the National AIHA and the local section. He served as past professor and Program Head for Industrial Hygiene at the University of Texas School of Public Health in Houston from 1978 until his retirement in 1987. Previous to this experience, he was Director of Industrial Hygiene at Exxon Company USA, where he contributed over 31 years of service to the company and its employees.

Among his many honors and accomplishments are Certification in Comprehensive Practice by the ABIH, Registered Professional Engineer in the State of Texas, Diplomate of the American Academy of Environmental Engineers, selected to receive the Henry F. Smyth Award in 1982 from the AIHA, and a member of *Who's Who in Engineering*. He has over 25 publications to his credit.

B. Objectives

1. To encourage excellence among area industrial hygiene students and recent graduates.
2. To recognize for outstanding accomplishments, any student(s) and/or recent graduate(s) enrolled in a program of industrial hygiene or health related fields within the geographic boundaries of the local section.

C. Organization

1. The Nominations & Awards Committee shall oversee the selection of this award.
2. For the purpose of selecting this award, no fewer than two other committee members will actively participate with the committee chair.

D. Procedures

1. To qualify for consideration, a candidate must either be a current student or a recent graduate (*i.e.*, less than one year since graduation from an industrial hygiene, environmental, or health related program at a university within the geographic boundaries of the local section).
2. In January, the nominations & awards committee will solicit names of candidates both from the program heads of universities known to have qualified industrial hygiene,

environmental, or health programs, and also by publishing a notice in the local section newsletter.

3. Resumes and other pertinent information regarding each candidate should be sent to the chair of the committee.
4. The committee will then evaluate the candidates on the basis of academic achievements, research, publications, and other contributions to the field of industrial hygiene that are of an outstanding nature.
5. The committee will select one or more recipients of the award.
6. The recipients will receive the award at the May meeting. Each recipient will receive an appropriate gift from the local section.
7. The award was established by the local section with the intent of awarding it annually to one or more deserving candidates.
8. In the interest of maintaining the high standards and purpose of this award, the local section, through the nominations & awards committee, reserves the right to withhold the award for any year(s) where no candidates are found to meet the criteria of outstanding performance.
9. A member can only win this award once.

II. SCIENCE FAIR AWARD

A. Objectives

1. To honor an outstanding science fair project in the field of industrial hygiene and related areas.
2. To introduce high school students to the field of industrial hygiene and to encourage industrial hygiene as a profession.

B. Organization

1. The chair of the Public & Regulatory Affairs Committee will oversee this award presentation.
2. The awardee will be chosen by the local section judges at the Houston Science Fair.

C. Procedures

1. In the Fall of each year, the Public & Regulatory Affairs committee will send a letter to all nearby high schools encouraging projects in the field of industrial hygiene.
2. Follow-up phone calls may be necessary to ensure active participation.
3. The Public & Regulatory Affairs Committee should offer assistance to interested students by providing ideas for projects, reference material, guest speakers, etc.



4. The Science Fair judges will review the projects at the Houston Science Fair and select one outstanding project in the field of industrial hygiene or related areas.
5. One of the judges will serve as the National AIHA representative at the Science Fair Awards Ceremony held immediately after the Science Fair.
6. The awardee, along with a maximum of two guests, will also be invited to the May meeting of the local section. The awardee will present their project to the membership and will be recognized for outstanding accomplishment.
7. Awardees will be presented with an appropriate gift from the local section.

III. HONORARY MEMBERSHIPS (See Membership)

CHAPTER 7

MEMBERSHIP

I. LOCAL SECTION MEMBERSHIP

A. Full Membership

1. Any person having a professional interest in industrial hygiene may apply for local section membership.
2. Current applications can be obtained from and should be returned to the Secretary. Electronic submissions will also be accepted via the local section web site.
3. Upon completion of the application, payment of the required dues, full membership is obtained.
4. *A Local Section Membership Directory* and welcome letter will be sent to all new members by the Secretary.
5. The mailing address of a member, in general, determines the local section to which he or she belongs. However, by payment of dues, an individual may maintain multiple local membership affiliations.

B. Student Membership

1. Any undergraduate or graduate student with a professional interest in industrial hygiene may apply.
2. Current applications can be obtained from and should be returned to the Secretary.
3. Upon completion of the application, payment of the required dues, student membership is obtained.

C. Honorary Memberships

1. A member of the local section who has demonstrated outstanding service and dedication to the local section may be nominated by any local section member for honorary membership.
2. With the approval of two-thirds of the Executive Committee, honorary membership is obtained.
3. Honorary members will be presented with a certificate at a local section meeting shortly after being approved for this honor. (Honorary membership certificates are kept in the President's file.)
4. Honorary members will not be required to pay local section dues throughout their lifetime.
5. Honorary members shall be listed in the *Local Section Membership Directory*.



D. Retired Members

Upon receipt of a written application, the Executive Committee may grant Retired membership to a Full or Honorary member who has retired from the practice of the industrial hygiene profession. A Retired member retains all privileges of a Full or Honorary member of the local section but will not be assessed dues.

II. NATIONAL AIHA MEMBERSHIP

- A. All local section members should be encouraged to join National AIHA. Current applications for National AIHA shall be available via the section's web site link.