

ARKANSAS SOCIETY OF PROFESSIONAL SANITARIANS



BY-LAWS

AMENDED MAY 2004

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ARKANSAS SOCIETY OF PROFESSIONAL SANITARIANS**

By-Laws Adopted September 24, 1971 and amended September 21, 1973; September 14, 1979; September 12, 1980; April 16, 1981; May 2, 1985; September 11, 1987; September 9, 1988; September 15, 1989; September 21, 1990; May 8, 1998; and May 2, 2002, and May 27, 2004.

Article I Definitions

The following definitions apply throughout these By-Laws and are aimed at simplifying the wording thereof:

SOCIETY: Shall mean the Arkansas Society of Professional Sanitarians.

SANITARIAN: Shall mean a person currently registered as a Professional Sanitarian with the Arkansas State Board of Sanitarians.

Article II Objectives

The objectives of the Association shall be:

1. To unite persons engaged in safeguarding public health through environmental control.
2. To develop, promote and communicate the principles and techniques of sanitary science as they apply to Environmental Health.
2. To promote the Sanitarian Profession.

Article III Membership

SECTION 1

There shall be (6) six classes of membership, including:

- | | |
|-------------------------|--------------------------|
| 1. Active membership | 4. Honorary membership |
| 2. Associate membership | 5. Student membership |
| 3. Retired membership | 6. Sustaining membership |

SECTION 2

Any person, who is currently registered by the Arkansas State Board of Sanitarians as a Professional Sanitarian or is currently registered by the National Environmental Health Association, is eligible to become an active member.

SECTION 3

Any person engaged in the control of the environment for better health, but who is not qualified for registration, may become an associate member.

SECTION 4

Retired member. Any current or former member who is retired from practicing as a sanitarian and has been a current member in good standing for at least five (5) years prior to applying for Retired Member status. Retired Membership recognized the long involvement and concern of a current member or former member in the Society. Retired members have all the rights, responsibilities, and obligations of current members but with the reduced membership dues.

SECTION 5

Honorary/Lifetime Member. The Society recognizes outstanding persons by conferring Honorary/Lifetime Member status. Any voting member may make a nomination through a signed petition of five percent (5%) of the voting members and supporting documentation to the Executive Council. A member of the Executive Council may also nominate by submitting supporting documentation to the Executive Council. Honorary/Lifetime Members shall be selected by vote of the Council shall be necessary for approval. Honorary/Lifetime Membership shall be in effect for life and shall be recognized at the first Annual Meeting of the Membership following approval. Honorary/Lifetime Members have full voting rights.

SECTION 6

Student membership may be granted to any student of the State who has interest in the Society.

SECTION 7

Sustaining membership may be conferred on a business, company, corporation, or association of such firms with a general interest in the SOCIETY and its objectives, and a desire to contribute to its success.

Article IV Finances

SECTION 1

The annual dues for the various classes of membership in the Arkansas Society shall be proposed by the Executive Committee of the Arkansas Society of Professional Sanitarians by two-thirds majority vote of the entire committee and approved by a majority vote cast at the annual meeting.

- (a) The committee is directed by this sub-section that it must have a properly submitted budget from the substantiation for any changes in dues.
- (b) The official record of dues shall exist in the permanent minutes of the Executive Committee meeting where a change action was voted.
- (c) Each established dues rate will stand as permanent until proper action of the Executive Committee has been recorded.

SECTION 2

Dues for members shall be payable annually.

- (a) Dues statement shall be mailed to all members before December 1 by the Treasurer.
- (b) Members who have not paid by March 1 shall be delinquent and membership privileges shall be revoked. Reinstatement of membership shall be made upon payment of dues; however, such persons shall forfeit the privilege to vote or to hold elective office at any meeting of the Society during the year of reinstatement.

Article V

Items of Identification

SECTION 1

Membership cards: Numbered membership cards shall be furnished each member. Each membership card shall denote type of membership and be validated by the signature of the Treasurer of the Society.

SECTION 2

The Seal: The official documents of the Society may be sealed. The seal shall be the outline of the State of Arkansas with wording, "Arkansas Society of Professional Sanitarians."

SECTION 3

The Code of Ethics: The Code of Ethics of the Society shall be as follows: "As a member of the Arkansas Society of Professional Sanitarians, acknowledge: That I have an obligation to the sciences and arts for the advancement of public health. That I will uphold the standards of my profession, continually search for truths, and disseminate my findings; and I will strive to keep myself fully informed of the developments in the field of public health. That I have an obligation to the public whose trust I hold and I will endeavor to the best of my ability to guard their interests honestly and wisely. I will be loyal to the governmental subdivision or industry by which I am retained. That the enjoyment of the highest attainable standards of health is one of the fundamental rights of every human being without distinction of race, religion, cultural background, economic or social condition. That, being loyal to my profession, I will uphold the constitution and By-Laws of the Arkansas Society of Professional Sanitarians and will at all times conduct myself in a manner worthy of my profession. My signature heron constitutes a realization of my personal responsibility to actively discharge these obligations."

Article VI

Officers

SECTION 1

The officers of the SOCIETY shall be the president, president-elect, secretary, and treasurer; each of whom shall serve for a term, beginning at the close of the annual business meeting and ending at the conclusion of the following annual business meeting.

SECTION 2

Any active/retired/honorary member of the Society, in good standing, shall be eligible to hold office in the Society.

Article VII

Duties of Officers

SECTION 1

The duties of officers shall be such as are implied by their respective titles, and which usually pertain to their respective offices, together with such other duties as are specified in these By-Laws or may, in addition, from time to time, be delegated to them by the Executive Committee.

SECTION 2

The President shall be Chairman of the Executive Committee, shall preside at the Annual Business Meeting of the Society, and shall appoint all committees and chairmen thereof.

SECTION 3

The President-Elect shall carry out the primary responsibility of preparing himself for assuming the office of President. He/she shall serve as Chairman of the Program Committee, and shall perform such other duties as may be assigned to him by the President.

SECTION 4

The Secretary shall have custody of all records and papers, give notice of time, place and purpose of all meetings, take and make available minutes of all meetings, conduct the correspondence of the Arkansas Society of Professional Sanitarians.

SECTION 5

The Treasurer shall have custody of all funds of the Society and shall deposit same in a bank approved by the Executive Committee. The Treasurer shall report the financial condition of the Society at the annual meeting. He/she shall also prepare an annual financial statement. Disbursements shall be made only by the check of the Society signed by the Treasurer and President. The Treasurer shall be bonded in the amount of \$5000.00.

SECTION 6

All officers elected by the Society shall serve a term of one year beginning after the election, or until their successors are duly elected and installed.

SECTION 7

In the event of a vacancy in any office, the Executive Committee shall appoint an active/retired member to complete the term of office.

SECTION 8

Any officer failing to perform his or her duties according to the By-Laws or violating the Regulations of Ethics described in Article V, Section 3 may be removed by a 2/3 vote of the Impeachment Committee.

SECTION 8a

The Impeachment Committee shall consist of at least 15 members from a cross section of the State and to be chaired by the immediate Past President. The Impeachment committee shall decide all matters of impeachment.

SECTION 8b

The accused shall be given written notice of the accusation and 30 days to reply, or call a meeting with the Impeachment Committee to discuss the accusation. Witnesses may be called at this time to help substantiate or disclaim the accusation. A decision may be rendered at this time or at a subsequent meeting. If after 30 days there is no response from the accused, the Impeachment Committee may render a decision with or without the accused present. The accused shall be given a 10 day notice of this meeting and the right to speak on his or her behalf. At no time shall the proceedings last more than 60 days.

Article VIII Executive Committee

SECTION 1

The Executive Committee of the Arkansas Society of Professional Sanitarians shall consist of all Society Officers listed in Article VI, Section 1, the immediate Past President of the Society, two past Presidents, and one member of the State Board of Registered Sanitarians.

SECTION 2

An Executive Committee member who is not present at a meeting may be represented by a proxy appointed in writing. This letter shall be submitted to the Chairman of the meeting for inclusion with the records of the meeting.

SECTION 3

The Executive Committee shall have the same rights, powers, privileges and duties as are generally conferred upon Executive Committees. They shall include the following:

- (a) Conduct and carry on the affairs and business of the Society.
- (b) Provide ways and means of financing activities of the Society and increasing resources available.
- (c) Provide bond for the Society Treasurer, and approve one or more depositories for Society funds as recommended by the Treasurer.
- (d) Provide for auditing of the accounts of the Society annually, or more frequently if deemed advisable.
- (e) Provide for the management of the Annual Meeting held during the year of the Executive Committee's tenure and shall assure selection of the date and location of future meetings.
- (f) Provide any rules and regulations needed for the purpose of carrying out these By-Laws in cases not specifically covered herein.

SECTION 4

A quorum of the Executive Committee shall consist of five members.

SECTION 5

The Executive Committee may take action in session. The Executive Committee shall meet in session at least once a year. Unless otherwise provided in these By-Laws, all actions by the Executive Committee shall be by a majority vote of all members of the Executive Committee.

SECTION 6

A prime duty of the Executive Committee is to maintain the integrity and moral standards of the Society. The Executive Committee shall investigate, or cause to be investigated, any report of violation of the Regulations of Ethics by a member. It may, by affirmative vote of two-thirds of the Executive Committee members, reprimand or expel any member found guilty of such violations. Any member convicted of a felony shall be automatically expelled.

Article IX Annual Meeting

SECTION 1

There shall be at least one General Assembly of the Arkansas Society of Professional Sanitarians, to be held at a time and place to be fixed by the Executive Committee.

SECTION 2

There shall be a General Assembly, constituting the Annual Business Meeting, held during an annual meeting, which shall include, but shall not be limited to the following:

- (a) The procedure of election of officers.
- (b) The approval of the last Annual Business Meeting Minutes.
- (c) The Treasurer's report.
- (d) Committee reports.
- (e) Action on resolutions.
- (f) Action of correctly submitted amendments to the By-Laws.

Article X Election of Officers and Voting Privileges

SECTION 1

The privilege to vote is conferred upon active/retired/honorary memberships only. When all members have been notified of a General Assembly, all those members present, which are eligible to vote, shall constitute a quorum.

The Arkansas Society shall elect annually a President-Elect and a Secretary, and a Treasurer. They shall also elect a President if the case should arise where the President-Elect cannot assume that office.

- (a) When voting for officers is done at the General Assembly, names of active/retired/honorary members may be added to the ballot drafted by the Nominating committee by nomination from the floor.

- (b) All officers shall be elected by a majority vote of the votes cast by general membership.
- (c) Voting on all other matters of business may be by voice vote.
- (d) Provision will be made for written (secret) ballot if requested by the membership for items of business.
- (e) Any active/retired/honorary member may make a request for an absentee ballot at least 30 days before the Annual Meeting. The Nomination Committee is to provide a ballot to the requesting member no later than 20 days before the Annual Meeting. The Nomination Committee must receive the completed ballot at least 3 days before the Annual Meeting to be valid. The ballot must be signed and authentic. A person voting absentee may not vote in person at the Annual Meeting.

SECTION 2

Except as provided elsewhere in these By-Laws, any and all actions shall respond to a majority of votes cast.

Article XI Committees of the Association

SECTION 1

The Nominations committee shall consist of at least three members, one of whom shall be the immediate past president, who shall act as chairman, and two active/retired/honorary members appointed by the president. The slate submitted shall have the name of, at least but not limited to, one candidate for each office to be voted upon by General Assembly. The complete slate is to be presented to the Executive Council and the General Membership at least 30 days before the annual meeting.

SECTION 2

The Resolutions committee shall consist of at least three members. It shall be the duty of the Committee to consider all resolutions and to present, at the General Assembly; a report upon each resolution accompanied by the recommendation of said Committee as to action to be taken by the General Assembly.

- (a) Resolutions shall, for the purpose of this Article, be interpreted to mean a written item on a subject or action that is to be considered at the General Assembly which shall become a part of the permanent records of said General Assembly.
- (b) Resolutions must be approved by a majority vote in order to stand as adopted by the Arkansas Society.
- (c) Arkansas Society shall not take action upon any resolution dealing with any questions except those that are consistent with the professional interests of the Sanitarian and the practice of environmental health.
- (d) Resolutions proposing amending of the By-Laws shall not be accepted, as such but shall be referred to the By-Laws Committee for preparation as a proposed amendment.

SECTION 3

The Legislation Committee shall consist of at least three active/retired/honorary members appointed by the President. It shall study legislation, existing and proposed, which affects Sanitarians and recommend appropriate action by the Society. It shall keep the membership informed of its activities. It shall foster and support legislations at Federal, State and local levels, which will enhance the professional standing of the Sanitarians. It shall cooperate with other professions and other organizations in supporting or opposing measures of mutual interest.

SECTION 4

The Finance Committee shall be appointed by the President. It shall audit the treasury books quarterly and prepare an annual audit report prior to the new Treasurer taking office.

SECTION 5

The Program Committee shall formulate the program (speaker and theme) of any upcoming Society meeting or activity. It shall consist of at least three members one of which shall be the President-Elect, who will act as Chairman.

SECTION 6

The By-Laws Committee shall consist of at least three active/retired/honorary members appointed by the President. It shall study the By-Laws, review proposed amendments, and make appropriate recommendations to the Executive Committee.

SECTION 7

The Membership Committee shall consist of at least three members appointed by the President. Its duties all consist of recruiting, tracking, and roll maintenance of all members.

SECTION 8

The Awards Committee shall consist of at least three active/retired/honorary members appointed by the President. Its duties shall consist of soliciting nominations for standing awards or awards approved by the Executive Council or the General Membership, being responsible for selection of recipients and arrange for appropriate recognition.

Article XII Amendments to the By-Laws

SECTION 1

These By-Laws may be amended by a majority vote of active/retired/honorary members present in the General Assembly, at which such proposed amendment is submitted to a vote.

SECTION 2

As a prerequisite to the adoption of any amendment, the proposed amendment must be submitted:

- (a) By the Executive Committee, or
- (b) By a By-Laws Committee appointed by the President.

SECTION 3

In any event, a proposed amendment shall be accompanied by a statement indicating the official actions by the Executive Committee or By-Laws Committee that initiated the proposed By-Laws changes.

SECTION 4

The By-laws Committee shall give notice of proposed amendments to the By-Laws by mailing each member of the society the text of each proposed amendment at least 30 days prior to the General Assembly, at which such proposed amendments are to be submitted to vote.

SECTION 5

The By-Laws committee shall make recommendations concerning proposals for amendment of the By-Laws submitted to it and shall so report to the Executive Committee.

Article XIII Procedure Not Covered

SECTION 1

These By-Laws may be amended by a majority vote of the active/retired/honorary members voting on proposed changes.

PAST PRESIDENTS

1957	W.F. Pefferkorn	1981	James W. House
1958	Coy Dilday	1982	Marcell Jones
1959	H.H. Winchell	1983	Randy Malone
1960	Gomer E. Jones	1984	Neal Glover
1961	Sam Littleton	1985	Sandra Lancaster
1962	James "Buck" Cairnes	1986	Rick Johnson
1963	Bill H. Elmore	1987	Bob Clark
1964	Hoyt Neill	1988	Raymond Heaggans
1965	Tom Reid	1989	Alan Stanich
1966	Bill Parette	1990	Bob Taylor
1967	J. Lynn Hughes	1991	Bob Taylor
1968	Willis Roberts	1992	Tamara Almand
1969	Tom Grace	1993	Loy Bailey
1970	Thomas W. Stacy	1994	Becky Binz
1971	H. S. Lane	1995	Lew Hyatt
1972	Hosea P. McDaniel	1996	Stephen Sherrill
1973	David McCrary	1997	Jeff Sohl
1974	Arthur Lairamore	1998	B.A. DeWoody
1975	James Wallace	1999	Raymond Herman
1976	Kay Roark	2000	Raymond Herman
1977	Creo Jones	2001	Don Adams
1978	Dennis Harmon	2002	Jim House
1979	Jerry Hill	2003	James Tanner
1980	Jane Dunn		

AMENDMENTS

AMENDED MAY 27, 2004