

**SEHSA ENVIRONMENTAL HEALTH & SAFETY
ASSOCIATION OF NEW YORK, INC.
(SEHSA)**

BYLAWS

*As approved by the SEHSA Membership
October 26, 2006*

Table of Contents

ARTICLE I - DEFINITIONS	1
ARTICLE II - NAME	1
ARTICLE III – MISSION STATEMENT	1
ARTICLE IV – OBJECTIVES	1
ARTICLE V – MEMBERSHIP	2
ARTICLE VI – MEETINGS OF THE ASSOCIATION	2
ARTICLE VII – OFFICERS	3
ARTICLE VIII – NOMINATIONS AND ELECTIONS	4
ARTICLE IX – EXECUTIVE BOARD	5
ARTICLE X – BOARD POSITIONS AND COMMITTEES	6
ARTICLE XI – FINANCIAL PROVISIONS	7
ARTICLE XII – PARLIAMENTARY AUTHORITY	7
ARTICLE XIII – AMENDMENTS TO THE BYLAWS	7

**SEHSA ENVIRONMENTAL HEALTH & SAFETY
ASSOCIATION OF NEW YORK, INC.
(SEHSA)**

BYLAWS

ARTICLE I - DEFINITIONS

As used in this document, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board or Executive Board: The Board of Directors of SEHSA
2. Association: SEHSA
3. Bylaws: The bylaws of SEHSA
4. Director: A member of SEHSA's Board of Directors
5. Member: A member, other than an affiliate member, of SEHSA
6. Member in good standing: a member whose financial obligations to SEHSA are up-to-date
7. SUNY: The State University of New York
8. CUNY: The City University of New York
9. Year: The twelve-month period that begins on 1 January

ARTICLE II - NAME

The organization shall be known as the SEHSA Environmental Health & Safety Association of New York, Inc. (SEHSA).

ARTICLE III – MISSION STATEMENT

SEHSA shall advance and champion the highest standards of environmental health and safety on academic campuses within New York State.

ARTICLE IV – OBJECTIVES

SEHSA's mission shall be accomplished through the following objectives:

Section 1. To give organized and effective guidance in the development of the highest possible principles and standards of environmental health and safety.

Section 2. To support campuses and educational institutions so that they may achieve their academic objectives.

Section 3. To gather and disseminate accurate and timely information to campuses and educational institutions.

Section 4. To afford opportunities for professional interaction among campuses and educational institutions.

Section 5. To provide environmental health and safety expertise to governmental and administrative officials and to give the campuses and educational institutions of our members opportunities for effective interaction with these groups.

ARTICLE V – MEMBERSHIP

Section 1. Membership in the Association shall be open to personnel with environmental health and safety responsibilities at educational institutions in New York State.

Section 2. Each member may cast one vote on all matters that come before the Association.

Section 3. Affiliate Membership: An affiliate member shall represent an academic-related union, a not-for-profit organization, or be a retired member of SEHSA as reviewed and approved by the Executive Board. Affiliate members have no voting privileges.

Section 4. Active membership shall be maintained by payment of dues or by the approval of the Executive Board.

Section 5. Membership and membership privileges are personal and not transferable.

ARTICLE VI – MEETINGS OF THE ASSOCIATION

Section 1. The Association shall hold at least one educational conference per year to include the annual general business meeting of the Association.

Section 2. The order of business at the annual general business meeting of the Association will normally be:

1. Call to Order
2. Approval of minutes of last meeting
3. President's report
4. Secretary's report
5. Treasurer's report
6. Financial audit report
7. Review strategic plan (President-elect)
8. Committee reports
9. Unfinished business
10. New Business
11. Announcements/miscellaneous/other matters
12. Adjournment

Section 3. Special meetings shall be called by the President as necessary or at the recommendation of the Executive Board.

ARTICLE VII – OFFICERS

Section 1. Officers must be members in good standing.

Section 2. The elected officers of the Association shall be President-Elect, Treasurer and Secretary. The three (3) elected officers plus the President and Past President constitute the Executive Committee.

Section 3. The officers shall take office on January 1 of each year and hold office for one (1) year or until their successors are elected and qualify.

Section 4. The President-Elect will succeed to the position of President on the January 1 following the date of his/her appointment as President-Elect. The President will succeed to the position of Past President on the January 1 following the date of his/her succession to the President position.

Section 5. In order to qualify for the President-Elect position, the member must have served at least one (1) year of the preceding five (5) years on the Board. In order to qualify for the President position, the member must have served at least two (2) of the preceding five (5) years on the Board.

Section 6. The secretary shall be eligible, without limit, to re-election.

Section 7. The treasurer shall be eligible for re-election, but limited to five (5) terms and then eligible again after a two (2) year hiatus.

Section 8. The roles and responsibilities of the officers shall be as follows:

- A. The President shall:
 - Lead and manage SEHSA
 - Implement the SEHSA strategic plan
 - Set standards for behavior and performance of Board members in their SEHSA capacities
 - Represent and champion the Association
 - Work to resolve issues in best manner possible for all concerned
 - Call and preside over all regular and special organizational meetings and all meetings of the Executive Board
 - Provide due notice of all meetings
 - Solicit agenda items for meetings and prepare agendas
 - Carry out any necessary correspondence as related to duties
 - Fill vacancies among the officers or the Executive Board, in consultation with the Executive Board

- B. The President-Elect shall:
- Develop an annual strategic plan that sets the goals and direction for the Association, with input from the Executive Board and the general membership.
 - Act as the Association's liaison with SUNY administration
 - Appoint committee chairs
 - Ensure nominations are secured in a timely manner
 - Ensure the annual financial audit is completed in a timely manner
 - Assist the President as needed
 - Preside at meetings and other functions in the absence of the President
 - Carry out any necessary correspondence as related to duties
- C. The Treasurer shall:
- Record and account for all income and expenses of the Association
 - Send announcement of and collect annual dues from the membership
 - Discharge all indebtedness of the Association
 - Maintain/reconcile all account records, including prompt balancing of monthly bank statements
 - Report current financial status at Executive Board and annual general business meetings
 - Maintain current contact information with the Internal Revenue Service
 - Update SEHSA membership database and directory; disseminate as needed
 - Carry out any necessary correspondence as related to duties
- D. The Secretary shall:
- Communicate with prospective and new members
 - Record the attendance at meetings
 - Record and preserve the minutes for all regular, special and Executive Board meetings
 - Prepare action list as a summary of meeting minutes
 - In a timely manner, disseminate Executive Board minutes to the Directors and disseminate general business meeting minutes to the membership
 - Develop and distribute organizational correspondence as necessary

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. The Nominating/Recruitment committee shall submit a proposed slate of nominees for the positions of Secretary, Treasurer and President-Elect to the Executive Board at least two (2) months prior to the annual general business meeting.

Section 2. All nominees must be members in good standing.

Section 3. Nominations at large may be made only when the nominator has secured the nominee's consent in advance. Nominations shall be submitted to the chairperson of the Nominating/Recruitment Committee.

Section 4. Elections shall be conducted by ballot as determined by the Board. Members must receive ballots at least thirty- (30) calendar days in advance of the annual general business meeting. Voting must be finalized no later than ten (10) days prior to the annual general business meeting. Election results will be announced at the annual general business meeting.

ARTICLE IX – EXECUTIVE BOARD

Section 1. The Executive Board shall number fifteen (15) and shall consist of:

- Five (5) officers (the Executive Committee);
- At least two (2) members from a SUNY institution;
- At least one (1) member from a CUNY institution;
- At least two (2) members from a private institution;
- Two (2) at-large members (from any institution); and
- Three (3) at-large professional development coordinators.

Section 2. It shall be the Executive Board's duty to coordinate and promote the objectives of the Association and support the officers in implementation of the strategic plan.

Section 3. The Executive Board shall meet a minimum of twice per year, in conjunction with the annual general business meeting and as directed by the President.

Section 4. The Executive Board shall manage Association-sponsored educational conferences per the Conference Guidelines.

Section 5. The term of office for non-officer Directors shall be three (3) years.

Section 6. A simple majority of the Executive Board members shall constitute a quorum to transact business at any meeting of the Board.

Section 7. The following actions by the Board require a two-thirds (2/3) majority vote of all Directors:

- Proposed amendments to the Bylaws;
- Appointment of new Board members;
- Removal of Board members; and
- Filling Board vacancies, including officer positions.

All other voting decisions shall be made by a simple majority of those Directors present at a meeting of the Board.

Section 8. The Board shall seek the advice of the Nominating/Recruitment committee when appointing new members, including filling vacancies.

Section 9. The Board may remove any Director for just cause by a two-thirds (2/3) vote of the full Board. Notice of the pending Board action shall have been forwarded to the Director in question at least thirty (30) days prior to the date of the Board discussion and vote.

ARTICLE X – BOARD POSITIONS AND COMMITTEES

Section 1. Committees and associated responsibilities may be established and/or dissolved upon a simple majority vote of the Executive Board.

Section 2. Three (3) Board members serve in the role of professional development coordinators. These three Board members choose the chair of the Professional Development committee from amongst themselves. The professional development coordinator positions are designed to "roll," such that one person is assuming conference responsibilities, one is actively engaged in conference responsibilities, and one is transitioning away from conference responsibilities. The professional development coordinators are responsible for organizing the regular conferences, the Professional Development Award Program, and/or alternative professional development opportunities for the membership.

Section 3. The Past President shall serve as chair of the Nominating/Recruitment committee.

Section 4. Each Executive Board member, excepting the officers and the professional development coordinators except as delegated in sections two (2) and three (3) of this Article, will be responsible for chairing one (1) of the following committees or serving on two (2) committees:

1. Resources
2. Membership Recruitment and Retention
3. Administrative
4. Governmental Affairs
5. Professional Development (chaired by a professional development coordinator)
6. Nominating/Recruitment (chaired by the Past President)
7. Other committees, standing or ad hoc, as determined by the Board

Section 5. The President, in consultation with the Board, appoints committee chairs.

Section 6. The chair of each committee shall determine committee membership.

Section 7. Committee membership is open to any SEHSA member in good standing.

Section 8. The chair of each committee, in consultation with the Board, shall develop and maintain a charge for the committee.

Section 9. The Executive Board shall prescribe the term of service of committee members.

ARTICLE XI – FINANCIAL PROVISIONS

Section 1. Funds for the support of the Association may come from dues, conference fees, and other sources as deemed appropriate and as approved by the Executive Board.

Section 2. The Executive Board shall prescribe the dollar amount and fee structure of dues. Dues are collected on an annual basis in January of each year for current members. Dues are also collected at the time of joining for new members.

Section 3. Any expenditure exceeding \$250 must have prior approval of at least two (2) Executive Board members.

Section 4. Receipts and/or invoices for all expenditures shall be submitted to the Treasurer in writing with adequate documentation.

Section 5. An ad hoc committee, appointed by the Executive Board, shall audit the Association's financial records in advance of the annual general business meeting and provide an oral report to the membership at that meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order shall apply when necessary.

Section 2. The President shall appoint a Parliamentarian from the Administrative committee when deemed necessary.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

Section 1. Proposed amendments to the Bylaws from non-Executive Board members must be brought to the Executive Board at least four (4) months prior to the annual general business meeting. Proposed amendments from the membership must be forwarded from the Board to each voting member no less than thirty (30) calendar days in advance of discussion at the annual general business meeting. All proposed amendments that are discussed at the annual general business meeting shall be forwarded to members in good standing for a vote no later than thirty (30) calendar days after the annual general business meeting. The Board will determine the format of the vote.

Section 2. Members of the Board may propose, discuss and approve proposed amendments to the Bylaws at any regular meeting of the Board. Board-approved proposed amendments shall be forwarded to members in good standing for a vote at any time of the year. The Board will determine the format of the vote.

Section 3. The Bylaws will be amended upon receiving a two-thirds (2/3)-majority vote of all votes received.