

# OREGON ENVIRONMENTAL HEALTH ASSOCIATION CONSTITUTION & BY-LAWS

## CONSTITUTION

### ARTICLE I CORPORATION GENERALLY

- Section 1 The name of this non-profit corporation shall be the Oregon Environmental Health Association and its duration shall be perpetual. It shall hereafter be referred to herein as the "Association" or "OEHA."
- Section 2 The "Annual Meeting" when appearing in this Constitution and By-Laws shall mean that meeting at which officers are installed. A "business meeting" can be any meeting called by the board, at which business of the Association is conducted. The corporate seal and emblem of the Association may be adopted by the Association.

### ARTICLE II PURPOSES

- Section 1 To maintain and improve the standards ~~or~~ of performance in environmental health by fostering and encouraging research, education, and the dissemination of information.
- Section 2 To publish, or cause to be published, scientific or other useful information relating to environmental health.
- Section 3 To promote the highest degree of skill, efficiency and professional competence among Environmental Health Specialists and all other members practicing disciplines in environmental health through a mutual exchange of knowledge and experience.
- Section 4 To foster cooperation and understanding among environmental health professionals, and to work with other like-minded organizations consistent with the advancement, cause, image and the professional development of the environmental health profession in Oregon.
- Section 5 To engage in any other lawful activities appropriate to a professional organization; provided, however, that the Association shall not function as a collective bargaining agent for the purposes of fixing the compensation or conditions of employment for any of its members; nor shall it endorse the products or services of any manufacturer or other commercial organizations; nor shall it sanction such endorsement by or in the name of the Association by any of its members.

### ARTICLE III MEMBERSHIP

- Section 1 There shall be four (4) classes of membership with voting privileges, designated as Active, Associate, Life and Retired; and four (4) classes of non-voting membership, designated as Student, Honorary, Sustaining, and Agency.
- Section 2 The right to hold elective office and to chair standing committees shall be open to Active, Associate, Life and Retired Members only.
- Section 3 Membership shall be available to persons who meet the requirements for membership as

set forth in Article III, Sections 6, 7, 8, 9, 10, 11, 12 and who are in accord with the philosophy, principles, and policies of OEHA and agree to adhere to the same.

Section 4 Membership in any category must be approved by a two-thirds (~~2/3~~<sup>2/3</sup>) majority vote of the Board of Directors.

Section 5 Application for membership, in any category, shall be submitted on a form approved by the Board of Directors.

Section 6 Active Membership is conferred upon an applicant for membership into OEHA who meets the following criteria:

1. ~~Any individual who meets the educational and experience requirements to become a Registered Environmental Health Specialist and/or Waste Water Specialist as per ORS: 700. Or, an individual who qualifies for registration by reciprocity as per ORS: 700.030(a). Has a bachelor's degree with a minimum of forty five (45) quarter hours or equivalent semester units in the physical, and/or biological, and/or environmental health sciences.~~

**AND/OR**

2. ~~A registered Environmental Health Specialist (or trainee), a registered Waste Water Specialist (or trainee) as per ORS: 700 or a registered member of the National Environmental Health Association. Is currently registered as an Environmental Health Specialist (REHS) or REHS Trainee, or as a Waste Water Specialist (WWS) or WWS Trainee in Oregon or with the National Environmental Health Association.~~

**AND/OR**

- ~~2.3. Any individual who regularly performs the duties of an Environmental Health Specialist and/or Waste Water Specialist who is not required to be registered due to an exemption set forth in ORS: 700.025.~~

Section 7 Associate Membership into OEHA may be conferred on any qualified individual (as determined by the board of directors) who

1. Does not meet requirements for active membership as set forth in Article III, Section 6.

Section 8 Student Membership in OEHA is available to an individual who is registered as a student in a college or university undergraduate or graduate program leading toward a degree in environmental health and protection, sanitary science, public health or related academic discipline as determined by the Board of Directors.

Section 9 Retired Membership may be awarded to any Active or Associate member, provided he/she has been a member of the Association for at least five (5) years, and has accrued at least twenty (20) years of service.

Section 10 Honorary Membership may be conferred upon any person for distinguished achievement or service in the field of environmental or public health.

Section 11 Sustaining membership is available to individuals, firms, or corporations expressing interest in the Association and its purposes.

Section 12 Agency membership may be conferred on any non-profit organization or institution, or official agency expressing interest in the field of environmental health. The agency Director of the member organization or delegated representative may represent the agency at any event.

Section 13 Life Membership may be conferred on any member by vote of the membership at a called meeting and payment of life membership dues.

## ARTICLE IV FINANCES

Section 1 All dues shall be payable one year in advance on April 1st of each year. A member shall be delinquent and not in good standing if dues are not paid 60 days after the April 1st renewal date. The Board of Directors may at its discretion require payment of all or a portion of the back dues.

Section 2 Renewal dues for all classifications of membership are due on April 1st each year. However, if dues for the year are paid at the Annual Educational Conference (AEC) they are considered paid on time if the date of the AEC is on/or after April 1st and before May 1st of the year in which they are due. New members who have met the requirements of Article III of this constitution and whose application for membership has been approved in accordance with this constitution are exempt from requirements of this section and shall pay a pro-rated membership fee for the year in which they become a member at the discretion of the board.

~~April 1 – June 30 ————— \$35.00~~  
~~July 1 – September 30 ————— \$26.25~~  
~~October 1 – December 31 ————— \$17.50~~  
~~January 1 – March 31 ————— \$ 8.75~~

Section 3 Membership in OEHA expires if dues are not paid as outlined in Article IV, Section 1 of this constitution. Reinstatement of membership will occur upon payment of the annual membership fee, and shall be considered for membership reinstatement only after approval of the Board of Directors at a regularly scheduled meeting.

Section 4 Life membership dues shall be paid once only at the time life membership is accepted by the ~~member~~Board. At the discretion of the board, aA member 65 years of age and older ~~shall~~may not be charged dues for life membership.

~~Life membership dues are 1/2 x current active membership dues x (65 minus age of member) plus 3 x current membership dues of OEHA, except that dues for members 59 years of age or older are 1/2 x current active membership dues x (65 minus age of member) plus current active members dues.~~

Life membership dues equal:

$\frac{1}{2} \times A \times (65 - \text{age of member}) + (3 \times A)$

A = Current active membership dues as per the OEHA By-Laws, Article II, Section 2.

Section 5 The Association may accept gifts or donations of money, property, or service.

Section 6 Assessment: The Association may, by two-thirds vote of the members present at a duly called meeting, levy an assessment for the purposes stated in Article II of this Constitution.

Section 7 The fiscal Year for the Association shall be from April 1<sup>st</sup> to March 31<sup>st</sup>, inclusive.

## **ARTICLE V OFFICERS AND DIRECTORS**

Section 1 The officers and directors of the Association shall be “President, President-Elect, and Vice President” who are elected to a term of office not to exceed two (2) years; a secretary who shall be elected in even numbered years and a treasurer, who shall be elected in odd numbered years, both for a term of two (2) years; the retiring President, who shall automatically become a Director for the ensuing year; and additional Directors of sufficient number to provide one Regional Director for each established region to serve a term of three (3) years. Retirement dates shall be staggered. The minimum number of Directors, other than Officers, shall be three (3) and the Board of Directors shall determine the maximum number of Directors. A reduction in the number of Directors shall not affect the term of an existing Director unless such person voluntarily resigns their position.

Section 2 The President-Elect shall serve as such from the close of the Annual Meeting at which elected, to the close of the Annual Meeting in which they shall automatically assume the office of President, OEHA.

Section 3 The officers and Directors shall be elected by a plurality of votes cast by mail or at the annual meeting, shall be installed into office at the close of the Annual Meeting, and shall hold office until their successors have been qualified.

## **ARTICLE VI DISSOLUTION**

Section 1 The Association may be dissolved in accordance with the procedures specified in Article VII, Section 1 of the Constitution of OEHA.

Section 2 In the event of dissolution, the assets of the Association after all debts, obligations and liabilities have been paid and discharged, shall be donated to one or more tax exempt, non-profit organizations associated with public health, which have a federal tax status. The Executive Board serving at the time of dissolution shall determine this donation.

## **ARTICLE VII AMENDMENTS**

Section 1 This Constitution may be amended at any Annual Meeting by a two-thirds (~~2/3~~<sup>2/3</sup>) vote of the Active, Life, Retired, and Associate members present.

# OREGON ENVIRONMENTAL HEALTH ASSOCIATION

## BY-LAWS

### ARTICLE I

- Section 1 "Region" means a geographic region established by resolution of the Board of Directors and confirmed by majority vote of those present and those voting by proxy as provided in Article IX, Section 2 of the Bylaws.
- Section 2 Regions shall be as designated and named on the accompanying map as "Regions of Oregon Environmental Health Association".

### ARTICLE II MEMBERSHIP CERTIFICATES, PUBLICATION

- Section 1 The various classes of membership shall submit annual dues to the Treasurer of the Association as set forth in Article IV, Section 1 of the Constitution of OEHA.

Active Membership	\$35.00
Associate Membership	\$35.00
Retired Membership	No Dues
Student Membership	\$10.00
Honorary Membership	No Dues
Sustaining Membership	As determined by the Board of Directors
Life Membership	As set forth in Article IV, Section 4 of the Constitution of OEHA.
Agency Membership	<del>\$25</del> <u>35</u> .00

Section 2 Membership dues may be changed once annually by majority vote of the Board of Directors.

- Section 23 Upon payment of the required dues, individuals granted membership shall receive a membership card for the applicable calendar year. The Treasurer shall sign said membership card and shall be in a form as the Board of Directors may from time to time prescribe.

- Section 34 The Board of Directors shall authorize the official publication of the Association in a form prescribed by the Board of Directors.

### ARTICLE III NOMINATIONS & ELECTIONS

- Section 1 Nominations for Association Officers and Directors shall be as set forth in Article III, section 2, By-laws of OEHA.

## Section 2

The Association will conduct nominations for candidates for the offices of President-Elect, Vice President, Secretary, Treasurer, and Directors by mail ballots and at the annual meeting. The Nominating Committee is the responsible committee for the conduct of all nominating activities.

1. Voting for Officers and Directors are by mail ballots, except as provided by Article V, Section 1 of the By-laws of OEHA. .
2. The Nominating Committee must receive all nominations within twenty (20) calendar days of the publishing date of the Nominating Committee Report
3. The Nominating Committee shall prepare the ballot and ensure such ballot is mailed to each member in good standing within 30 days following the report of the nominating committee. All mail ballots shall be returned postmarked no later than thirty (30) days of their original mailing.
4. A President-Elect shall be nominated in the instance the Office of President-Elect is vacated. All nominations shall be in writing and signed by five (5) members of the Association who are in good standing on a form as prescribed by the Board of Directors. A statement from the nominee agreeing to serve if elected shall accompany such form.
5. No member shall serve in the office of President for more than two (2) consecutive terms.
6. Special Election – Nominations for Officers or Directors under Article V, Section 4 of the Constitution shall be signed by five (5) members in good standing and accompanied by a statement by the nominee agreeing to serve if elected. In the event of an election tie, the Nominating Committee shall mail a supplementary ballot to the membership. The Committee shall include on the ballot such a return date deadline necessary to allow for announcement of the results at the Annual Meeting. Any subsequent tie shall be resolved by a secret ballot of members present at the Annual Meeting.

## **ARTICLE IV**

### **LEGISLATION AND RESOLUTIONS**

#### Section 1

Proposed legislation and resolution shall be submitted in duplicate by the Legislative and Resolution Committee, by the Board of Directors, or by five (5) active members in good standing to the Secretary of the Association.

Upon receipt of any such proposed legislation or resolution, the Secretary shall forward a copy to the Legislative and Resolutions Committee.

#### Section 2

The Legislative and Resolutions Committee shall confer with the authors of the proposed legislation or resolutions and shall revise such legislative proposals and resolutions as necessary for clarification and accuracy. Upon revision, Committee shall submit such proposed legislation and resolutions to the Board of Directors. Such proposals shall be submitted to the Secretary of the Board of Directors at least 15 working days before the subsequent Board of Directors meeting. The approval of such proposals shall require a majority vote of a quorum of the Board of Directors convened at a scheduled Board of Directors meeting. Legislation and resolutions approved by the Board of Directors shall be submitted to the Editor of the official publication of OEHA

for publication by the Editor or in his/her absence, an officer designated by the President, or by direct mail notification at least 15 days prior to any called meeting, at which time a vote shall be taken on such resolutions as to disposition.

Section 3 “Position” means a written statement expressing OEHA support, opposition, or neutrality on an environmental health issue, as adopted by the Board of Directors.

When the purpose or conditions of legislation or resolution are changed in substance by any group other than OEHA, the “position” of OEHA becomes null and void unless that change has been anticipated and is addressed in the position.

Section 4 “Partisan political matter” means any activity relating to the election of a candidate for office or any internal activity or internal policy matter of any political party.

Section 5 Upon the Board of directors taking action regarding environmental health issues on behalf of the Association membership, the President shall provide the Editor of the official publication of the Association with a copy of such action for publication.

Section 6 Any member with voting privileges who believes the Board of Directors did not act in the best interest of the Association has the right to petition for review of Action. If said member obtains ~~2/3~~ <sup>3/4</sup> of the membership signing support of the petition, the Board of Directors shall retract their original action. If said action involved a position sent to any agency, department, organization, board, the state legislature, or the federal legislature, the Board of Directors shall send a certified letter formally retracting their original position. Such retraction shall also be formally published in the newsletter.

## **ARTICLE V SUCCESION OF OFFICE**

Section 1 In the event of a vacancy in the Office of President, the President-Elect shall assume that office.

In the event of a vacancy in the office of President-Elect, the Vice-President shall fill that office.

In the event of a vacancy in any other office, or following of the above succession of officers is not possible, a member of the Association shall be appointed by the Board of Directors to hold such office, or act as such Director until the next Annual Meeting, at which time a member shall be elected to serve the remaining portion of any unexpired term created by such vacancy.

## **ARTICLE VI 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 Bylaws or may from time to time be delegated to them by the Board of Directors.

Section 2 The President of OEHA shall be Chair of the Board of Directors, and he/she shall be an ex-officio member of all committees, preside at all business meetings of the Association, and shall appoint all committees and chairpersons with the consent of the Board of Directors thereof except as hereinafter provided. As Chair of the Board of Directors, the

President shall appoint a Parliamentarian.

As President, he/she shall guide the implementation of programs approved by the Board of Directors and shall recommend to the membership changes in programs and procedures. As Chair of the Board of Directors, he/she shall receive reports on activities of the various standing committees, shall officially transmit the policies which have been approved by the Board of Directors, shall recommend to the Board of Directors changes in policies and procedures, shall make appointments as necessary as approved by the Board of Directors, and shall present the Association's Annual Report. As President of OEHA and Chair, Board of Directors, he/she shall perform such functions and exercise such other authorities as the Board of Directors may prescribe.

Section 3 The President-Elect is a member of the Board of Directors, and they shall be responsible for regional coordination and inter-communication and such other duties as may be assigned by the President.

Section 4 The Vice-President shall be chair and voting member of the Legislative and Resolutions Committee.

Section 5 The Secretary shall keep full records of all proceedings of the Association and of the Board of Directors; have the custody of all records and papers belonging to it, unless otherwise provided for; notify in writing all officers of their election and all members of committees of their appointment; giving notice of the time, place, and purpose of all meetings; and conduct the correspondence of the Association and the Board of Directors.

Section 6 The Treasurer shall have charge of all funds of the Association, and shall report the financial condition of the Association at each regularly scheduled Board of Directors meeting and the Annual Meeting. He/she shall make a written record at the annual business meeting of the Association.

1. The Treasurer shall serve as Chair of the Finance Committee.

## **ARTICLE VII**

### **DIRECTORS**

Section 1 The Board of Directors shall consist of all elected officers and Regional Directors. The President shall be Chair, Board of Directors. If the President is absent, succession to the Chair position shall be; President-Elect, Vice-President, Secretary, Treasurer, Director with the greatest seniority as Regional Director.

Section 2

1. The Board of Directors shall carry out the affairs and business of the Association.
2. The Executive Committee, consisting of the President, President-Elect and Vice President may meet and are authorized to act for the Board of Directors. Such acts shall consist of formulating policies and procedures for the Board of Directors, but shall not consist of actions designed nor designated to the exclusive rights of the Board of Directors. The Executive Committee shall report to the Board of Directors all actions taken for their review at the next regularly scheduled meeting of the Board of Directors.

Section 3 Regional Directors shall be members of good standing in the Association at the time of their nomination as a candidate for Regional Director.

Regional Directors shall make every effort to hold at least one (1) regional meeting annually.

Regional Directors shall attend the regularly scheduled Board of Directors meetings. A Director missing two (2) successive official Board meetings shall lose their appointment except when each absence is excused by the Board. In case of dismissal, the Board shall appoint a replacement acting Director who will serve until the Annual Elections are held.

Each Regional Director may appoint an alternate Director having the same qualifications as specified above who may attend Board meetings in the absence of the excused Director.

Regional Directors shall provide a report concerning their region at each official Board meeting.

Regional Directors shall prepare a written report for presentation at each annual meeting. This report shall be the official report for the region and shall be included as part of the minutes for the Annual Meeting.

Regional Directors shall provide Association information to each individual member of their region, at least on a quarterly basis, through a method (electronic, mail, etc...) consistent with wide dissemination to the entire regional area to which they are assigned.

The Board of Directors may remove Regional Directors not fulfilling the above duties from office by majority vote.

## **ARTICLE VIII MEETINGS**

- Section 1 Annual Education Conference: The Annual Education Conference shall be held at a place and time to be fixed by the Board of Directors.
- Section 2 The Annual Meeting of the Association shall be held consistent with the Annual Education Conference. Such meetings shall be held to transact necessary business and shall be designated as the Annual Business Meeting of the Association. Four (4) of the Board of Directors present shall constitute a quorum for purposes of transacting business.
- Section 3 A quorum for the conduct of business during the Annual Business Meeting shall consist of not less than ten percent (10%) of the voting members of the Association. Proxies are not counted in establishing the existence of a quorum.
- Section 4 In the event there is no quorum present to transact necessary business, the Executive Committee of the Board of Directors is authorized to act in the best interest of the Association, and the elective officers shall continue in office until their successors are duly elected.
- Section 5 Board of Directors Meetings: The meeting of the Board of Directors shall be held at a minimum of three times per year not to include the Annual Business Meeting. Meetings shall be called by officers in the succession stated in Article VII, Section 1.

Section 6 Regional Meetings: Regional meetings of the Association shall be held at least once annually by the membership within a region, at a time and place to be fixed by the Regional Director. The Regional Director shall consult with the Board of Directors as to the time and place of the regional meeting.

Section 7 Robert's Rules of Order shall govern the conduct of all meetings.

## **ARTICLE IX VOTING PRIVILEGES**

Section 1 Every Active, Associate, Life, and Retired member of the Association present at any regularly called business meeting and who is in good standing, shall be entitled to vote.

Section 2 Any voting member of the association unable to attend any regularly scheduled meeting may, by written authority presented to the Secretary, delegate any active member to vote for them by proxy. Such proxy shall be on a form as prescribed by the Board of Directors to be counted as a valid proxy vote.

## **ARTICLE X COMMITTEES**

Section 1 The following committees shall be the standing committees of OEHA:

- A. Ethics & Standards
- B. Finance
- C. Membership
- D. Legislative & Resolutions
- E. Scholarship
- F. Awards
- G. Nominating
- H. Education/Training

Section 2 The Finance Committee shall consist of three (3) members and the Treasurer, and shall be charged with the duty of devising ways and means of raising funds for the operation of the Association. It shall audit the books of the Association, provide the manner and method for the payment of all bills and expenses, prepare a yearly budget, and see that the same is adhered to. The Treasurer shall be Chair of this committee.

Section 3 The Nominating Committee shall consist of three (3) members. One member shall be a Director with at least one (1) year of unexpired term; one member shall be the Immediate Past President, and the President shall select one member from the membership at large. The President shall name the Chair from these three members. The Committee shall as stated in Article III sec 1-4 prepare and submit to the Board of Directors, before the Annual Meeting, the names of the persons it recommends for the various offices to be filled by election.

Section 4 The Legislative and Resolutions Committee shall consist of at least the Vice-President (as Chair) and the Regional Directors.

The Committee may initiate, consider, and make recommendations for all legislation and resolutions submitted to the committee by the President, OEHA, Board of Directors or by five (5) active members in good standing under Article XI, Section 1, By-laws of OEHA. The committee shall devise a method and manner in which such duties are to be exercised.

- Section 5 The Membership Committee shall consist of three (3) members. It shall be the duty of this committee to devise ways and means of increasing membership of the Association.
- Section 6 The Ethics & Standards Committee shall, upon written request by two or more members in good standing, review the action of any member concerning Article XIV of these bylaws. After such review, the committee shall make recommendations to the Board of Directors for appropriate action. All reviews by the committee shall be conducted in confidence.
- Section 7 The Education/Training Committee shall consist of at least the following members:
- a. President
  - b. President-elect
  - c. Vice-President
  - d. Past President
  - e. One (1) Regional Director appointed by the Chair, Board of Directors
  - f. An Active Member or Associate Member or Life Member in good standing appointed by the Chair, Board of Directors.

The President shall serve as the Chair of the Program Committee except in the year in which the President-Elect succession into the President is to occur in which case the President-Elect shall serve as the Chair, Program Committee.

The Program Committee shall provide guidance, instruction, and program development for the Annual Educational Conference in accordance with Article VIII, Section 1 of the OEHA By-Laws.

- Section 8 The Scholarship Committee shall process and make recommendations of candidates for scholarship funds to the Board. The President shall appoint committee members.
- Section 9 The Awards Committee shall process and make recommendations of candidates for the “Sanitarian Award” “Ray Ruff Editorial Award,” “Vern Reiersen Meritorious Service Award,” and “Clarenec Shermon Legislative Award” to the Board. The President shall appoint committee members.
- Section 10 Upon authorization of the Board of Directors or by a majority vote of the Association during the Annual Business Meeting, the president may appoint such other committees as may be necessary for the study of specific environmental health issues in the state.

## **ARTICLE XI LEGISLATION & RESOLUTIONS**

- Section 1 As provided for in Article IV of the OEHA Bylaws, environmental health resolutions, proposed legislation, or proposed position statements may be submitted to any agency, department, organization, board, the state legislature, the federal legislature, or elected official with the enforcement of the Association. No resolution, proposed legislation or position statement shall be submitted with the endorsement of the Association that deals primarily with religious or partisan political matters.
- Section 2 Implementation of positions adopted by the Legislative Committee may be undertaken by the Executive Committee. (Explanation of Executive Committee and use the term where needed in other parts of By-Laws).

## ARTICLE XII

## AMENDMENTS

### Section 1

With the exception of membership dues (Article II, Section 1), These Bylaws may only be amended at ~~any~~ Annual Meeting by a two-thirds (~~2/3~~) vote of the voting members present and those voting as authorized by Article IX, Section 2.

### Section 2

Amendments may only be proposed in writing by the Board of Directors or by five (5) members in good standing and must be submitted in duplicate to the Secretary of the Association thirty (30) days before the Annual Meeting. The Secretary shall mail a copy of such proposed amendment to each Association member at least fifteen (15) days before the Annual Meeting. Publication in the Newsletter may serve as mailing.

## ARTICLE XIII

## IMPEACHMENT OF OFFICERS

### Section 1

Any Officer or Director, who fails to fulfill their duties as specified in Article VI & Article VII, respectively, can be impeached. Such failures shall be deemed sufficient grounds for immediate impeachment by petition of two-thirds (~~2/3~~) of the voting membership.

### Section 2

The President of the Association shall undertake implementation of Legislation, Resolutions, or Position Statements approved in accordance with Article IV of the OEHA Bylaws.

Failure of the President to act in accordance with Article XI of the Bylaws and this Article shall be deemed sufficient grounds for immediate impeachment "by petition of two-thirds (~~2/3~~) of the voting membership".

### Section 3

"By petition of two-thirds (~~2/3~~) of the voting membership" shall mean that a petition presented to any member of the Board of Directors by any member of OEHA and bearing the signature of 2/3 of the voting members of OEHA and clearly stating the name of the person or persons to be impeached and the specific reason(s) for the impeachment. Upon receipt of the petition, it shall be the duty of the member of Board receiving the petition to call a Board of Directors Meeting within 10 days from the receipt of the petition. The Board shall review the petition to determine if the following are presented; (1) the name(s) of the officer(s) involved; (2) a clear statement of the offense(s); (3) signatures (on the petition) which appear to be valid.

A fact-finding investigation to determine validity of statement (s) in paragraph 2 shall precede further impeachment action. Such fact finding action will include the appointment of a member of the Board of Directors not involved in the impeachment action and two (2) active members appointed by the Board of Directors. Such fact-finding shall be a minimum of seven (7) working days but no more than fourteen (14) working days in length.

The results of the fact-finding shall be presented to the Board of Directors at a Special Meeting of the Board of Directors called specifically for the impeachment action.

Officer(s) under impeachment shall have the opportunity to present evidence or information to the Board of Directors that substantiates their case in the impeachment action.

If the fact-finding results in information which is contrary to the reasons given for

bringing impeachment action, the fact-finding information shall be presented to the membership for review and re-petition of the membership.

The impeachment action shall be complete after the fact-finding is complete and received by the Board of Directors, the petition is received, and the three items are correctly presented. The remaining members of the Board of Directors shall appoint officer(s) to serve the term(s) of the impeached officer(s).

## ARTICLE XV ETHICS & STANDARDS

**Preamble:** In order to establish and maintain a high standard of integrity, skills, and practices in the broad field of Environmental Health, and more specifically the members of this association who are engaged in Environmental Health activities for the protection of the health and welfare of the public including, but not limited to, scientific investigations, education and counseling to improve the control of the environment and factors therein, the following rules of professional conduct are promulgated as part of the Oregon Environmental Health Association By-Laws and shall be binding upon every member:

All members of OEHA are charged with having knowledge of these rules of Professional Conduct and shall be familiar with and understand their provisions. Such knowledge shall encompass the understanding that membership in OEHA is a privilege ~~as opposed to~~ a right. The member shall be forthright and candid in his/her statement on matters pertaining to professional conduct.

Section 1 The term "member" as used herein includes both voting and non-voting membership as indicated in Article III, Section 1 of the OEHA Constitution.

Section 2 **Integrity:** Members of OEHA shall act with integrity in professional matters for each client and/or employer as a faithful trustee. They shall be honest and impartial and shall serve the public, their client, and their employer with equal devotion.

Section 3 **Responsibility:** Members of OEHA shall at all times recognize their primary obligation to protect the life, health, and welfare of the public in the performance of their professional acts. If such obligation cannot be maintained because of circumstances where the life, health and welfare of the public are endangered due to situations beyond the member's immediate control, the member shall notify proper authorities of the situation as may be appropriate.

Section 4 **Competency:** Members of OEHA shall perform their professional duties consistent with their education and experience.

Members of OEHA shall strive to continually improve and develop their skill, knowledge, and abilities through educational, experiential, and networking processes.

Section 5 **Public statements:** Members of OEHA shall strive to be objective and truthful in all professional reports, statements, or testimony. Public statements or reports the members present shall be factual, conclusive, and based on environmental health principles and practices. Such statements are to be consistent with their education and experience.

Whenever a member of OEHA serves as an expert or technical witness to, or on behalf of, any court or commission or other tribunal, the member shall express their

professional judgment based on adequate knowledge of the established facts at issue; upon a background of technical or administrative competence in the subject matter; and upon the member's honest and true conviction of the accuracy of the testimony given.

#### Section 6

**Conflict of interest:** The member shall conscientiously avoid conflict of interest with their employer or client, but when unavoidable, the member shall forthwith disclose the circumstances to their employer or client. The member shall not accept assignment to, nor compensation, or otherwise, from more than one party for services on the same project, or for services pertaining to the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed t, by all interested parties. The member shall not solicit or accept financial or other valuable considerations from any material or equipment supplier for specifying the supplier's products.

The member shall not solicit or accept any gratuity directly or indirectly from any contractor, their agent or any other party dealing with their client or employer in connection with work for which they are responsible, except as specifically permitted by the written policies of their employer.

Members employed by a government body shall conduct themselves in a manner which does not conflict with the written policies or administrative rules of the employing agency.

#### Section 7

Members of OEHA shall not offer to pay any commission, political contribution, or to give a gift or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies.

Members shall seek professional employment based on qualification and competence for accomplishment of the work.

Members shall not permit the misrepresentation of their professional qualification whether by brochure or other presentation, such as misrepresentation of pertinent facts concerning employers, clients, joint ventures or past accomplishments.

#### Section 8

**Improper Conduct:** The members shall not knowingly associate with or permit the use of their name, or firm name in a business venture by any person or firm which they know, or have reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature.

If a member has knowledge or reason to believe that another person or firm may be in violation of any of these provisions, or of ORS Chapter 700, they shall present such information to the Board of Directors or its representatives for such matters, in writing and shall cooperate with the Board of Directors, in furnishing such further information or assistance as may be requested by the Board of Directors, or its representatives.

#### Section 9

**Revocation/Suspension:** The Board of Directors may revoke or suspend membership in this association if in the judgment of the Board a member has failed to conform to those rules of professional conduct contained in these bylaws. In the event of such action, the member shall be notified in writing of the action taken. Conviction of a felony without restoration of civil rights, or the revocation of suspension of a professional registration for a cause which would constitute a violation of these rules, shall be grounds for a charge of violation of these rules.

Section 10

**Application:** The Board of Directors shall issue a copy of the constitution and bylaws of this association to each applicant accepted for membership and shall consider these rules of professional conduct when evaluating each applicant for membership in the Association.

The Board of Directors may refuse or grant membership based on the qualifications and rules of professional conduct contained in the Constitution and Bylaws.