



FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

An affiliate of the National Environmental Health Association

Charter and Bylaws

*Organized October 12, 1947 at Tampa, Florida
Incorporated July 12, 1967*

FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC.
Bylaws

Table of Contents

Appendix4

1. Organization7

- 1.1 Name
- 1.2 Mission
- 1.3 Purpose
- 1.4 Seal
- 1.5 Emblem

2. Membership7

- 2.1 Membership Classes
- 2.2 Membership Certificate
- 2.3 Renewals
- 2.4 Delinquency
- 2.5 Termination of Membership
- 2.6 Reinstatement

3. Officers and Executive Director8

- 3.1 Officers
- 3.2 Terms
- 3.3 President
- 3.4 President-Elect
- 3.5 First Vice-President
- 3.6 Second Vice-President
- 3.7 Secretary
- 3.8 Treasurer
- 3.9 Executive Director
- 3.10 Vacancies

4. Board of Directors10

- 4.1 Duties
- 4.2 Powers of the Board
- 4.3 Composition

5. Board Meetings11

- 5.1 Schedule
- 5.2 Open Meetings
- 5.3 Meeting Forum
- 5.4 Meeting Succession/Representation
- 5.5 Quorum
- 5.6 Absences
- 5.7 Special Meetings
- 5.8 Procedures Not Covered
- 5.9 Compensation

6. Committees13

- 6.1 Establishment

6.2	Composition	
6.3	Chairpersons and Vice-Chairpersons	
6.4	Annual Education Meeting	
6.5	Awards	
6.6	Bylaws	
6.7	Continuing Education	
6.8	Finance	
6.9	Legislative	
6.10	Membership	
6.11	Nominating	
6.12	Personnel Practices	
6.13	Private Practice	
6.14	Public Relations	
6.15	Resolutions	
6.16	Scholarships	
6.17	Unexpired Terms	
7.	Nominations and Elections	16
7.1	Annual Election	
7.2	Deadlines	
7.3	Nomination of Candidates	
7.4	Slate of Candidates	
7.5	Other Ballot Issues	
7.6	Mailing Ballots	
7.7	Return of Ballots	
7.8	Counting Ballots	
7.9	Notification	
7.10	Declaration of Emergency	
8.	Functions and Services	18
8.1	Annual Educational and Business Meeting	
8.2	Publications	
8.3	Membership Program	
8.4	Scholarships	
8.5	Training Activities	
8.6	Political Action	
8.7	Resolutions	
9.	Districts	20
9.1	Establishment	
9.2	Membership	
9.3	Officers	
9.4	Bylaws	
9.5	Committees	
9.6	Meetings	
9.7	Activities	
9.8	Reports	
9.9	Resolutions	
9.10	Finances	
9.11	Restructure or Dissolution	

10. Finances.....	21
10.1 Fiscal Year	
10.2 Budget	
10.3 Membership Dues	
10.4 Emergency Assessments	
10.5 Receiving and Expending Funds	
10.6 Fundraising and Fees For Training Activities	
10.7 Authority Over Deposited Funds	
10.8 Requirement to Deposit	
10.9 Disbursements and Withdrawals	
10.10 Financial Records and Reports	
10.11 Review	
10.12 Prohibitions	
10.13 Property	
11. Environmental Health Professionals Registration.....	21
11.1 Members	
11.2 Qualifications	
11.3 Compensation	
11.4 General Powers of the Registration Board	
11.5 Duties of the Registration Board	
11.6 Organization, Meetings and Headquarters	
11.7 Registered Environmental Health Professional	
11.8 Qualifications for Registration	
11.9 Application For Registration	
11.10 Eligibility	
11.11 Examination	
11.12 Registration Certificate	
11.13 Renewal of Registration Certificate	
11.12 Renewal/Restoration Fees	
11.14 Continuing Education Required	
11.15 Contact Hours	
11.16 Continuing Education Courses	
11.17 Restoration of Expired Certificates	
11.18 Fees	
11.19 Standards of Conduct	
11.20 Refusal, Revocation or Suspension	
11.21 Disposition of Fees & Expenses of the Registration Board	
11.22 Reciprocity and Policy of Endorsement	
11.23 Interpretations and Appeals	
11.24 Special Needs	
12. Construction and Amendments	26
12.1 Interpretation of Bylaws	
12.2 Amendments	
12.3 Signature and Effective Date	
Articles of Incorporation.....	28
Annex	36

FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC.
AWARDS COMMITTEE - - CRITERIA FOR AWARDS

APPENDIX "1"

The purpose of these awards and this committee is to assist in establishing and rewarding esprit de corps, devotion to duty, and dedication to public health among Environmental Health Professionals.

It is acknowledged that these awards represent the highest honor that may be awarded by the Florida Environmental Health Association and by Environmental Health Professionals in the State of Florida.

The following procedures will govern activities of the Awards Committee of the Association:

- (1) The Rookie of the Year Award may be given to a select member of FEHA each year at the Florida Environmental Health Association's Annual Education Conference. This award recognizes individuals that have exhibited exemplary behavior and have contributed in an outstanding way to the field of environmental health. The award shall consist of a plaque. The selection of this individual shall be made by the Awards Committee after properly evaluating recommendations received by them.
- (2) An Outstanding Environmental Health Professional Award may be given each year at the Florida Environmental Health Association's Annual Education Conference. This award recognizes those individuals who have made unusually successful accomplishments of an outstanding nature during the past year. Within sixty (60) days after this conference, a plaque properly inscribed shall be presented to the Outstanding Environmental Health Professional in his/her home county by the President of FEHA if possible. Presentation of this plaque shall be made at the Chamber of Commerce, Civic Club or general staff meeting of the awardee's place of employment.
- (3) The Charlie Rhodes Award may be given annually to a select member of FEHA each year at the Florida Environmental Health Association's Annual Education Conference. This award recognizes Registered Sanitarians or Registered Environmental Health Professionals that have exhibited exemplary behavior and have contributed in an outstanding way to the field of environmental health. The award will recognize accomplishments that have occurred over a long period of time, e.g., for more than a year. The award shall consist of a plaque and a cash award of \$100. The selection of this individual shall be made by the Awards Committee after properly evaluating recommendations received by them.
- (4) The Billy G. Tennant Award may be given annually to a select member of FEHA. This award recognizes the accomplishments which have occurred over a long period of time, e.g., for more than a year. The award shall

consist of a plaque similar to that given for the Outstanding Environmental Health Professional and a cash award of \$100. The selection of this individual shall be made by the Awards Committee after properly evaluating recommendations received by them. Information needed for the selection of this candidate is similar to that used by the National Environmental Health Association.

- (5) After each annual selection of award recipients, the Awards Committee shall notify the appropriate agency as to the honor placed upon the selected individual(s). This information can then be filed with the individual's permanent personnel records.
- (6) Composition of Awards Committee
 - (a) The Awards Committee shall be composed of three (3) or five (5) members and at least one member shall be a Past President of the Association and/or recipient of either Award.
 - (b) The Awards Committee shall be a standing committee and shall be included in the FEHA bylaws.
- (7) Submission of recommendations to the Awards Committee
 - (a) Each FEHA district must establish an Awards Committee consisting of at least three (3) persons. The district may make proper recommendations to the FEHA committee on awards.
 - (b) Each District Awards Committee shall make a concerted effort to nominate and write up one or more candidates each year.
 - (c) A district is not limited in the number of candidates or award categories for which it can make recommendations.
 - (d) All annual and Billy G. Tennant award recommendations must be submitted at least sixty (60) days prior to the Annual Education Conference.
 - (e) A standard form is adopted to facilitate the recommendation. This should be as brief as is reasonably possible and still cover all of the essential information required (Use form ANNEX "A").
- (8) Requirements and eligibility
 - (a) To be eligible for the Outstanding Environmental Health Professional or Billy G. Tennant Award, a candidate must:
 1. Be a member of FEHA.
 2. Have had three (3) years of experience in the field of Environmental Health.
 3. Not succeed himself/herself for the award.
 4. In addition, the following information must be included before

the Awards Committee can consider any recommendation:

- a. A brief summary of the candidate's employment in Environmental Health, giving dates and rating attained.
 - b. Complete details of the activities leading to this recommendation.
 - c. A general evaluation of the Environmental Health Program under the candidate's supervision. (Preferably by the District Awards Committee).
 - d. The initiative of the candidate and the degree of supervision exercised and received.
 - e. Documented evidence of achievements, where available, including publications, citations, awards, etc.
- (b) To be eligible for the Rookie of the Year Award, a candidate must:
1. Meet the requirements of (a) 1. and 4. and;
 2. Be employed less than sixteen (16) months in the field of Environmental Health.
- (c) To be eligible for the Charlie Rhodes Award, a candidate must:
1. Be a registered sanitarian or a registered environmental health professional;
 2. Meet the requirements of (a) 1. through 4.
- (9) Final selection of candidates
- (a) A sponsor, other than the Awards Committee member, must submit an application as outlined above.
 - (b) The FEHA Awards Committee is not obligated to select a candidate for any award.
 - (c) The Awards Committee will reject any recommendation in which inaccurate information is reported.
- (10) Walter Mangold Award of the National Environmental Health Association
- (a) The FEHA Awards Committee encourages nominees who are selected for the Outstanding Environmental Health Professional Award, Charlie Rhodes Award or Billy G. Tennant Award be nominated by FEHA for the Walter Mangold Award. (If they are members of NEHA).
 - (b) The Awards Committee should make all efforts to submit names of the selected candidates for other available awards.

Section 1. Organization

1.1 Name. This Association shall be known as the Florida Environmental Health Association, Inc. (the Association) and it shall operate as an affiliate of the National Environmental Health Association, Inc.

1.2 Mission. The mission of the Association is to enhance the professional integrity, knowledge, and working conditions of the environmental health professional, as well as to promote the social and economic conditions of its members. This mission will be achieved by maintaining standards of conduct, providing a certification process that includes educational standards and professional development, applying and promoting scientific principles, communicating with the membership and districts, and promoting the profession through publications, training, and liaisons with other associations.

1.3 Purpose. The purpose of the Association, as developed in the Articles of Incorporation, is to provide a healthful environment for all. The Association is incorporated under the provisions of Chapter 617, Florida Statutes for charitable or philanthropic purposes to preserve, protect and improve the quality of life for Florida's residents and visitors.

1.4 Seal. The seal of the Association shall be of the design that is imprinted on the Bylaws on file. The seal shall bear an inscription in words and figures as follows: "FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC., 1967," and with all subsequent approved modifications.

1.5 Emblem. The emblem of the Association shall be of such design as adopted May 3, 1983 by the Association and with all subsequently approved modifications.

Section 2. Membership

2.1 Membership Classes. There are seven classes of membership in the Association. Only Active, Retired and Life members may hold office or vote for officers or Bylaws' changes:

An Active Member is an individual who is practicing or actively involved in the field of environmental health.

A Retired Member is an individual who was employed in an environmental health related field for a period of at least 10 years, and who has retired from active employment.

A Life Member is any member of the Association who has served as President of the National Environmental Health Association or who has served on the Board for more than 10 years.

An Associate Member is an individual who is not practicing or actively involved in the field of environmental health, but who supports the Association and its objectives.

An Honorary Member may be conferred upon an individual for distinguished achievement of services by a two-thirds vote of the members present and voting at any annual business meeting.

A Sustaining Member is any individual, firm, or other business entity wishing to support the Association and its objectives.

A Student Member is an individual working toward a degree in sanitary science, public health, environmental health or a related academic discipline.

2.2 Membership Certificate. Upon initial payment of annual dues, each member shall be issued the Association's certificate of membership and a membership card for the current membership year. The President and the Secretary of the Association shall sign the certificate. The membership card shall bear the name of the Executive Director or Secretary of the Association. The Board shall prescribe the form of the certificate and card.

2.3 Renewals. Membership renewals shall be in a manner prescribed by the board.

2.4 Delinquency. Any member whose dues and/or assessments are not paid by the due date shall be deemed delinquent and not in good standing until current year dues are paid.

2.5 Termination of Membership. The Board may suspend or expel a Member for cause by a majority vote of those present at any regularly scheduled meeting. The Board may also suspend or expel any Member who is in default of dues for a period of 90 days or more. The effective date of termination shall be at the discretion of the Board and shall be provided to the Member by written notice.

2.6 Reinstatement. Upon written request of a former Member filed with the Secretary, the Board may reinstate such former member to Membership upon such terms as the Board may deem appropriate.

Section 3. Officers and Executive Director

3.1 Officers. The officers of the Association shall be a President, President-Elect, First Vice-President, Second Vice-President, Secretary and Treasurer. The duties of the officers shall be as described by their respective titles, together with such other duties which are specified in these Bylaws or may from time to time be delegated to them by the President or the Board.

3.2 Terms. The officers and directors shall be inducted into office at the close of the annual business meeting and shall hold office until their successors have been qualified. The Secretary of the Association shall be elected in an odd-numbered year to serve a two-year term. The Treasurer shall be elected in an even-numbered year to serve a two-year term. Other elected officers shall be elected for one-year terms.

3.3 President. The President shall be Chairperson of the Board, preside at meetings of the Board, and subject to approval by the Board, shall appoint all committees and the Chairperson thereof, except as hereinafter provided.

3.4 President-Elect. The President-Elect shall assist the President when necessary and prepare a plan for his or her term as President. The President-Elect also serves as the Chairperson of the Membership Committee and assists the First Vice-President in coordinating the Annual Educational Meeting.

3.5 First Vice-President. The First Vice-President shall assist the President when necessary and act on all matters delegated to this office by the Board. The First Vice-President serves as the Chairperson of the Annual Education Meeting Committee.

3.6 Second Vice-President. The Second Vice-President shall be responsible for all education courses offered by the Association, with the exception of the Annual Education Meeting. The Second Vice-President serves as the Chairperson of the Continuing Education Committee.

3.7 Secretary. The Secretary shall record and prepare minutes for the Association and the Board, and shall perform such other duties as may be assigned by the President.

3.8 Treasurer. The Treasurer shall have charge of all funds of the Association in accordance with Section 10. The Treasurer serves as Finance Officer of the Annual Education Meeting.

3.9 Executive Director. The Executive Director shall assist the Treasurer and Secretary by maintaining all records and papers belonging to the Association, unless otherwise provided for. The Executive Director shall notify Board members of the time, place and purpose of all meetings, and conduct the correspondence and other duties of the Association, the President and the Board. As directed by the Board, the Executive Director shall coordinate the preparations, arrangements, and management of the meeting place for the Annual Educational Meeting. The Executive Director shall provide quarterly reports of activities to the Board, and shall prepare an Annual Report for the Board and Membership. The detailed duties,

performance expectations and compensation for the Executive Director shall be prescribed by the Board and detailed in contract form and be subject to review and/or revision on an annual basis. This contract for services shall be prepared and presented by the Board of Directors at least 60 days before the current contract expires and may contain an automatic renewal clause.

3.10 Vacancies. In the event of a vacancy in the office of President, the First Vice-President shall assume the duties of that office. In the event that the President-Elect's office is vacated, the First Vice-President shall accede to the office of President-Elect. In the event of a vacancy in any other office or Directorship, an active member of the Association in good standing shall be appointed by the President prior to the next Board meeting to serve the remainder of the term.

Section 4. Board of Directors

4.1 Duties. The Board of Directors shall assure that the activities and services provided for the benefit of the members by the Association are consistent with these Bylaws and any Association rules, policies, directives and applicable law. Such activities may include, but are not limited to financial management, membership dues and fees, production of publications, committees, the annual educational meeting, and political programs. Authority may be delegated to carry out such activities, but the Board shall retain overall responsibility and control.

4.2 Powers of the Board. The Board shall have the authority to adopt standards and establish criteria for carrying out the provisions of these Bylaws. Only the Board or those specifically authorized by the Board shall act in the name of the Association.

The Board may sanction, expel or reinstate members, as well as hear member appeals.

The Board may establish and dissolve sections and committees as provided in these Bylaws.

The Board may establish District boundaries and designations.

The Board may remove Association officers, representatives and committee members for cause at any time.

Unless noted otherwise, decisions by the Board are final and are not subject to appeal.

The Board may appoint an Executive Director, whose duties and responsibilities shall be prescribed by the Board and who shall serve at the pleasure of the Board.

The Board may approve the compensation and conditions of employment of the Executive Director and other employees, as it may deem necessary.

The Board may appoint a Historian to archive all historical documents of the Association and preserve and promote its history through Journal articles, interviews, and historical displays. The Historian serves at the Pleasure of the Board, but is not a voting member.

The Board may devise rules by which applications for transfer of membership from other affiliates of the NEHA to the FEHA shall be accepted or rejected.

The Board may approve operating budgets, expenditures, collection of funds, and fee structures for the Association.

4.3 Composition. The Board shall consist of the President, President-Elect, First Vice-President, Second Vice-President, Secretary, Treasurer, the Immediate Past President (who shall automatically become a Board member), the Chairperson of the Environmental Health Professionals' Registration Board, the Editor of the *Florida Journal of Environmental Health*, and six (6) other Directors, each of whom shall be elected for a term of three (3) years, two of whom shall be elected each year. Directors shall each serve on at least one committee, as specified in Section 6. In addition, the elected Chairperson of any district shall automatically become a member of the Board.

Section 5. Board Meetings

5.1 Schedule. The Board shall hold regularly scheduled meetings at least 4 times per year at times and places communicated in advance to all Association members. An annual business meeting shall be conducted during the Annual Education Meeting. The Board shall also meet immediately prior to and immediately following the Annual Education Meeting.

5.2 Open Meetings. All meetings of the Board and its committees shall be open to attendance by any Association member, but the Board or its committees may convene in private session for the consideration of any sensitive matter, provided that any vote or final action is taken in open session.

5.3 Meeting Forum. A Board meeting may be conducted through the use of any means of communication by which all Board members participating may simultaneously hear each other during the meeting. A Board member participating in a meeting by this means is deemed to be present in person at the meeting.

5.4 Meeting Succession/Representation. If the President and the First Vice-President are not present at a Board meeting, the Secretary shall call the meeting to order and a Chairperson Pro Tem shall be selected by a majority vote of the Board. In the event of the absence of the Secretary, any senior member of the Board shall then so proceed. In the event that a District Chairperson cannot attend a Board meeting or serves the Board in another capacity, any other active member in good standing of that District may be appointed to represent said District. Other Board members unable to participate in a meeting may appoint any member in good standing to act as their proxy, or may request that the President appoint a proxy in their stead.

5.5 Quorum. A quorum for Board meetings shall be a simple majority of the voting members. Unless specified otherwise, Board members who are unable to attend a meeting may appoint a proxy to act in their stead. Board members who qualify as a voting member in two capacities will reduce the total required for a quorum by one, unless a proxy has been appointed.

5.6 Absences. Any Board member who misses and fails to name a proxy for three regularly scheduled meetings over any continuous twelve-month period may be removed from the Board by a majority vote of the other Board members. The Board shall decide whether to remove a member at any regularly scheduled meeting following the third missed meeting.

5.7 Special Meetings. The President may call a special meeting with advance notice of at least 48 hours by phone, e-mail or electronic means, or 4 days by first class mail, unless all Board members waive this notice requirement. Issues requiring Board approval may also be decided via e-mail or electronic ballot when necessary between regular meetings. Motions may be presented via electronic means to the entire Board by any Board member, along with a request for a second by any other Board member. After sufficient time for discussion, the President shall call for a vote. Votes conducted by e-mail or electronic ballot must receive a sufficient number of responses to constitute a quorum of the board. Any action of the Board must be placed in the minutes of the next meeting and reported to all members of the Association.

5.8 Procedures Not Covered. The current edition of Robert's Rules of Order, newly revised, shall govern all procedures not covered or prescribed by the Bylaws.

5.9 Compensation. While attending official board meetings, members of the Board may be compensated at a rate approved by the Board. The rate of compensation shall be no less than the per diem and mileage rate authorized by the Florida Legislature for state employees. Funds shall be

paid by the Treasurer of the Association upon submission of a voucher for payment.

Section 6. Committees

6.1 Establishment. Subject to these by-laws, the Board may establish such standing and ad-hoc committees as it deems necessary, determine the number of members on its committees, and establish the terms of reference of and the procedure governing its committees.

6.2 Composition. Committees shall be composed of a minimum of three members in good standing, including a Chairperson and a Vice-Chairperson. The President and President-Elect shall jointly select all appointed committee members for two-year terms. Persons who serve as Committee Chairpersons by virtue of their elected office are not obligated to two-year terms.

6.3 Chairpersons and Vice-Chairpersons. Appointed Chairpersons and Vice-Chairpersons shall be selected by the President and President-Elect respectively for one-year terms. An outgoing appointed Chairperson shall return as a committee member for his/her second year. Appointed Vice-Chairpersons who become Chairpersons will have fulfilled the two-year requirement. Chairpersons may succeed themselves if the Vice-Chairperson is unable to assume the position, with the approval of the President and President-Elect.

6.4 Annual Education Meeting. The First Vice-President shall be Chairperson of the Annual Education Meeting Committee and will be assisted by two (2) appointed members. It shall be the duty of this committee to devise ways and means, through educational techniques, of encouraging and assisting Environmental Health Professionals in achieving high standards of performance in their work, in developing a professional philosophy and approach to their work, and in making the public aware of the function and place of the Environmental Health Professionals in the public health field. The committee shall, in cooperation with the President, the President-Elect, and the Executive Director, plan and direct the presentation of the Annual Education Meeting.

6.5 Awards. The Awards Committee shall consist of three (3) or five (5) appointed members. One member shall be a current member of the Registration Board. At least one member shall be a Past President of the Association or a former recipient of the Outstanding Environmental Health Professional Award, Charlie Rhodes Award, or Billy G. Tennant Award. It shall be the responsibility and duty of this committee to review and select the candidates submitted as recipients for awards. Award criteria are located in Appendix I.

6.6 Bylaws. The Bylaws Committee shall consist of the Secretary and two (2) appointed members. It shall be the duty of this committee to submit to the Board its recommendations concerning all proposed changes in the Bylaws.

6.7 Continuing Education. The Second Vice-President shall be Chairperson of the Continuing Education Committee and shall be assisted by two (2) or four (4) appointed members. This committee shall be responsible for coordinating, arranging, and advertising all state FEHA sponsored training courses. This committee shall also approve the course content and contact hours of any FEHA district training course in advance of its presentation.

6.8 Finance. The Finance Committee shall consist of a Director and two (2) appointed members who shall devise ways and means of raising funds for operation of the Association, propose an annual budget, and annually review the fiscal records of the Treasurer.

6.9 Legislative. The Legislative Committee shall consist of three (3) appointed members, and the Chairperson of the Legislative Committee of each district. This committee shall work with the President, Executive Director, and others to formulate policy relating to legislation. It shall be the duty of this committee to determine the need for new legislation or revision of existing laws or statutes pertaining to Environmental Health Professionals or to the field of environmental health. This shall include legislation concerning the registration or certification of Environmental Health Professionals. The committee shall devise ways and means of promoting needed legislation. It shall also, upon request, furnish officials of NEHA or other state sections all available information on desirable legislation and procedures relative to registration of Environmental Health Professionals and the promotion of uniform and improved environmental health laws and ordinances.

6.10 Membership. The Membership Committee shall consist of the President-Elect, the Chairpersons of the Membership Committee of each district, and two (2) appointed members. The President-Elect shall be chairperson of this committee. It shall devise ways and means of securing new members and of persuading former members to return to active membership. The committee's plans for membership drives or other activities shall be approved by the Board and be directed by the committee.

6.11 Nominating. The Nominating Committee shall consist of a Director, the Chairpersons of the Nominating Committee of each District, and two (2) appointed members, and shall be responsible for preparing the slate of candidates for each election. Upon determination of the date of the annual business meeting, the nominating committee shall provide to the Board

and membership the calendar dates for each of the election deadlines established in Section 7.

6.12 Personnel Practices. The Personnel Practices Committee shall consist of three (3) appointed members and the Chairperson of the Personnel Practices Committee of each district. It shall be the duty of the Personnel Practices Committee to devise ways and means of increasing and standardizing salaries, promoting physical welfare and improving working conditions of Environmental Health Professionals throughout the state. The committee shall solicit and study recommendations of members concerning improvement of the above listed conditions or redress appropriate grievances, and shall recommend to the Board such action, as it deems advisable.

Whenever any member of FEHA is deemed to have committed an act or acts that reflect discredit upon himself/herself, his/her profession, and the Association, the Committee shall, upon receipt of a written complaint from the Chairperson of that member's district, make a thorough investigation of the charges and endeavor to obtain full and complete information and evidence relative thereto. The member in question shall be advised of the charges against him/her and shall be afforded ample opportunity to appear and defend himself/herself.

If upon completion of the investigation the charges are proven to be the Committee's satisfaction to be true, it may recommend to the Board that said member be suspended or dropped from the Association, or may simply issue a reprimand and warning to the member, if mitigating circumstances appear to warrant such lesser action. The member in question may appeal to the Board if he/she feels the Personnel Practices Committee's decision is unjust.

6.13 Private Practice. The Private Practice Committee shall consist of a Director and two (2) appointed members. Committee appointees must be FEHA members engaged in the private practice of environmental health. The purpose of this committee is to advance the issues of professionals engaged in the private practice of environmental health within Florida.

6.14 Public Relations. This committee shall consist of a Director and two (2) appointed members from different regions of the state. The objective of this committee will be to promote the Association and the principles of Environmental Health throughout the State through the use of public service announcements, letters, e-mails and phone calls, and to ensure FEHA representation at meetings of other professional associations that are linked to FEHA through common interests.

6.15 Resolutions. The Resolutions Committee shall consist of a Director and two (2) appointed members. It shall be the duty of the committee to consider all resolutions submitted to it by the membership or Board members, approve or provide written analysis of proposed resolutions within 30 days, and forward recommendations to the Executive Director or Board for action. The Resolutions Committee shall comply with the procedures specified in Section 8.7.

6.16 Scholarships. This committee shall consist of a Director and two (2) appointed members from various FEHA districts. The Scholarship Committee's primary functions will be to promote Educational Scholarships for formal education in the Environmental Health field, conduct other scholarship programs as may be approved by the Board, solicit donations to the Educational Scholarship Fund, operate fund raising events, establish criteria and applications for scholarships, screen and review applications, and make recommendations to the Board.

6.17 Unexpired Terms. Should any member(s) of any Committee choose not to serve the remainder of their two-year term, the President, following consultation with the President-Elect, shall appoint members to serve the unexpired terms.

Section 7. Nominations and Elections

7.1 Annual Election. An Annual Election shall be held to choose Board members. This election and any special elections shall be conducted by secret written ballot mailed to all eligible Association members of record, and shall be conducted in such a manner as to ensure facility of voting and tabulation, and secrecy of ballot. The ballot shall allow each voter to vote for the following offices: President-Elect, First Vice President, Second Vice-President, Secretary, Treasurer, and two (2) Directors. The Secretary and Treasurer are to be elected according to Section 3.2.

7.2 Deadlines. The Nominating Committee shall annually produce a calendar that reflects the dates and deadlines as specified herein for the following: receipt of eligible member names from the Executive Director for use by the Nominating Committee, receipt of candidate petitions by the Nominating Committee, receipt of other ballot issues, the Nominating Committee report to the Executive Director of names of nominees, preparation of the list of eligible voters, printing and mailing dates for ballots, receipt of returned ballots, and the date, time and place for counting ballots. The Board shall provide notice of this schedule and of the opportunity to nominate candidates by petition to all Association members through the Journal and on the Association's website following Board selection of the date of the annual business meeting.

7.3 Nomination of Candidates. The Executive Director will provide a list of eligible members in good standing to the Nominating Committee at least 120 days prior to the annual business meeting. Any Association member in good standing who wishes to nominate any other member in good standing may do so by submitting the member's name to the Nominating Committee at least 100 days prior to the annual business meeting, with the endorsement of two (2) other members in good standing. If the nominee accepts, the Nominating Committee may place the nominee's name on the slate of candidates.

7.4 Slate of Candidates. The Nominating Committee shall send the names of at least two candidates for each office to the Executive Director 90 days prior to the annual business meeting. A space shall be left on the ballot for any "write-in" candidates.

7.5 Other Ballot Issues. The Executive Director shall ensure that other ballot issues, such as resolutions, are included with the mailing of ballots. Ballot issues must be received by the Executive Director at least 90 days prior to the annual business meeting.

7.6 Mailing Ballots. Based upon the Executive Director's records, only those members who are qualified to vote as provided for in Section 2.1, may cast their ballot for elected officers and ballot issues. A list of eligible voters shall be prepared at least 120 days prior to the annual business meeting by the Executive Director. The Executive Director shall prepare and mail out the official ballots no later than 70 days prior to the annual business meeting.

7.7 Return of Ballots. Each member receiving an official ballot shall return the voted ballot to the Executive Director by a specified date at least 30 but no more than 40 days prior to the annual business meeting.

7.8 Counting Ballots. A committee of not less than three (3) members, appointed by the President, shall count and tabulate the returned ballots no later than 5 days after the closing date of the election. The candidates or their authorized representatives shall be permitted to be present. The candidates receiving the highest number of votes shall be elected. Any tie shall be resolved either by a recount, or if necessary the President shall call for a show of hands between the two candidates at the annual business meeting. In the case of a tie for the President-Elect office, a secret ballot at the annual business meeting shall be required.

7.9 Notification. The results shall be presented to the President as soon as tabulated. The results may then be reported to the candidates, the Board members, and other interested parties, and shall be announced

to the members at the annual business meeting. The new Officers and Directors shall be inducted into office at the close of the annual business meeting and shall hold office until their successors have been qualified. The ballots and nomination petitions shall be retained until the Board directs their destruction.

7.10 Declaration of Emergency. In the event of war, or a national emergency declared by federal authorities, the officers and directors may remain in office until the emergency has lifted. The Board shall call an annual business meeting to be held within three months after the termination of said emergency.

Section 8. Functions and Services

8.1 Annual Educational Meeting. There shall be an Annual Educational Meeting of the Association to be held at a time and place to be designated by the Board approximately one year in advance. The annual business meeting shall be held in conjunction with this meeting.

8.2 Publications. The official publication of the Florida Environmental Health Association shall be called the "Florida Journal of Environmental Health" and shall be published for informational and educational value. The Journal shall arrange for Association publications to be distributed regularly by print or electronic means to all Association members, giving notice and reporting proceedings of the Board, Association meetings, elections and other news, including scientific articles, and announcements of social events and trainings. General revenues of the Association shall be used to publish and distribute the Journal.

8.3 Membership Program. The Board shall provide for a membership program that keeps a copy of the roster of current members, assists districts in efforts to recruit and retain members, and is responsible for welcoming members and encouraging them to participate in Association activities.

8.4 Scholarships. The Association may assist in the formal education of selected, qualified members in the field of Environmental Health by awarding scholarships. Each scholarship award shall be a minimum of \$500. The Board will determine the number and dollar amount of scholarships awarded each year based on revenue sources, financial status of the organization and recommendations by the Scholarship Committee. Criteria and applications for scholarships shall be made available in the Journal and on the Association's website. Scholarship criteria shall include at a minimum, but is not limited to, the following:

Applicant must be a Junior, Senior, or a post-graduate degree candidate enrolled in an accredited college or university.

Applicant's course of study must be in pursuit of an administrative or scientific discipline that relates to a career in environmental health and/or enhances an existing career in environmental or public health.

Applicant must have a minimum grade point average of 2.5 on a 4.0 scale.

Applicant must be a member of FEHA in good standing.

Applications can be submitted anytime to the Scholarship Committee. Recommendations of scholarship winners may be made to the Board by the Scholarship Committee at any regularly scheduled meeting prior to the Annual Education Meeting. Prescreened applications must be in the hands of all Board members at least two weeks prior to said meeting. Successful candidates recommended by the Committee must be approved by a two-third (2/3) vote of the Board to receive a scholarship.

8.5 Training Activities. The Board may sanction and manage training activities, alone or in conjunction with other entities that provide such trainings. Such management shall include, but is not limited to, the establishment of codes of conduct appropriate to each type of activity, provisions for approval and publication of notices, training and certification of trainers, screening of participants and the handling of reservations and fees.

8.6 Political Action. The Association may conduct a program to evaluate political issues and positions, plan and conduct the endorsement and support of platforms consistent with the mission and purpose of the Association. This program may include federal, state, and local government issues, as well as ballot initiatives, and shall be conducted in compliance with applicable law and the Association's IRS status.

8.7 Resolutions. Resolutions serve to make known the position of the Association on matters of statewide and national significance affecting environmental health, the environmental health profession, or the public interest. FEHA resolutions may call for specific action on the part of the Association membership, NEHA, or a governmental organization. Proposed resolutions should have written documentation that substantiates where appropriate each "whereas" statement, and each "resolved" section should contain a detailed action statement with information as to how the resolutions can be implemented at all levels. Resolutions are classified according to the following categories:

Executive Resolutions are adopted by the Board, and may be originated by any Board member, provided a written analysis by the Resolution Committee is included along with the submitted resolution. Such analyses shall state the committee's recommendation to approve, disapprove, or to modify the resolution. Executive resolutions can be considered during any official meeting of the Board or via e-mail/electronic ballot. Executive resolutions adopted by an e-mail/electronic ballot must receive a sufficient number of responses to constitute a quorum of the Board. All Executive resolutions must carry by a two-thirds (2/3) majority.

Membership Resolutions are adopted by the membership, and may be originated by a District or by any active member in good standing. Proposed membership resolutions must be submitted to the Resolutions Committee at least 120 days prior to the annual business meeting. If the Resolutions Committee approves of a resolution, it will be transmitted to the Executive Director who will then include it as a ballot issue on ballots mailed to members for the election of officers. Membership resolutions may also be submitted by the Resolutions Committee to the membership at the annual business meeting. All membership resolutions must carry by a two-thirds (2/3) majority.

Section 9. Districts

9.1 Establishment. For the convenience of assembly and to strengthen members' opportunities for networking and information sharing through local participation, the Board shall authorize the formation of Districts.

9.2 Membership. District membership is composed of Association members in good standing who work or live within the district boundaries as established by the Board.

9.3 Officers. Each district shall have an elected Chairperson, Secretary, Treasurer, and other officers if desired. Officers shall have the duties usually assumed by such office. District officers shall be elected as specified in the District's Bylaws or by majority vote of all Active, Retired, and Life members in attendance at the District meeting just prior to the Annual Education Meeting and shall take office simultaneously with the new Association officers.

9.4 Bylaws. Districts may adopt their own Bylaws, which shall not conflict with the State Association Bylaws. District Bylaws must be reviewed and approved by the Board.

9.5 Committees. Districts may form committees to serve the needs of their members. At a minimum, the District Chairperson shall appoint the following committees:

- Awards
- Legislative
- Membership
- Nominating
- Personnel Practices
- Resolutions

9.6 Meetings. District meetings shall be held at least quarterly for the purposes outlined in Section 1.2 and the results reported to the Board.

9.7 Activities. Each District shall develop activities to meet its member's needs. These activities must be compatible with the policies and objectives of the Association.

9.8 Reports. Each District shall submit a report of its activities to the Board on a quarterly basis.

9.9 Resolutions. Districts members may approve resolutions intended to address issues at the local level. Resolutions that address issues that are multi-district, statewide or national must be submitted to the Association's Resolution Committee for review and approval prior to submission to the Executive Director for inclusion on the ballot.

9.10 Finances. Each District shall maintain accountability over its funds. The District treasurer shall prepare a written report of all financial activities of the District. This report shall be submitted annually at the close of the fiscal year to the Association Treasurer for inclusion in the annual financial report to the Board and Association members.

9.11 Restructure or Dissolution. When agreed upon by any and all affected Districts, the Board, by a majority vote, may restructure a district, if, in the judgment of the Board and said affected Districts, such action is in the best interest of the Association. By a majority vote, the Board may dissolve a district, if, in the judgment of the Board, such action is in the best interest of the Association. Dissolution shall only take place after written specification of the grounds for the proposed action is furnished to the members of the District affected. Such action shall not affect the standing of the individual members as members of the Association.

Section 10. Finances

10.1 Fiscal Year. The fiscal year of the Association is from October 1 to September 30 of each year.

10.2 Budget. It shall be the duty of the Finance Committee, with the assistance of the Treasurer and Executive Director, to prepare an annual budget. The proposed budget shall be submitted to the Board and Committee Chairs for review and comment at least 30 days prior to being put to vote. The Board shall finalize and approve the budget prior to the start of each fiscal year.

10.3 Membership Dues. Membership expires on June 30 and dues shall be payable annually by July 1. A new member accepted after December 31 shall pay only half of the current year's dues. Renewals shall not be prorated, except for returning members whose membership expired more than two years past. Annual dues or special assessments for the various classes of membership shall be recommended by the Finance Committee and approved by a two-thirds (2/3) vote of the entire Board. A contribution of \$2.00 from each membership fee paid shall be designated for the scholarship fund.

10.4 Emergency Assessments. The Board may levy assessments on the members of the Association if necessitated by an emergency. The Board shall instruct the Secretary or Executive Director to notify each member of the Association by letter of its decision to levy such assessment, to advise of the amount and purpose of the assessment, the deadline for making payment, and to explain the penalty for nonpayment.

10.5 Receiving and Expending Funds. The Association may receive funds from the Districts and may receive contributions directly. Expenditures shall be consistent with all rules, policies and directives of the Board and its designees.

10.6 Fundraising and Fees for Training Activities. The Association may conduct fundraising and other activities, including training that requires members and others to pay a fee to participate. Such fees may include both direct and indirect costs and provide for operating reserves. Announcements of fundraising events shall indicate the intended use of the proceeds. Districts shall be assessed a fee not to exceed 5% of net profit for any training events conducted by the District. This fee shall provide for the sanctioning of the District training by the Association in accordance with section 6.7.

10.7 Authority Over Deposited Funds. The Board shall have authority over all funds deposited in the name of the Association. Every bank, savings, or investment account must bear the name of the Association and have on the signature list for that account at least two signatures, including the signature of a Board officer, the Treasurer or the President. Districts shall maintain bank accounts separate from the Association. District accounts

shall be in the name of the District d/b/a The Florida Environmental Health Association.

10.8 Requirement to Deposit. Unless otherwise specified by the Board, all monies received by the Association shall be deposited promptly in an account bearing the name of the Association. All deposits and investments shall be made in the name of the Association

10.9 Disbursements and Withdrawals. All disbursements or withdrawals shall be made by a means approved by the Board and the purchase approved by the Treasurer and either the President or the President-Elect. The President may authorize non-recurring or non-budgeted purchases of less than \$100.

10.10 Financial Records and Reports. The Treasurer shall keep proper books of account, and shall provide a written report of balances, revenues, and expenses of the Association and its entities to the Board and Finance Committee at least quarterly, and shall make a report to membership at the annual business meeting. The Treasurer shall file with the Executive Director copies of all bank statements and fiscal matters of the Association on a quarterly basis. The Treasurer shall prepare and submit an annual financial report to the Board and Association members each year within 30 days following the end of the fiscal year. The Treasurer shall prepare a financial statement on monies received and expended by the Registration Board, and such statements shall be given to the Registration Board on a quarterly basis.

10.11 Review. As soon as practicable after the close of the fiscal year, the Finance Committee shall conduct a review of the books, including those of the Districts and the Registration Board. A written report shall be submitted to the Board by January 1st of each year, and upon Board approval shall be made available to the membership via the Journal or the Association website.

10.12 Prohibitions. The Association and its entities may not borrow money, own real estate, or contribute from its general funds to political campaigns, candidates or their parties.

10.13 Property. The Association shall maintain a property inventory of all real property and equipment owned and/or leased by the Association. An inventory list including who has physical possession of said property shall be maintained by the Executive Director and shall be submitted to the Board and Association members as a part of the Executive Director's Annual Report.

Section 11. Environmental Health Professionals Registration

11.1 Members. The Environmental Health Professionals' Registration Board (Registration Board) shall consist of five members, appointed by the President to serve five-year terms. The Board must ratify members of the Registration Board and terms shall be staggered so that appointments can be made each year. The Chairperson of the Registration Board shall sit as a member of the Board.

11.2 Qualifications. Members of the Registration Board must be registered in Florida for the previous five years. Two of the members shall represent consumer interests or work in a non-regulatory capacity.

11.3 Compensation. While attending official meetings or administering exams, members of the Registration Board may be compensated at a rate approved by the Board. The rate of compensation shall be no less than the per diem and mileage rate authorized by the Florida Legislature for state employees. Funds shall be paid by the Treasurer of the Association upon submission of a voucher for payment.

11.4 General Powers of the Registration Board. The Registration Board is authorized to adopt standards governing the registration of Environmental Health Professionals. The Board must ratify standards for registration, adopted under this Section

11.5 Duties of the Registration Board. It shall be the duty of the Registration Board to carry out the provisions of this Section, including the review of applications for registration, determinations of eligibility, conducting written and, if required, oral examinations, keeping records of all transactions, conducting hearings, making an annual financial report and recording all matters which come before it. Copies of the annual financial report shall be provided to the Finance Committee and the Board within 30 days after the end of the fiscal year.

11.6 Organization, Meetings and Headquarters. The Registration Board shall elect annually from its membership a Chairperson, Vice-Chairperson and a Secretary on a biennial basis. The headquarters of the Registration Board is the official address of the Association. The Registration Board shall meet on a semiannual basis and at other times prescribed by the Chairperson. A quorum for Registration Board meetings shall be a simple majority of the members present. The Executive Director and Treasurer of the Association shall serve in the same capacity for the Registration Board.

11.7 Registered Environmental Health Professional. A person who has demonstrated competence in the field of Environmental Health by meeting

the registration requirements of this section. A registered environmental health professional applies technical knowledge to solve problems of the environment and develops methods and carries out procedures for the control of those factors in the environment that affect the health, safety and well being of Florida's residents and visitors.

11.8 Qualifications for Registration. To qualify for registration, an applicant must be at least 18 years of age and meet one of the following criteria:

Hold a bachelor's degree in Environmental Health from a college or university accredited by the National Environmental Health Science & Protection Accreditation Council (EHAC) and show a minimum of one-year on-the-job experience in environmental health practice.

Hold a bachelors, masters or doctoral degree from an accredited college or university, with at least 30 semester/45 quarter hours of course work in the basic sciences, such as biology, chemistry, physics, other physical or natural sciences or environmental engineering, public health, environmental health or sanitary science and show a minimum of two years on-the-job experience in environmental health practice. The required experience may be met prior to or after obtaining the bachelor's degree.

Hold a master's degree from an accredited college or university with curricula approved by the National Environmental Health Science & Protection Accreditation Council or a doctoral degree in environmental health. On-the-job work experience is not required.

11.9 Application for Registration. A person who desires to be registered as an Environmental Health Professional shall apply to the Registration Board in writing, on a form furnished by the Registration Board. The application shall include evidence under oath of their qualifications, including official college transcripts and documentation of on-the-job experience. The application shall include the examination fee, as set by the Board.

11.10 Eligibility. The Registration Board shall review the application, verify the supporting documentation and make a determination as to the applicant's eligibility to sit for the examination. Applicants will be notified in writing of their eligibility. Once an applicant has been determined eligible, the application fee is non-refundable. No person may sit for the examination without first being determined eligible by the Registration Board.

11.11 Examination. An applicant determined eligible by the Registration Board may sit for the next scheduled examination or any future examination, so long as the examination is less than five years from the notification

of eligibility. The Registration Board may schedule, make arrangements and proctor examinations for eligible applicants. The examination will be offered each year at the Annual Education Meeting and at other times as circumstances warrant or as approved by the Chairperson.

11.12 Registration Certificate. An applicant that satisfactorily passes the examination shall be issued a registration certificate and thereafter be entitled to use one of the following professional designations; Registered Sanitarian (R.S.), Registered Environmental Health Professional (R.E.H.P.) or Registered Environmental Health Specialist (R.E.H.S.). Registration certificates are valid from the date of issuance through the end of the biennial period. The biennial period is from January 1 of an odd-numbered year through January 1 of the next odd-numbered year.

11.13 Renewal of Registration Certificate. Renewal forms are mailed to each registered Environmental Health Professional between June 30 and the end of the biennial period. A certificate shall not be renewed unless the applicant has completed the continuing education requirements of Section 11.14 and has paid the renewal fee(s).

11.14 Continuing Education Required. Persons registered under this Section must submit proof to the Registration Board that they have completed at least 30 contact hours of continuing education each biennial period. The required contact hours can be prorated semiannually for persons receiving an initial or restored certificate or for those who have been awarded reciprocity under Section 11.22.

11.15 Contact Hours. A contact hour is equal to one hour of actual time spent in continuing education. Each contact hour must be under responsible sponsorship, capable direction and qualified instruction. Contact hours must be submitted to the Registration Board, on a form approved by the Registration Board, and witnessed by a person registered under this section. If a person registered under this section is not available to witness, a certificate of completion, the registration fee receipt or other evidence of attendance must be included. Contact hours claimed for attendance at conferences, conventions and annual education meetings or other similar training where a certificate of completion is not provided must also include a description of the sessions attended and a summary of the what information was learned during each session.

11.16 Continuing Education Courses. Shall cover subject matter pertinent to the practice of environmental health and may consist of graduate studies, short courses, seminars, lectures, conferences, workshops, extension studies, field training, correspondence courses or other forms of professional education approved by the Registration Board. A list of subject matter

acceptable for continuing education shall be maintained by the Registration Board and made available to all Association members. Upon request, the Registration Board may approve other subject matter in advance of the continuing education course.

11.17 Restoration of Expired Certificates. An expired certificate may be restored by the Registration Board upon receipt of the restoration fee and proof of completion of the continuing education described in Section 11.14. A certificate that remains expired for more than one year shall be considered permanently expired and cannot be restored without approval of the Board. An individual whose certificate has permanently expired may re-apply to take the examination upon payment of the required fee and presentation of satisfactory evidence that the Board's requirements have been met.

11.18 Fees. The Registration Board shall establish fees for applications, examinations, renewals, issuance of duplicate registrations and the restoration of expired certificates. The Board must ratify any fees established for this purpose.

11.19 Standards of Conduct. Environmental Health Professionals are expected to act honestly and in good faith and to conduct themselves in an ethical and competent manner. The following standards of conduct are expected of all persons registered under this section:

Demonstrates leadership by performing at a level that sets an example for others,

Exhibits behavior that reflects positively on the individual and the profession,

Enhances the public's knowledge and understanding of environmental health,

Practices only in those areas where individual training, ability and experience make them professionally qualified,

Acts conscientiously and diligently in the performance of duties and responsibilities,

Expresses professional opinions only when founded on knowledge and experience, and where the intended audience has an understanding of the situation and context against which the opinion is being offered,

Supports activities for the advancement of the profession, and

Shares individual knowledge and experience with other members.

11.20 Refusal, Revocation or Suspension. The Registration Board may refuse to issue or renew, may suspend or revoke a certificate of registration or issue a letter of reprimand upon a determination by the Registration Board that a member has engaged in conduct materially and seriously prejudicial to the interests or purposes of this Section.

11.21 Disposition of Fees & Expenses of the Registration Board. All monies received by the Registration Board under this Section shall be deposited with the Treasurer. Such monies shall be accounted for separately from all other funds. These funds shall be deposited to and expended from monies held by the Association in the account of the Registration Board. All expenditures authorized by this section shall be paid upon presentation of vouchers approved by the Chairperson of the Registration Board to the Treasurer. All monies derived by the Registration Board shall be held in trust by the Treasurer and used exclusively to support the functions of the Registration Board.

11.22 Reciprocity and Policy of Endorsement. The Registration Board may allow reciprocity with the National Environmental Health Association and with states that have registration requirements that meet the reciprocity requirements of NEHA. Applicants desiring registration through reciprocity must submit an application, proof of their current registration and the appropriate application fee. In addition to the above, applicants from a state must submit documentation that verifies that they meet NEHA reciprocity requirements.

11.23 Interpretations and Appeals. The Registration Board is the final authority in all matters related to the interpretation of this section. However, any member who has been adversely affected by an order or decision of the Registration Board may appeal the order or decision to the Board for review.

11.24 Special Needs. The Registration Board will provide reasonable accommodations to candidates with documented disabilities. Persons with a physical or mental impairment that substantially limits one or more major life activity may request special assistance with the examination process. Applicants must submit documentation of their disability and the special arrangements that are requested along with their application form. Applicants may contact the Chairperson of the Registration Board for more information.

Section 12. Construction and Amendment

12.1 Interpretation of Bylaws. All questions as to the construction or meaning of these Bylaws are to be referred to the Board for a final decision.

12.2 Amendments. These Bylaws are fundamental and shall not be added to, amended or repealed unless an amendment has received a 2/3 vote of the members present at the annual business meeting. Proposed Bylaw changes shall be submitted to the Bylaws Committee for review and approval. After the Bylaws Committee has approved a proposed Bylaw change, it shall be submitted to the Board for review at least 60 days prior to being submitted to Association members for a vote. Approval by vote of the members is not required to correct inconsequential errors or omissions. Such amendments shall require only a majority vote of the entire Board.

12.3 Signature and Effective Date. These Bylaws and any amended versions shall be signed and dated by an officer(s) acting on behalf of the Board. These Bylaws, as amended, shall take effect upon ratification of the Association members.

This is a true and accurate copy of the Bylaws of the Florida Environmental Health Association, Inc. They include the latest revisions of the 2002-2003 Bylaws Committee as voted on and approved by the members of the Association on July 31, 2003.

/s/ Paul M. Minshew, RS President

July 31, 2003

REVISED JUNE 15, 1989

REVISED JUNE 14, 1990

REVISED JUNE 13, 1991

REVISED JUNE 04, 1992

REVISED MAY 12, 1995

REVISED JUNE 06, 1996

REVISED MAY 15, 1997

REVISED JANUARY 10, 2002

REVISED SEPTEMBER 30, 2002

Rescinded/ Replaced July 31, 2003

**ARTICLES OF INCORPORATION
OF
FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC.
(A Corporation Not for Profit)**

We, the undersigned, with other persons being desirous of forming a corporation of charitable and philanthropic purposes, under provisions of Chapter 617 of the Florida Statutes, do agree to the following:

ARTICLE I - NAME

The name of this corporation is FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC.

ARTICLE II - PURPOSES

The general nature of the objects and purposes of this corporation shall be:

1. To promote the welfare of workers engaged in public health inspection or in allied occupations and to professionalize their status;
2. To foster and promote high standards of attainment in their work and of qualifications for engaging therein;
3. To strive for their recognition from public and official sources as a scientific group, rendering a governmental service for the general welfare of the public;
4. To bring about harmonious and cooperative effort for the better understanding and more efficient rendering of their duties and responsibilities;
5. To bring about standardization in methods of law enforcement and general public health practices in their respective fields in cities, towns, counties, and sanitary districts, and the States and Territories of the United States and in other nations;
6. To encourage the conduct of courses of instruction and schools of training for the purpose of increasing the knowledge and efficiency of its members and their usefulness in public health work;
7. To encourage reciprocal cooperation of the various branches and departments of government in activities directed toward the improvement of the public health;
8. To cultivate social intercourse among its members and to establish a central point of reference and action for its members;
9. To further and promote a high degree of skill and efficiency among its members;
10. To improve the social and economic conditions of its members; and

11. To encourage all qualified members to apply as soon as possible for registration with the Florida Sanitarian Registration Board, and to encourage all other members to work toward qualification for registration.

ARTICLE III - QUALIFICATION OF MEMBERSHIP

The membership of this Corporation shall constitute all persons hereafter named as subscribers and such other persons as, from time to time hereafter, may become members, in the manner provided in the Bylaws.

ARTICLE IV - TERM OF EXISTENCE

This Corporation is to exist perpetually.

ARTICLE V - SUBSCRIBERS

The names and residences of the subscribers to these Articles are:

<u>Name</u>	<u>Residence</u>
B. G. Tennant	4 Teakwood Cir., Pensacola, FL
Guy H. Sale	1204 Blanding St., Starke, FL
John H. Dame	P.O. Box 691, Haines City, FL
B. E. Fernandez	800 Twiggs St., Tampa, FL
James L. Garman	360 - 46 th Ave., St. Petersburg, FL

ARTICLE VI - OFFICERS

Section 1. The officers of the Corporation shall be a President, such number of Vice Presidents, a Secretary, a Treasurer, and such other officers as may be provided in the Bylaws.

Section 2. The names of the persons who are to serve as officers of the Corporation until the first annual meeting of the Corporation are:

<u>Office</u>	<u>Name</u>
President	Guy H. Sale
President-Elect	John H. Dame
Vice President	B. E. Fernandez
Secretary	Joseph T. DiBona
Treasurer	James L. Garman

Section 3. The officers shall be elected at the annual meeting of the Corporation or as provided in the Bylaws.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The business affairs of this Corporation shall be managed by the Board of Directors. This Corporation shall have nine directors initially. The number of directors may be increased from time to time, by the Bylaws, but shall never be less than three.

Section 2. The Board of Directors shall be members of the Corporation.

Section 3. Members of the Board of Directors shall be elected and hold office in accordance with the Bylaws.

Section 4. The names and addresses of the persons who are to serve as Directors for the ensuing year, or until the first annual meeting of the Corporation are:

<u>Name</u>	<u>Address</u>
D. L. Smith	1449 Rosado Way Fort Myers, FL
Donald T. Hunnicutt	P.O. Box 1480 Winter Haven, FL
Angier Wills	407 Park Ridge Avenue Temple Terrace, FL
Manuel Felley	4909 Zion Street Tampa, FL
Lee. N. Reed, Sr.	3310 Westview West Palm Beach, FL
Robert Donovan	124 East Morse Blvd. Winter Park, FL
Marvin Rodgers	S.W. Tenth St. Jasper, FL
Kermit Wahl	811 West King Quincy, FL
Ray Kaleel	County Health Department Orlando, FL
F. M. Conklin	P.O. Box 274 Moore Hanon, FL

ARTICLE VIII - BYLAWS

Section 1. The membership of this Corporation may provide such Bylaws for the conduct of its business and the carrying out of its purposes as it may deem necessary from time to time.

Section 2. Upon proper notice the Bylaws may be amended, altered or rescinded by a two-thirds vote of the membership present at the annual meeting; provided, however, that any proposed amendment must be submitted by the Board of Directors, by a local district which has passed the same by a majority vote, or by a Bylaws committee appointed by the President; and provided further the Bylaws committee shall have mailed a copy of such proposed amendment of the Bylaws to each member of the Board of Directors and to the Chairman of each local District at least sixty (60) days prior to such annual meeting.

ARTICLE IX - AMENDMENTS

Section 1. These Articles of Incorporation may be amended at a special meeting of the membership called for that purpose, by a two-thirds vote of those present.

Section 2. Amendments may also be made at the regular meeting of the membership upon notice given, as provided by the Bylaws, of intention to submit such amendments.

ARTICLE X - LOCATION

The initial location of this Corporation shall be at 568 Luzon Avenue in the City of Tampa, County of Hillsborough, State of Florida.

ARTICLE XI - NONPROFIT STATUS

No part of the net earnings of the Corporation shall inure to the benefit of any individual or member.

ARTICLE XII - INDEBTEDNESS

The highest amount of indebtedness or liability to which the Corporation may at any time subject itself shall never be greater than \$5,000.00 of the value of the property of the Corporation.

ARTICLE XIII - DUES

The amount of the yearly dues payable by members shall be such amount as may be determined from time to time by the Board of Directors.

ARTICLE XIV - POWERS

In order to promote the purposes of this Corporation it may acquire property by grant, gift, purchase, devise or other bequest, and hold and dispose of such property as the Corporation shall require for the benefit of the members and not for pecuniary profit.

ARTICLE XV - MEETINGS

Section 1. The annual meeting for the election of the officers and Board of Directors shall be held as provided in the Bylaws.

Section 2. The Corporation may provide in its Bylaws for the holding of additional regular meetings and any special meetings, and shall provide notice of all such meetings.

ARTICLE XVI - DISTRIBUTION OF ASSETS UPON DISSOLUTION

No person, firm or corporation shall ever receive any dividends or profits from the undertaking of this Corporation and upon dissolution of this organization all of its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to organizations which have qualified for exemption under Section

501(c)(3) of the Internal Revenue Code, or to the Federal Government, or to a state of local government, for a public purpose, and none of the assets will be distributed to any member, officer or trustee of this Corporation.

IN WITNESS WHEREOF, we, the undersigned subscribing incorporators, have hereunto set our hands and seals, this 25th day of April, 1967, for the purpose of forming this Corporation not for profit under the laws of the State of Florida.

/s/ B. G. TENNANT
/s/ GUY H. SALE, R.S., PRESIDENT
/s/ B. E. FERNANDEZ, R.S., VICE PRES.
/s/ JAMES L. GARMAN
/s/ JOHN H. DAME

STATE OF FLORIDA

COUNTY OF ESCAMBIA

Before me, a Notary Public duly authorized in the State and County named above to take acknowledgements, personally appeared B. G. TENNANT, GUY H. SALE, B. E. FERNANDEZ, JAMES L. GARMAN, and JOHN H. DAME known to be the persons described as Subscribers to these Articles of Incorporation.

WITNESS my hand and official seal in the County and State named above this 25th day of April, A.D., 1967.

/s/ JUDITH E. GRAFF
Notary Public
My Commission expires 7/7/67.

Re: Organization Name Change from:
 Florida Association of Sanitarians, Inc.
 to:
 Florida Environmental Health Association, Inc.

At a meeting of the Board of Directors and membership on May 2, 1971, the name of the organization was changed. Filed with Honorable Richard Stone, Secretary of State, on November 30, 1972, and change was made.

Annex "A" - FORM FOR NOMINATION OF AWARDS

The Florida Environmental Health Association
NOMINATION FOR
ROOKIE OF THE YEAR, OUTSTANDING ENVIRONMENTAL HEALTH
PROFESSIONAL, CHARLIE RHODES OR BILLY G. TENNANT AWARDS

Date: _____

TO: _____

Chairperson - FEHA Awards Committee

FROM: _____

NOMINATED FOR: _____

1. Basic information about nominee:
 - a. Name: _____
 - b. Address: _____
 - c. Agency or Department: _____
 - d. Classification: _____
 - e. Age: _____
 - f. Length of employment: _____
 - g. Present job assignment: _____
2. Education and experience:
 - a. Educational background: _____
 - b. Experience in public health: _____(use continuation sheet if more space is required)
3. Reasons for nomination:
 - a. Give a brief narrative statement as to why this Environmental Health Professional has been nominated and what he/she has done to be recommended for this award.
 - b. What was outstanding about his/her activities and performance that was different from other Environmental Health Professionals?
NOTE: In this section, use continuation sheet if more space is required and attach an additional sheet labeled "ANNEX B" to this report.
4. Documentation of reasons for nomination:
 - a. Attach any or all letters, documents, papers, news stories, etc. to substantiate the achievements claimed.
 - b. All claims must be verified by some document or paper.
NOTE: In this section, use continuation sheet if more space is required and attach an additional sheet labeled "ANNEX C" to this report.



State of Florida



Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation, as amended to date, of FLORIDA ENVIRONMENTAL HEALTH ASSOCIATION, INC., a corporation organized under the laws of the State of Florida, as shown by the records of this office.

The document number of this corporation is 713060.

Given under my hand and the
Great Seal and the Sate of Florida
at Tallahassee, the Capital this the
6th day of June 1985



CER-101

A handwritten signature in cursive script, appearing to read "George Firestone".

George Firestone
Secretary of State