

**BYLAWS OF THE  
CHICAGO LOCAL SECTION OF THE  
AMERICAN INDUSTRIAL HYGIENE ASSOCIATION**

Adopted November 5, 1958  
Amended as of March 1, 1973  
Amended as of April 21, 1980  
Amended as of April 6, 1988  
Amended as of November 13, 1990  
Amended as of November 15, 1995  
Amended as of January 30, 2007  
Amended as of March 23, 2009  
Amended March 24, 2015

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## **ARTICLE ONE – NAME AND TERRITORY**

- Section 1: The name of this organization shall be the Chicago Local Section of the American Industrial Hygiene Association.
- Section 2: The geographical boundary of the Chicago Local Section encompasses the Milwaukee / Chicago metropolitan tri-state area including northwest Indiana.
- Section 3: If the Corporation is ever dissolved, after providing for all the contingencies specified in Section 45, paragraphs (a), (b), (c) and (d) of the General Not-For-Profit Corporation Act, any remaining assets shall be transferred or conveyed to the American Industrial Hygiene Association, 3141 Fairview Park Drive, Suite 777, Falls Church, VA 22042, a not-for-profit organization incorporated under the laws of the State of Illinois.

## **ARTICLE TWO - OBJECTIVES**

- Section 1: To increase the knowledge of industrial hygiene through interchange and dissemination of information.
- Section 2: To promote the anticipation, recognition, evaluation and control of environmental stressors arising in or from the workplace in relation to the health and well-being of working people and the public.
- Section 3: To promote the study and control of environmental factors affecting the health and well-being of workers and the public through the application of chemical, engineering, physical, biological or medical science to prevent occupational disease.
- Section 4: To represent the Chicago Local Section before appropriate governmental or regulatory bodies.
- Section 5: To bring together persons interested in the various aspects of industrial hygiene.
- Section 6: To exchange information with other allied professional memberships and trade associations engaged in protecting the health and well-being of workers and the public through the application of chemical, engineering, physical, biological or medical science to prevent illness, injury, impaired health or significant discomfort.

## **ARTICLE THREE - MEMBERSHIP**

- Section 1: Membership in the Chicago Local Section shall be open to persons who are engaged or interested in the field of industrial hygiene as defined in the by-laws of the Chicago Local Section. Membership is open to persons such

as industrial hygienists, industrial hygiene chemists, industrial hygiene technicians, industrial physicists, safety and health equipment sales representatives, safety engineers, ventilation engineers, air pollution engineers and other specialists in allied fields. Subject to approval by a two-thirds vote of the Officers, any member of AIHA living outside the geographic boundaries of the Chicago Local Section may become a member of the Chicago Local Section. A member of AIHA may be a member of more than one local section. Directors and Officers must reside within the geographical boundaries of the Chicago Local Section.

Section 2: There shall be one category of membership: Full Member. Additional categories of membership may be added, subject to the approval of the Board of Directors.

Section 3: Individuals may request membership in the Chicago Local Section by submitting an application and the current year's dues to AIHA National which is the funds processor for the Chicago Local Section. Alternatively, an individual may submit an application and dues directly to the Treasurer at a Chicago Local Section event.

Section 4: Any member whose dues are unpaid on March 1 is not in good standing. Members not in good standing shall have no vote or other privileges of membership in the local section.

#### **ARTICLE FOUR - OFFICERS AND BOARD OF DIRECTORS**

Section 1: The Officers of the Chicago Local Section shall be -  
President  
President-Elect  
Secretary  
Treasurer

Section 2: The Board of Directors shall consist of four officers (President, President-Elect, Secretary and Treasurer), twelve elected Directors and the immediate Past President who will serve as a Director for *one* year following her/his term in office.

The officers shall be members in good standing of any one of the following classes of the American Industrial Hygiene Association: Full, Affiliate, Associate or Retiree. No member shall serve as officer in more than one local section at the same time. The President-Elect, Secretary and Treasurer shall serve until their successors are elected and installed in accordance with these bylaws.

Section 3: The President shall accede from the President-Elect position on election and installation of her/his successor at the Annual Meeting. The principle functions and responsibilities of the President are:

1. To preside at Chicago Local Section and Board of Directors' meetings.
2. To call special meetings of the Chicago Local Section with the approval of the Board of Directors.
3. To call meetings of the Board of Directors.
4. To appoint committees and committee members as deemed necessary.
5. To serve as ex officio member of all committees, and to advise the various committees of their functions and responsibilities.
6. To perform such other duties as may be directed by the Board of Directors.
7. Upon ascension to office, file the Annual Action Plan to AIHA National by June 30.

Section 4: The President-Elect shall be elected each year before the Annual Meeting to serve for one year. Following one year of service, the President-Elect shall automatically accede to the Presidency on election and installation of her/his successor at the Annual Meeting. The principle functions and responsibilities of the President-Elect are:

1. To become familiar with the Bylaws of the Chicago Local Section and the constitution and Bylaws of AIHA.
2. To organize the agenda of the Annual Meeting in which the President-Elect will accede to the Presidency.
3. To chair the Program Committee.
4. To preside over the program at technical meetings in the absence of the President.
5. To preside at meetings of the Board of Directors in the absence of the President.
6. To prepare for assuming the office of President.
7. To represent the Chicago Local Section at the annual AIHA Local Sections Council Meeting held at AIHce, and the AIHA Leadership Conference held at the Fall Conference.
8. To perform such other duties as may be directed by the Board of Directors.

Section 5: The Secretary shall be elected every odd year on alternate years to the Treasurer and serve for two years. The principle function and responsibilities of the Secretary are:

1. To become familiar with the Bylaws of the Chicago Local Section and the constitution and Bylaws of AIHA.
2. To keep an accurate record of all the transactions of meetings of the Chicago Local Section and of the Board of Directors.
3. To ensure an accurate roster of the members in good standing is maintained and used for communications to membership.
4. To provide AIHA with a current membership roster for the Chicago Local Section by June 30 of each year.
5. To chair the Communications Committee and ensure timely communication of announcements to the membership regarding upcoming meetings and events.

6. To perform such other duties as may be directed by the Board of Directors.

Section 6: The Treasurer shall be elected every even year on alternate years to the Secretary and serve for two years. The principle function and responsibilities of the Treasurer are:

1. To become familiar with the Bylaws of the Chicago Local Section and the constitution and Bylaws of AIHA.
2. To deposit and track membership dues received from AIHA for the Chicago Local Section.
3. To assume responsibility for the collection of fees at technical meetings and keep an accurate record of the fees received.
4. To receive all money due the Chicago Local Section and to pay by check all authorized bills incurred by the Section.
5. To transmit to his/her successor prior to the Annual Meeting all funds and property of the Chicago Local Section in his/her possession.
6. To coordinate the transference of signatory authorization on the bank deposit signature cards following the installation of new Officers at the Annual meeting each year.
7. To prepare a Treasurer's Report which details the financials of the Chicago Local Section and provide to the Board of Directors at each Board Meeting. The Report shall include current bank account balances, an update on adherence to the annual budget, a summary of profit or loss from recent technical meetings and other relevant financial details as requested by the Board.
8. To present an Annual Report to the Board of Directors at the Annual Meeting which summarizes the financial performance of the Chicago Local Section for the previous year.
9. To prepare an Annual Budget for the upcoming program year in concert with the proceedings of the Annual Meeting.
10. To file each year the required documents to the Secretary of State under the general Not-for-Profit Corporation Act.
11. To file federal income taxes by May 15 of each year.
12. To file the AIHA group exemption report by June 30 of each year.

Section 7: There shall be twelve directors selected from the membership of the Chicago Local Section in accordance with these Bylaws to serve on the Board of Directors. The twelve Directors shall be elected to serve for terms of three years. Four Directors shall be elected each year before the Annual Meeting. The principle functions and responsibilities of the Directors are:

1. To become familiar with the Bylaws of the Chicago Local Section and the constitution and Bylaws of AIHA.
2. To govern the affairs of the Chicago Local Section.
3. To assist the officers in carrying out their duties.
4. To attend Board of Director meetings.
5. To assume roles and responsibilities for execution of the Annual Action Plan.

- Section 8: The Past-President shall accede from the President position on installation of her/his successor at the Annual Meeting. The principle functions and responsibilities of the Past-President are:
1. To counsel the President.
  2. To nominate candidates for elected office on the Board of Directors.
  3. To preside over annual elections for open positions on the Board of Directors.
  4. To facilitate nominations on behalf of the Chicago Local Section for AIHA awards (e.g. AIHA Fellow, Golden Seed, etc.)
- Section 9: Requests for nominations will be communicated to the membership by March 1. An electronic or other form of ballot will be provided to the membership by May 1. The membership will have at least 10 days to vote. Election shall be by majority vote of the members in good standing. In the event of a tie vote, the Board of Directors shall resolve the tie. Results of the election shall be announced to the membership by May 15.
- Section 10: The acceptance of nomination to membership on the Board of Directors implies a commitment on the part of the member to attend Board meetings or otherwise fulfill her/his obligations. If a member is unable to fulfill her/his obligations, she/he should notify the Secretary in writing such that her/his position on the Board of Directors can be declared vacant.
- Section 11: A vacancy of the Board of Directors can be declared by the Board of Directors if a board member is absent at three consecutive Board meetings and does not respond acceptably to correspondence from the Board.
- Section 12: If the office of the President-Elect becomes vacant, the officer next in line for the office of President shall be elected prior to the next Annual Meeting. If any other position on the Board of Directors becomes vacant, the President shall appoint a member to fill this vacancy until the original term of office is due to expire.
- Section 13: An officer or director may resign by oral tender of resignation at any Board meeting or by giving written notice thereof to the Board. Such resignation shall take effect at the time specified and acceptance of such resignation shall not be necessary to make it effective.
- Section 14: An officer or director may be removed, with or without cause, by a two-thirds (2/3) vote of the Board of Directors

## **ARTICLE FIVE - ADMINISTRATION**

- Section 1: The rules of parliamentary procedure as defined in Robert's Rules of Order shall govern all meetings of the Chicago Local Section and the Board of Directors.

- Section 2: The Chicago Local Section shall be governed by the Board of Directors which includes the officers except otherwise herein expressly provided.
- Section 3: A quorum, defined as nine members of the Board of Directors, is required to be present for the transaction of official Chicago Local Section business.
- Section 4: For the conduct of Chicago Local Section business, a quorum of the membership shall consist of 15% of the members in good standing.
- Section 5: Unless otherwise specified in these Bylaws, the terms "approval of the Board" and "consent of the Board" shall mean a simple majority of the Board members present.
- Section 6: Before the Chicago Local Section publishes or otherwise issues publicly any statement on a policy matter which purports to represent the opinion of the American Industrial Hygiene Association, said Section shall first obtain prior consent of the Board of Directors of AIHA.
- Section 7: Before any officer or director of the Chicago Local Section publishes or otherwise issues publicly any policy statement as a representative of the Chicago Local Section, such officer or director must first obtain the consent of the Board of Directors of the Chicago Local Section.
- Section 8: Results of elections shall be reported to National AIHA by June 30 of each year.
- Section 9: Per the requirements of the Memorandum of Understanding (MOU) with AIHA National, the Chicago Local Section shall submit an Annual Action Plan and current membership roster to AIHA National by June 30 of each year. The Annual Action Plan shall consist of: 1) number of regularly scheduled technical meetings; 2) number of continuing education courses; 3) course title for continuing education courses; 4) number of committees; 5) committee names; 6) planned activities (e.g. scholarship, newsletter, social event, joint meeting, science fair, legislative communication, community outreach, etc.); 7) at least one annual goal the local section is to achieve for the upcoming year; and 8) anything of note to share with AIHA National and/or other local sections.
- Section 10: The Chicago Local Section shall work with the Local Section Regional Representative (LSRR) assigned by AIHA National in the development of the Annual Action Plan.

## **ARTICLE SIX - LOCAL SECTION COUNCIL REPRESENTATIVES**

- Section 1: The section shall be represented by the President or President-Elect on the Local Section Council at AIHce. If either the President or President-Elect cannot attend the Annual Meeting, the Local Section Council Representative(s) shall be appointed by the President.

Section 2: The member(s) who attend the Local Section Council Meeting shall make a report highlighting the contents of the meeting to the Chicago Local Section Board of Directors and the membership. This report shall be presented at the Annual Meeting in June following AIHce.

## **ARTICLE SEVEN - MEETINGS**

Section 1: The President shall preside at all meetings of the Section. In the President's absence, the President-Elect shall preside.

Section 2: Board meetings shall be held at least five times per year. At least four of these meetings must be scheduled to be held in-person; no more than one of the five requisite meetings may be held solely by teleconference, web conference or other indirect means of meeting. The date of each meeting shall be agreed upon by the Board of Directors at the Annual Meeting.

Section 3: Board of Directors' meetings, in addition to the minimum requisite number, shall be held at the discretion of the President or by petition to the President signed by five members of the Board, provided notice of at least seven days is given to Board members.

Section 4: Technical meetings and other membership gathering events shall be held at least six times per year. Members in good standing shall be notified of all meetings at least two weeks in advance of the date set for the meeting.

Section 5: The President may call special meetings of the membership at any time with the approval of the Board of Directors or by petition to the President signed by 25 members in good standing, providing written notice is given members at least seven days in advance of said meeting.

Section 6: The Annual Meeting shall be held in June following AIHce. The program of technical meetings, establishment or renewal of committees and installment of new Officers and Directors shall take place at the Annual Meeting. The Annual Meeting shall be organized by the incoming President.

## **ARTICLE EIGHT - DUES**

Section 1: The dues year shall be from January 1 to December 31.

Section 2: The amount of the dues shall be as approved by the Board of Directors and changes must be approved by a majority of the membership present at the Annual Meeting.

Section 3: Dues shall be payable on or after October 1 each year for the following year. When a member's dues are not paid by March 1, the member is not in good standing and is not entitled to vote.



## ARTICLE NINE - COMMITTEES

- Section 1: The President shall appoint committees as are deemed desirable for the effective action of the Chicago Local Section.
- Section 2: The membership of all committees appointed by the President shall terminate at the Annual Meeting. When continuity is required, the Board may direct the reappointment of the same members to a Standing Committee.
- Section 3: The Program Committee is Standing Committee which is appointed by the President at the Annual Meeting. The Chairperson of the Program Committee is the President-Elect. By *de facto* other members of the Program Committee shall consist of Directors numbering at least 10. The President-Elect shall submit names for the President's consideration for appointment to this Committee. The principal functions and responsibilities of the Program Committee are:
1. To develop a tentative program of technical meetings and other membership gathering for inclusion in the Annual Action Plan. The tentative program shall be prepared at the Annual Meeting and specify meeting topics, dates and locations.
  2. To contact speakers and make the necessary arrangements for the programs.
  3. To make host site arrangements for technical meetings and membership gatherings, including the negotiation of costs and selection of meal options, if applicable.
  4. To meet the speaker and to introduce him/her to Chicago Local Section officers and members.
  5. To provide the speaker with any equipment needed for the presentation, and operate it if necessary.
- Section 4: The Membership Committee is a Standing Committee which is appointed by the President at the Annual Meeting. The principal functions and responsibilities of the Membership Committee are:
1. To recruit qualified individuals to become members in the Chicago Local Section.
  2. To encourage eligible Chicago Local Section members to apply for membership in AIHA.
  3. To encourage Chicago Local Section members to renew their membership each year.
  4. To encourage former Chicago Local Section members to reinstate their membership.
- Section 5: The Communications Committee is a Standing Committee which is appointed by the President at the Annual Meeting. The Chairperson of the Communications Committee is the Secretary. The principal functions and responsibilities of the Communications Committee are:

1. To publish meeting minutes from the proceedings of Board of Directors meetings. Meeting minutes shall be published within 2 weeks of the meeting date, pending Board approval of the minutes by means of electronic voting.
2. To publicize the activities of the Chicago Local Section and any outstanding industrial hygiene achievement of any of its members.
3. To notify membership of upcoming technical meetings and membership gatherings.
4. To forward industrial hygiene information of national interest to AIHA.
5. To keep the website of the Chicago Local Section updated with current information.
6. To survey meeting participants following technical sessions and solicit feedback for purposes of continuous improvement.
7. To survey the general membership prior to the Annual Meeting for topic ideas and suggested meeting site locations of interest.
8. To maintain a social media presence.
9. To maintain a job board which posts position openings in the Chicago greater metropolitan area which are relevant to the practice of industrial hygiene.

Section 6: The Education/Academic Outreach Committee is a Standing Committee which is appointed by the President at the Annual Meeting. The principal functions and responsibilities of the Education/Academic Outreach Committee are:

1. To act as a liaison between the Chicago Local Section and local schools, including grade school through college.
2. To maintain communication and encourage involvement of local universities (e.g. Illinois State University, Purdue, Northern Illinois University, University of Illinois at Chicago) and student sections in Chicago Local Section activities.
3. To improve and refine the scholarship program for students and universities participating in Chicago Local Section activities.
4. To support and participate in career development programs to increase student awareness of the profession.
5. To promote mentor / mentee relationships forming (e.g. AIHA mentor program).

## **ARTICLE TEN - AMENDMENTS**

Section 1: The by-laws may be amended by a two-thirds vote of the members attending any regular or special meeting provided a quorum is present; or the by-laws may be amended by a two-thirds vote of the members responding to an electronic ballot providing a quorum of votes are received. Such amendment must be proposed in writing by a member at the meeting immediately preceding that at which the amendment is to be acted upon. Notice of the proposed amendment shall be distributed by the Secretary to the membership for polling, and voting shall be open for at least seven days.

Section 2: Amendments to these Bylaws must be approved by the Secretary of the National American Industrial Hygiene Association before they become effective. This is done to ensure the section that future changes in these Bylaws will have the same force as the originals, which were so approved.

### ARTICLE ELEVEN—DISSOLUTION

Section 1: The Local Section shall use its funds only to accomplish the purposes specified in these bylaws. No part of the funds shall be used to the advantage of any single person or entity or be distributed to the members of the local section. In the event of the dissolution or final liquidation of the local section, its remaining net assets shall be distributed to such nonprofit corporations or associations as are exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code, as deemed appropriate by the AIHA Board of Directors.

### ARTICLE TWELVE - ADOPTION OF BYLAWS

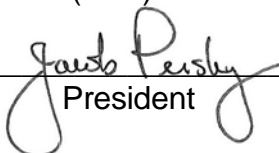
Section 1: These Bylaws are intended as a complete revision of the Bylaws dated November 5, 1958, amended as of March 1, 1973, and April 21, 1980 and April 6, 1988, and November 14, 1990, and January 30, 2007, and March 23, 2009 under which the Chicago Local Section has operated in the past; and upon their adoption, the former Bylaws and Amendments will therefore be entirely null and void.

Section 2: These Bylaws shall become effective immediately upon approval by the Board of Directors of the American Industrial Hygiene Association.

Submitted by:

Chicago Local Section

on March 24, 2015  
(date)

By   
President

Approved by:

American Industrial Hygiene Association

on March 24, 2015  
(date)

By   
Secretary, AIHA Board of Directors