

**AMERICAN INDUSTRIAL HYGIENE ASSOCIATION
ALBERTA SECTION
BY-LAWS
(March 23, 2001)**

ARTICLE I - NAME

Section 1. The name of this organization shall be the Alberta Section, American Industrial Hygiene Association.

ARTICLE II - MEMBERSHIP

Section 1. National members of the American Industrial Hygiene Association shall become members of the Alberta Section upon payment of the local section dues, if they reside within the province of Alberta. Subject to the consent of the Executive Committee of the Alberta Section, anyone living outside of the above territory who is a National member of the American Industrial Hygiene Association may enrol in this section by giving written notice to the Secretary of the Section and upon payment of required dues.

Section 2. On payment of the required dues, and with the approval of two-thirds of the Executive Committee of the Alberta Section, any person not a member of the American Industrial Hygiene Association but having an interest in industrial hygiene, may become a member of the Alberta Section, and be entitled to all the privileges of membership in the Section with the exception that they can not serve as officers of the Section (see Article 111). Application for membership in the Section shall be made, in writing, to the Secretary of the Alberta Section, American Industrial Hygiene Association.

Section 3. Any member whose dues are unpaid by the time of the Spring Annual General Business Meeting is not in good standing, and they shall have no vote. When the dues of any member are not paid within one year after they are due, their membership is automatically terminated.

Section 4. In the future, classes of membership, such as Organizational, Honorary or others, may be added by the Section, subject to the approval of the executive Committee and the Board of Directors of the American Industrial Hygiene Association.

ARTICLE III - OFFICERS

Section 1. The officers of the Alberta Section shall be a President, President-elect, a Secretary, and a Treasurer. Any member in good standing may be elected as a Director of this Section, but only an American Industrial Hygiene Association National member may be elected as President, President-elect, Secretary, or Treasurer. The President-elect, the Secretary, and the Treasurer shall be elected by the members of the Section, and shall serve until their successors are elected and installed. The President-elect shall automatically accede to the Presidency on election and installation of his successor.

Section 2. If the office of the President-elect becomes vacant, the President for the following year shall be elected at the spring annual general business meeting. If any other office becomes vacant, the Executive Committee shall appoint a member to fill this vacancy until the next annual general business meeting.

Section 3. The positions of officers and directors of the section are strictly voluntary. No form of remuneration will be given to those members holding these executive positions.

ARTICLE IV - ADMINISTRATION

Section 1. The Alberta Section shall be governed by the Executive Committee except as otherwise herein expressly provided.

Section 2. The Executive Committee shall consist of the four officers and three elected directors. The President of the Section shall serve as Chairman of the Executive Committee. Four members of the Executive Committee shall constitute a quorum for the transaction of business.

Section 3. The President or, in his absence, the President-elect shall preside at all meetings of the Section and of the Executive Committee and shall perform such other duties as may be directed by the Executive Committee.

Section 4. Before a Local Section publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the opinion of the American Industrial Hygiene Association, it must obtain the consent of the Board of Directors of the Association.

Section 5. Before any officer, director or member of the Local Section publishes or otherwise issues publicly any statement upon a policy matter which purports to represent the Local Section, he shall determine by consent of the Executive Committee that the statement expresses the majority opinion of the members of the Local Section.

Section 6. The Treasurer shall be the custodian of all monies of the Section, shall receive all monies due the Section, and shall pay all authorized bills against the Section. The disbursement of all funds for this section shall be made upon authorization of the Executive Committee. The Treasurer shall submit the accounts for audit by a qualified external accountant or by two members of the Society elected for that purpose. He shall then submit the accounts for audit at the last meeting of the Executive Committee, prior to the annual general business meeting of the Local Section, and he shall transmit to his successor in office, all funds and property of the Section in his possession. He shall submit an annual report to the Section in such form as may be determined by the Executive Committee.

Section 7. The Secretary shall keep an accurate record of all transactions of all meetings of the Section and of the Executive Committee; be custodian of the records of the Local Section; and shall carry on the correspondence of the Section; and he/she shall assist the membership director in keeping an accurate list of the members and their status.

Section 8. The Executive Committee shall obtain the approval of a majority of members present at an Executive Committee meeting held in accordance with Article VII for the commitment of funds in excess of \$2,000.00 and/or for all borrowing funds by passage of a special resolution of the Section.

ARTICLE V - ELECTION OF OFFICERS AND DIRECTORS

Section 1. The President-elect shall automatically accede to the Presidency on election and installation of his successor.

Section 2. A President-elect shall be elected each year at the annual spring general business meeting to serve for one year. The Secretary and Treasurer shall be elected at the annual spring business meeting to serve for two years.

Section 3. The three elected directors shall be elected to serve for a term of two years. The terms of office of the directors shall be staggered so that one or two new directors shall be elected each year at the annual spring general business meeting.

Section 4. Nomination from any member in good standing, for officers and directors, shall be made to the Secretary at least forty-five (45) days before the election, in time for circulation with the notice of election. Consent to same shall be obtained, in writing, from each nominee prior to submission of his/her name to the Secretary. In the absence of nominations the President shall appoint a nominating committee. The notice of election, showing names of nominees, shall be sent to each member in good standing at least fourteen (14) days before the date of election.

Section 5. The newly elected officers and directors shall be installed at the end of the annual spring general business meeting and shall serve until their successors are installed the next year. Elected officers or directors may be removed from office at any time by majority vote of the membership at a duly called extraordinary general meeting.

Section 6. The results of the election shall be reported promptly to the Managing Director of the American Industrial Hygiene Association.

Section 7. If, for any reason, except that outlined in the following section, an executive position (officer or director) is vacated, the Executive Committee shall appoint an interim successor until the next annual spring general business meeting.

Section 8. Directors who are qualified and wish to run for election to an officer's position must resign their directorship upon nomination. The vacated directorship will then be filled by election at the next annual spring general business meeting.

ARTICLE VI - LOCAL SECTION COUNCILLORS

Section 1. The Section shall be represented on the Local Section Council at the annual meeting of the American Industrial Hygiene Association by two members of the Section, in good standing, who have been elected or appointed to this Council by the Executive Committee of the Alberta Section of the Association. To promote continuity in the Council, the councillors should be the two highest ranking officers of the Local Section if possible. If not, these officers, the councillors should be equally familiar with their Local Section affairs.

Section 2. The members who attended the Local Section Council Meeting shall report to the Alberta Section on the annual meeting of the American Industrial Hygiene Association, and bring its members the highlights of that meeting. This report shall be rendered at the first Alberta Section meeting following the national meeting.

ARTICLE VII - MEETINGS

Section 1. General Section meetings shall be held at least two times per year. The time and place of each meeting shall be approved by the Executive Committee.

Section 2. The annual spring general business meeting, at which the election of officers and directors takes place, shall be held prior to March 31st.

Section 3. Extraordinary general meetings may be called by the President any time with the approval of the Executive Committee or by means of a petition to the President signed by at least fifteen (15) percent of the members in good standing of the Alberta Section. Meetings arising by such a petition shall be called by the President within sixty (60) days of receipt of the petition.

Section 4. Members in good standing shall be notified of all general meetings and extraordinary general meetings at least fourteen (14) days in advance of the date set for the meeting. Notification of membership by telephone or in writing shall be deemed sufficient.

Section 5. A quorum shall consist of twenty (20) percent of the members in good standing at all general meetings and extraordinary general meetings.

Section 6. Executive Committee meetings shall be held at the discretion of the President at any time during the year provided notice of at least seven (7) days is given. A conference telephone call shall be deemed a duly convened Executive meeting.

Section 7. The books and records of the Section shall be available for inspection by any member in good standing of the Alberta Section at the time of the annual spring general business meeting.

ARTICLE VIII - DUES

Section 1. The dues shall be \$35.00 per year. Persons who join the Section during the last quarter of the year shall have their dues applied to the following year.

ARTICLE IX - COMMITTEES

Section 1. The Executive Committee shall appoint a Program Committee from among the membership. The President-elect shall act as chairman of the Program Committee. The Program Committee shall present a tentative program for the year to the Executive Committee for approval. On approval by the Executive, the Program Committee will then complete arrangements for speakers and meeting places, and provide the Secretary with the program which will be circulated to the members of the Alberta Section.

Section 2. The Executive Committee shall appoint other committees as are deemed desirable for the effective action of the Alberta Section. A member of the Executive Committee shall be an ex-officio member of all these standing committees.

Section 3. The membership of all committees appointed by the Executive Committee shall terminate with the close of the annual spring general business meeting of the Alberta Section.

ARTICLE X - AMENDMENTS

Section 1. Amendments to these bylaws may be presented by any member in good standing at any general meeting of the Section or at any special meeting called for that specific purpose. They shall be presented in writing and shall be offered to the membership present at that meeting on motion for consideration and circulation to the membership. A simple majority shall be necessary to pass the motion. Amendments accepted for consideration for adoption shall be printed and circulated to all members in good standing. This special resolution of the Section shall require a two-thirds affirmative vote of the ballots returned within thirty (30) days for adoption of the amendment.

Section 2. Amendments to these bylaws must be approved by the Board of Directors of the American Industrial Hygiene Association before they become effective. This is done to ensure the Alberta Section that future changes in these bylaws will have the same force as the original, which was so approved.

APPROVED: BOARD OF DIRECTORS, AIHA National

Managing Director

Date

APPROVED: Alberta Section

President – Elizabeth Tobias