

**POLICY AND PROCEDURE MANUAL  
OF THE  
MINNESOTA ENVIRONMENTAL HEALTH ASSOCIATION, INC.**

**1.0 Mission Statement**

- 1.1 The following is adopted as the mission statement of Association by the Board of Directors:

*The mission of the Minnesota Environmental Health Association is to provide professional development to its members, and education and information to the community, which will maintain and enhance public health and the environment in Minnesota.*

**2.0 Address**

- 2.1 The address of the Association shall be P.O. Box 441, Anoka, MN 55303

**3.0 Non-Profit Corporation**

- 3.1 The Association is registered as a non-profit corporation with the Minnesota Secretary of State. Registration is perpetual.
- 3.2 The MEHA Secretary shall file the annual report online with the Minnesota Secretary of State by December 31 of each year.

**4.0 Logo and Trademarks**

- 4.1 The following logos were adopted as the official Association logos by the Board of Directors on May 15, 2015:



- a. The following logo was adopted as the official Association logo by the board of Directors on December 16, 2003, but has been superseded by the logos in 4.01:



- 4.2 The colors of the logo shall be royal blue (PMS 294) and kelly green (PMS 347).
- 4.3 The logo shall be registered with the Minnesota Secretary of State as a registered trademark. Registration is valid for ten (10) years. The current registration, for 4.1 logos, expires on November 19, 2025. The current registration, for the 4.1a logo, expires on March 10, 2024.
- 4.4 The abbreviations “MEHA” shall be registered with the Minnesota Secretary of State as registered trademarks. Registration is valid for ten (10) years. The current registration expires on February 17, 2019.
- 4.5 All official MEHA documents and materials shall use the most appropriate logo from the most recently adopted suite (4.1).

**5.0 Membership**

- 5.1 Any member whose dues are delinquent as of the last billing notice shall not be in good standing and shall be subject to suspension.
- 5.2 Reinstatement of suspended members shall be at the discretion of the Board of Directors, who may, as a condition thereof, impose payment of all or a portion of any unpaid back dues.
- 5.3 The Board of Directors may establish a late fee for unpaid dues.
- 5.4 The following dues schedule is authorized by Article IV of the By-Laws.

	Annual
a. Active	\$35.00
b. Sustaining	
i. Gold	\$280.00
ii. Silver	\$180.00
iii. Bronze	\$80.00
c. Institutional	\$20.00
d. Retired	\$10.00

- e. Honorary gratis
- f. Student \$5
- g. Junior \$5
- h. Life gratis

## **6.0 Retired Membership**

- 6.1 A person who meets the requirements of By-Laws, Article III, Section 3, may select either Active or Retired membership.
- 6.2 A Retired member who is employed in the field of environmental health after retirement shall pay conference registration fees at the Active member rate.

## **7.0 Student Membership**

- 7.1 Student membership shall be available to any full-time student working towards a degree in environmental health, environmental science, public health or an associated discipline (By-Laws, Article III, Section 5)
- 7.2 A person applying for Student membership shall submit verification of their full-time student status upon request.
- 7.3 Membership fees shall be waived for students joining MEHA at respective university membership events.

## **8.0 Sustaining Membership**

- 8.1 Sustaining membership shall be available to any person, firm or corporation expressing an interest in the Association and its objectives. (By-Laws, Article III, Section 6)
- 8.2 The following benefits shall be provided for the three (3) levels of sustaining membership:
  - a. All levels: Subscription to newsletter, and mention in both the newsletter and website.
  - b. Gold: One-half (1/2) page advertisement in the newsletter for one (1) year, 25% discount on cost of booth at the Annual Spring Conference, and registration fees at the member rate to all conferences for up to four (4) employees.
  - c. Silver: One-quarter (1/4) page advertisement in the newsletter for one (1) year, 10% discount on cost of booth at the Annual Spring

Conference, and registration fees at the member rate to all conferences for up to two (2) employees.

- d. Bronze: One-eighth (1/8) page advertisement in the newsletter for one (1) year, and registration fees at the member rate to all conferences for one (1) employee.

8.3 Upon receipt of new Sustaining Membership applications, the Treasurer shall forward the application form to the Membership Committee and notify the Secretary, and the Newsletter Technology and Professional Development and Outreach Committees. The Secretary will send a letter of appreciation to the new sustaining member. The Newsletter and Technology Committees will include the sustaining members in the newsletter and website. Renewal memberships will be processed as other categories. Sustaining membership status will be tracked and reported by the Membership Committee with other member categories.

## **9.0 Institutional Membership**

9.1 Institutional membership shall be available to any institution involved in the educational aspects of environmental health or an associated field. (By-Laws, Article III, Section 7)

9.2 Institution, as used in the By-Laws, Article III, Section 7, shall mean a post-secondary school, college, or university.

9.3 Institutional membership shall not be awarded to an individual.

## **10.0 Junior Membership**

10.1 Junior membership may be awarded to a college student in a non-environmental health degree program, associated discipline or a junior or senior high school student with an interest in environmental health.

10.2 Junior membership does not afford any privileges of voting or serving on the Board of Directors.

## **11.0 Balloting for Annual Elections**

11.1 Annual elections may be conducted via paper ballots or electronic means at the discretion of the Board of Directors.

11.2 Procedures for paper ballots:

- a. Between March 15 and March 22 the Secretary shall mail ballots to all members, except junior members, who are in good standing as of February 28. The mailing will include a ballot and a return envelope.

b. Ballots must be returned to the Association by the April Board meeting. Ballots must be returned in the envelopes provided. Ballots not received prior to the April Board meeting will not be counted.

c. Ballots will be tabulated at the April Board meeting by the Secretary and at least one other member who is not a candidate for election. Election results will be announced to the general membership at the Annual Meeting. Ballots will be destroyed three (3) months after the Annual Meeting.

11.3 Procedures for electronic ballots:

a. Between March 15 and March 22 the Secretary, working in conjunction with the Technology Committee, shall send a link to an electronic ballot to all members, except Junior members, who are in good standing as of February 28.

b. Ballots will be sent via a secure online election service.

c. The online election period must close prior to the April Board meeting.

d. prior to the meeting the secretary and first past president shall review the certified election results.

e. the secretary shall present the certified election results to the board at the April meeting.

11.4 Candidates for office will be notified of the election results at least 2 weeks prior to Annual Meeting of the Association. The Secretary will report the election results to the general membership at the Annual meeting.

## **12.0 Order of Business of the Annual Meeting**

- a. Meeting Called to Order.
- b. Roll Call of Officers and Directors.
- c. Secretary's Report.
- d. Approval of last Annual Meeting minutes.
- e. Treasurer's Report.
- f. Approval of Annual Treasurer's Report.
- g. Reports of Committees.
- h. Report on Strategic Direction.
- i. Unfinished Business.
- j. Outgoing President's Address.
- k. Presentation of Gavel to Incoming President.
- l. Incoming President's Address.
- m. Presentation of Past President Award and Gold Bar to Outgoing President.
- n. Report of Election.
- o. New Business.
- p. Adjournment.

## **13.0 Delegates to the Annual National Meeting, Regional Meeting, and MEHA Conferences**

- 13.1 In order for the President and President Elect to carry out the responsibilities described in Article VI of the Association By-Laws regarding the Annual National Environmental Health Association Meeting, the Association shall contribute to the registration, transportation, lodging, and other expenses of the President and President Elect or other appointed Delegate(s) as follows:
  - a. Registration: Early registration discount, membership rate. The Delegates are required to be members of NEHA or to join when signing up for the conference. Delegates are personally responsible for paying their NEHA membership dues.
  - b. Transportation:
    - 1) Air travel: Coach-class tickets purchased in a manner and timeframe that minimizes the expense to the Association.
    - 2) Ground Travel: Shuttle-type transportation to the lodging site (if not otherwise provided).
  - c. Lodging: Single accommodation in standard room, preferably at or comparable to the Meeting's official hotel.
  - d. Food: For those meals not included in the Meeting registration fee, the Association will reimburse the Delegates up to the amount given in the U.S. General Services Administration CONUS schedule for the meeting location.
  - e. Emergency: In case of emergency, reasonable and necessary expenses for food, lodging, and transportation will be reimbursed subject to Board approval.

- f. Hospitality: Expenses for providing hospitality to the meeting attendees will be taken out of the President's budget.
- 13.2 If the President declines to attend the Annual National Meeting, the President Elect shall be selected as the Official Delegate. In this case, a Member who has previously attended the Meeting will be appointed by the Board to accompany the President Elect and act as a guide. If neither the President nor the President Elect is able to attend, the Board of Directors may select another Board Member to be the Official Delegate. Preference will be given to previous attendees to ensure the Association will be well represented.
  - 13.3 One scholarship to attend the NEHA Annual Educational Conference may be awarded annually. The expenses covered will be the same as for the appointed delegate. In order to qualify for a scholarship, an individual must have been an Association member in good standing for at least five (5) years, and a current NEHA member. A committee will be formed to select the scholarship recipient. The chair of the committee will be the third year Director.
  - 13.4 In order for the President and President Elect or other appointed Delegate(s) to represent the Association at the MEHA Conferences and the NEHA Region 4 Educational Conferences, the Association shall contribute to the registration, transportation, lodging, and other expenses as outlined in 13.1, only when the delegate's employer will not pay travel costs.

**14.0 President's Annual Budget Provisions**

- 14.1 President's Luncheon: The president shall arrange for a luncheon during the April board meeting as a token of appreciation for all board members and committee chairs.  
The luncheon shall be paid from the President's annual budget. Persons attending the luncheon who are not board members or committee chairs shall pay for their own meal.
- 14.2 The President and President Elect may use funds from the President and President Elect's annual budgets to pay for NEHA Memberships, which are required to fulfill the president's duties as outlined in 22.7 of the Policy and Procedure.
- 14.3 This section does not limit the ability of the President or President Elect to use funds from their budget as allowed or required in the Policy and Procedure or By-laws of the Organization.

## **15.0 Property**

- 15.1 The property of the Association shall be inventoried and accounted for by the Vice President at the last Board of Directors meeting before the Annual Meeting, and at the Annual Meeting.

## **16.0 Records Retention**

- 16.1 This Section shall establish the minimum time periods for which the Association's records are retained. Records shall be transferred to the succeeding person as promptly as possible.
- 16.2 The Treasurer shall maintain and keep the following records:
  - a. Annual budgets – in perpetuity
  - b. Bank statements – 8 years
  - c. Insurance policies – 3 years
  - d. Receipts – 3 years
  - e. Cancelled checks – 3 years
  - f. Conference bills and receipts – 3 years
  - g. Reports to the Internal Revenue Service – 8 years
  - h. Internal audit reports – 3 years
- 16.3 The Secretary shall maintain and keep the following records:
  - a. Minutes – 10 Years
  - b. Routine correspondence – 3 years
  - c. Annual committee reports – 7 years
  - d. Official resolutions – 7 years
  - e. List of past officers, directors, and award recipients – 7 years
- 16.4 The President-Elect shall collect and maintain Committee Job Action Sheets containing current membership and contact information for 7 years.
- 16.5 The Chair(s) of the Conference Planning Committee shall maintain and keep the following records:
  - a. Agendas – 3 years
  - b. Income and expense reports – 3 years
  - c. Registration records -3 years
  - d. Speaker information and contacts – 3 years
- 16.6 The Chair(s) of the Communication Committee shall maintain and keep the following records:
  - a. Past issues of the newsletter – 7 years
  - b. Advertising records – 3 years
  - c. Income & expense reports – 3 years
- 16.7 The Chair(s) of the History Committee shall maintain and keep the following records:



- a. Photos and photo albums – in perpetuity
  - b. Other documents of a historical nature – in perpetuity
- 16.8 The Chair(s) of the Membership Committee shall maintain and keep the following records:
- a. Annual membership lists – in perpetuity
- 16.9 The Chair(s) of the Legislative Committee shall maintain and keep the following records:
- a. Legislative position papers – 7 years then refer to History Committee
- 16.10 The Chair(s) of the Scholarship Committee shall maintain and keep the following records:
- a. List of awards – in perpetuity
  - b. Financial records – 3 years

**17.0 Meeting Notes**

- 17.1 The Secretary shall record and retain meeting notes of all Annual Meetings and Board of Directors meetings.
- 17.2 The Secretary shall distribute all meeting notes of meetings to the Board of Directors as soon as possible after such meetings. Once approved by the Board of Directors, the Secretary shall forward the meeting notes to the chair(s) of the Technology Committee for posting on the website.

**18.0 Procedures for Conducting Board Business Electronically Between Regularly Scheduled Meetings.**

- 18.1 The Board may use electronic voting (email) to decide matters that need to be resolved prior to the next regularly scheduled meeting.
- 18.2 Any Board member may initiate the email voting process by sending a motion to the other Board members via the Board email listserv. The cover email to the Board shall clearly explain the proposal, with supporting information as needed. The email shall state that formal consent to an action is being solicited.
- 18.3 A motion must be seconded by another voting member prior to discussion. The “Reply All” feature shall be used to ensure that every Board member is included in the discussion.
- 18.4 Once the motion has been seconded, the President (or President-Elect in the absence of the President) shall announce a discussion period on the proposal. The discussion period will normally be one week but the President or designee may select a longer or shorter period as needed and

may extend the discussion period if appropriate. During the discussion period, Board members may propose amendments or substitute motions, and the Board may vote on those motions, just as they could during a normal Board meeting.

- 18.5 At the end of the discussion period, the President (or President-Elect in the absence of the President) will call for a vote.
- 18.6 Per the Corporation By-Laws, Article VII, Section 2 (a) and (b), six (6) voting Board members shall constitute a quorum to legally conduct the business of the Corporation. At least six (6) Board members must vote prior to the closing date of the voting period in order for a motion to pass or fail.
- 18.7 Board members will vote on the final motion by replying “Yes”, “No”, or “Abstain”. The voting period will normally be one week, but the President or designee may select a longer or shorter period as needed.
- 18.8 At the end of the voting period, the President (or President-Elect) will announce the results of the vote.

#### **19.0 Policy and Procedure Revisions**

- 19.1 The Policy and Procedures Manual will be reviewed annually by the Vice-President, Secretary, and the Chair and members of the Resolutions Committee. Their proposed revisions shall be presented to the Board for approval.
- 19.2 The Policy and Procedures Manual can be revised or amended at any time with Board approval.
- 19.3 The Policy and Procedures Manual shall be maintained by the Secretary.

#### **20.0 Strategic Direction Revisions**

- 20.1 The Board of Directors shall annually review the Association’s Strategic Direction at the first Board of Directors meeting after June 1<sup>st</sup>. This shall be the responsibility of the President-Elect.
- 20.2 The President-Elect shall report on progress of the Strategic Direction at each regular meeting of the Board of Directors.
- 20.3 The outgoing President-Elect shall prepare an annual report for the Annual Business Meeting.

#### **21.0 Committees**

- 21.1 The following are established as standing committees:

- |                        |                          |
|------------------------|--------------------------|
| a. Awards              | i. Outreach              |
| b. Conference Planning | j. Publicity & Marketing |
| c. Finance             | k. Registration          |
| d. History             | l. Resolutions           |
| e. Legislative         | m. Scholarship           |
| f. Membership          | n. Student               |
| g. Communication       | o. Technology            |
| h. Nominations         |                          |

- 21.2 Each standing committee shall have a chair or co-chairs, and should have at least two members, one of whom is also a member of the Board of Directors.
- 21.3 At least one member of each current standing committee should have served on that committee the previous year.
- 21.4 Members of the Board of Directors will be liaisons to each committee.
- 21.5 Each committee shall work cooperatively with the Finance Committee to develop a budget for the fiscal year. The Finance Chair shall distribute budget forms to Committee Chairs by March 1<sup>st</sup>. Committee chairs shall submit budget forms to Finance Committee by April 1<sup>st</sup>.
- 21.6 Each committee chair shall submit a written report prior to each meeting of the Board of Directors unless otherwise directed by the President. The report shall identify all major activities of the committee since the last report. If a report is not submitted by the committee chair, the liaison will submit the report.
- 21.7 Each committee chair shall submit a written annual report to the Secretary at least 30 days prior to the Annual Meeting. The report shall list committee members and identify all major activities of the committee for the preceding year.
- 21.8 Each committee chair shall develop a job action sheet and update annually as needed.
- 21.9 The Secretary shall provide an orientation manual to each new board member and committee chair. This manual shall contain at a minimum the following: mission statement, by-laws, policy & procedures manual, strategic direction, calendar of events, adopted budget for current fiscal year, membership application form, list of current board members, and list of current committee chairs.

## 22.0 Awards Committee

- 22.1 The Awards Committee shall consist of the 2<sup>nd</sup> Past President and at least two other members appointed by the 2<sup>nd</sup> Past President: one or more from the Board of Directors and one or more from the general membership. Awards will be presented at the Annual Meeting.
- 22.2 By a 2/3rds vote not more than two honorary memberships may be awarded at any MEHA sponsored conference.
- 22.3 The Committee may award a Certificate of Merit for outstanding service to the Association.
- 22.4 The Association shall name the Environmental Health Professional of the Year Award in memory of Frank A. Staffenson, a past president of the Association and former director of Environmental Health for the City of St. Paul. (*Action by the General Membership, May 3, 2002.*)
- 22.5 The Committee shall award the “Frank A. Staffenson Environmental Health Professional of the Year” to an individual who meets the following criteria:
- a. Is a member of the Association in good standing; and
  - b. Is active as an administrator, supervisor, or environmental health professional, and
  - c. Is a Registered Environmental Health Specialist/Sanitarian in Minnesota.
  - d. Has been active in the field of Environmental Health for at least 10 years, and
  - e. Has been an active member of the Association for at least 5 years, and
  - f. Has contributed significantly to the development, expansion, or advancement of environmental health; or has performed a service that has produced a benefit to the profession as a whole. Either of these accomplishments can be a single achievement or a continuing performance of merit.
- 22.6 The committee may award an “Emerging Professional Award” to give recognition to new members of the Environmental Health profession who meet the following criteria:
- a. Has earned the respect of peers for outstanding service in the promotion of and contribution to the EH profession.
  - b. Demonstrates an extraordinary dedication to Environmental Health.

- c. Contributes to the advancement of the Environmental Health profession.
- d. Actively participates in MEHA activities, and be a member in good standing of MEHA, with not more than five years experience in Environmental Health.

- 22.7 The Committee shall ensure the President forwards the name of the “Frank A. Staffenson Environmental Health Professional of the Year” award recipient to the National Environmental Health Association for their National Certificate of Merit.
- 22.8 The outgoing President shall receive a Past President Award at the Annual Meeting in appreciation for service to the Association.
- 22.9 These awards will be suitably inscribed plaques. The plaques shall be in the shape of the State of Minnesota and a maximum of fifteen (15) inches tall. The 2<sup>nd</sup> Past President is responsible for all matters dealing with awards. (*Action of General Membership, Annual Meeting 1/30/70*).
- 22.10 The Committee may nominate members for national awards, such as the Citation Award, Walter Snyder Award, Mangold Award, Star Crystal Award, etc.
- 22.11 The Committee may decline to present any or all of the awards in a given year.
- 22.12 During the presentation of the awards, a summary of the recipient’s accomplishments shall be given by the Committee chair.

### **23.0 Conference Planning Committee**

- 23.1 The Committee shall develop and administer educational programs designed to promote the objectives of the Association. Other committees may collaborate with the Committee in developing technical programs when appropriate.
- 23.2 The Committee shall be responsible for all aspects of the educational programs, including, but not limited to, the agenda, location, food, lodging, and registration.
- 23.3 The Committee shall consult with the Board of Directors in determining the location of the annual Spring Conference. Locations for the Winter and Fall Conferences should be rotated at the Committee’s discretion. Coordination of special conferences will be done only at the direction of the Board of Directors.

- 23.4 Preference shall be given to conference locations which provide recycling of beverage containers and paper.
- 23.5 The Committee shall submit a written report to the Board of Directors within 60 days of completion of each conference. The report shall include information regarding location, agenda, accommodations, registration, and income/expenses for the conference.
- 23.6 Non-members shall be assessed at least a dollar amount that is greater than or equal to the Active membership rate at all educational seminars.
- 23.7 Retired and Student members shall pay one-half of the Active member registration fee for educational seminars, additional to the seminar registration rate charged to Active members.
- 23.8 The Committee shall provide written documentation to the Treasurer that conference bills were reviewed and approved by the Committee prior to payment.
- 23.9 Mileage reimbursement for speakers, if requested, shall not exceed the rate established by the Internal Revenue Service. Mileage reimbursement shall not be provided when the speaker is otherwise reimbursed for travel expenses or is provided with a publicly-owned vehicle.
- 23.10 A late registration fee of at least \$15.00 may be established by the Committee.
- 23.11 The Committee shall obtain a copy of the latest membership roster from the Membership Committee to ensure that attendees pay the appropriate registration fee.
- 23.12 The MEHA President, Secretary, Treasurer, and Conference Planning Committee Chairs will not be required to pay conference registration fees. Other MEHA Committee Chairs will not be required to pay conference registration fees provided MEHA funds are available. Payment of expenses and registration fees for speakers shall be negotiated by the committee based on the conference budget.

#### **24.0 Finance Committee**

- 24.1 The Committee shall consist of the Treasurer, Committee chair, and at least one other member in good standing. The Committee shall promote the fiscal well-being of the Corporation and shall be responsible for the records thereof.



- 24.2 The Committee shall prepare an annual budget for the Board of Directors approval. The budget shall be for the Corporation's fiscal year of June 1 through May 31.
- 24.3 The Committee shall conduct an annual review of the financial records of the Corporation, including the scholarship fund.
- 24.4 All disbursements shall be made by check of the Corporation signed by the Treasurer. All payments shall be associated with an invoice and/or receipt.
- 24.5 Payment of pre-approved or budgeted financial items shall be made by the Treasurer. Payment of bills in excess of 15% of the budgeted expenditure or \$100.00 whichever is greater, shall be reviewed by the Board of Directors before payment is made. Payment of bills of \$500.00 or more shall be co-signed by the President, or authorized in writing by the President, prior to payment.
- 24.6 The Treasurer shall submit Form 990-N e-Postcard to the Internal Revenue Service annually before the January 31<sup>st</sup> deadline.
- 24.7 The Treasurer shall obtain a W-9 form from each person/company that receives \$600.00 or more (current IRS amount) annually from MEHA prior to paying them for their services.
- 24.8 The Treasurer shall submit Form 1099-Misc or equivalent to the Internal Revenue Service and the payee annually before the January 31st deadline.
- 24.9 Withdrawals from savings accounts, certificates of deposit, or the Caldwell Fund shall be co-signed by the President and the Treasurer.
- 24.10 The Committee chair shall review the bi-monthly Treasurer's Report before each Board meeting.
- 24.11 The Committee shall ensure a smooth transition upon appointment of a new Treasurer

## **25.0 History Committee**

- 25.1 The Committee shall maintain and preserve historical highlights by maintaining a written and pictorial history of the Association. This shall include, but not be limited to newsletters, position papers, meeting notices, correspondence with a historical value and other published or printed material. This does not include the Board meeting minutes, which are maintained by the Secretary.



- 25.2 Any materials over 7 years old will be referred to the History Committee to review for historical significance. This review will be done on an annual basis.

## **26.0 Legislative Committee**

- 26.1 The Committee, when directed by the board of Directors, will act as a liaison for the Association with the State Legislature, local boards of health, county boards of commissioners, and city councils. The Committee will represent the Association as a resource for the State Legislature on environmental health issues.
- 26.2 The Committee will track environmental health issues in the State Legislature and will report their findings to the Association.
- 26.3 The Committee will inform members of the legislative process, provide them with the names of their individual Senators and Representatives upon request, and encourage them to contact their elected officials on environmental health issues.
- 26.4 The Committee, when directed by the Board of Directors, will prepare Association position papers on environmental health issues that are being considered by the State Legislature.
- 26.5 To be adopted by the Association, position papers must be approved by at least six (6) Board members, either at a meeting of the Board of Directors, or as the result of communication by telephone, fax or e-mail.

## **27.0 Membership Committee**

- 27.1 The Committee shall actively promote membership with the objective of enrolling eligible persons as stipulated in Article III of the By-Laws.
- 27.2 The Committee shall cooperate with and assist the Treasurer in maintaining the membership records.
- 27.3 The Committee shall maintain a current database of all members. This will include paid and expire/lapsed memberships. The Committee will send membership renewal invoices.
- 27.4 The Committee will provide mailing labels to other Committees for the distribution of newsletters, conference announcements, mail ballots and other Association business.
- 27.5 The Committee shall collect \$50.00 from a person, business or organization that requests a copy of the Association's mailing list or portion thereof. This fee may be waived for non-profit organizations,

education institutions, public agencies and other organizations when the purpose for the request does not conflict with the objectives of the Corporation as stated in Article II of the By-Laws. Mailing lists provided under this section shall indicate that duplication is prohibited.

- 27.6 The Committee shall notify members during application for new or renewal membership that mailing lists may be provided to other organizations upon request. The notification shall allow members to exclude themselves from such mailings.
- 27.7 The Committee shall provide a copy of the latest membership list to the Conference Planning Committee to ensure that attendees pay the appropriate registration fee.
- 27.8 The Committee shall provide the current membership list to the Technology Committee for annual electronic distribution to the membership.
- 27.9 The Committee shall establish a subcommittee to contact past members whose membership has expired to encourage them to renew their membership.
- 27.10 The Committee shall offer a one-year complimentary membership to each person who passes the registration (RS/REHS) examination after October 1, 2013. If the examinee is already a MEHA member, a one-time credit may be used once the applicant's renewal is due.

## **28.0 Communications Committee**

- 28.1 The Association's newsletter shall be published twice per year and shall contain matter of an educational nature.
- 28.2 The Committee shall provide the newsletter to the Technology Committee for electronic distribution to the membership and posting to the website.
- 28.3 The Committee may solicit and/or accept advertisements that are in keeping with the mission of the Association. The advertisement fee structure is for two (2) issues, and email news updates, and is as follows:
  - a. Full page \$150
  - b. Half page \$80
  - c. Quarter page \$60
  - d. Eighth page \$40
- 28.4 A sustaining member who desires an advertisement larger than the size provided in their Sustaining Membership benefits may purchase additional space by paying the difference between the two rates listed above.

28.5 If the Committee has reservations regarding the suitability of an advertisement for publication in the newsletter, it may be brought before the Board of Directors for review. Advertisements shall be submitted in an electronic format.

28.6 The Spring Newsletter containing submitted candidate biographies shall be distributed to the general membership no later than March 15<sup>th</sup>.

### **29.0 Nominations**

29.1 The 1<sup>st</sup> Past President shall be responsible for recruiting candidates to all elected offices.

29.2 The 1<sup>st</sup> Past President shall consider the geographic distribution of the membership when recruiting candidates.

29.3 The 1<sup>st</sup> Past President shall contact all candidates, and must obtain their consent before offering their names in nomination.

29.4 The 1<sup>st</sup> Past President shall provide nominations to the Board for approval by the February Board meeting or by February 28<sup>th</sup>. (By-Law, Article X, Section 1)

29.5 The 1<sup>st</sup> Past President shall provide candidate biographies to the Newsletter Committee no later than March 1<sup>st</sup>.

### **30.0 Outreach Committee**

30.1 The Committee shall develop information, educational opportunities, and material that will aid public education about the profession of Environmental Health Specialist.

30.2 The Committee shall promote the profession of Environmental Health Specialist. They may use the Association's display booth at trade shows, county fairs, conferences, career fairs, and other health-related public gatherings.

30.3 The Committee may invite vendors to display their products and services at the Association conferences.

30.4 The Committee shall also be responsible for the acquisition and sale of apparel with the MEHA name and/or logo on it.

### **31.0 Publicity & Marketing Committee**

- 31.1 The Committee shall publicize the Association activities in the newsletter. The Committee may also inform the local press media and the NEHA Journal of the Association's activities.
- 31.2 The Committee shall develop and distribute a series of news release and public service announcement (PSA) templates for Association activities.
- 31.3 The committee will be responsible for the scheduling and use of the display board and scrolling banner.

### **32.0 Registration Committee**

- 32.1 The Committee is the advisory committee to the Board of Directors on matters pertaining to the registration of Environmental Health Specialists/Sanitarians in the state of Minnesota, and on national registration as it pertains to members.
- 32.2 The Committee shall monitor National Environmental Health Association registration, testing and training programs.
- 32.3 The Committee shall provide Minnesota Registration Advisory Council meeting minutes to the Board of Directors semi-annually.
- 32.4 The Committee shall promote the benefits of registration.
- 32.5 The Committee shall advise the Board of Directors as to current issues.

### **33.0 Resolutions Committee**

- 33.1 It shall be the duty of the Committee to consider all resolutions referred to it and to present at the Annual Meeting a report on each resolution approved by the Board of Directors. The report shall be accompanied by a recommendation of the Committee as to action to be taken by the members present and in good standing.
- 33.2 The Secretary shall be a member of the Committee.
- 33.3 "Resolution" shall be interpreted to mean a written item on a subject or action that is to be considered at the Annual Meeting and shall become a part of the permanent record of the Annual Meeting.
- 33.4 Resolutions must be approved by a majority vote of the members in good standing at the Annual Meeting in order to stand as adopted by the Association.

- 33.5 The Association shall not take action upon any resolution except those consistent with the professional interests of the Sanitarian/Environmental Health specialist and the practice of environmental health.
- 33.6 The Committee shall also assist the Vice President and Secretary with the annual review of the Policy and Procedures Manual.

#### **34.0 Scholarship Committee**

- 34.1 In memory of Mary Lauren Olson, daughter of Past President Steve Olson, R.S. a long-term committee and Board member, a scholarship was established in September 1988. The scholarship funds shall be held as a permanent endowment fund and administered by the Minnesota Medical Foundation. The minimum principle balance shall be \$10,000. The income earned shall be available to fund a scholarship(s) awarded to a student enrolled in the University of Minnesota School of Public Health, Division of Environmental Health Sciences.
  - a. As used in this Section, the term “Fund Coordinator” means the manager of the permanent endowment fund with the Minnesota Medical Foundation.
  - b. Proceeds from the following sources shall be dedicated to the scholarship fund unless otherwise authorized by the Board of Directors:
    - c. Net income from the Annual Spring Conference golf tournament; One-half of all proceeds from the “display booths” at the Spring Conference.
    - d. The Committee shall be responsible for organizing and running the Annual Spring Conference golf tournament.
    - e. Any scholarship award shall be a minimum of \$500 up to a maximum of 5% of the accrued principle (fund balance) as of July 1 each year. The number of possible scholarship awards shall be determined by the amount of available money. No scholarship shall be awarded if the annual accrued income is less than \$500.
    - f. The Committee shall consist of three (3) trustees appointed by the Board of Directors who will serve for three (3) years, with terms staggered. The third year Trustee shall serve as the Committee chair. Trustee terms shall be effective September 1 each year. No more than two trustees may be employed by the same agency.

- g. The Committee will maintain a listing of the Trustees, the scholarship fund balance, a listing of the recipients, and the amount awarded. The Committee shall give an annual report to the members at the Annual Business Meeting.
- h. The Committee chair shall send the current list of trustees with names, addresses, and telephone numbers to the Fund Coordinator by September 30 each year.
- i. To assure continued growth of the fund and to potentially award scholarships larger than the original sum of \$500, at least 25% of the annual accrued income held by the Treasurer as of July 1<sup>st</sup> shall be added to the principle of the endowment fund. The Committee shall notify the Treasurer the amount of the annual accrued income to be transferred to the Minnesota Medical Foundation.
- j. The Committee shall determine the amount of the scholarship(s) after consulting with the Fund Coordinator.
- k. Scholarship Selection Process:
  - 1. Depending upon available monies as of July 1<sup>st</sup> and qualified candidates, a scholarship or scholarships shall be awarded in January of each calendar year.
  - 2. The Committee shall seek qualified candidates from the Division of Environmental Health Sciences, School of Public Health during the fall semester.
  - 3. The Committee shall obtain the following by December 1:
    - i. A letter of application from each candidate that includes their college transcripts, graduate school study plan, and a brief description of their career goals.
    - ii. A letter of recommendation from the candidate's advisor or another representative of the Division of Environmental Health Sciences.
  - 4. The Committee shall select and notify the prospective scholarship recipient no later than December 31 each year. Any other candidates shall be notified of the outcome of the selection process within one week of the recipient's notification.
  - 5. The Committee shall notify the Fund Coordinator of the name and social security number of the prospective recipient as

soon as possible after the selection has been confirmed. The Minnesota Medical Foundation will issue a check made payable to the recipient within two weeks of notification of the recipient.

- 34.2 The MEHA Northstar Scholarship was established in 2013 using MEHA funds for undergraduate students enrolled in a science-based program at a college or university within the NEHA Region 4 territory (MN, WI, IA, ND, SD, NE). It is intended to attract top tier students to seek internship and employment in the State of Minnesota in the field of Environmental Health and/or Public Health.
- a. The name “Northstar” was selected because it represents Minnesota being the outstanding leader in environmental and public health.
  - b. Recipients are required to be full-time students. They must be tied to environmental and/or public health in Minnesota, either through attendance at a Minnesota college or university, or employment in environmental and/or public health in Minnesota.
  - c. The Northstar scholarship fund is a limited term scholarship. The scholarship(s) may be issued annually in an amount up to \$1,000.00 total. The Committee Trustees will review all applications, due December 1. Selection will be in compliance with federal and State regulations, and college/university policy regarding academic scholarships.
- 34.3 The Mary Lauren Olson scholarship award shall be presented during the Winter Educational Conference. The recipient shall be invited to attend the conference gratis. If awarded, the Northstar scholarship will be presented during the Winter Educational Conference.

### **35.0 Technology Committee**

- 35.1 The Committee shall coordinate technology needs, including but not limited to, hardware, software, and electronic information flow, and make recommendations to the Board of Directors.
- 35.2 The Committee shall be the liaison with the website developer and registration software vendor selected by the Committee and approved by the Board of Directors.
- 35.3 The Committee shall be responsible for updating and maintaining the Association’s official website and other Internet sites.

- 35.4 The Committee shall post the newsletter, Board of Directors meeting minutes and committee annual reports to the website.
- 35.5 The Committee shall electronically distribute the list of current members annually.
- 35.6 The Committee shall prepare and maintain procedural records for maintaining the Association's website.
- 35.7 The Committee shall ensure that all job openings subject to MDH/MDA Delegation Agreements posted to the Association website shall meet degree requirements consistent with the Minnesota REHS/RS registration. The Board of Directors maintains final authority over all website postings.

**36.0 Student Committee**

- 36.1 The Committee shall actively support student involvement in the Association.
- 36.2 The Committee shall develop annual goals and present them to the Board of Directors.