

Georgia Environmental Health Association, Inc.

**An official affiliate of the National Environmental Health Association**

# Constitution &

# By-Laws

**Established in 1972 during the Annual Education Conference. Last revised July 28, 2022.**

Georgia Environmental Health Association, Inc. Constitution & By-Laws

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**CONSTITUTION:**

## ARTICLE I. Name and Type

**Section 1. Name –** The organization shall be known as Georgia Environmental Health Association, Inc., hereinafter referred to as “the Association” or abbreviated as “GEHA.”

**Section 2. Type of Organization –** The Association shall be a non-profit professional organization, incorporated under the laws of Georgia, and the recognized Georgia affiliate of the National Environmental Health Association.

## ARTICLE II. Object

**Section 1. Object –** The object of this Association shall be the advancement of the public health, safety and welfare of the citizens of Georgia by:

1. Advancing the professional status of Sanitarians/Environmental Health Specialists and other persons engaged in environmental health activity;
2. Encouraging and participating in the development of uniform methods and standards for improving environmental sanitation;
3. Establishing high ethical standards, practices and morale of Sanitarians/Environmental Health Specialists and other environmentalists;
4. Disseminating information concerning environmental sanitation, technology, and administration; and
5. Encouraging all qualified members to apply for registration or certification with the Georgia Board of Registered Environmental Health Professionals and encouraging all other members to work toward qualification for registration or certification.

## ARTICLE III. Membership

**Section 1. Classes of Membership –** There shall be four classes of membership in the Association:

1. Active
2. Associate
3. Honorary
4. Student

**Section 2. Active Members –** Persons engaged in the profession of environmental health or related educational activities who have a desire to contribute and support the objectives of the Association shall be eligible for Active membership.

**Section 3. Associate Members –** Persons who are unable to meet the requirements for Active membership may be considered for Associate membership.

**Section 4. Honorary Members –** Honorary membership may be conferred upon any individual recommended and approved by the Board of Directors for their outstanding leadership and contribution in the field of environmental health. Said Honorary member shall have all privileges of active membership. Honorary membership shall be conferred for the lifetime of the individual. Honorary membership may be conferred upon a retiring individual who has been an active dues-paying member of the Association for five consecutive years prior to the date of retirement.

**Section 5. Student Members –** Students working toward a degree in public health, environmental health, and sanitary science or other related academic discipline that have an interest in the Association and its objectives may be eligible for Student membership.

**Section 6. Voting –** Voting privilege in the Association shall be limited to Active members and Honorary members only.

**Section 7. Election to Membership and Expulsion –** Persons shall be accepted as members upon proper submission of membership application and any associated fee(s). The Board of Directors may, on occasion, offer membership without the normal fee for certain group(s) of potential members, such as new employees of certain agencies.

**Section 8. Standards of Conduct –** All members of the association are expected to conduct themselves in a professional manner, consistent with the Code of Ethics adopted by the Georgia Board of Registered Environmental Health Professionals. Failure to do so may result in suspension or expulsion from the Association and/or any position therein.

## ARTICLE IV. Officers

**Section 1. Officers’ Terms –** The officers of this Association shall consist of the following positions:

1. President
2. President-Elect
3. Vice President
4. Secretary
5. Treasurer

Each of these positions shall be nominated and elected in the manner provided in the By-Laws Article II, Section 1, and shall hold office from the adjournment of the Annual Educational Conference (AEC) in the current year at which time they are elected until the adjournment of the next AEC, and/or until their successors are elected and qualified. There is no term limit on the Secretary position.

The exception of these terms is for the Treasurer, who shall be elected for a term of two years and may be re-elected at the completion of the initial two-year period for successive terms until his/her successor is elected. The Treasurer shall hold office from the adjournment of the AEC of the current year, at which time he/she is elected, until the adjournment of the second AEC, or until his/her successor is elected and qualified.

**Section 2. Eligibility –** Eligibility for nomination, election and/or succession as an officer of the Association shall be contingent upon membership as either an Active or Honorary member, with residency in the State of Georgia.

**Section 3. Succession –** In the event of a vacancy in the office of President for any cause, the President-Elect shall immediately become President. Should the President-Elect be unable to serve, then the Vice-President shall immediately become President. Should the Vice-President be unable to serve, then the latest living Past-President, or Secretary, in the order named, shall immediately become President. In the event of a vacancy in any office other than President for any cause, the Board of Directors shall appoint a successor to that office and to any office left vacant by such appointment, provided that a member not presently on the Board of Directors shall not be appointed President-Elect. Persons so appointed shall hold office until the election of officers at the next AEC.

**Section 4. Bonds –** The Treasurer and other officers and employees handling funds of the Association shall be bonded at the expense of the Association for such an amount as determined by the Board of Directors. This requirement can be waived with approval from the Board of Directors.

## ARTICLE V. Board of Directors

**Section 1. Governing Body –** The governing body of this Association shall be the Board of Directors, which shall conduct the affairs of the Association, except during the time the Association shall be in session during the AEC.

**Section 2. Board of Directors –** The Board of Directors shall be composed of the following:

1. All Association Officers,
2. The latest living Past-President residing in Georgia, and
3. Seven (7) Directors elected in the same manner as the election of other officers.

Only those persons who are Active or Honorary members in the Association, in good standing, and residents of the State of Georgia, shall be eligible to serve on the Board of Directors.

**Section 3. Terms of Office –** The Directors shall serve two-year terms. Directors shall not serve more than two consecutive terms. The terms shall be staggered, so that no more than three Director positions shall have expiring terms in the same year.

## ARTICLE VI. Committees & Committee Chairpersons

**Section 1. Standing Committees –** The following Committees shall be the Standing Committees of the Association:

1. Constitution and By-Laws
2. Ethics
3. Finance
4. Membership
5. Nominating
6. Resolutions
7. Member Awards
8. Conference Coordination
9. Academic Scholarships
10. Training

Each Committee Chairperson shall be appointed within 30 days following the AEC by the President, upon the confirmation of the Board of Directors, to serve for the ensuing year.

**Section 2. Special Committees –** There may be Special Committees, as this Association or the Board of Directors authorizes or creates. The President shall appoint members of such Special Committees, as needed, upon confirmation by the Board of Directors. The Committee duties shall be established and defined by the Committee Chairperson and Board of Directors.

## ARTICLE VII. Meetings

**Section 1. Annual Educational Conference –** The Association shall hold an Annual Educational Conference, or “AEC,” at such time and place as may be selected by the Board of Directors. The AEC shall be open to all classes of membership of the Association.

**Section 2. Special Meetings –** Special meetings of the Association may be called by the President on order of the Board of Directors.

**Section 3. Notice –** Thirty days' notice of the time and place of each Annual Educational Conference and at least fifteen (15) days' notice of any Special Meeting shall be given all classes of membership of the Association.

**Section 4. Executive Sessions –** The Board of Directors may hold executive sessions to discuss confidential matters, such as those regarding personnel actions, disciplinary hearings, legal matters, or other such confidential business. Only members of the Board of Directors, a recorder, and others approved by the Board whose presence is relevant to the matter at hand may attend such sessions.

## ARTICLE VIII. Finances

**Section 1. Sources –** The operating expenses of the Association shall be met from annual membership dues and from other sources approved by the Board of Directors.

**Section 2. Annual Dues –** Each Active, Associate, and Student member shall pay annual dues. The exact amounts for each category of membership shall be fixed by the Board of Directors. No dues shall be required of Honorary members.

**Section 3. Payment of Dues –** Payment of dues shall be made and enforced as provided in the By-Laws.

**Section 4. Fiscal Year –** The fiscal year of the Association shall be from August 1 to July 31.

## ARTICLE IX. By-Laws

**Section 1. By-Laws –** By-Laws shall contain provisions and rules for the administration, control and operation of the affairs, business, and proceedings of this Association not otherwise provided for in this Constitution.

**Section 2. Adoption, Amendments, Repeal –** The By-Laws may be adopted, amended or repealed by an affirmative vote of not less than two-thirds of all members of the Board of Directors in person or via letter ballot or electronic notification, provided, however, that a copy of the text of the proposed amendment shall be furnished to each member of the Board of Directors at least ten (10) days before the meeting at which a vote on the amendment will be taken. Any member of the Board of Directors who is unable to attend such a meeting may submit a vote on the amendment in letter or electronic ballot to the Secretary and it shall be counted.

## ARTICLE X. Parliamentary Procedures

**Section 1. Rules of Order –** At all meetings of the Association, Board of Directors, or any Committee, the latest edition of Robert's Rules of Order1 shall govern parliamentary procedure. Such rules of parliamentary procedure as may be adopted by the Board of Directors and Robert's Rules of Order shall not conflict with any provision of the Constitution or By-Laws of this Association.

## ARTICLE XI. Chapters

**Section 1. Chapters –** The Board of Directors may authorize and charter Chapters, as provided in the By-Laws. The Board of Directors shall also have authority, as provided in the By-Laws, to combine or dissolve Chapters.

**Section 2. By-Laws –** Each Chapter chartered by the Association shall adopt such By-Laws in accordance with its Charter for its operation as it may deem proper; provided, however, that nothing contained therein shall conflict with any provision of the Constitution or By-Laws of this Association.

## ARTICLE XII. Effective Date and Amendments

**Section 1. Effective Date and Repeals –** This Constitution was first adopted during the 1972 AEC. The current Constitution is effective at the close of the AEC during which it is adopted, and shall repeal and supersede all former Constitutions and By-Laws in conflict herewith.

**Section 2. Amendments –** This Constitution may be amended by a vote of two-thirds of the voting members present at any AEC and/or returning absentee ballots to the Secretary within ten (10) business days prior to the AEC business meeting, provided, however, that all proposed amendments shall be submitted in writing to the Board of Directors at least 60 calendar days before the AEC business meeting to provide time to review before voting on updates. The Board of Directors shall give notice and a copy of proposed amendments to the membership electronically at least 40 calendar days before the AEC business meeting.

1 Robert’s Rules of Order provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of all business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation. More information is available in *Robert’s Rules*.

Amendments:

1. 1975 Annual Educational Conference
2. 1977 Annual Educational Conference
3. 1986 Annual Educational Conference
4. 1987 Annual Educational Conference
5. 1988 Annual Educational Conference
6. 1991 Annual Educational Conference
7. 1997 Annual Educational Conference
8. 1999 Annual Educational Conference
9. 2003 Annual Educational Conference
10. 2018 Annual Educational Conference
11. 2022 Annual Educational Conference
12. 2023 Annual Educational Conference

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#### BY-LAWS:

## ARTICLE I. Membership & Dues

**Section 1. Election to Membership –** Membership shall be available to persons of acceptable character, education and experience as set forth in the various membership categories. Applications for membership shall be made through the GEHA membership application found online or in hardcopy paper form, which shall be accompanied by the first annual membership dues, submitted to the Treasurer or Clerk. The Board of Directors shall reserve the right to vote on the approval of any application for membership and, if voted upon, a vote of two-thirds majority of the Board of Directors shall be required for approval.

**Section 2. Expulsion –** A member of the Association may be expelled for due cause upon recommendation of the Board of Directors, and upon appeal by a majority vote of the entire membership at the next AEC business meeting. Any expelled member shall forfeit their membership dues.

**Section 3. Annual Dues –** The Board of Directors shall establish the amount for Active, Associate and Student members’ dues. Payment of dues shall be effective for one membership year, defined as July 1 through June 30, excepting that dues paid after April 1 shall be applicable for membership for the upcoming membership year.

**Section 4. Membership Suspension –** Any member whose dues have not been paid before the beginning of the business session of the AEC shall automatically be suspended from the Association.

**Section 5. Membership Reinstatement –** Reinstatement of a member suspended for non- payment of dues shall be automatic upon payment of current dues, unless there is a request in writing from Board of Director(s) that re-instatement of the member be voted upon by the Board of Directors. If there is a request for a vote, a two-thirds majority is required for reinstatement.

## ARTICLE II. Officers and Directors

**Section 1. Election –** The Nominating Committee shall solicit nomination submissions and submit a list of proposed qualified candidates to the Board of Directions for all elective officers and directors, including: President-Elect, Vice-President, Secretary, Treasurer and Directors at least 60 calendar days before the date of the current upcoming AEC. Nominations for elective officers and directors should alternate annually between different disciplines/agencies whenever possible (in most cases, Georgia Department of Agriculture, Georgia Department of Public Health, as well as industry and academia representatives).

The Board of Directors shall submit to the membership the list of nominees and the offices to which they are proposed to be elected at least 40 calendar days before the date for the next AEC. Ballots shall accompany such notification, and shall be returned to the Nominating Committee Chairperson or their designee prior to the onset of the AEC’s business meeting. A system designed to provide accountability and confidentiality shall be used. Write-in candidates shall be permitted.

**Section 2. Duties –** Officer and Director duties are implied by their respective titles, which pertain to their respective offices, together with such other duties specified in these By-Laws or delegated by the Association. It is vital that each Officer of the Board make it a priority during and after the AEC (and the nomination of new Officers and Directors) to transfer their knowledge and expertise, along with any relevant documentation or paperwork, relating to their past position(s) as they move up through the ranks on the Board.

* 1. The **President** shall preside at all meetings of the Association and serve as chairperson of the Board of Directors. They shall appoint all committee chairpersons, unless otherwise directed by vote of the Association, make appointments not otherwise stipulated in the Constitution, fill any vacancy that may occur among the officers or directors, and perform such other duties as usually devolved upon a presiding officer or are required by the Association. They shall be members of the National Environmental Health Association (NEHA) with membership fees paid by GEHA They shall be an ex-officio member of all committees.
  2. The **President-Elect** shall assist the President in their duties and act in their stead when required by the President's absence or incapacitation. They shall be an ex-officio member of all committees. They shall be members of the National Environmental Health Association (NEHA) with membership fees paid by GEHA. They shall automatically succeed to the role of President at the time of the conclusion of the current President's term.
  3. The **Vice-President** shall assist the President when necessary and shall act in the absence of both the President and the President-Elect. The Vice-President shall serve as Program Chairperson with support from the President-Elect for the AEC.
  4. The **Secretary** shall record the proceedings of the Association and maintain copies of meeting minutes. They shall support the Clerk in keeping a list of members, through coordination with the Treasurer, based on fees paid by members to maintain their membership in the Association. It shall also be the duty of the Secretary to compile and prepare for publication, when advisable, any papers, addresses, resolutions, discussions or other matters worthy of publication as soon as possible after the AEC. These items may be shared via the GEHA website, distributed by email, or provided to the members in hard-copy publication format. Any of these duties may be delegated to the Clerk if such delegation is approved by the Board of Directors.
  5. The **Treasurer** shall collect all money due the Association, giving receipts therefor. They shall record the amount of each payment with the name and address of the person paying. This list shall be coordinated and kept current with the Secretary and Clerk. They shall faithfully care for all monies entrusted to their keeping, and taking a receipt thereof. They shall make a statement of the financial condition of the Association at each AEC and during each formal board meeting. Any of these duties may be delegated to the Clerk if such delegation is approved by the Board of Directors. The Board of Directors may appoint one or more Treasurer Trustee(s) to serve as a backup to the Treasurer, but Treasurer Trustee(s) shall not be a voting member of the Board.
  6. The **Directors** shall maintain close and consistent contact with the membership, providing representation at all meetings. The second consecutive failure of a Director to attend a meeting of the Board of Directors may result in that Director's removal from office. This vacancy shall be filled by the President, who is responsible for filling any vacancy that may occur among the Officers or Directors.
  7. A Clerk or other person performing paid services for GEHA shall have a written outline of duties and services provided, which will be voted upon and approved by the Board of Directors in the same manner as a By-Law.

The Board of Directors, in addition to the duties stated in the Constitution shall:

1. Select a depository for funds;
2. Provide for auditing the accounts annually, or more frequently if deemed necessary;
3. Consider the need or relevance for an external audit and/or official direction from a Certified Professional Accountant (for which a conflict of interest policy may be considered); and
4. Select and fix the compensation and conditions of employment of such persons for the Association as it may deem necessary.

A quorum consisting of at least seven (7) members of the Board of Directors shall be required for the Board to transact any official business during its meetings.

## ARTICLE III. Committees

**Section 1. Constitution and By-Laws** – It shall be the duty of this Committee to study, prepare and recommend needed revisions in the Constitution and By-Laws to the Board of Directors.

**Section 2. Finance –** It shall be the duty of this Committee to devise ways and means of raising funds for the operation of the Association and to review all financial transactions.

**Section 3. Membership –** It shall be the duty of this Committee to devise and implement means of increasing and sustaining the membership of the Association.

**Section 4. Nominating –** Duties of this Committee are defined in Article II, Section 1 of the By- Laws. Members of the Nominating Committee shall be appointed by the President with the concurrence of the Board of Directors. The Chairperson of the Nominating Committee shall be the latest living Past- President with residency in Georgia and no other member of the Board of Directors shall be eligible for appointment to the Nominating Committee.

**Section 5. Resolutions –** It shall be the duty of this Committee to consider all Resolutions referred to it and to present at the annual business meeting a report upon each resolution, accompanied by the recommendations of said Committee with regard thereto.

**Section 6. Member Awards –** It shall be the duty of this Committee to select the recipient of the GEHA “Member of the Year” Award in accordance with the following established Rules Governing the GEHA Member of the Year Award. The award is to be made only when a meritorious environmental health contribution has been made in the State of Georgia. An annual award is not mandatory.

Eligibility:

* 1. Must be a resident of Georgia and must be a member of GEHA at least one year prior to being nominated.
  2. The achievements and contributions on which the award is to be based must have been completed within the five-year period immediately preceding January 1 of the year in which the award is being considered.
  3. No one person who has received the award shall be eligible for the same nomination within five years after receiving the award.

Nominations:

1. No restrictions shall be placed as to persons submitting nominations.
2. Each nomination must be accompanied by factual information concerning the candidate, including an accurate and complete resume of work and achievements in environmental health, with evidence supporting the achievements.
3. Each nomination must be screened and verified by the Awards Committee.
4. All nominations shall be submitted to the Awards Committee no later than 45 calendar days prior to the annual meeting.

Selection of the Recipient:

In judging the contributions of each candidate, the Awards Committee must give special consideration to: a) originality of thought, mode of planning, and techniques employed; b) the

comprehensive nature of the candidate's achievements; and c) their relative value as affecting the health and welfare of the candidate's community and/or state.

The Awards Committee shall choose only one outstanding member for the award. The committee shall in no manner declare two recipients for the Member of the Year Award. The committee will give consideration also to the efforts of the candidate to establish professional recognition in the community in which they serve, as well as to their research and development, administrative and educational achievements. Additional information or verification of submitted information will be requested when considered necessary by the committee.

The Awards Committee shall consist of the last three (3) members to receive this award. If any of these three members are unable to serve, additional committee members shall be appointed by the President and must be members of GEHA in good standing. The last member to receive this award shall serve as Chairperson, except when unable to serve, in which case the Awards Committee shall elect its chairperson. The Awards Committee shall submit its recommendations to the President at least fifteen

1. calendar days prior to the annual meeting.

The factors below should be accompanied by letters of support/recommendation from proposers and endorsers that clearly and concisely describe the qualifications of the nominee. The letter should outline such items as:

* 1. Positions held in a field of environmental health or management control.
  2. Achievements in the field of environmental health or management control.
  3. Recognition for professional activities.
  4. Community service activities.
  5. Other outside organization or association activities.
  6. Information of special nature regarding candidate's ability, character, etc.

**Section 7. Conference Coordination Committee –** It shall be the duty of this Committee to coordinate all arrangements and activities for the Annual Educational Conference.

**Section 8. Academic Scholarship Committee –** It shall be the duty of this Committee to liaise with Georgia universities and colleges in soliciting and selecting undergraduate and/or graduate scholarship applicants annually. The Academic Scholarship Committee shall be composed of a minimum of three (3) members in good standing, representative of the membership, one of whom shall be the immediate Past President.

**Section 9. Ethics –** It shall be the duty of this Committee to advise the Board on matters relating to ethical standards of conduct for members; to investigate allegations of inappropriate conduct by any member, Officer or Director; to make recommendations to the Board regarding suspension, expulsion, and/or reinstatement of members, Officers, or Directors for reasons of unethical conduct; and to perform any related duties as assigned by the President or Board of Directors. The Ethics Committee shall be composed of a minimum of 5 (five) members in good standing, representative of the membership, one of whom shall be the current chairperson of the Georgia Board of Registered Environmental Health Professionals.

**Section 10. Training-** It shall be the duty of this Committee to research, promote, and organize relevant training and certification opportunities for Association members.

**Section 11. Vacancies –** A vacancy in any Committee, unless otherwise provided by the Constitution, shall be filled by appointment by the President and the appointee shall hold office for the unexpired term and until his successor shall have been chosen.

**Section 11. Eligibility of Chairperson –** The right to chairperson standing Committees and any Special Committees shall be open only to Active and/or Honorary members who are residents of Georgia.

## ARTICLE IV. Affiliate Chapters

**Section 1. Area Chapters –** Ten (10) or more members of this Association residing in the same geographical area of the state may form a Chapter of the Association by petition to the Board of Directors. A new Chapter shall be chartered when its proposed Constitution and By-Laws have been submitted to and approved by the Board of Directors. Chapters shall pattern their Constitution and By- Laws in accordance with local needs and conditions, provided however, that nothing contained therein shall conflict with the Constitution and By-Laws of the Association.

**Section 2. Student Chapters –** Any group of at least five (5) students pursuing a degree in an environmental health field in any college or university in the State of Georgia may request by signed petition for a Chapter to be sponsored by the Association. The Charter shall be granted upon approval of the Board of Directors. The Chapter may have its own Constitution and By-Laws, provided however, that nothing contained therein shall conflict with the Constitution and By-Laws of the Association.

**Section 3. Combining or Dissolving Chapters –** A Chapter may be combined, dissolved or have its Charter revoked, after a hearing, by a two-thirds vote of the Board of Directors.

**Section 4. Reinstatement –** A Chapter may petition for a new Charter in the manner outlined in Sections 1-2 of this, Article V.

## ARTICLE V. Non-Profit Status

**Section 1. Prohibition Against Private Inurement –** No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its members, directors or trustees, officers, or other private person, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Association.

**Section 2. Distribution of Assets –** Upon the dissolution of this Association, its assets remaining after payment, or provision of payment, of all debts and liabilities of this Association shall be distributed to one or more qualifying purposes or given to one or more qualifying non-profit corporations.

## ARTICLE VI. Environmental Health Professionals Registration Board

**Section 1. Purpose –** This article shall establish the Georgia Board of Registered Environmental Health Professionals, hereinafter referred to as “GBREHP.”

### Section 2. Definitions

1. **Environmental Health Professional** means a person who practices environmental health and protection for the purpose of prevention of environmental health hazards and the promotion and protection of the public health and the environment. Activities include but are not limited to the areas of air quality, food protection, hazardous substances, housing, institutional environmental health and safety, radiation protection, recreational swimming areas and waters, waste management, vector control, water sanitation, onsite sewage management, disaster sanitation, milk and dairy sanitation, injury prevention, and rabies control.
2. **Registered Sanitarian/Registered Environmental Health Specialist** means an environmental health professional with a Bachelor's degree from a four-year accredited college or university with a minimum of 45 quarter hours/30 semester hours in basic physical, biological, or environmental health sciences or any combination of these, plus a math class equal to algebra or greater (or an individual with four years’ work experience in environmental health as of April 12, 2002, and 40 quarter hours of science), who has passed examination and meets experience and other applicable criteria for registration.
3. **Certified Environmental Health Technician** means an environmental health professional with a degree from a two-year accredited college in environmental health, military service school completion in environmental health, or a high school diploma, who has passed examination and meets experience and other applicable criteria for certification.
4. “The Board” in this Article is specific to the GBREHP, meaning those elected members for leadership of GBREHP in their role to fulfill their duties as described herein. The Board is not the governing or legal directors of GEHA as a legal entity.
5. “Board of Directors” is specifically meaning the Board of Directors of the Georgia Environmental Health Association.

### Section 3. Georgia Board of Registered Environmental Health Professionals

1. Board members shall be elected from and by the list of currently Registered Sanitarians/Environmental Health Specialists (RS/REHS), and certified environmental health technicians; except for the consumer member, who shall be appointed by the President of GEHA. All Board member selections shall be confirmed by the GEHA Board of Directors. Such rules adopted by the Board shall be included as an appendix and distributed with these By-Laws.
2. The Board shall be composed of seven members who shall be residents of Georgia and shall at all times consist of the following:
   1. One RS/REHS from the Georgia Department of Agriculture;
   2. One RS/REHS from the Georgia Department of Health at the state, district or local level.
   3. One RS/REHS from industry;
   4. Three RS/REHS or certified environmental health technicians at large; and
   5. One consumer member who is not an environmental health professional.
3. The members of the initial Board shall be appointed as follows: The consumer member and one other member shall be appointed to three-year terms; three members shall be appointed to two- year terms; and two members shall be appointed to one-year terms. Each member shall serve the term of office to which appointed and until his or her successor is appointed. Upon the expiration of the term of office of each member of the initial Board, a successor shall be elected for a term of three years, and all succeeding terms shall be for three years and until successors are elected.
4. Vacancies on the Board prior to the annual election shall be filled by appointment of the remaining Board Members. Such appointees shall hold office until the next election, when a new member shall be elected to complete the remaining term of office.
5. The Board shall meet at least once annually and shall elect from among its members a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and any other officers as the Board may deem necessary. The Board shall meet at least bi-annually to elect from among its members a Treasurer. All officers shall be elected annually by the Board for terms of one year each or until their successors are elected, except the Treasurer who shall be elected for at least two years or until his successor is elected. The Board may hold such other meetings during the year as may be necessary to transact its business.
   1. **Chairperson**. The Chairperson shall preside at all meetings of members of the Board, shall perform such other duties as may be prescribed in this Article or assigned by the Board or by the Board of Directors, and shall coordinate the work of the officers and committees of the Board in order that its purpose may be promoted.
   2. **Vice-Chairperson**. The Vice-Chairperson shall act as aide to the Chairperson and shall perform the duties of the Chairperson in the absence or disability of that officer to act.
   3. **Secretary**. The Secretary shall record the minutes of all meetings of the Board, and shall perform such other duties as may be delegated by the Board.
   4. **Treasurer**. The Treasurer shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the Board of Directors; shall present a written financial statement at every meeting of the Board and at other times when requested by the Board of Directors and shall make a full report at the GEHA annual meeting; shall be responsible for the maintenance of such books of account and records as conform to the requirements of the By-Laws.
6. The headquarters of the Board shall be the official address of the Association.
7. Members of the Board may receive compensation as determined jointly by the Board while engaged in the business and duties prescribed by this Article. Compensation shall be limited to: Travel and per diem for food and lodging at current state reimbursement rates, and other actual and necessary expenses or a set per diem rate. The Board may extend like reimbursements to such committee members as may be appointed to fulfill specific Board-assigned tasks.
8. Each Board member shall have one vote on every matter before the Board. Every matter shall be resolved by the majority vote of the members present at the meeting providing that a quorum is present. A quorum shall consist of four members.
9. Any Board member shall be subject to recall and/or dismissal due to misconduct in office. A petition for recall may be initiated by any registered or certified environmental health professional in good standing. The recall petition, signed by at least 20 percent of the RS/REHS, shall result in the suspension of the Board member in question until a hearing can be held.
10. The remaining Board members plus three (3) registered or certified environmental health professionals-at-large, selected by those members and acceptable to those initiating the recall action, shall constitute the hearings board in case of a recall action. The hearings board shall not remove any Board member from office without first providing that member the right of a hearing at which evidence may be submitted by any person. At a recall hearing, the hearings board may consider only the evidence submitted at the hearing in determining whether a Board member should be removed from office.
11. Grounds for Removal of Board Members include:
    1. Misappropriate or misuse of funds.
    2. Failure to exercise appropriate disciplinary authority.
    3. Unethical behavior in either granting or refusing to grant registration or certification status.
    4. Failure to attend two consecutive scheduled meetings without prior notification to the chairperson and good cause.
    5. Or such activities as described under Section 5 of these by-laws, Refusal, Revocation, or Suspension of Registration or Certification.

### Section 4. General Duties and Powers of the Board

1. The Board is authorized to adopt, amend, or repeal rules and regulations as may be necessary to enable it to carry into effect the provisions of this Article and to regulate the registration and certification of environmental health professionals in conformity with accepted professional standards.
2. The Board shall receive and pass upon applications; examine; grant, refuse, suspend and revoke registrations and certifications, and renew registrations or certifications of duly qualified applicants as registered sanitarians/registered environmental health specialists, or certified environmental health technicians.
3. The Board shall establish procedures by which reciprocity may be granted.
4. The Board shall conduct hearings upon charges calling for discipline of a registered sanitarian/registered environmental health specialist or certified environmental health technician or for the revocation, denial, or suspension of a registration or certification.
5. The Board of Directors shall cause to be kept appropriate records of all applicants, examinations, examination results, registrants, registration duties and other such information necessary to the prudent and orderly administration of a registration and certification system.
6. The Board shall appoint a member as liaison to the Georgia Environmental Health Association and that member shall attend meetings of the Board of Directors.
7. The Board shall make an annual report including a financial statement to the Georgia Environmental Health Association at the Annual Educational Conference. All records of the Board shall be open to examination by the public.
8. The Board shall have and use an official seal which shall bear the words "Georgia Board of Registered Environmental Health Professionals."
9. The Board shall, at such times as it deems necessary, appoint one or more resource councils or committees consisting of non-Board members to serve at the pleasure of the Board and provide assistance to the Board in carrying out its duties.
10. The Board is authorized to charge fees for application, examination, reexamination, registration or certification, renewal, reciprocity, reinstatement, and duplicate certificates and shall establish the amount of each fee to be charged. Fees so established shall be reasonable and shall be such that the total amount of fees charged shall approximate the direct and indirect costs of the operations of the Board. Fees may be refunded for good cause as determined by the Board.
11. The Board and/or Board of Directors may employ the services of an accounting firm, professional association, or other qualified agent to perform duties as may be specified by this Article or established by the Board. The services of such agent may be obtained with or without compensation; however, any compensation taking the form of employee compensation or contract labor will be paid and approved by GEHA.

### Section 5. Refusal, Revocation, or Suspension of Registration or Certification

1. The Board may refuse to issue or renew, or may suspend or revoke a registration or certification for unprofessional conduct, the practice of any fraud or deceit in obtaining registration or certification, any gross negligence, incompetency, or misconduct in the practice of professional environmental health, including malfeasance and misfeasance. Unprofessional conduct includes, but is not limited to:
   1. Habitual use of intoxicating liquors, narcotics or stimulants to such an extreme as to incapacitate the performance of professional duties, and/or
   2. Conviction of a felony.
2. The Board shall not revoke or suspend any registration or certification without first providing the affected party the right of a hearing at which evidence may be submitted by any person.
3. The Board may consider only the evidence submitted at the hearing in determining whether a registration or certification should be revoked or suspended.
4. Anyone aggrieved by any order of the Board denying, suspending, or revoking any registration or certification as provided for in this Article shall have a right of appeal to the GEHA Board of Directors.

**Section 6. Adoption of Robert's Rules of Order –** The current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with this Article and any special rules of order the Board may adopt.

**Section 7. Disposition of Fees, Expenses of the Georgia Board of Registered Environmental Health Professionals** – All monies received by the GBREHP under this Article shall be deposited in an account approved by the GEHA Treasurer. Such monies shall be accounted for separately from all other GEHA-specific funds. All expenditures authorized by this chapter and approved by the Chairperson of the GBREHP Board shall be paid by the appointed GBREHP Treasurer. All monies derived from the GBREHP shall be used exclusively for carrying out the functions of the Board and membership. Upon dissolution of the GBREHP, any funds on deposit shall remain assets of GEHA and be disbursed by the GEHA Treasurer upon direction of the GEHA Board of Directors and in accordance with laws pertaining to non-profit corporations.

**Section 8. Effective Date and Repeals –** This Board was created upon adoption of this Article by the GEHA Board of Directors at the GEHA Annual Educational Conference on Nov. 14, 1991.

Amendments:

July 7, 2009 by C. Rustin

July 28, 2004 by S. Reyher

July 7, 2003 by R. Perro & S. Reyher May 3, 2018 by Board of Directors

July 28, 2022 by Board of Directors

October 18, 2023 by Board of Directors

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#### APPENDICES

## Appendix A

### GBREHP Registration Policies and Procedures

1. Any person desiring to be registered as a sanitarian/ environmental health specialist (RS/REHS) in the State of Georgia shall make written application to the Board to take the REHS examination.
   1. The application shall include evidence that the applicant:
      1. Currently possesses, or will possess within 30 days after the examination and as certified by the department head and dean of the applicant's college or university, a degree from a four-year accredited college or university with a minimum of 45 quarter hours/30 semester hours in basic physical, biological, environmental health sciences or any combination of these, plus a math class equal to algebra or greater.
      2. Applicants with four years or more experience in environmental health as of April 12, 2002 must have at least 40 quarter hours of science, and are exempt from the math requirement.
      3. Acceptable evidence shall include an official transcript sent directly to the Board by the records office of the college or university, or an original letter to the Board in cases where the applicant will be graduating within 30 days of the date of the scheduled examination.
   2. The application shall be accompanied by a fee set by the Board, three (3) professional references, and, in the case of reciprocity, a letter from the referring Board as to the registration status and good standing of the applicant.
   3. If the Board determines that an applicant possesses the proper qualifications, it shall admit the applicant to the next examination. The Board shall check the references provided and make such other inquiries as may be necessary to ascertain the applicant’s suitability. An examination fee shall be required, and shall be forfeited if the applicant does not sit for the exam within one year of the payment of the fee.
   4. The Board shall hold at least one examinations each year and may hold such additional examinations as are necessary. The preparation, administration, and grading of examinations shall be governed by rules prescribed by the Board; provided, however, that the examination shall consist of the national examination for sanitarians/environmental health specialists administered by the Professional Examination Services (PES) or any other competency-based examination approved by the Board and independently validated.
   5. After each examination, the Board shall notify each examinee of the result of his or her examination. Any person taking the examination for a second or subsequent time shall be required to pay a reexamination fee. Any person failing three consecutive examinations shall be required to provide proof of additional training to the Board. After providing such proof of training, a person shall be admitted to any subsequent examination upon payment of the reexamination fee.
   6. The Board shall register persons who have successfully completed the examination and have completed two years of on-the-job training; provided, however, that the Board may accept one year of on-the-job training when the applicant has participated in a Board- approved organized training program sponsored by industry or government or if the applicant's degree is in Environmental Health. The Board shall record the new registration and issue a certificate of registration. An initial registration fee shall be charged for such initial registration.
2. Any person desiring to be certified as an environmental health technician in this state shall make written application to the Board to take the environmental health technician examination.
   1. The application shall include evidence that the applicant possesses:
      1. A two-year degree from an accredited college or university in the field of environmental health and one year of experience in the environmental health field, or
      2. Documentation of successful completion of military service school in environmental health and one year of experience in the environmental health field, or
      3. A valid high school diploma and two years of experience in the environmental health field.
   2. The application shall be accompanied by a fee set by the Board.
   3. If the Board determines that an applicant possesses the proper qualifications, it shall admit the applicant to the next examination. An examination fee shall be required.
   4. The Board shall hold at least one examination each year and may hold such additional examinations as are necessary. The preparation, administration, and grading of examinations shall be governed by rules prescribed by the Board; provided, however, that the examination shall consist of the national examination for environmental health technicians administered by the PES or any other competency-based examination approved by the Board and independently validated.
   5. The Board shall register persons who have successfully completed the examination. Any person taking the examination for a second or subsequent time shall be required to pay a reexamination fee. Any person failing three consecutive examinations shall be required to provide proof of additional training to the Board. After providing such proof of training, a person shall be admitted to any subsequent examination upon payment of the reexamination fee.
   6. The Board shall certify persons who have successfully completed the examination and have met the requirements of this section. The Board shall record the new certification and issue a certificate. The initial certification fee shall be charged for such initial certification.
3. The Board may register a sanitarian/environmental health specialist or certify an environmental health technician by endorsement, without examination, who has been duly registered or licensed as a sanitarian/environmental health specialist or certified as an environmental health technician under the laws of another agency, organization, association, state, or nation if, in the opinion of the Board, the applicant possesses qualifications comparable to those provided for in this chapter for registration as a sanitarian/environmental health specialist or certification as an environmental health technician.
4. The registration or certification of every person under this chapter shall be renewable biennially and a renewal fee shall be required.
   1. To be eligible for renewal of a registration or certification, the applicant must have completed (subsequent to the date of the last registration or certification was issued) at least 24 contact hours of continuing professional education credits (CEUs) as prescribed by the Board through rules and regulations. Nothing in this section shall prohibit an applicant for renewal of a registration or certification from obtaining the required number of continuing professional education hours through a program administered by a state agency, provided that any such continuing professional education program is approved by the Board. CEUs for retired non-practicing environmental health professionals may be waived upon request according to procedures adopted by the Board. Registrants who have been credentialed for at least five (5) years prior to retirement and who are in good standing may apply for Emeritus status, which shall grant them the right to maintain their credential in a non-working/non-consulting status without payment of fees or submission of continuing education hours. Such persons may reactivate their credentials by submitting CEU documentation and current fees if they wish to resume use of the credential.
   2. If the applicant's registration or certification has been expired for two or more years immediately prior to his or her application for renewal, the applicant must then satisfy all requirements of this Article in order to obtain registration or certification.
   3. Any person who fails to renew his or her registration or certification as required in this chapter shall be subject to a reinstatement fee.
5. Any person who submits to the Board satisfactory evidence that such person was, on or after July 1, 1986, the holder of a valid license authorizing their practice as a registered professional sanitarian that was issued by the former Georgia Board of Registered Professional Sanitarians, or who submits satisfactory evidence of current registration through the National Environmental Health Association, or other agency, organization, association, state, or nation, shall not be required to take the examination provided above and, upon payment of an initial registration fee, shall be registered as a sanitarian/environmental health specialist.
6. Any person who submits to the Board satisfactory evidence of current certification as an environmental health technician through the National Environmental Health Association, or other agency, state, or nation, shall not be required to take the examination provided above and, upon payment of an initial certification fee, shall be certified as an environmental health technician.
   1. If any person described under Subsection E does not submit an application and remit the appropriate fee to the Board within one year from the date of notification, such person must then satisfy all the requirements of this Article in order to obtain registration as a sanitarian/environmental health specialist or certification as an environmental health technician.
   2. Any person who was formerly registered by examination by the GBREHP, the former Georgia Board of Registered Professional Sanitarians, or any equivalent state or National Board, and whose credentials have expired, may be reinstated by submitting to the Board:
      1. An application with verification of the former registration/credential and
      2. Payment of the current annual fee, reinstatement fee and late fee, and
      3. Verification of 24 hours of continuing education, provided the application, fees and continuing education verification are submitted to the Board within one year of the effective date of this amendment.