

**University of Houston-Clear Lake**  
**Society of Industrial Hygienists and Safety Professionals**  
**Constitution and By-Laws**

**Article I – NAME**

The name of this Society shall be Society of Industrial Hygienists and Safety Professionals sponsored by the University of Houston - Clear Lake and the American Industrial Hygiene Association.

**Article II – PURPOSE**

**Section 1.** The purposes of the Society of Industrial Hygienists and Safety Professionals shall be:

- (1) To stimulate among its membership a continuance of interest in Environmental Health and Safety and the University of Houston-Clear Lake.
- (2) To promote the advancement of the Industrial Hygiene, Safety and Environmental Health and Safety professions and to foster the professional well-being and development of its members within its campus and community.
- (3) To develop an acquaintanceship and fellowship among those who teach and those who practice in the professions of Industrial Hygiene, Safety and Environmental Health.

**Section 2.** In fulfilling its purpose, the Society of Industrial Hygienists and Safety Professionals shall have the following objectives:

- (1) To increase individual knowledge of industrial and environmental health through interaction with other interested parties.
- (2) To promote the study of Industrial Hygiene, Safety and Environmental Health.
- (3) To interact with professionals in the government, industrial, educational, and other professional bodies.
- (4) To furnish an avenue through which the membership may become intimately familiar with the problems and progress of the Environmental Science programs and thus be better enabled to assist in advancing Environmental Science education.
- (5) To cooperate with University officials in helping to meet the Environmental Science and University of Houston-Clear Lake needs for support from public and private sources.

**Article III – MEMBERSHIP**

**Section 1.** Any student with an interest in the fields of Environmental Health and Safety is eligible for membership upon payment of membership dues.

**Section 2.** The faculty and staff of the University of Houston - Clear Lake are eligible for membership on an Associate member basis. Any faculty or staff with an interest in Industrial Hygiene, Safety, or Environmental Health and/or Environmental Science is eligible for an Associate membership. No membership fees are required from Associate members.

**Section 3.** Student member status may be retained up to one year following graduation or until the individual is employed in the field of environmental science, whichever comes first. Student members are automatically reclassified to Affiliate membership in the Society one year after graduation, if not reclassified earlier.

**Section 4.** Membership and participation in the Society of Industrial Hygienists and Safety Professionals shall be free from discrimination based on race, religion, ethnic group, national origin, handicap, or gender.

**Section 5.** Society membership may be terminated with cause by a majority vote of the Society membership, upon recommendation of the Executive Committee based on conduct deemed harmful to the reputation of functions of the Society. Each person listed above will be automatically considered as a member of the Society unless he or she specifies to the contrary.

**Section 6.** Society members are eligible to vote on all matters brought before them. A majority vote is necessary for approval.

#### **Article IV – GOVERNING BOARD AND OFFICERS**

The governing body of the Society shall consist of an Executive Committee. Elected Officers and the Society advisor shall make up the Executive Committee, which shall govern the Society according to these Bylaws and within the authority delegated to it by Society members without vote.

#### **Article V – OFFICERS**

**Section 1.** The officers of the Society of Industrial Hygienists and Safety Professionals shall be a President, Vice President, Secretary, and Treasurer. Only those individuals in the Society of Industrial Hygienists and Safety Professionals who are members in good standing may hold an elected office. All officers must also be currently-enrolled University of Houston-Clear Lake students.

**Section 2.** A call for Nominations shall begin in April and continue until the elections. Elections shall be held annually during the last scheduled meeting of the spring semester. A majority vote is needed to obtain office. Installation of the elected officers shall be on the last meeting of the academic year before their term is to begin, and the office shall be held until the next officers are installed.

**Section 3.** Secret ballots shall be issued in person or electronically, collected, and counted by the Executive Committee. Members of the Executive Committee running for elected office may not participate in the election process. Only student members in good standing are eligible to vote. If a member is unable to attend a meeting when an election is being held, he/she may cast an absentee ballot with the Secretary prior to the final election.

**Section 4.** If an office becomes vacated, the Executive Committee may appoint an interim officer. The Executive Committee may also choose to hold a special election for the interim office position, and he/she shall hold this office until the term is completed. If the Executive Committee decides that an interim officer is not needed, then the remaining officers shall absorb the responsibilities of the vacant office.

#### **Article VI—COMMITTEES**

**Section 1.** Elected Society officers and the Society advisor shall make up the Executive Committee, which shall govern the Society according to these Bylaws and within the authority delegated to it by Society members.

**Section 2.** Additional committees shall be formed at the Discretion of the Society members and/or the Executive Committee.

#### **Article VII – ADMINISTRATION**

**Section 1.** The Society of Industrial Hygienists and Safety Professionals shall be governed by the Executive Committee following the rules and guidelines herein. The Executive Committee may meet between regular meetings of the Society of Industrial Hygienists and Safety Professionals as needed or at the call of the Society Advisor or at the request of a majority of the members of the Executive Committee.

**Section 2.** The President shall preside over all meetings of the Society of Industrial Hygienists and Safety Professionals and of the Executive committee. In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall preside over all committees formed within the Society of Industrial Hygienists and Safety Professionals.

**Section 3.** The Secretary shall administer the duties of the Vice President in his/her absence. The Secretary shall keep accurate records of all meetings of the Society of Industrial Hygienists and Safety Professionals. In the absence of the Secretary, the President shall appoint a member of the Executive Committee to administer the duties of the office.

**Section 4.** The Treasurer shall collect and disburse all Society funds, maintain Society financial records including all income and expense activities, collect Society membership dues, submit an annual report of all Society financial activities to the Executive Committee, and keep the Society regularly informed as to the Society's financial status.

### **Article VIII – MEETINGS**

**Section 1.** Regular meetings shall be held on the third Thursday of each month unless otherwise scheduled by the Executive Committee. Time and place of meetings shall be announced by the Secretary and a posted notice outside the Society advisor's office at least five days in advance.

**Section 2.** Special meetings may be held by approval of the Executive Committee. These meetings must be announced and posted outside of the Society advisor's office at least two days prior to the meeting.

**Section 3.** A quorum shall consist of at least 20 percent of the members in good standing.

**Section 4.** Meetings of the Society shall be held at such times and places as the Executive Committee may designate, but normally once per month. Proper notice of meetings shall be given to all active members.

### **Article IX – DUES**

**Section 1.** Dues may be recommended by the Executive Committee of the Society as deemed necessary. Such dues may be established by a majority vote of members voting on the issue. The funds collected from such special dues shall be deposited in a Society of Industrial Hygienists and Safety Professionals account and disbursements from this account may be made only upon authorization of the Executive Committee. The Signatures of authority for disbursements rest with the Treasurer and Vice President.

**Section 2.** Society membership dues are payable at the first meeting of the fall semester.

### **Article X– AMENDMENTS**

**Section 1.** This Constitution may be amended by a two-thirds vote of the members of the Society in attendance at any meeting. Amendments may be presented by any member or Associate member at any meetings of the Society of Industrial Hygienists and Safety Professionals. They shall be presented in writing so as to be properly interpreted. A majority vote is required for approval. Such amendments shall become effective when approved by the Board of Directors of the Student Association of the University of Houston - Clear Lake.

**Section 2.** All amendments are subject to the approval of the Gulf Coast Section of American Industrial Hygiene Association and the Office of the Dean of Students.

### **Article XI – QUORUM**

The members and a majority of the Executive Committee shall constitute a quorum at any meeting.

### **Article XII – PROCEDURE**

Robert's Rules of Order shall govern parliamentary questions at any meeting of the Society.

### **Article XIII – COMMUNICATION**

Normal communication and balloting shall be made by electronic mail.

Created By:  
Alberto Bermudez and  
Curtis Fitzgerald