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February 21, 2008

Sixteenth Edition

CONSTITUTION AND BY-LAWS OF THE
KENTUCKY ASSOCIATION OF MILK, FOOD & ENVIRONMENTAL SANITARIANS

CONSTITUTION

ARTICLE I
Association

1. There is hereby created the Kentucky Association of Milk, Food and Environmental Sanitarians, Inc., a non-profit educational organization not for pecuniary purposes, hereafter referred to as the Association.
2. No part of the net earnings of the Association shall incur to the benefit of or be distributed to, its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.
3. No substantial part of the activities of the Association shall be the carrying on of propaganda, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on the behalf of any candidate for public office.

ARTICLE II
Objectives

1. The objectives of the Association shall be in general the promotion of public health, by the improvement and practice of environmental health and sanitation as related to community life, encourage the interchange of information and experiences among those engaged in environmental health work and to collect and make available such information and data as may be of assistance to them in the fulfillment of their obligations and duties both to their employer and to society.
2. To foster efforts to improve the professional status of all those interested in environmental health work.

ARTICLE III
Membership

- Section 1. There shall be four classes of members of the Association: Active; Honorary; Life; and Student Members.
- Section 2. The qualifications of the classes of members, the dues and the manner of their election to membership, their respective rights and privileges shall be prescribed in the By-Laws except as otherwise provided in this Constitution.

ARTICLE IV
Officers and Board of Directors

- Section 1. The officers of this Association shall be President, Vice-President, President-Elect, Secretary, and Treasurer. Each to be elected by a majority of the membership at large prior to the annual meeting of the Association. The President, Vice-President, and President-Elect shall hold office for one year. The Secretary and Treasurer shall hold office for three years with terms to end in alternate years.
- Section 2. The governing body of the Association shall be an Executive Board member who shall conduct the affairs of the Association when the Association is not in general session. This Executive Board shall be composed of the (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) President-Elect, (6) Directors, and Membership Chairperson. One Director (as the present Director's term expires) will be elected from each of the regions designated by the Executive Board for each of the twenty-five (25) members, or major portion thereof within their region. Additionally, three (3) Directors shall be elected at large from members of the milk, food, and supply industries. Directors will be elected at large from within the region by a majority ballot of members from within the region, for a three (3) year term, prior to each annual meeting of the Association, by mail ballot. Approximately one-third of the Directors will be elected annually as their respective terms expire. Write in candidates may be selected as Directors provided they receive the majority vote from the area from which they are elected.

ARTICLE V
Meetings

- Section 1. The Association shall hold an annual meeting and such other meetings as the Executive Board deems necessary.
- Section 2. In all meetings of the Association, a quorum shall consist of at least twenty-five (25) members.
- Section 3. In case there is no quorum present to transact necessary business, the Executive Board is authorized to act for the best interest of the Association, and the elective officers shall continue in office until their successors are duly elected.
- Section 4. The Executive Board shall meet at each annual meeting of the Association and at such other times as the President shall deem necessary. A quorum for the Executive Board shall consist of at least seven (7) members and decisions shall be by a majority vote of those present.

ARTICLE VI
Amendments

Section 1. Any member may propose revisions to the Constitution of the Association by submitting them in writing to the secretary by December 31st, and the Secretary shall promptly notify all members that the proposed revisions will be open for discussion at that meeting. The constitution will be revised by a majority affirmative vote of the members present.

ARTICLE VII
By-Laws

Section 1. Robert's Rules of Order shall be governed by "By-Laws" adopted by a majority vote of voting members in attendance at the annual meeting of the Association.

ARTICLE VIII
Dissolution

Section 1. The Association may be dissolved in accordance with the procedure specified in Article VI for amending the Constitution.

Section 2. In the event of dissolution, any remaining assets shall be distributed to organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall be at the time qualified as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1979; which shall be determined by the Executive Board serving at the time of dissolution.

BY-LAWS
ARTICLE I
Membership and Dues

Section 1. The membership of this Association shall be composed of persons who are interested in the objectives of this Association; those employed by an official agency of Government in administrative or regulatory capacities, research or educational functions, also quality control technology and related interest in industry.

Section 2. Other Membership Criteria

A. Honorary Membership

Honorary member's shall not be required to pay dues, shall not be entitled to vote or hold office, but may attend the meetings of the Association and be accorded the privilege of the floor. Honorary member's names shall be submitted by an active member of the Executive Board and approved by the Board. Membership is for a lifetime.

B. Life Membership

Life membership shall be composed of persons who were an active member in good standing for three (3) consecutive years prior to retirement regardless if employed again. Life members shall not be required to pay membership dues, but shall pay registration fees when in attendance of the annual conference. Life members may vote and hold office. Nominations for Life Membership shall be submitted by an active member of the Association to the Executive Board. In order to maintain an accurate membership roster, members not responding to two (2) mailings (balloting or returned mail) shall maintain their current membership status (active and student memberships for the fiscal year) but shall be removed from the mailing list until the member contacts the Secretary or Membership Chair with current information.

C. Student Membership

1. Student membership shall be composed of full-time students enrolled in a college or university.
2. Student membership shall not be entitled to vote or hold office, but may attend meetings of the Association.
3. Dues for student membership shall be on an individual basis and/or group basis with the college or university as established annually by the Executive Board.

- Section 3. The annual membership dues payable to the Association at the time of the annual educational conference shall be set annually by the Executive Board, to be used for defraying the expense of the Association.
- Section 4. Any person desiring active or student membership in this Association will submit his or her application on a form supplied by the Secretary. The membership committee, by majority vote, will determine eligibility and acceptability of the applicant for membership in the Association.
- Section 5. Any person having once become a member may continue membership in the Association so long as the annual membership dues are paid; except as provided by Section 6 of the By-Laws under this Article.

ARTICLE II

Duties of Officers and Executive Board

- Section 1. The President shall preside at all meetings of the Association and the Executive Board. He shall appoint all committees, unless otherwise directed by the Constitution and By-Laws, and perform such other duties as the presiding officer required by the Constitution and By-Laws.
- Section 2. The President-Elect shall perform the duties of the President in the latter's absence, shall succeed the President when the latter term expires, and shall be Chairperson of the Program Committee which is responsible for planning the program of the annual meeting.
- Section 3. The Vice-President shall perform the duties of the President and President-Elect in their respective absence, shall succeed the President-Elect when the latter term expires, and shall serve on the Program Committee.
- Section 4. The Secretary shall record and keep accurate minutes of the Association and the Executive Board shall prepare and keep them for permanent reference. The Secretary shall issue notices of all meetings, conduct correspondence pertaining to the affairs of the Association, and perform other duties incident to the office as the Executive Board shall authorize.
- The Secretary will be responsible for assembling and transmitting to the editors of the publications of the Association all papers, addresses, and other matters worthy of publication as soon as possible after the annual meeting, and keeping currently listed with publication management the names and addresses of all members. The Secretary will serve as a member of the Publications standing committee.
- Section 5. The following are prescribed duties of the Treasurer:
- A. To keep a list of the members and collect all monies due the Association giving his receipt therefore.
 - B. To record the amount of each payment, with name and address of the payer.

- C. To faithfully care for all monies entrusted to his keeping, paying out the necessary expenses of the Association and giving an accounting thereof quarterly to the Executive Board. Receipts for expenses shall be retained for five (5) years.
- D. To file with the President of the Association, a surety bond in an amount sufficient to cover the anticipated monies to be entrusted to this office with a minimum bond of ten thousand dollars (\$10,000) and bonding expense to be borne by the Association.
- E. To give a detailed statement of the financial condition of the Association at the annual meeting.
- F. The Treasurer will serve as a member of the Membership Standing Committee and Budget Committee.
- G. The Treasurer will acknowledge by receipt, of any monies presented to the Treasurer for deposit.

Section 6.

The full management of the affairs of the Association shall be in the hands of the Executive Board as provided in the Constitution. The duties of the Executive Board shall be:

- A. To direct the administrative work of the Association including all matters connected with its publications, its collaboration with other groups and institutions, and its educational and professional development.
- B. To act as trustee of Association property.
- C. To recommend names of Honorary Membership.
- D. To fix the time and place for the annual meeting.
- E. To act for the Association in any administrative, financial, legislative, educational, or other capacity as the Association may direct, or act on its own initiative between meetings.
- F. To make pro tem appointments to fill any vacancy that may occur among the officers and/or directors between meetings, because of inability or inactivity or for other causes which may be in the interest of the Association.
- G. To recommend expulsion from membership or dismissal from the Executive Board for cause by two-thirds vote of all votes cast, but in no case will revocation or dismissal be recommended without giving the member or Executive Board member written notice of reasons for the contemplated action at least one month before action is taken and an opportunity be given for a hearing in person and/or a rebuttal in writing.

- H. To employ personnel, as the situation demands, and fix their compensation and duties.
- I. To execute the policies of the Association and report to the Association of its annual meeting any action taken that was not specifically authorized.
- J. The amount of the registration fee for the annual meeting shall be fixed annually by the Executive Board and shall be used for defraying the expenses of the annual meeting.
- K. To submit the names of people in their region who have retired and qualify for life membership. To submit names of members who have died. Names must be submitted by the November meeting.

ARTICLE III **Committees**

Section 1.

Standing Committees of the Association shall consist of the following: Program, Membership, Publication, Awards, Legislative, Audit, Exhibit, Scholarship and Silent Auction.

- A. The Program Committee shall consist of the President-Elect who shall serve as Chairperson and the Vice-President.
- B. The Membership Committee shall consist of a Chairperson appointed by the President, the Treasurer and such other members as deemed desirable by the Executive Board.
- C. The Committee on Publications shall consist of the editors of the Association's Publication and the Secretary of the Association, who will report all matters pertaining to the publications to the Executive Board at least once every year and whenever so requested by the Executive Board. This Committee will handle all editorial matters concerned in publishing an official publication, with the approval of the Executive Board.
- D. Members of the Awards Committee shall consist of three (3) members representing governmental agencies (state and local) who shall judge the Sanitarian Award; and three (3) members representing industry and service companies who shall judge the Dairy Industry Award. The entire Awards Committee will judge the Steve Sandlin, Jr. Achievement Award and Service Award. Members of the Awards committee are not eligible for awards.

The Awards Committee shall review all nominations for the following awards:

1. Sanitarian Award
2. Dairy Industry Award
3. Service Award
4. Steve Sandlin, Jr. Achievement Award

Nominations for all Awards must be received by the Vice-President and postmarked no later than December 31st preceding the annual meeting. If no nominations are received for a category, that award will not be made that year.

Award decisions will be determined by a majority vote of the designated committee members. Decisions of the Awards Committee must be furnished to the Executive Board at the Executive Board meeting preceding the annual meeting.

Awards Committee members and President are not eligible for awards, nor can they make nominations for these awards.

The Awards Committee shall secure the proper awards to be presented at the annual meeting. Type of awards to be submitted shall be decided by the Executive Board.

Other special awards shall be approved by the Executive Board.

- E. The Legislative Committee shall be appointed by the President, Association members from state Governmental agencies, local Governmental agencies and industry and service related companies shall be represented by at least one member.
- F. The Audit Committee shall consist of the President-Elect who shall serve as Chairperson, the Vice-President and the Secretary. The Treasurer shall present all financial records and receipts to the Audit Committee prior to the annual meeting.
- G. The Budget Committee shall consist of the Treasurer, five (5) Executive Board members which shall be appointed by the President and the chairperson of the Membership Committee. This Committee shall present a proposed balanced budget for the ensuing fiscal year to the Executive Board at the May meeting.

- H. The Scholarship Committee shall consist of a Chairperson appointed by the president. The Chairperson shall select a committee of no less than three people. Duties shall include, but not be limited to, soliciting candidates, reviewing nominations and making the final selection to be presented to the Executive Board by the August meeting.
- I. The Exhibit Committee shall consist of a Chairperson appointed by the president. The Chairperson shall select a committee of no less than three people. Duties shall include, but not be limited to, soliciting exhibitors with wares pertaining to Milk, Food and Sanitation equipment or environmental needs.
- J. Silent Auction Committee shall consist of a Chairperson appointed by the president. The Chairperson shall select a committee of no less than 3 (three) people. Duties shall include, but no limited to, soliciting donations for the auction, conducting a raffle for the hotel sponsored prize, and establishing the auction parameters at the annual conference. All proceeds shall be turned over to the treasurer for deposit into the Scholarship Fund.

Section 2.

Each year the president shall appoint a nominating committee. Members of the nominating committee are not eligible for nomination during the year they serve on the committee. This committee shall have at least one member representing each geographical areas designed by the Executive Board. One person shall be selected by the president as a committee chairperson. The Nominating Committee shall submit the name of at least two nominee for each officer and or director whose tern expires the following year to the Secretary of the Association by the November Board meeting. The Secretary shall notify the membership by December 10th. Elections shall be by mail ballot. Ballots must be received by December 31st. In case of a tie a run-off election will be held. "TIE BREAKER" BALLOTS MUST BE RECEIVED BY January 31st

Section 3.

Other special committees and regular continuing committees may be authorized by the Executive Board or by the President for special work or assignment.

ARTICLE IV

Awards

Section 1.

Sanitarian Award

- A. Any person who at the time of nomination is a member of the association and employed in Kentucky, as a dairy, food, or environmental sanitarian or who is employed as a sanitarian by local, state, or federal agencies is eligible for the award.
- B. A candidate shall have made a meritorious contribution in the field of milk, food or environmental health to the public health and welfare within the Commonwealth of Kentucky.
- C. Co-workers are eligible for nomination if both have contributed equally to work upon which the nomination is based.
- D. Recipients of the award shall not be eligible for the award for five (5) years from the date the award is presented.
- E. Nominations must be submitted by a member of the Association.
- F. Supporting evidence for nomination must be submitted to the Awards Committee Chairperson (Vice-President) no later than December 31st prior to the annual meeting. Three (3) letters from other members may be included with the supporting evidence. Nominations for an award will not be considered without supporting evidence.

Section 2.

Dairy Industry Award

- A. Any person who at the time of nomination is a member of the association and employed in Kentucky, in the dairy industry is eligible for the award.
- B. A candidate shall have made a meritorious contribution to the dairy industry in the field of sanitation, public health and/or welfare of the Commonwealth of Kentucky.
- C. Co-workers are eligible for nomination if both have contributed to the work upon which the nomination is based.
- D. Recipients of the award shall not be eligible for the award for five (5) years from the date the award is presented.
- E. Nominations must be submitted by a member of the Association.
- F. Supporting evidence for nomination must be submitted to the Awards Committee Chairperson (Vice-President) no later than December 31st prior to the annual meeting. Three (3) letters from other members may be included with the supporting evidence. Nominations for an award will not be considered without supporting evidence.

Section 3. Service Award

- A. A Service Award shall be presented annually to an individual, who is a member of the Association, a company, agency or organization that has contributed significantly to promoting the improvement and practice of environmental health and sanitation in the Commonwealth of Kentucky.
- B. Recipients of the award shall not be eligible for the award for five (5) years from the date the award is presented.
- C. Nominations must be submitted by a member of the Association.
- D. Supporting evidence for nominations must be submitted to the Awards Committee Chairperson (Vice-President) by December 31st prior to the annual meeting. Three (3) letters from other members may be included with the supporting evidence. Nominations for an award will not be considered without supporting evidence.

Section 4. Steve G. Sandlin, Jr. Achievement Award

- A. Any person who at the time of nomination is a member of the Association and employed in Kentucky, as a dairy, food, or environmental sanitarian or who is employed as a sanitarian by local, state, or federal agencies is eligible for the award; however, they must have less than five (5) years experience within the field of dairy, food, or environmental sanitation.
- B. A candidate shall have made a meritorious contribution in the field of milk, food or environmental health to the public health and welfare within the Commonwealth of Kentucky.
- C. Co-workers are eligible for nomination if both have contributed equally to work upon which the nomination is based.
- D. Nominations must be submitted by a member of the Association.
- E. Supporting evidence for nomination must be submitted to the Awards Committee Chairperson (Vice-President) by December 31st prior to the annual meeting. Three (3) letters from other members may be included with the supporting evidence. Nominations for an award will not be considered without supporting evidence.

ARTICLE V
Judy Inman True Scholarship

- A. Scholarship applicant must be ~~full-time~~ a student carrying a minimum of twelve (12) credit hours per ~~semester~~ term in undergraduate courses or a minimum of six (6) credit hours per term in graduate courses in an accredited Kentucky institution for higher education, ~~paying in-state tuition (as established by the institutions registrar's criteria).~~
- B. The scholarship applicant must be a student who is structuring in their academic program in the direction of a career in public or private sectors of environmental health practice. Students enrolled in one of the following programs are eligible to apply: 1.An accredited environmental health science curriculum. 2.Dairy Science and/or food technology curriculum. 3.Community health with emphasis in environmental health.
- C. Applicant must attach a complete grade transcript of courses for all previous semesters, plus documentation substantiating current enrollment.
- D. Applicant must submit a cover letter from an Academic Advisor/Professor in their area of study and from the Institution in which they are enrolled.
- E. Applicant must have obtained a cumulative grade point average of no less than a "B"(3.0). Applicants shall be considered eligible for this scholarship when they are minimally recognized as Junior or Senior status by their respective educational institution of higher education and have a declared major in environmental health or related field.
- F. Applicant must have submitted their application postmarked no later than October 31st.
- G. The Scholarship will be paid to the institution in the recipient's name to be applied toward tuition for the current or next term.
- H. No individual would be eligible to receive the Scholarship more than once.
- I. If there are more than one qualifying applicant, an alternate shall be selected by the Scholarship Committee in the event the primary choice should not enroll during the Fall semester.

ARTICLE VI
Meetings

- Section 1. The annual meeting of the Association shall be held at such time and place as shall be designated by the Executive Board. Twenty-five (25) of the members registered at the Annual Meeting shall constitute a quorum for the transaction of business.
- Section 2. Special called meeting of the Association may be called by the Executive Board providing the entire membership is notified at least fifteen (15) days prior to the meeting. Twenty-five (25) members shall constitute a quorum for the transaction of business.
- Section 3. Robert's Rules of Order shall govern the procedures at all meetings.
- Section 4. In case an Executive Board member is unable to attend the Board Meeting, the Board member is authorized to appoint an active member who is not a Board member to vote their proxy in their absence.
- Before doing so, the Board member shall inform the President in writing ten (10) days in advance of the meeting of their intentions to send a proxy in their absence. Should an emergency arise not leaving time to inform the President ten (10) days in advance, the proxy must have attached a letter stating the nature of the emergency to the President.
- Section 5. When an Executive Board Member fails to attend two (2) consecutive board meetings, a Board Member may be dismissed from the Executive Board. The President shall inform the Board Member when two (2) consecutive absences have taken place. Inability to attend Executive Board Meetings due to inclement weather, act of God, illness, accident, or death in the family will not be considered grounds for dismissal.

ARTICLE VI
Amendments

Section 1. Any member may propose amendments to these "By-Laws" by submitting them in writing to the Secretary at least forty-five (45) days before the date of the next annual meeting, and the Secretary shall promptly notify all members. The "By-Laws" may be amended by a majority affirmative vote of the members present.