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Bethesda 14, Maryland

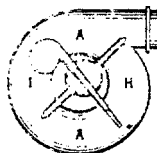
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Put with other material in file for Nov 15th
W. J. Littlefield
**AMERICAN
INDUSTRIAL HYGIENE
ASSOCIATION**



October 21, 1944

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MEMORANDUM

TO: Members of Board of Directors,
American Industrial Hygiene Association.

FROM: J. J. Bloomfield, President.

SUBJECT: Proposed Constitution and Bylaws of the
Washington-Baltimore Section, American
Industrial Hygiene Association.

I am enclosing for your review a copy of the proposed constitution for the new local section of this Association which is being formed in the Washington-Baltimore areas.

A properly signed petition for the formation of this section will be presented to the Board of Directors for consideration at the forthcoming meeting of the Board to be held in Pittsburgh, November 15. By now you have received a notice of this meeting from our Secretary, Mr. Barnes.

It will be appreciated if you will review the proposed constitution in order that you may be able to discuss it at the Board meeting and pass upon it at that time. According to our constitution, local section constitutions must be submitted to the Board of Directors for consideration and approval.

J. J. Bloomfield
J. J. Bloomfield,
President.

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CONSTITUTION AND BYLAWS OF THE WASHINGTON-BALTIMORE SECTION,
AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be The Washington-Baltimore Section, American Industrial Hygiene Association.

ARTICLE II - OBJECT

Section 1.

The object of this organization shall be to promote and correlate industrial hygiene activities, and to discuss, exchange, and disseminate information on industrial hygiene and to promote fellowship among members.

ARTICLE III - MEMBERSHIP

Section 1.

All members of the American Industrial Hygiene Association residing in the vicinity of the Washington-Baltimore District are eligible for membership in the Washington-Baltimore Section, American Industrial Hygiene Association. Any other person interested in the proceedings of this Section may become a member upon proper application and approval by the Executive Committee and upon payment of dues.

Section 2.

Application for membership by nonmembers of the American Industrial Hygiene Association shall be made on a form provided by the Executive Committee. Each applicant must be sponsored by two

members in good standing.

ARTICLE IV - OFFICERS

Section 1.

The elected officers of the Washington-Baltimore Section shall be a chairman, vice-chairman, secretary-treasurer, and two members-at-large of the Executive Committee. The officers shall be members in good standing of the American Industrial Hygiene Association.

Section 2.

The newly elected officers shall take office at the close of the Section's annual meeting in November or December. The chairman, vice-chairman, and secretary-treasurer shall serve for one year. Members-at-large of the Executive Committee shall serve for two years.

Section 3.

There shall be an Executive Committee composed of the officers of the Section and the most recent past chairman. Any member of the Section who is serving as an officer or director of the American Industrial Hygiene Association shall be a member ex-officio of the Executive Committee.

ARTICLE V - DUTIES OF OFFICERS

Section 1.

The chairman shall preside at meetings of the Section and of the Executive Committee. He shall appoint a program committee and such other committees as are deemed necessary and shall automatically become an ex-officio member of such committees.

Section 2.

The vice-chairman shall assist the chairman in his duties and shall serve as chairman at any time when the chairman is unable to perform his duties. The vice-chairman shall also serve as chairman of the program committee.

Section 3.

The secretary-treasurer shall be the custodian of all funds of the Section, shall receive all funds due the Section, and shall pay all authorized bills against the Section. The disbursement of all funds for this Section shall be made upon authorization by the Executive Committee. He shall submit an annual report at the last Spring meeting of the Washington-Baltimore Section, and shall transmit to his successor in office all funds and property of the Section in his possession.

The secretary-treasurer shall keep an accurate record of all the transactions of all meetings of the Section and of the Executive Committee; shall carry on the correspondence of the Section; shall keep an accurate list of the members and their status; and shall keep the National association informed concerning the activity and the news of the Washington-Baltimore Section.

Section 4.

The Executive Committee shall be responsible for the administration of the Section and shall have charge of the property and funds of the Section. The Executive Committee shall fill any vacant offices with temporary appointees who will serve until the next annual election. The Executive Committee is authorized to act on all matters not otherwise provided for in this Constitution.

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ARTICLE VI - SPECIAL COMMITTEES AND DELEGATES

Section 1.

Program Committee: The chairman shall appoint a Program Committee on which the vice-chairman shall act as chairman. The Program Committee shall present a tentative program for the year to the Executive Committee for their approval in September of each year. On approval of the Executive Committee the Program Committee will then complete arrangements for speakers and for meeting places, and provide the secretary-treasurer with the program which will be circulated to the members of the Washington-Baltimore Section. The secretary-treasurer may send notices of meetings to other interested persons not members of the Washington-Baltimore Section.

Section 2.

Nominating Committee: The chairman shall appoint a Nominating Committee which shall perform the functions specified under Article VII.

Section 3.

Local Section Council: Members of the American Industrial Hygiene Association who are members of the Washington-Baltimore Section and who are to attend the annual meeting of the American Industrial Hygiene Association shall be nominated to the Local Section Council at the last Section meeting prior to the annual National meeting. The two members receiving the highest number of votes of members present shall be elected. Notice of this election shall be sent to the members of the Washington-Baltimore Section at least one week prior to the meeting.

Section 4.

Officers of the Section shall not succeed themselves with the exception of the secretary-treasurer who shall not serve more than two successive terms.

ARTICLE VIII - MEETINGS

Section 1.

The Washington-Baltimore Section shall hold at least four meetings a year. Between October and May they shall be at intervals not exceeding two months. The annual Section meeting, at which time election of officers will take place, shall be held during November or December. Each member shall be notified within a reasonable time^{or} the time and place of meeting.

Section 2.

Special meetings may be called at any time by action of the Executive Committee by due notice to all active members, on receipt of a petition in writing signed by six active members, stating purpose, time, and place of the special meeting.

Section 3.

A quorum necessary for conducting business at any meeting shall be twenty percent of the members in good standing.

Section 4.

Executive Committee meetings shall be held at the discretion of the chairman. The secretary-treasurer shall notify the Executive Committee in advance of Executive Committee meetings.

Section 5.

A majority of the Executive Committee shall constitute a quorum.

Section 6.

Any interested person may attend the general meetings of this Section at the discretion of the Executive Committee.

ARTICLE IX - DUES

Section 1.

Members of the Section who are members of the American Industrial Hygiene Association must be in good standing with the Association in regard to payment of dues.

Section 2.

Members of the Section who are nonmembers of the American Industrial Hygiene Association shall be assessed dues in an amount not to exceed two dollars per annum.

Section 3.

Members of the Section who are members of the American Industrial Hygiene Association shall be assessed dues in an amount not to exceed one dollar per annum.

Section 4.

Dues become payable on the first day of January of each year.

Section 5.

Any member whose dues are unpaid ninety days after they are due is not in good standing, and he shall have no vote. When the dues of any members shall not be paid within one year after they are due, his membership is automatically terminated.

Section 6.

Any member dropped for nonpayment of dues may be reinstated at any time previous to the convening of the annual meeting of the year following his delinquency by payment of dues in arrears and also dues for the current year, except in the case covered

In Section 7.

Section 7.

Any member of the Washington-Baltimore Section on active military duty outside the Washington-Baltimore area who is delinquent in dues because of such absence may be reinstated at any time within six months after his return to the Washington-Baltimore area, or after the cessation of hostilities, by payment of dues for the year in which he is reinstated.

ARTICLE X - AMENDMENTS

Section 1.

Amendments to the Constitution and bylaws may be proposed at any annual Section meeting and will be accepted for consideration upon a majority vote of the members present. The amendment shall then be circulated to the entire membership. A majority of the ballots returned within thirty days shall be required for adoption.