

CONOCO

JH: JCL: TGG: RF

XF: *Conoco Chemicals Company*

Conoco Chemicals Company
A Division of Conoco Inc.
15990 North Barker's Landing Road
P.O. Box 19029
Houston, TX 77224

March 1, 1984

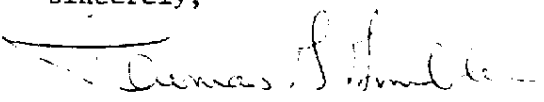
Mr. Gene Griter
Chemtech Ind. Inc.
6301 East Birmingham Road
Kansas City, MO 64117

Dear Gene:

This letter is to confirm our conversation regarding U.S. Food and Drug Administration guidelines for food-related applications of chemicals. In Title 21, CFR Part 172, Subpart I, LPA solvent qualifies as an "odorless light petroleum hydrocarbon" as defined in 172.884. As such, LPA may be used as a direct food additive "as a component of insecticide formulations used in food related areas".

I have attached applicable pages from the CFR. Please call if you have further questions.

Sincerely,


Thomas G. Grumbles, C.I.H.
Director, Industrial Hygiene

ajo

Attachment

cc Rick Moore

VVV 000012560



Just: JGL: TGG: RF

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XF: _____

February 13, 1984

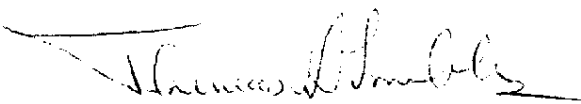
TO: MEMBERSHIP SERVICES LRP SUBCOMMITTEE

FROM: TOM GRUMBLES

Enclosed is a draft report for the first part of our job. It includes comments and recommendations from conversations and letters received from all of you. Please review for content and feel free to add further comments at this time. Editorial comments accepted, as we all know industrial hygienists can't write.

Also enclosed is a letter from Alice Farrah containing the minutes from the January Board meeting on Long Range Planning. We already have more work to do (Item 3). I'd appreciate your comments on these items as well.

Now the bad news. Please return your comments to me by March 7. Silence will be considered as agreement. Phone calls will suffice.



Thomas G. Grumbles, C.I.H.
Director, Industrial Hygiene

ajo

Enclosures

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D R A F T

2/13/84

Subcommittee members reviewed the past recommendations made by the Audit Committee, ASAE, SESC, and the Board, that dealt with membership services. These were reviewed in terms of adequacy of response and pending or future actions to be taken. Ideas and comments were solicited in the areas identified by these recommendations. The items reviewed have been classed into four general areas for organizational purposes and reporting. Following are the thoughts of the subcommittee.

1. Input to the national from local sections and individuals.

Committee members commenting felt that, in general, there are sufficient avenues of communication available to members and local sections.

- a. The Local Sections Council is continuing to grow and mature as a means for local sections to communicate. The continued growth and function of this group should be supported by the board and the national office.
- b. Local Board Coordinators guidelines have been completed and published in the 1983-84 membership directory. This should help to solidify the scope and understanding of this line of communication. Experience has shown a variability in the communication between local sections and board coordinators. This should improve when both parties are aware of their responsibilities.
- c. The Audit Committee is still a relatively new mechanism for input and experience has shown it to be used as an avenue of communication in only a few instances.
- d. Individual member communications with the national office and association has always been available, but apparently seldom used. However, if a formal response mechanism is devised as recommended (ASAE report,

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#30), and a formalized reporting system for concerns expressed in chapter visits developed (ASAE report, #9) this may encourage increased use of this mechanism. A positive indication of receipt of comments or actions taken should encourage this input.

There are enough mechanisms available, and if previous recommendations are implemented, no "new" steps are necessary. In general, all of the above methods for input should be communicated to the membership at regular intervals

2. Services to local sections from the national office.

In general, it appears there is not an awareness of all the services available to local chapters. These should be clearly defined with guidelines for their use. The publication of the revised Local Sections Operating Manual should be finalized (Audit Committee Report, #5) and services and mechanics of use outlined in that manual.

A speakers bureau has been discussed on several occasions by the local sections council and national. This has been difficult to organize and develop. At a minimum it is recommended that the national maintain local section newsletters and program descriptions to assist locals in developing programs. A single point of contact should be designated for questions concerning the above.

The President Elect's meeting can be used as a medium to convey and gather program and speaker ideas. Also, the Local Sections Council should be consulted for advice or help.

3. Productivity of Committees

This issue has been addressed by numerous recommendations in all cited reports (Audit, ASAE, etc.) and the Board is currently giving serious consideration to how best to implement the recommendations. The committee will not substantially add to present recommendations but does strongly encourage action in this area. Following are comments on how this issue could relate to membership services.

It is obvious that governmental bodies, (i.e. OSHA, and NIOSH) do not look to AIHA as a source of information for formulating regulations or other informational documents, nor do they look to AIHA for input or comment on proposed regulations. If the technical committees became active they could serve the organization in this capacity.

- a. This activity could give members an additional opportunity to input to agencies. Many individual members do not have this opportunity through their companies or trade associations.
- b. The association is considering becoming active in legislative affairs (i.e., discussions of a Washington representative) but this often proves difficult in trying to provide "consensus" opinions of a group representing many people from many backgrounds and interests. However, if comments on specific issues came from technical committees with expertise in that area, the comments could be kept on a technical level and consensus, factual comments made in a timely manner.
- c. To achieve the above, technical committees should be charged with monitoring regulatory activities in their defined areas.
- d. Technical committees should actively be involved in reviewing applicable course content for AIHA education courses to assure accurate, up-to-date information.

Technical committees should serve as an information source, though monographs, reports, etc., for the membership and others. With current activity levels they generally do not. More efforts similar to the Engineering Field Reference Manual should be considered. If funds are necessary to have a professional editor or other consultant service to get a finished product, these should be provided to committees, if justified. Receipts from sale of the documents could be used to "replinish" the treasury.

All of the above should serve to enhance the recognition of the association activities and the profession in general.

4. Individual Member Needs

It is the committee's opinion that most services not associated with professional development be de-emphasised, with the exception of the employment service addressed below. The national staff is already overworked and there is enough work to be done on items being addressed by the LRP effort. However, this is also an area in which the total range of services are not generally known.

The current employment service does not appear to be useful. It is my understanding that few members subscribe. Comments from users indicate it is not a timely source of information. Renewed effort should be given to making this a functional system. Also, the continuation of the AIHC Employment Room is, as always, encouraged.

This need for member assistance has certainly been highlighted in recent years.

Summary of Comments and Recommendations

1. There are sufficient avenues for communication of the membership and local sections with the national organization. These should be communicated to the membership at regular intervals.
2. Recommendations previously made regarding member and local section input should be implemented.
3. The revised Local Sections Operating Manual should be published. It should contain national services available to local chapters and guidelines for use.
4. Actions being considered concerning the productivity of committees should be given priority.
 - a. This could facilitate legislative input of AIHA.
 - b. Serve as focal point to provide technical documents and information to members and others.
 - c. Enhance quality of AIHA courses.
5. Consideration should be given to improving the employment service.

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AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

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RECEIVED

FEB 13 1984

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February 7, 1984

To: Members of Long Range Planning Task Force
on Membership

From: Alice C. Farrar and Frank D. Griffith
Chairs of LRP Task Force on Membership

Subject: Actions Taken and New Assignments

Route: _____

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Attached is a copy of the Progress Report on our Task Force presented to the AIHA Board at a 1/26,27/84 meeting in San Francisco. The report was developed from input from all of you submitted by our subcommittee chairmen: Ken Blehm, Rick Hackman, and Tom Grumbles. In the report copy, handwritten comments indicate actions taken by the Board during the San Francisco meeting. The report was well-received, and the Board applauded the efforts of each of you.

Probably the most important section of the report is item 1 which includes a first draft of a proposed change to the AIHA By-Laws, Article II, Membership. The Board has promised to send Alice Farrar their comments/suggestions on the first draft by 3/2/84. Each of you should send your comments to Alice by this date, too.

At the recent San Francisco meeting, each LRP Task Force gave a progress report. It became evident that task forces were overlapping in some areas but that the input from all would be useful. The recommendations of SESC, ASAE, and the Audit Committee were gone over to make sure that one of the task forces was addressing each concern.

Assignments yet to be addressed by the Membership Task Force are as follows:

1. Farrar and Griffith: Prepare 2nd draft of proposed By-Laws change, Article II, Membership, considering first draft comments from AIHA Board and LRP Membership Task Force, by 4/15/84. Present to Board at 4/26/84 meeting.

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2. Subcommittee II, Rick Hackman, and Subcommittee III, Tom Grumbles: Develop questions related to "Accommodation of a Changing Membership" and "Membership Services" to be included in a membership questionnaire.
3. Subcommittee III, Tom Grumbles: Submit subcommittee's report on recommendations for Membership Services to Alice Farrar by 4/15/84.

New items to be considered by this subcommittee are -

- o AIHA should develop instructional and informational materials for students to encourage them to enter the profession. There should also be an exploration of the formation of student chapters on campus. (ASAE Recommendation)
 - o Review the AIHA Committee Chair's Handbook to see if it is adequate for committee needs. A copy can be obtained from Stephanie Beidler at the Akron Office.
4. Task Force Members: Meet briefly at the AIHC in Detroit to discuss progress made, actions taken, work still needed to be done - and to pat ourselves on the back. Farrar and Griffith will communicate a time and place prior to 5/1/84.

Thank you for all your contributions to date. We will look forward to seeing everyone in Detroit.

Sincerely,

Alice Farrar and Frank Griffith /ccf

Alice C. Farrar
and Frank Griffith

cc: Newell Bolton
Ralph Smith
Charlie Powell
Joe Wasdovich

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AMERICAN INDUSTRIAL HYGIENE ASSOCIATION

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January 24, 1984

TO: AIHA Officers and Board of Directors, and Members of
Long-Range-Planning Task Force on Membership

FROM: Alice C. Farrar and Frank D. Griffith,
Chairmen of LRP Task Force on Membership

SUBJECT: Progress Report from LRP Task Force on Membership/
Recommendations Developed to Date

At our Philadelphia AIHC meeting, the LRP Task Force on Membership developed 3 subcommittees to tackle what were identified as our 3 major concerns:

1. CHARACTERIZATION OF THE MEMBERSHIP.
2. ACCOMMODATION OF A CHANGING MEMBERSHIP.
3. MEMBERSHIP SERVICES.

Final reports on the findings of subcommittees 1 and 2, and a preliminary report from subcommittee 3 have been developed. A list of Task Force Members by subcommittee is included as Attachment I.

In developing its recommendations, the Membership Task Force reviewed previous recommendations of the SESC, ASAE, and the Audit Committee and also addressed LRP concerns of the AIHA Board. Our recommendations follow.

1. CONCERNS:
 - o Clarification of specific terms and requirements in Membership criteria
 - o Sponsorship of applicants
 - o Membership of unemployed applicants
 - o Membership by persons concerned with allied fields in safety and health
 - o Industrial hygiene technician's role
 - o Horizontal vs. vertical structure

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1-4. 6 members
will send comments/suggestions on proposed By-Laws change
to A. Farrar by 3/4/84.

RECOMMENDATIONS: The 6 concerns listed are all related in one way or another to membership criteria as stated in the By-Laws, Article II, Membership. The Membership Task Force had the following feelings about these concerns:

- Board agreed with these 1/27/84
1. AIHA membership should be broadened to include the other professions dealing with worker safety and health, and those professions requiring interaction with industrial hygienists, e.g., occupational health nurses, safety professionals, personal protective equipment vendors, etc.
 2. Applicant sponsorship by some combination of members by other than FULL MEMBERS should be allowed.
 3. There should be a category of membership open to unemployed industrial hygienists.
 4. Full-time industrial hygiene technicians should be allowed the privileges of FULL MEMBERSHIP. Too much emphasis has been placed on a college degree. Appropriate work experience should be allowed as a substitute.

In order to address our responses to the 6 concerns, the Task Force has drafted Proposed Changes to the By-Laws, Article II, Membership, included as Attachment II. We recommend to the Board that an amendment to the By-Laws including these or similar changes be presented to the Membership for vote by 7/1/85.

The Task Force agrees with the SESC that a procedure for revocation of membership for use in extreme situations should be in place. However, a satisfactory procedure has not been developed. Legal advice should be obtained before developing a revocation procedure.

talk to Archer

2. CONCERN: Limited international participation by AIHA.

A. Farrar will ask for clarification on Audit Committee

RECOMMENDATION: The Task Force agrees with the SESC and Audit Committees that AIHA should pursue being an international organization. However, emphasis in this area should be delayed until more basic concerns such as membership criteria, organizational structure, etc., are addressed to the satisfaction of the Board of Directors and the membership of the Organization.

3. CONCERN: Communication between key and general membership, the Board of Directors, and the Managing Director needs improvement.

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RECOMMENDATION: We agree with the Task Force on Communication that the official minutes of Board meetings should be distributed to all Committee chair persons and local section presidents. Also, copies of minutes should be made available to individual members by request through the Akron office. Notice of such policy should be printed in the front section of the Directory. The Task Force suggests implementation of this recommendation by 4/1/84.

Board approved implementation on 1/27/84. Managing Director will begin immediately to send Board meeting minutes to all local sections.

Board liked idea. Stephanie Reuter, AIHA Public Relations, will include development of such a brochure in her 1984-85 plan of action.

The Task Force also recommends that a "New Member Orientation" brochure or package be developed by the Akron office to be sent to new members upon acceptance. It should include such "how to" items as "how to join committees", "how to get answers to questions", "how to join a local section", etc. If the Board agrees that this is a good idea, we suggest development and implementation by 4/30/85.

4. CONCERN: The future structure of AIHA.

Charlie Powell indicated these groups can communicate now. Will defer other parts for the time being.

RECOMMENDATION: Several Task Force members and at least one AIHA member responding by letter feel that the best interests of the industrial hygiene profession would be met by combining AIHA, ACGIH, AAIH, and ABIH. A consolidated professional organization could and would respond more effectively to the membership and would eliminate much controversy, confusion, and duplication. Governmental regulatory and research bodies would be able to look to one organization rather than four for industrial hygiene expertise.

Perhaps this combination of the organizations has been explored before. However, the industrial hygiene profession is changing, and so is the thinking of those within it.

The Task Force recommends that the AIHA Board of Directors appoint a Task Force, composed of 3 Board members, to formally explore with AAIH, ABIH, and ACGIH their interest, if any, in discussing the future of the profession, how its needs can best be served, and if consolidation of the organizations is within the realm of possibilities.

We recommend that the Task Force be formed at the 1/25-26/84 LRP meeting, to report its preliminary progress to the Board by 6/30/84.

5. CONCERN: Technical committees are not as responsive and productive as they should be.

RECOMMENDATION: ASAE made the following recommendations in regard to committee activity:

- o Committees should have a clearly defined charge, a specified time frame in which to complete their tasks, clearly defined measurable objectives and formalized reporting responsibility to the Board of Directors. (ASAE)
- o Committees should be closely monitored with deadlines established for completion of tasks; should have measurable objectives; strict reporting procedures; and should be provided as much staff support as possible now and increased staff support should be built into long-range plans. (ASAE)

The Audit Committee also recommended that the Board review the performance of each committee annually and that committees be required to submit an annual report to the membership.

* Technical Committee Mgt. Group formed at 4/24/84 Board meeting: Howard Kusnetz (Chair), Rick Fulwider, Joe Wasdornch, Managing Director: Two committee chairs to be asked to participate.

It is the opinion of the Task Force that present Management of committee activities is ineffective and that the recommendations of ASAE should be implemented in some manner. In order to accomplish anything, committee activity, and that of the Association as a whole, must be managed as a business function. Accountability and lines of authority must be established.

The mechanism for putting such a program in place remains in question. Board Coordinators have their time spread very thinly, trying to coordinate 5 local sections and up to 5 committees.

- * The Task Force recommends establishing a Technical Committee Management Group composed of the AIHA Vice-President, one Board member, the AIHA Managing Director, and 2 current committee chairpersons. The Group should be charged with developing procedures for continued management of committee activities. Recommended target date for committee formation is 3/31/84 with a report for Board review by 11/30/84.

In the interim, committees need a forum to communicate with each other their accomplishments, goals, operating procedures, and concerns. The Local Sections council has been successful in serving the communications needs of Local Sections. The Task Force recommends that a one hour meeting for committee chairpersons be arranged at the Detroit AIHC to promote communications between committees. Howard Cohen has agreed to chair the meeting. A representative of the Board should also be present. The Task Force requests approval of the Board to schedule this meeting as a "trial run". A report of the meeting proceedings will be presented to the Board. *Meeting approved by Board. Howard Cohen to chair + set date + time.*

6. CONCERN: Membership retention and development.

RECOMMENDATION: The Task Force recommends that the Managing Director present his ideas of development/implementation of a membership retention and development program, as well as a membership services program, to the Board for consideration by 12/31/84. *Joe Wasdornch accepted target date for reporting to the Board.*

It has been recognized that more demographic data on the membership is needed. LRP efforts will undoubtedly bring forth a recommendation that a questionnaire to the membership is needed. However, more data should be captured on all members (age, sex, etc.) and could possibly be done with the return dues notice, or on the application from new members. Computerization of this information is a must. *Board agrees. Additional/expaned computer system need will be addressed by Joe Wasdornch. Stephanie Beidler will address capturing data in her 1984-85 plan.*

7. CONCERN: Accommodation of a changing membership.

RECOMMENDATION: The subcommittee addressing this issue recognized that the field of industrial hygiene has changed significantly in the past 5 years and will continue to change. Most members polled indicated that present AIHA programs are responsive to the members needs. Management skills was seen as an area that has not yet been adequately developed.

In order to obtain the opinions of a statistically significant sample population, the subcommittee recommends that a questionnaire be developed to try to determine more precisely the needs of the membership. If the Board approves such a questionnaire, the subcommittee will be pleased to assist in its development. Board agreed. Rick Hackman's LRP subcommittee, and Don Grumbles, will be asked to assist.

CONCLUSION

The LRP Membership Task Force continues to work on concerns regarding membership services. A final report will be produced by 6/30/84.

Respectfully submitted,

Alice C. Farrar

Alice C. Farrar

Frank D. Griffith/act

Frank D. Griffith

D5/AIHA1/LRPTE

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AIHA Long Range Planning
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1/23/84

CHANGES TO AIHA BY-LAWS

PROPOSED BY LRP TASK FORCE ON MEMBERSHIP

ARTICLE II

MEMBERSHIP

Section 1. No change

Section 2. The classes of membership shall be: FELLOW, FULL, ASSOCIATE, AFFILIATE, STUDENT, EMERITUS, HONORARY, and ORGANIZATIONAL MEMBERS.

Section 2a. A FELLOW of the American Industrial Hygiene Association shall be a person who is a Diplomate of the American Academy of Industrial Hygiene and who is currently engaged a majority of his time in industrial hygiene activities. A FELLOW may serve on committees, vote, and be elected to the Board of Directors or any office of the Association.

Section 2b. A FULL MEMBER shall be a person who, for at least 3 years, has been and is currently engaged, a majority of his time, in industrial hygiene activities, and who has a baccalaureate degree. Five years of work experience, of which a majority of work time was in industrial hygiene activities, under the direction and supervision of a professional industrial hygienist, may be substituted for the educational requirement. Where work experience is substituted for education, a minimum of 8 years of total work experience is required. A FULL MEMBER may serve on committees, vote, and be elected to the Board of Directors or any office of the Association.

Section 2c. An ASSOCIATE MEMBER shall be a person who is currently engaged, a majority of his time, in industrial hygiene activities, and who has a baccalaureate degree, or who is a full-time graduate student in industrial hygiene or a cognate discipline. Five years of work experience, of which a majority of work time was in industrial hygiene activities, under the direction and supervision of a professional industrial hygienist, may be substituted for the education requirement. An ASSOCIATE MEMBER may serve on committees and vote, but may not be elected to any office of the Association.

Section 2d. An AFFILIATE MEMBER shall be a person who is employed full-time in an occupation requiring interaction with and cooperation of ASSOCIATE MEMBERS, FULL MEMBERS, and FELLOWS of the Association, e.g., occupational health nurses, safety professionals, personal protective equipment vendors, and managers of environmental functions. An unemployed applicant who would otherwise meet the criteria for ASSOCIATE, FULL, or FELLOW member, may be elected as an AFFILIATE MEMBER. An AFFILIATE MEMBER may serve as a member of committees but may not vote or hold any office in the Association.

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Section 2e. A full-time student at the college undergraduate level may become a Student Member upon a yearly application and submission of adequate matriculation documentation to the Managing Director of the Association. A Student Member may not serve on committees, vote, or hold office. A Student Member shall have an option to subscribe to the Association JOURNAL, at a price established by the Board of Directors.

Section 2f. Upon receipt of application, the Board of Directors may approve Emeritus membership to a FELLOW or FULL MEMBER who has become retired in fact. An Emeritus Member retains all privileges of the Association but will not be assessed dues.

Section 2g. The Board of Directors may elect as Honorary Members such persons as are particularly distinguished in the general field of industrial hygiene, or in a closely related scientific field. Honorary Membership shall be considered as purely honorary and requiring no dues; an Honorary Member may not vote on Association matters unless he is also a FELLOW or FULL MEMBER in good standing or an Emeritus Member.

Section 2h. The Board of Directors may approve as Organizational Members such organizations as may apply for this status. The dues for Organizational Members and the privileges of this class of membership shall be defined by the Board of Directors.

Section 2i. In exceptional cases, the Board of Directors, by a three-fourths votes of all its members, may waive the requirements specified for any membership category.

Section 3. Application for membership shall be made on forms approved by the Board of Directors. Each applicant must be sponsored by 2 Association members of any grade other than AFFILIATE or HONORARY. Sponsoring members must be in good standing.

Section 4. No change.

Section 5. No change.

Section 6. No change.

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by-laws

ARTICLE I

Meetings

Section 1. The annual meeting of the Association shall be held at the time and place selected by the Board of Directors. There shall be at least one (1) business session during the annual meeting.

Section 2. Written notice of all annual and special meetings of the Association stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be sent by mail to the members by the Managing Director, at the direction of the President, at least thirty (30) days in advance of the date set for them.

Section 3. The Managing Director, on direction of the President, shall notify in writing each member of the Board of Directors at least two (2) weeks in advance of a meeting, as to the time, place and purpose of the meeting of the Board of Directors. A majority of the Board of Directors shall constitute a quorum.

Section 4. The physical presence of two hundred (200) members who are entitled to vote shall be required to constitute a quorum at a duly called and constituted meeting of the members.

ARTICLE II

Membership

Section 1. Membership in the Association shall be open to persons who are engaged in industrial hygiene activities and such other persons or organizations as may be provided in these Bylaws. There shall be no limitation or discrimination because of race, creed, sex or color for membership in the Association. Approval by two-thirds of the Board of Directors shall be required for election to all classes of membership.

Section 2. The classes of membership shall be: Student, Affiliate, Associate, MEMBER, Emeritus, Honorary and Organizational Members.

Section 2a. A full-time student at the college undergraduate level may become a Student Member upon a yearly application and submission of adequate matriculation documentation to the Managing Director of the Association. A Student Member may not serve on committees, vote or hold office. A Student Member shall have an option to subscribe to the Association JOURNAL, at a price established by the Board of Directors.

Section 2b. An Affiliate Member shall be a person engaged in industrial hygiene activities a significant amount of time who has completed two (2) years of college in a cognate discipline and who has completed a short course of specific training in industrial hygiene as approved by the Board of Directors. Work experience under the direction and supervision of a professional industrial hygienist may be substituted for either or both the educational and short course requirements pursuant to guidelines adopted by the Board of Directors. An Affiliate Member may serve as a member of committees but may not vote or hold any office in the Association.

Section 2c. An Associate Member shall be a person who has graduated from an accredited school of college grade and is currently engaged, a majority of his time, in industrial hygiene activities as defined by the Board of Directors, or who is a full-time graduate student in industrial hygiene or a cognate discipline. Membership as an Associate Member is limited to a maximum of five (5) years. An Associate Member may serve on committees and vote but may not be elected to any office of the Association.

Section 2d. A MEMBER shall be a person who, for at least three (3) years, has been and is currently engaged a majority of his time in industrial hygiene activities as defined by the Board of Directors, and who has been graduated from an accredited school of college grade. Full-time graduate study in industrial hygiene or a cognate discipline may be accepted on an equivalent time basis for any portion of the required three years of experience. A MEMBER may serve on committees, vote and be elected to the Board of Directors or any office of the Association.

Section 2e. Upon receipt of application, the Board of Directors may approve Emeritus membership to a MEMBER who has become retired in fact. An Emeritus Member retains all privileges of the Association but will not be assessed dues.

Section 2f. The Board of Directors may elect as Honorary Members such persons as are particularly distinguished in the general field of industrial hygiene, or in a closely related scientific field. Honorary Membership shall be considered as purely honorary and requiring no dues; an Honorary Member may not vote on Association matters unless he is also a MEMBER in good standing or an Emeritus Member.

Section 2g. The Board of Directors may approve as Organizational Members such organizations as may apply for this status. The dues for Organizational Members and the privileges of this class of membership shall be defined by the Board of Directors.

Section 2h. In exceptional cases, the Board of Directors, by a three-fourths vote of all its members, may waive the requirements specified for any membership category.

Section 3. Application for membership shall be made on forms approved by the Board of Directors. Each applicant must be sponsored by two (2) MEMBERS in good standing; Emeritus Members may also act as sponsors.

Section 4. Dues become payable on the first day of January of each year. The dues per year for the various types of membership shall be first set by the Board of Directors and may be changed only by a plurality vote of the membership at any duly constituted business meeting of the Association or by a mail ballot.

Section 5. Any member whose dues are unpaid on March 1st is not in good standing, and he shall have no vote. When the dues of any member shall not be paid within one (1) year after they are due, his membership is automatically terminated.

Section 6. Any member dropped for non-payment 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.

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ARTICLE III

Election of Officers and Directors

Section 1. No person shall be nominated or elected as an officer or director unless at the time of such nomination or election such person is an Emeritus Member or MEMBER of the Association in good standing. Nominations for officers and elective directors shall be made by a Nominating Committee of at least three (3) MEMBERS to be appointed by the Board of Directors. Each MEMBER of the Nominating Committee shall be from a different Local Section or geographical area. At least ninety (90) days prior to the annual meeting, the Nominating Committee shall select two (2) nominees for each elective office and shall select five (5) nominees for elective directors. The list of nominations shall thereupon be forthwith mailed to each member of the Association. The members will vote and return their ballots not later than six (6) weeks prior to the annual meeting. In making nominations for elective directors and officers, the Nominating Committee shall give consideration to maintaining on the Board of Directors a balance of representation from industrial, governmental, educational, insurance and professional interests and from different geographical areas.

In addition to the nominations made by the Nominating Committee, nominations for officers and the Board of Directors may be made by petition of a minimum of thirty-five (35) members eligible to vote. The names of all petitioned nominees must appear on the ballot with the other nominees, listed in random order. Each petition must include a letter from the nominee stating his willingness to stand for election. Such petition must be submitted to the Managing Director no later than one hundred twenty (120) days prior to the annual meeting. The Managing Director shall certify to the Board the validity of the petition.

Officers and directors shall be elected by a plurality of the votes cast.

Section 2. In case of a tie vote in any election for office in the Association, the tie shall be resolved by a majority vote of all members of the Board of Directors.

Section 3. Installation of officers and directors shall take place at the last business session of the annual meeting. Upon expiration of term of office, the President, the Secretary and the Treasurer shall become members of the Board of Directors for one (1) year.

Section 4. In the event of a vacancy in the office of President, the President-Elect shall fill this vacancy and the Vice-President shall succeed to the office of President-Elect. In the event of a vacancy in the office of President-Elect, the Vice-President shall fill this vacancy. Any vacancy in the office of Vice-President shall be filled by a special election called by the Board of Directors. In addition to filling the office created by a vacancy, the officer shall serve the term in office for which normal succession would have been in effect.

Should there be a vacancy in the office of the Treasurer, the Secretary shall assume the function of that office until the Board of Directors, at its discretion, acts to fill the vacancy either by appointment or by election. Should there be a vacancy in the office of the Secretary, the Treasurer shall assume the functions of that office until the Board of Directors, at its discretion, acts to fill the vacancy either by appointment or by election.