

**CENTRAL STATES OCCUPATIONAL & ENVIRONMENTAL
MEDICINE ASSOCIATION
CONSTITUTION AND BY-LAWS**

*Approved March 15, 2013
Lisle, Illinois*

INDEX

CONSTITUTION

ARTICLE I	NAME AND PURPOSES
ARTICLE II	GOALS AND OBJECTIVES
ARTICLE III	MISSION OF THE ASSOCIATION
ARTICLE IV	MEMBERSHIP
ARTICLE V	OFFICERS AND GOVERNORS
ARTICLE VI	AMENDMENTS
ARTICLE VII	REFERENDUM
ARTICLE VIII	ADOPTION

BY-LAWS

SECTION I	CLASSIFICATION OF MEMBERS
SECTION II	APPLICATIONS
SECTION III	DISCONTINUANCE OF MEMBERSHIP
SECTION IV	COMMITTEES
SECTION V	MEETINGS
SECTION VI	DUTIES OF OFFICERS
SECTION VII	ORDER OF BUSINESS
SECTION VIII	DUES

CONSTITUTION

CENTRAL STATES OCCUPATIONAL AND ENVIRONMENTAL MEDICINE ASSOCIATION

ARTICLE I – NAME AND PURPOSE

Section I – Name

The name of the Association shall be:

CENTRAL STATES OCCUPATIONAL AND ENVIRONMENTAL MEDICINE ASSOCIATION and will be referred to as CSOEMA or the Association in subsequent portions of this document.

THE AMERICAN COLLEGE OF OCCUPATIONAL AND ENVIRONMENTAL MEDICINE (ACOEM) is the parent organization and will hereafter be referred to as the College or ACOEM.

Section II – Purpose of CSOEMA

1. To serve as a geographic component of ACOEM and further the objectives of the College.
2. To comply with the principles of the ACOEM By-laws as amended and adopted by the ACOEM Board of Directors.
3. To unite into one organization those physicians in a specified geographic area with a common interest in occupational and environmental medicine and promote those scientific, clinical, collegial and political interests of its members.
4. To provide a forum to educate physicians, other health care members, employers, other organizations and the public about occupational and environmental medicine issues and the medical care of the employed population.
5. To promote the highest standards of ethical conduct, quality practice, and professionalism in the art and science of occupational medicine.

ARTICLE II GOALS AND OBJECTIVES

The goal of occupational and environmental medicine is to foster the health, safety, productivity, and wellness of workers, their families, and the community, and protection from environmental hazards in the work place. This goal will be accomplished through the following objectives or initiatives:

1. Identification, evaluation, prevention, and management of occupational, environmental, and personal health risks.

2. Promotion of the optimal recovery, rehabilitation and re-integration of the individual into a fully productive life by management and treatment of the worker's illness and injury.
3. Assurance of quality care, conservation of resources, and reduction of unnecessary expenses by employing efficient management of health care resources.
4. Promotion of healthy work cultures and healthy lifestyles.
5. Expansion and application of the knowledge of toxicology, epidemiology, ergonomics, biostatistics, and related disciplines of occupational and environmental medicine for the improvement of the work force and protection of the worker.
6. Promotion of continuous quality improvement by use of outcome assessments, practice guidelines, integrated health data systems, and other methods.
7. Provision of expert counsel about occupational health issues to employees, families, employers, labor organizations, other health professionals, government and the community.
8. Encourage environmentally responsible practices and procedures.

ARTICLE III – THE MISSION OF THE CENTRAL STATES OCCUPATIONAL AND ENVIRONMENTAL MEDICINE ASSOCIATION

The mission of the Association is that of a regional component of ACOEM and is reflective of the parent organization.

The ACOEM mission is to provide leadership to promote optimal health and safety of workers, work place and environments by:

1. Educating health professionals and the public.
2. Stimulating research.
3. Enhancing the quality of practice.
4. Guiding public policy; and
5. Advancing the field of occupational and environmental medicine.

ARTICLE IV – MEMBERSHIP

1. Geographical Boundaries
The geographic boundaries of the Association shall be the states of Illinois, Indiana, Iowa, Minnesota, Missouri, North Dakota, and Wisconsin
2. Criteria for Membership
Members of the Association shall comply with the general criteria for membership of the ACOEM as stated in Article IV of the By-laws and undergo the procedures of application. Members of the Association must maintain a primary residence or primary work site within the geographic boundaries of the Association except as allowed by the ACOEM Constitution and By-laws.
3. Classes of Membership
Membership in the Association shall consist of six classes:
 - a) Fellow
 - b) Active
 - c) Student/Resident
 - d) Honorary
 - e) Retired
4. Fellow
Fellowship consideration shall be limited to those Active Members who meet the basic requirements for Fellowship in the ACOEM and have submitted an application for Fellowship with associated documentation and received approval for that designation from the Board of Directors.
5. Active Membership
Active members shall be doctors of medicine or doctors of osteopathic medicine who have an interest in occupational medicine, make application and pay their dues to ACOEM and this component.
6. Student/Resident
Student/Resident members shall be doctors of medicine or doctors of osteopathic medicine taking postgraduate work in occupational medicine, or interns or residents with an interest in occupational medicine, or undergraduate students of medicine or osteopathic medicine. Upon completion of their training, Student/Resident members can apply for advancement to Active membership.
7. Honorary Membership
Honorary membership shall be conferred upon those individuals not Active Members or Fellows of the Association who have contributed distinguished service to the objectives for which the Association stands, or have performed some special service for the Association and been awarded this category of membership by the Board of Directors of the College.

8. Retired Membership
A Fellow or Active Member who no longer practices medicine shall be eligible to become a Retired Fellow or Retired Member upon application to the Board of Directors of ACOEM.
9. Student/Resident, Honorary and Retired Membership Privileges
Student/Resident, Honorary and Retired members shall have all the rights and privileges of Active Members except the privileges of holding office and voting. The one exception will be the Resident member elected to the Board of Governors, who will have full voting rights during his/her term of office.

ARTICLE V – OFFICERS AND GOVERNORS

Section 1 – Officers. The Officers of the Association shall be the President, President-Elect, Vice President, Secretary-Treasurer and Immediate Past-President. These officers shall consist of the Executive Committee, which shall be responsible to the Board of Governors and the Association for administration of the affairs of the Association between meetings of the Board of Governors. The members of the Executive Committee will also be voting members of the Board of Governors although the President will only vote in the event of a tie vote. Officers of the Association will preferentially be Fellows of the Association.

The President-Elect, Vice President and Secretary-Treasurer shall be elected by a majority vote of the Members assembled in the annual business meeting of the Association. They shall begin their term of office on the April 1 following their election to serve for a period of one year, or until their successors are elected and qualified.

Section 2 – Board of Governors. The governing body of the Association shall consist of a board of 13 Governors and the 5 members of the Executive Committee for a total membership of 18 members. Geographic representation from the member states will be achieved by having one Governor from each state having at least 30 Association members normally resulting in 6 state-based Governors. State-based Governors shall be elected for a term of three (3) years by a majority vote of the Association members assembled at the annual business meeting of the Association. The term of membership on the Board will be staggered such that 1/3 of the state-based Governors will be newly elected each year to fill 2 or more vacancies due to expired terms or for attrition for other reasons.

In addition, 6 Governors will be elected on an at-large basis to serve a term of 3 years. The at-large Governors will be staggered such that 2 or more new Governors will be elected each year to replace 2 at-large Governors with expiring terms of office, as well as those vacating for any other reason. Finally, in accordance with the definition in Article IV, item 6, one occupational resident will be elected annually as a Governor with full voting rights. The nominee(s) should not anticipate completion of residency training before December of the year in which the election takes place.

Fellows are preferred for election to the Board of Governors. All newly elected Governors shall begin their terms of office on April 1 following their election. The Immediate Past President will be a member of the Executive Committee and an automatic Board member with a term of one year.

Motions or resolutions will be decided by a majority (more than half or 50%) vote of those Board Members assembled and in case of a tie; the President will cast the deciding vote.

Seven (7) Governors present will constitute a quorum at a meeting of the Board of Governors.

The Board of Governors shall conduct all business of the Association except such as is otherwise provided for by the Constitution and the By-laws.

Section 3 – Vacancies. The Executive Committee shall have the power to select members to fill premature vacancies among the Officers and Governors to serve until the next Annual Meeting of the Association or until their successors are elected and qualified. Vacancies among the Officers will be filled by succession or progression of officers to the next higher level vacated.

Section 4 – Delegates. The Association's representatives to the House of Delegates of ACOEM shall be appointed by the President to serve for a preferred term of three (3) years. The number of delegates will be based upon a formula determined by the ACOEM By-laws as representatives of each of its component societies.

ARTICLE VI – AMENDMENTS

This Constitution and By-laws may be changed by the Association upon a two-thirds vote of Members assembled at any regular meeting or at any special meeting called for that purpose, provided notice of the proposed change shall have been sent to each member at least thirty (30) days before the meeting.

Provision must be made to permit members to vote by proxy or by absentee ballot on such a proposed change.

ARTICLE VII – REFERENDUM

A petition for referendum on any motion or resolution may be presented to the Board of Governors when it is signed by twenty-five (25) Members in good standing. The Board of Governors shall submit same with recommendations to the next regular meeting of the Association or special meeting if it has been announced as called for that purpose. The question shall be considered passed if it receives a two-thirds majority vote of the Members assembled.

ARTICLE VIII – ADOPTION

When this Constitution and By-laws or amendments are adopted, the current officers and members of the Board of Governors of CSOEMA shall continue to serve in office until the terms for which they were elected are completed.

BY-LAWS

Section I – Application for Membership and Classification of Members

Applications for Fellow, Active or Student/Resident membership must be made through and determined by ACOEM.

- a) A Fellow, Active or Student/Resident member application is a determination normally reviewed and approved directly by the College.
- b) Honorary members may be elected at a meeting of the Board of Governors at which a quorum is present by the favorable vote of two-thirds of the members present at such meeting.
- c) Active members may apply directly to the ACOEM for Fellowship consideration. Activities within this component can be verified by a statement from a component officer or by submitting copies of meeting certificates or other documentation.
- d) CSOEMA members who are qualified for the designation as a Fellow are strongly urged to submit their application which can be obtained directly from the ACOEM website.
- e) Candidates for Retired Membership shall apply directly to the College.

Section II – Discontinuance of Membership

A member may resign at will. Any member in arrears of dues past April 30 of the year will be automatically dropped from the membership. 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 the delinquency by payment of dues in arrears as well as dues for the current year.

Section III – Committees

The standing committees shall be appointed by the President and shall serve for terms of one (1) year. They shall fulfill such duties as shall be designated to them by the President. The standing committees shall be:

- a. Program Committee: The Program Committee Chairman for each Spring and Fall meeting will be appointed by the presiding President. The Chairman will select committee members who will assist in developing the program content and arranging qualified speakers.
- b. Nominating Committee: The Nominating Committee will consist of three Board members appointed by the President normally headed by the Immediate Past President who will make nominations for all vacant offices.
- c. Public Policy and Resolution Committee: The Public Policy and Resolution Committee will consist of a member from each state and be chaired by the President-Elect. Each committee member will monitor their state legislation for activities or public policy that may have impact on occupational medicine or the provision of health care to employees. This committee will receive, evaluate and make recommendations to the Board of Governors on resolutions before they are forwarded to the ACOEM House of Delegates for consideration.
- d. Executive Committee: The Executive Committee will be comprised of the officers who include the President, President-Elect, Vice President, Secretary-Treasurer and the Immediate Past-President. They will conduct the routine business of the Association to include financial activities. They shall be limited to unscheduled expenditures of \$2500 for necessary non-budgeted purchases without approval of the Board of Governors.
- e. Ad Hoc Committee: The routine business between the Spring and Fall meetings will normally be conducted by the Executive Committee as described in the Constitution. The President may find that the sensitivity of issues at hand or the volume of work to be accomplished would warrant appointment of an ad hoc committee. Appropriate committee activities warranting committee appointment on an ad hoc or permanent basis might be membership, constitution and by-laws, and finance.

Section IV – Meetings

Continuing Medical Education meetings will normally be held in the Spring and Fall of each year. The Fall meeting will be rotated between the member states as feasible and practical. The Annual Business Meeting will normally be held in conjunction with the Spring educational meeting.

Section V – Duties of Officers

1. The President shall be the Chief Executive of the Association, shall preside at all meetings of the Association and the Board of Governors and shall be an ex-officio member of all committees. The term of office will be one (1) year. The

President shall select the National Leadership Award Recipient. The President will chair the Executive Committee but otherwise will hold no other elected position or office in the Association while serving as President.

2. The President-Elect shall automatically assume the office of President following the vacation of that position by the President who will become the Immediate Past President. The President-Elect shall monitor the Association website and perform other duties as directed by the President. The President-Elect will chair the Public Policy and Resolution Committee. The term of office will be one (1) year.
3. The Vice President shall serve as the President in the event of the absence of both the President and President-Elect. The Vice President will normally be nominated for election to succeed the President-Elect. The Vice President is designated to monitor membership issues and foster the shepherding of new members. The term of office will be one (1) year.
4. The Secretary-Treasurer shall be responsible for insuring the minutes of the meetings are kept and accurately reflect the activities of the Association. The Secretary-Treasurer will have the fiduciary responsibility for the financial records of the Association and will provide reports to the Board of Governors and to the membership at the annual business meeting or as requested by the President. The Secretary-Treasurer will normally be nominated for election to succeed the Vice President. The term of office will be one (1) year.
5. The Immediate Past-President will be a member of the Executive Committee and will advise the other members of the committee on any issue where there has been any prior experience during his/her tenure as a member of the Executive Committee or Presidency. The term of the Immediate Past-President will be for one year to be succeeded by the vacating President.

Section VI – Order of Business

1. The order of business of the Board of Governors shall be:
 - a. Roll call
 - b. Reading of minutes
 - c. Introduction of resolutions
 - d. Reports of committees
 - e. Unfinished business
 - f. New business
 - g. Adjournment

The order of business of the annual meeting of the Association shall be:

- a. Reading of minutes

- b. President's remarks
 - c. Invited speaker
 - d. Election of officers
 - e. Reports of officers, committees and Board of Governors
 - f. Miscellaneous business
 - g. Adjournment
2. Vote by roll call shall be made upon demand by a majority vote of the membership.
3. Sturgis Standard Code of Parliamentary Procedure shall be the guidelines used for conduct of Association meetings when the Code is not in conflict with the Constitution and By-laws of this Association.

Section VII – Dues

ACOEM membership dues are specified in the By-laws of the College of which this Association is a component. Separate Association or component dues will be approved by the Board of Governors, collected by ACOEM and disbursed to this Association.