

Bylaws of the Laboratory Association of New Hampshire (LANH)

Introduction: The charter membership in attendance at the meeting of April 21, 1999 adopted preliminary bylaws as a means of establishing LANH. In 2004 a bylaws committee was formed to study, refine and propose changes to the founding bylaws. The membership in attendance at the meeting of April 7th, 2005 adopted these revised bylaws. These bylaws were further revised on March 23rd, 2010.

I. Purpose: The purpose of the Laboratory Association of New Hampshire (hereafter referred as LANH) is to provide a means of cooperation, communication, education and other benefits of interaction to laboratories, laboratorians and other interested parties.

II. Articles of Agreement: The name of the Association, the object for which it is established, the nature of the business to be transacted by it, and the location of its principal and other places of business shall be set forth in the Bylaws. The powers of the Association, its Executive Board, and members and all matters concerning the conduct and regulation of the business of the Association shall be subject to provisions that are set forth in such Articles of Agreement. These Articles of Agreement are hereby made a part of the Bylaws.

III. Membership:

A. Any person or organization interested in the advancement of the purpose of LANH and whose dues are paid is eligible to be a voting member.

B. Members shall possess all rights and privileges granted by LANH.

C. Member categories shall consist of:

- i. Municipal, with an annual dues of \$100
- ii. Commercial Laboratories, with an annual dues of \$150
- iii. Individual, with an annual dues of \$75
- iv. Student (defined as a full-time student of an accredited educational facility), with an annual dues of \$0
- v. Senior (defined as over the age of 65), with an annual dues of \$0
- vi. Honorary (the Executive Board may confer an Honorary membership to any person in recognition of noteworthy contributions), with an annual dues of \$0
- vii. Commercial, non-Laboratory (Vendors), with an annual dues of \$250

The Executive Board will have the final say in which membership category an applicant belongs to.

D. The annual dues for each member category shall be an amount as determined at the beginning of each fiscal year by the Executive Board, subject to ratification by the membership at the first meeting of the year. The fiscal year of LANH shall be defined as beginning on January 1st and ending on December 31st. The annual dues shall be due

and payable by January 31st, beginning in 2011 and shall entitle the person or organization paying the same to membership in LANH for the twelve months commencing on January 1st and ending on December 31st.

IV. Organization: LANH shall consist of a membership from which officers are elected. Officers consisting of a Chair, Vice-Chair, Secretary and Treasurer will each be elected by the membership and serve alternating two (2) year terms. The officers as a body will be known as the Executive Board. The Executive Board will also include the Chairpersons of all committees, both standing and ad-hoc. The Chairperson of a committee will attend at least 50% of all Executive Board meetings and 80% of Association meetings.

A. Vacancies: If, at any time during a Chair's tenure, that person is temporarily unable to serve, the Vice-Chair will assume the responsibilities of the Chair. In the event of the Chair's resignation or an inability to serve for a period in excess of six (6) months, a successor will be elected. The Vice-Chair shall assume the duties of the Chair for the limited purpose of calling a meeting to elect a new Chair.

B. The Association as a whole and the Executive Board shall meet at least four times per year. The Executive Board shall make announcements of all meetings through proper communication.

C. Duties of the Chair

1. Appoint an auditor to audit the books annually, said audit to be completed within thirty (30) days of the end of the fiscal year.
2. Prepare meeting agenda, as needed.
3. Moderate all meetings of the Association as a whole and all meetings of the Executive Board.
4. Appoint all committee chairpersons, as needed. In the event that committee chairpersons are not appointed, it shall be the duty of the Chair to ensure that the duties of those same committees are carried out.

D. Duties of the Vice-Chair

1. Assist the Chair in the execution of the Association's duties.
2. Assume the responsibilities of the Chair upon the absence, resignation or death of the Chair.
3. Should be selected with the purpose of succeeding the Chair.

E. Duties of the Secretary

1. Keep minutes of all meetings.
2. Post minutes to the membership through proper means.

F. Duties of the Treasurer

1. Keep accurate records of all income and expenditures.
2. Pay all bills promptly after approval of the Executive Board.
3. Have custody of the funds, handle all deposits and disbursements.

4. Provide accurate monthly accounting of the financial condition of the Association.
5. Keep and maintain the membership roster.
6. Publish an annual financial report.

V. Meetings

The Association will meet at least four times per year. Meetings will generally be held during the months of October, December, February, April and June. The frequency and timing of meetings can change at the discretion of the Board.

The Executive Board will meet at the same frequency, the month before each meeting for planning purposes. The Executive Board may invite certain members to their meetings, as needed. A member may also request to be seen by the Executive Board.

Announcements of each meeting will be distributed at least two weeks prior to the date of the meeting. The primary means of these announcements shall be by e-mail unless not available to the member. The secondary means of communication shall be U.S. Postal Service. It is the responsibility of each member to supply to the Treasurer a viable e-mail or U.S. Mail Address.

VI. Committees

Committee Chairmen will be appointed by the Chair for the following Standing Committees:

- A. Membership: For the purpose of promoting and expanding the Association
- B. Bylaws: For the purpose of reviewing the bylaws and proposing changes, as needed
- C. Legislative: For the purpose of keeping the Association members aware of pertinent rule-making in the New Hampshire Legislature.
- D. Newsletter: For the purpose of submitting articles to be published in The LANH-Scape, LANH's page in New England Water and Wastewater News.

Other committees may be formed on an ad-hoc basis.

VII. Voting

A dues-paying organization or individual may have as many people in attendance at a meeting as wanted, but only one vote. A dues-paying organization must submit a prioritized list to the Board listing the individual who will be the Primary Voter and designated alternate Voters.

Quorum: A quorum for the transaction of business at any meeting shall consist of at least 2/3 of the paid membership.

Majority Votes: For the purposes of financial voting, a 2/3 majority vote from the paid membership quorum is required. For all other business a simple majority of the quorum is required.

VIII. Amendments

Bylaws must be amended or revised by a 2/3 majority vote of the members present at any meeting of the general membership where a quorum is present. A written notice stating the intention to amend the bylaws and a copy of the proposed amendment(s) shall be e-mailed or mailed to all members at least ten days prior to the meeting.

IX. Parliamentary Authority

All meetings will be run by the simplest method but will be governed by the current edition of Robert's Rules of Order.