

**BYLAWS OF THE  
WASHINGTON STATE BOARD OF REGISTERED SANITARIANS**

**ARTICLE I. Name**

The name of this organization shall be the Washington State Board of Registered Sanitarians (WSBRS).

**ARTICLE II. Purpose**

The practice of environmental health directly affects the public health, the quality of the environment and the welfare of the citizens of the State of Washington. In order to safeguard life, health and property, and to promote the public welfare, any person practicing, or offering to practice, as a sanitarian, must meet minimum competency requirements.

Section 1: The Washington State Board of Registered Sanitarians, hereinafter called the Board, is established to provide a mechanism whereby the competency of sanitarians may be tested and Certified as meeting established standards for breadth and depth of knowledge and skill proficiency. The registration certificate is a certificate of qualification, and is intended to meet the needs of the state, municipalities, federal government, other employees, and of the citizens of the state, for qualified practitioners.

Section 2: The Board shall work to upgrade the profession of environmental health through registration of professional practitioners engaged in the practice of environmental health.

**ARTICLE III. Membership**

Section 1: Eligibility. Any person who is registered by the State of Washington as a Registered Sanitarian under the provisions of RCW Ch. 18.90 as of June 30, 1981, or who meets the criteria described in these Bylaws shall be eligible for registration as a sanitarian and membership in the corporation. There shall be three classes of membership as set forth in Article VII.

Section 2: Fees. There shall be no fees above and beyond the annual registration and examination fees set forth in these Bylaws. All registration fees shall be due and payable on July 1 of each year.

Section 3: Voting. Current regular members in good standing shall be eligible to vote for directors at the annual election of directors, or on other issues that may be brought before the membership by the Board of Directors.

## ARTICLE IV. Directors

Section 1: Number. There shall be three (3) directors on the Board of Directors.

Section 2: Nominations. At least three (3) months prior to the annual meeting, the Directors shall solicit candidates from among the current Registered Sanitarians to fill the Board position whose term will expire at the forthcoming annual meeting. Nominations of sanitarians in good standing shall also be accepted from the Registered Sanitarians, by way of writing or by email and supported by recommendations from at least two (2) sanitarians in good standing. Nominations shall be received by the Directors at least two (2) months prior to the annual election. All nominees must have at least two (2) years of experience in active practice as a sanitarian and shall have been engaged in the practice of environmental health within two (2) years of the date of their selection. The names and biographical sketches of the nominees shall be distributed to all current Registered Sanitarians at least thirty days before the annual meeting. Ballots shall be returned to the Executive Secretary prior to the annual meeting. Election results shall be presented to the membership at the annual meeting.

Section 3: Election. As the term of a director expires, a successor shall be elected by mail ballot. Balloting shall be prior to the annual meeting of the Board just preceding the expiration of such director's term. Election shall be a simple majority vote of Registered Sanitarians casting ballots. Ballots shall be mailed to all Registered Sanitarians in good standing not later than thirty (30) days prior to the annual meeting of the Board. Registered Sanitarians may return their vote to the Executive Secretary by either mail or electronic mail.

Section 4: Term. Directors shall serve for a period of three (3) years or until their successor is elected, beginning July 1st of the year in which they are elected.

Section 5: Vacancies. Any vacancy in the Board of Directors (except for normal expiration of term) shall be filled by appointment by the remaining directors. Such appointees shall complete the remaining 3-year term of office of the position vacated.

Section 6: Voting. Each director shall have one vote on every matter before the Board of Directors. Every matter shall be resolved by the majority vote of the directors present at the meeting providing that a quorum is present.

Section 7: Recall. Any Director shall be subject to recall and/or dismissal due to misconduct in office. A petition for recall may be initiated by any Registered Sanitarian in good standing. The recall petition, signed by at least 20% of the Registered Sanitarians, shall result in the suspension of the Director in question until a hearing can be held.

Section 8: Hearings. The remaining Directors plus three (3) Registered Sanitarians at-large, selected by those directors and acceptable to those initiating the recall action, and also acceptable to the director whose recall is sought, shall constitute the hearings board in case of a recall action. The hearings board shall not remove any Director from office without first providing that member the right of a hearing at which evidence may be submitted by any person. At a recall hearing, the

hearings board may consider only the evidence submitted at the hearing in determining whether a Director should be removed from office.

Section 9: Grounds for Removal of Board of Directors Members.

- a. Misappropriation or misuse of funds.
- b. Failure to exercise appropriate disciplinary authority.
- c. Unethical behavior in either granting or refusing to grant registration status.
- d. Lack of attendance at scheduled meetings of the Examining Board without good cause.
- e. Other such activities as described under Article VI., Section 12, Revocation.

**ARTICLE V. Duties and Responsibilities of the Directors and Officers**

Section 1: Duties of the Directors. The Directors shall have the duties and responsibilities set forth for them in these by-laws including, but limited to, the following:

- a. They shall set procedures for the running of meetings of the membership, the Board of Directors and the Examining Board, insofar as those procedures are not set forth in these by-laws or Roberts Rules of Order.
- b. They shall constitute the Examining Board in which capacity it shall set fees and late penalties, examine and set standards for membership, manage and set procedures for disciplining, up to and including, revocation of membership of sanitarians insofar as such procedures are not specified in these by-laws.
- c. They shall establish written rules for the proper conduct of the work of sanitarians including rules for the requirements of continuing education and competence. Rules shall mean written mandatory regulations passed by the Board of Directors. Rules should be passed only after at least one reading, by the secretary or acting secretary, of the complete text of the rule to be voted on but in any case, must be published and made available to the membership as soon as practicable after passage.
- d. They shall act as and for the Washington State Board of Registered Sanitarians in all business and in any manner not inconsistent with these by-laws or the laws of Washington or of the United States.
- e. They may amend these by-laws as prescribed in Article XII.
- f. The Board of Directors shall annually elect from among their members a Chair, a Treasurer and a Secretary.

Section 2: Chair. The Chair shall preside at all meetings of members of the Board; shall perform such other duties as may be prescribed in these Bylaws or assigned by the Board of Directors, and shall coordinate the work of the officers and committees of the Board in order that its purposes may be promoted.

Section 3: Treasurer. The Treasurer shall have custody of all of the funds of the Board; shall keep a full and accurate account of receipts and expenditures; shall make disbursements in accordance with the approved budget, as authorized by the Directors; shall present a written financial statement at every meeting of the Board of Directors and at other times when requested by the Directors and shall make a full report at the annual meeting; shall be responsible for the maintenance of such books or account and records as conform to the requirements of the Bylaws, and perform such other duties as may be delegated by the Directors. The Treasurer shall also perform the duties of the Chair in the absence or disability of that officer to act.

Section 4: Secretary. The Secretary shall record the minutes of all meetings of the Board of Directors and of the Annual Meeting and shall perform such other duties as may be delegated by the Directors.

Section 5: Executive Secretary. The Directors shall contract with an Executive Secretary who shall maintain office facilities for the Board; receive, read and handle all correspondence to the Board, either by routing to the appropriate Board member or responding directly (including exam, reciprocity, and CEU inquiries); answer telephone messages and inquiries from Registered Sanitarians, Board members, and the public; act as liaison (good-will ambassador) between the Board, the membership, the public and NEHA; review and route all incoming Continuing Education Units (CEU) requests to committee; maintain records of CEU activities of members; maintain membership records; handle periodic bulk mailings to membership; work with the Board in scheduling examinations; order all necessary office supplies; make bank deposits; keep Treasurer apprised of all bills; maintain ledger of expenses and deposits; and perform duties as outlined in contracts agreed to by the Board of Directors and all other duties that may be assigned by the Directors. The Directors are authorized to pay reasonable compensation to the Executive Secretary.

Section 6: Additional Duties. Officers shall:

- a. Perform the duties prescribed in the current edition of Robert's Rules of Order in addition to those outlined in these Bylaws and those assigned from time to time.
- b. Deliver to their successors all official material in a timely manner following the election of their successors.

Section 7: Compensation for Expenses. Members of the Board of Directors shall receive compensation as determined by the Directors while actually engaged in the business and duties proscribed by these Bylaws. Compensation shall be limited to: actual travel, food, and lodging expenses incurred in the business of the Board of Directors in attending meetings thereof. At the option of the Directors, like reimbursement may be extended to such committee members as may be appointed to fulfill specific Board of Directors-assigned tasks.

## **ARTICLE VI. Meetings**

Section 1: Annual Meeting. A General Membership Meeting of Registered Sanitarians shall be held annually on a date to be determined by the Board of Directors.

Section 2: Board of Director Meetings. The Board of directors shall meet (either in person or via conference call) at least two (2) times per year at a time and place designated by the Chair, in writing or by email, at least two (2) weeks before the meeting. Any two (2) directors may call a special meeting of the Board of Directors. Notice of such a meeting must be made, in writing or email, at least ten (10) days before such special meeting, and state the time, place, and purpose of the meeting.

Board of Director Meetings shall be open to all WSBRs members in good standing, except that, at the discretion of the Chair, an executive session closed to the general membership may be called when the personal privacy of Registered Sanitarians is a consideration. Information such as transcripts and test scores shall be considered confidential and shall not be available to the general membership.

One of the semi-annual meetings of the Board of Directors shall be held in conjunction with the annual membership meeting.

Two (2) directors present at a duly called meeting shall constitute a quorum.

## **ARTICLE VII. Registration Policies and Procedures**

Section 1: Examining Board. The Board of Directors shall constitute the Examining Board and, in that capacity, carry out the duties specified in this Article and elsewhere in these Bylaws.

The Examining Board shall:

- a. Review and certify those applicants who are qualified to apply for registration.
- b. Conduct written examinations to determine qualifications of applicants for registration.
- c. Establish continued competency standards for registration renewal.

- d. Review cases of possible misconduct in the practice of professional environmental health and, where appropriate, take action culminating in suspension or revocation of registration.
- e. Adopt such rules as the Board of Directors deems necessary to carry out the purposes of this chapter.
- f. Adopt the necessary fees to cover the cost of administrating the registration program.

### Section 2: Records and Reports.

The Directors shall cause to be kept appropriate records of all applicants, examinations, examination results, registrants, registration duties and other such information necessary to the prudent and orderly administration of a registration system.

The Directors may employ the services of an accounting firm, professional association, or other qualified agent to establish and/or maintain such records as may be specified by this Article or established by the Board of Directors. The services of such agent may be obtained with or without compensation.

### Section 3: Classes of Membership. There shall be four classes of membership as follows:

- a. "Regular Member": A Regular Member shall be defined as any member currently registered and in good standing with the Board including current in the continuing education units required by Section 10 of Article VII of the Bylaws and current in payment of license renewal fees. A Regular Member may use the initials "R.S." (Registered Sanitarian) or "R.E.H.S." (Registered Environmental Health Specialist). "R.S." (Registered Sanitarian) and "R.E.H.S." (Registered Environmental Health Specialist) are synonymous terms. The use of the terms "R.S." and/or "Registered Sanitarian" throughout these Bylaws is understood to have equal application to "R.E.H.S." and "Registered Environmental Health Specialist".
- b. "Inactive Member": An Inactive Member shall be defined as any member who makes written application to the Board to be placed on the inactive roster. An Inactive Member shall not have voting privileges and must pay a minimum annual renewal fee as set by the Directors. An Inactive Member may not use the initials "R.S." To be reinstated as a Regular Member an individual shall be required to verify they have obtained a minimum of 3 CEU's over the prior 3 years. To be an Inactive Member an individual must be a member in good standing (current on CEU's and dues) and be approved by the Board of Directors.
- c. "Sanitarian-in-Training": A Sanitarian-in-Training shall be defined as any person who meets all of the educational requirements for registration and successfully completes the examination, but lacks the field experience required to become registered. An "S.I.T." has a period of 3 years from the date of passing the exam to obtain the work experience. A Sanitarian-in-Training may not use the initials "R.S.", shall not have voting privileges, and shall not be required to maintain CEU's.

- d. "Retired Member": A Retired Member shall be defined as any member who is retired from the profession and non-practicing. A letter stating that the individual does not intend to practice the profession must be submitted to the Board. A Retired Member shall not have voting privileges. A Retired Member may use the initials "R.S., Ret.". To be reinstated as a Regular Member the individual shall be required to verify they have obtained 3 CEU's over the previous 3 years.

Section 4. Definition of Sanitarian. A "Sanitarian" is a person who is fitted by suitable specialized study in the basic sciences, environmental health sciences, engineering, administration, education, and the humanities and who, by credible field experience, is prepared to plan, organize, manage, execute, and evaluate the many facets of an environmental health program. A sanitarian applies the principles of sanitary science to the investigation, evaluation, and interpretation of environmental health needs in order to secure necessary improvements in environmental factors, such as, but not limited to, food sanitation; potable water supplies; management of solid wastes; sewage treatment and disposal; ground water protection; plumbing; vector control; recreational areas; hospitals and other institutions; noise, ventilation; air pollution; occupational health; and radiation safety. The term "Environmental Health Specialist" shall be considered synonymous with "Sanitarian".

Section 5: Current Registration. Sanitarian who was registered under the provisions of RCW Ch. 18.90 on June 30, 1981, is considered to meet the requirements for registration and will automatically qualify to become registered under this Article. Proof of registration under RCW Ch 18.90, either by inclusion in the Department of Licensing official printout of registration or by a copy of a license bearing an expiration date no earlier than January 1, 1981, may be required for validation of previous registration. Registration under this clause is effective only for those Sanitarians who submitted their license renewal application and the license renewal fee on or before June 30, 1983.

Section 6: Application for Registration. A person may apply to the Board of Directors for registration under this chapter on forms provided by the Directors for that purpose. The Directors shall carefully evaluate the evidence submitted and shall certify any applicant meeting the following minimum qualifications:

- a. Application for Registered Sanitarian:
  - 1) Graduation with at least a Bachelor's Degree in environmental health from an accredited college or university and employment as a sanitarian in the field of environmental health for a period of one year; or
  - 2) Graduation with at least a Bachelor's Degree from an accredited college or university and a minimum of 45 quarter hours, or 30 semester hours, earned in basic science courses included in Appendix C of these bylaws, and employment as a sanitarian in the field of environmental health for a period of one year; and

- 3) Successful completion of an examination administered under supervision of the Examining Board pursuant to this Article.
- b. Application for Sanitarian-in-Training: An applicant for registration as a Registered Sanitarian who has satisfied the educational requirements as specified in Subparagraph a.1) of this Section, but lacks the corresponding work experience, shall, upon successful completion of the registration examination, be registered as a Sanitarian-in-Training. Upon completion of the required work experience, the status of the Sanitarian-in-Training shall be changed to Registered Sanitarian.
- c. The effective date of Registration of an applicant required to take and pass an examination provided for in Section 8 shall be the date of the examination successfully passed by the applicant.

Section 7: Examination. A competency-based examination prepared by the National Environmental Health Association (NEHA), or an examination as approved by the Board of Directors, shall be the examining tool.

- a. The examination shall be administered at least once each year at a location within the state as determined by the Board of Directors.
- b. A notification will be sent to each examination applicant at least fifteen (15) days prior to each applicant's scheduled examination date. Such notification will contain appropriate instructions and information and will reflect the time, date and location at which the applicant is to appear for examination. Should an applicant fail to appear for the examination at the designated time and place, he/she shall forfeit the entire examination fee unless he/she has notified the Directors of his/her inability to appear for the scheduled examination at least ten (10) days before the designated date. If such notification is received at least ten (10) days prior to the examination date, the fee less evaluation and handling charges as determined by the Board of Directors shall be refunded. Cancellations received fewer than 10 days prior to the exam date and/or failure to appear for the exam at the designated time and place shall forfeit the entire exam fee. The applicant must satisfactorily pass the written examination with a passing score to be established by the Board of Directors. Any applicant who fails to make a passing score on the examination shall be allowed to take the examination again, subject to the standard reexamination fee.
- c. The Board of Directors should take appropriate steps to provide state or regional libraries with education/study materials for those applicants wishing to take the registration examination.

Section 8: Fees.

- a. Fees shall be established by the Board of Directors and shall be based on the cost of operating the registration program. Fees are listed in appendix A, as amended. When the



fee schedule is set or adjusted, the Board of Directors shall cause it to be published and made available to the membership.

- b. A sanitarian registered under these Bylaws and meeting the requirements contained in this Article may renew the certificate of registration by paying a renewal fee determined by the Board of Directors.
- c. All certificates expire on July 1st unless renewed prior to that date. If the renewal fee is not paid in full within ninety (90) days after the renewal date, the renewal fee shall become delinquent and there shall be added to the renewal fee a penalty determined by the Board of Directors. A certificate not renewed within ninety (90) days of the renewal date is lapsed.
- d. Prior to all late renewals, the Executive Secretary must verify that the applicant has earned 3 CEU's over the last 3 years to be reinstated. Where a new member has taken and passed the Application for Examination in the period between January 1 and June 1 of a current year, the renewal fee payable in June of that year shall be waived for that new member.

Section 9: Reciprocity. The Examining Board, upon written application together with such references and proof as it may prescribe, shall certify, without examination, any person who is currently registered as a sanitarian under the laws of any other state, society, or organization, the requirements of which for receiving the registration were, at the time the registration was issued, equal to the requirements imposed by this Article or by RCW 18.90 for the registration of sanitarians. Where the applicant for reciprocity successfully passed his/her examination in another state and/or for another organization, his/her passing score must have been equivalent to at least the minimum passing score for the State of Washington at the time the examination was taken, as indicated on attached TABLE 1, as amended.

Section 10: Continuing Registration. Sanitarian Registrations issued under this Article shall be renewed annually as provided for in this Article.

The Board of Directors shall establish requirements for continued competency for Registered Sanitarians applying for registration renewal. The Board of Directors shall establish requirements of continuing education as a condition of license renewal. The Directors shall establish criteria to validate continuing education, shall establish procedures to record and retain CEU data for all Registered Sanitarians in good standing or may contract with another agency or association to perform part or all of his/her function. The continuing education requirement may for good cause shown, be waived by the Directors. The costs for administering the continuing education requirement shall be borne from the sanitarians' registration fees and/or from seminar fees or other available funds.

Sanitarians who are in good standing with the WSBRs may renew their registration within three (3) calendar years of expiration by paying a late fee, in addition to the renewal fees, as set forth in Appendix A. Late fees shall be determined on the basis of the length of the delay from expiration to the payment of the fee. The Executive Secretary will verify that the required number of accredited CEU's for all years are on record with the WSBRs.

After (3) years, the sanitarian must retake and successfully complete the exam prior to reinstatement.

A member in good standing may file for inactive status prior to the expiration of the current valid license, provided that they meet the requirements.

Section 11: Revocation. The Board of Directors has the power to suspend or revoke the certificate of registration of any registrant for unprofessional conduct, the practice of any fraud or deceit in obtaining registration, or any gross negligence, incompetency, or misconduct in the practice of professional sanitation, including malfeasance and misfeasance. The Board of Directors shall not revoke or suspend any certificate without first providing the registrant the right of a hearing at which evidence may be submitted by any person. The following shall constitute the sole administrative procedure for disciplining members:

- a. Purpose. The purpose of this policy is to establish an administrative process for submitting and processing complaints concerning the misconduct or malpractice of Registered Sanitarians to the Board.
- b. Definitions:
  - 1) Accused Registered Sanitarian - A Registered Sanitarian accused of misconduct or malpractice.
  - 2) Board - shall mean the Washington State Board of Registered Sanitarians.
  - 3) Complainant - person or persons who request a hearing with the Board in regards to a Registered Sanitarian accused of misconduct or malpractice.
  - 4) Misconduct or malpractice - shall include but not be limited to the following:
    - i. Wrongfully offering to pay, paying or accepting, either directly or indirectly, any substantial gift, bribe, or other consideration to influence any judgment, decision or determination relating to his/her professional work;
    - ii. Being willfully untruthful or deceptive in any professional report, statement or testimony;
    - iii. Attempting to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone;
    - iv. Conviction in any court of any crime involving dishonesty, false statement, or theft, and conviction of any felony involving violence.
    - v. Conflict of interest as defined for state officers and employees and set forth in RCW 42.52.020 as currently existing or hereafter amended or recodified;
    - vi. Practice of any fraud or deceit in obtaining a certificate of registration.

- 5) Preliminary investigation - an investigation conducted to determine whether or not a complaint is valid and should be scheduled for a hearing.
- c. Submission of Request for Hearing:
- 1) Any person may request a hearing before the Washington State Board of Registered Sanitarians concerning the misconduct or malpractice of a Registered Sanitarian.
  - 2) All requests shall be in writing and submitted to the Chair of the Board of Directors.
  - 3) All requests shall contain details fully describing the nature of the complaint.
- d. Initial Board of Directors Evaluation. Within 45 days after receipt of the request for hearing, the Board of Directors shall make the following determination and send a notice to the complainant:
- 1) More information is needed before a decision to proceed may occur;
  - 2) The complaint does not fall in the realm of misconduct or malpractice as defined and therefore a request for a hearing is denied;
  - 3) Information received is adequate and approval is given for a preliminary investigation to determine the validity of the complaint.
  - 4) A copy of the complaint and the determination shall be sent to the accused Registered Sanitarian.
- e. Preliminary Investigation. The Board of Directors or an individual authorized by the Board of Directors shall complete a preliminary investigation within 45 days from the date the Directors determine an investigation is required. A written report of the preliminary investigation shall be completed and submitted to the Directors. Upon receipt of the report, the Directors shall do one of the following:
- 1) If the preliminary investigation does not validate the complaint, the complainant and accused Registered Sanitarian will be notified within 15 days that a request for a hearing has been denied.
  - 2) If evidence and documentation collected during the preliminary investigation show there is reason to believe the complaint is valid, a notice of hearing shall be sent within 15 days of completion of the investigation to the complainant and the accused Registered Sanitarian. The notification of hearing shall state the date, time, place and issue involved. The date of the hearing shall be within 30 days following the date on which the notification of hearing was sent.
- f. Hearing Procedures:

- 1) Hearings shall be conducted by the Chair of the Board of Directors. A quorum of two members of the Board of Directors shall be present during the hearing.
  - 2) The complainant requesting the hearing shall be allowed to present evidence and discuss the issues fully.
  - 3) The accused Registered Sanitarian shall be allowed to have counsel and to cross examine witnesses appearing against him/her and to produce evidence and witnesses and his/her own defense.
  - 4) If upon completion of the above testimony and discussion, the Board of Directors feels that additional information is necessary, the Board of Directors may request such information before rendering a decision.
  - 5) The Board of Directors shall render a decision to suspend, revoke or sustain registration of the accused in writing within 10 days after the conclusion of the hearing.
- g. Reinstatement: The Board of Directors shall have the power to reinstate registration if satisfactory documentation is given as to why the Board of Directors should allow reinstatement of registration.

#### **ARTICLE VIII. Continuing Education Unit Committee**

Section 1: The main duties of the CEU Committee shall be to review applications for continuing education credits to determine if the courses meet the requirements of the Board of Directors for continuing education, and to award the appropriate number of continuing education unit credits. The CEU Committee shall also review continuing education policies and make recommendations concerning such policies to the Board of Directors.

Section 2: The committee shall consist of a minimum of four sanitarians currently registered by the WSBRS, with two members each from the west and east sides of the state and shall be appointed by the Board of Directors. Appointments shall be made in July and shall be for two years. For continuity, an attempt should be made to stagger appointments. The Board of Directors may appoint new committee members during the year to fill vacant positions.

Section 3: The Board of Directors shall provide forms for application of CEU credits. Seminar sponsors are encouraged to apply to the Board of Directors for CEU credits prior to the event. Completed application for CEU credits shall be submitted to the Executive Secretary. Application for CEU credits must be made within 18 months of the event. The Executive Secretary shall maintain a log of CEU applications to insure that requests are being processed in a timely manner.

Section 4: The Executive Secretary shall review all applications for completeness prior to forwarding them to the CEU Committee for evaluation. When four or five completed applications have accumulated, the Executive Secretary shall forward them to the CEU Committee for evaluation. However, regardless of the number, completed applications should be sent out at least once per month.

Section 5: Each application shall be reviewed by two members of the CEU Committee. Applications shall be sent to one member for preliminary evaluation. The primary reviewer will then forward them to the next member for final evaluation. Applications should be reviewed and returned to the Executive Secretary within 10 to 14 days. If the Executive Secretary does not receive the applications back within 14 days, he/she shall contact the committee members. When the applications have been returned, the Executive Secretary shall, within one week, send a notice of credits earned to the applicant.

Section 6: The CEU Committee shall meet at least once each year. The purpose of the meeting shall be to educate new committee members, discuss operational problems and procedures, work loads and other business as determined by the Committee Chair and the Board of Directors. The CEU Committee shall refer to the document, "Continuing Education Unit, Criteria and Guideline," by the Council on the Continuing Education Unit as a basis for evaluating applications. The Executive Secretary shall send one report each year of CEU status to each member. CEU Reports can be requested at any time during the year and the Executive Secretary will respond within two work days. These CEU status reports shall be updated to reflect only those credits which will be counted for registration renewal. The Board of Directors may consider waiver of CEU requirements for members enrolled in a college level undergraduate or graduate program.

Section 7: The Executive Secretary and the CEU Committee shall adhere to the guidelines set forth in Appendix B, as amended.

#### **ARTICLE IX. Committees**

Section 1: The Board of Directors may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the Board of Directors.

Section 2: The Chair of each standing committee shall present a plan of work to the Directors for approval. No committee work shall be undertaken without the consent of the Directors.

#### **ARTICLE X. Parliamentary Authority**

The rules contained in the current edition of Roberts' Rules of Order shall govern meetings of the Board and of the general membership in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board may adopt.

## **ARTICLE XI. Investment Policy**

Section 1: Any amount accrued in the Board checking account in excess of fifty (50) percent of the annual expense budget should be invested.

Section 2: The investment of said funds shall be determined periodically by the Board of Directors.

Section 3: The Board of Directors should maximize the income from said investments but should take into account other factors such as availability of funds.

**ARTICLE XII. Amendment of the Bylaws.** These Bylaws may be amended, repealed or altered in whole or in part by the Board of Directors.

Section 1: Except in the case of an emergency as defined in this Article, amendment of the by-laws shall be acted upon at a regularly scheduled membership meeting. The full text shall be made available to the membership at least 10 (ten) days prior to the meeting, and copies shall be available at the meeting.

Section 2: The Secretary shall, at such membership meeting read aloud to the membership the proposed amendment, repeal or alteration to the by-laws and shall explain the purpose and expected effect of it, after which reading the membership shall be invited to discuss the proposed change and advise the directors on it, within the time limits and according to other procedures as the directors may set at such meeting. A non-binding vote of the membership on the question of the amendment may be taken at the option of the Board of Directors.

Section 3: The Chair shall close discussion from the membership when he or she shall deem it appropriate or according to procedures established by the Board of Directors. At the close of membership discussion and testimony, the Board of Directors shall vote on the proposed amendment of the by-laws with or without further debate among the Directors, at the option of the Directors. A simple majority shall be necessary to amend the by-laws.

## **ARTICLE XIII. Insurance.**

The Directors are authorized to obtain appropriate officers and/or directors' liability insurance and such other forms of insurance as the Directors deem appropriate and cost effective.

## **ARTICLE XIV. Use of the Seal of the Washington State Board of Registered Sanitarians.**

Section 1: Only current "Regular Members" of the WSBRS may use the RS Seal and/or the Registered Sanitarian designation.

Section 2: R.S. stamps can only be issued by the Executive Secretary of the WSBRS. The stamps can only be purchased from the WSBRS, and unauthorized reproductions will not be allowed. Each stamp will have the member's name and registration number included as part of the stamp. The stamp image may be reproduced electronically providing the member has first obtained a stamp from the Executive Secretary and is authorized to use it. Electronic reproductions or facsimiles of the stamp or seal must be the same size, shape and image as the rubber stamp issued to the member.

Section 3: When a member chooses to use the stamp, the document must be signed, stamped and dated, and the expiration date portion of the stamp must be completed. The Board will not dictate when and where the stamp must be used.

Section 4: Members must acknowledge the rules for the use of the stamp before it can be used. The R.S. stamp will only be issued after a member who requests it has first read and signed a document explaining the rules for its use, and states their agreement to use the stamp as described by the rules.

**ARTICLE XV. Effective Date.** These Bylaws are effective as amended and adopted on October 9, 2008.

**TABLE 1 of the Bylaws of the WSBRS**

	<b>Passing Score</b>	<b>Number of Questions</b>	<b>Passing Score</b>
<b>PROFESSIONAL EXAM SERVICE SCORES</b>			
1973	135	200	67.5%
1974	136.5	200	68.25%
1975 - 1980	140	200	70%
1981 (No Exams Given)		200	
1982 to 8/12/1988	187.5	250	75%
8/13/1988 to 10/09/2001	175	250	70%

**NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION EXAM SCORES**

10/10/2001 to present	170	250	68%
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Note: At its regular meeting on September 12, 1996, the Board of Directors decided to accept reciprocity for the NEHA exam (first offered in January 1996) until such time that NEHA will not honor reciprocity for the PES exam.



**APPENDIX A of the Bylaws of the WSBRS**

**FEE SCHEDULE**

Application for Examination	\$300.00 plus credential review fee
Application for Re-examination	\$300.00
Application for Reciprocity	\$60.00 plus credential review fee
Credential Review	\$20.00 (non-refundable)
Registration Renewal (Regular)	\$50.00
Registration Renewal (Inactive)	\$20.00
Registration Renewal (SIT)	\$20.00
Registration Renewal (Retired)	No Fee

RS Seal Rubber Stamp                      \$40.00

**Late Fees:** (To be paid in addition to renewal fees)

**Regular**

Three (3) months late (Oct. 1)	\$30.00
Four (4) months late (Nov. 1)	\$40.00
Five (5) months late (Dec. 1)	\$50.00
One (1) year late (July 1)	\$100.00
Two (2) years late (July 1)	\$150.00

**Inactive**    \$5.00

Three (3) months late (Oct. 1)	\$5.00
Four (4) months late (Nov. 1)	\$10.00
Five (5) months late (Dec. 1)	\$15.00

**SIT**    \$5.00

**APPENDIX B of the Bylaws of the WSBRS (See Article VIII for the Continuing Education Committee) CONTINUING EDUCATION COMMITTEE GUIDELINES**

1. One CEU credit equals 10 contact hours of participation in an organized educational experience under responsible sponsorship, capable direction and qualified instruction. A contact hour is defined as 60 minutes; portions of an hour shall be calculated by finding the total number of minutes, dividing by 60, and rounding to the nearest 100th to determine the CEU.
2. No credit shall be allowed for on-the-job training or internal office training sessions unless the in-house training is open to others by either invitation or available for purchase, has a qualified presenter, and is applicable to the profession.
3. CEU's will not be awarded for courses taken more than once within a 3-year period unless it can be shown that course content changed substantially.
4. Credits shall be determined as follows. The IACET Continuing Education Unit Criteria and Guidelines will be used in instances where Appendix B does not apply
5. Applications for CEU must be made within 18 months of the course date.
6. Titles vary by providers. Reviewer uses discretion as to actual course content to determine amount of credit given.

**CONTINUING EDUCATION REQUIREMENTS**

Content must relate to the environmental health field in one of the following technical subject area: air, land, water, computer science, bioterrorism, environmental health management, environmental health research, food protection, general environmental health, GIS, swimming pools, environmental justice, emerging pathogens, vector control, zoonotic diseases, hazardous and toxic substances, injury prevention, institutional environmental health, international environmental health, or onsite wastewater management.

**CONTINUING EDUCATION SUBMISSION INFORMATION**

One form must be completed for each CEU experience. Conferences and multiple-class seminars may be on one sheet. To obtain CEU credit, you must attach official verification of the number of hours that you attended. Acceptable documentation includes: conference agendas with times listed, certificates of completion with number of hours attended or CEU credits granted, transcripts from a college or university, or a letter from the administrator of the continuing education program you attended. Time allotted for breaks, lunches, dinners, travel, business meetings, etc. will not be counted towards your total CEU hours.

## **ACCEPTABLE CONTINUING EDUCATION**

CEU credit of 0.1 CEU for each contact hour will be awarded for the following types of training activities unless specified otherwise:

- Certification Programs
- Computer Based/Computer Training (up to .4 CEU's per course - requires certificate of completion from sponsor with preprinted CEU award.)
- Home Study Courses/Correspondence Course – (requires certificate of completion from sponsor with preprinted CEU award)
- Training Modules (requires certificate of completion from sponsor with preprinted CEU award)
- Military Training
- National/State/Local Conferences
- Videos/satellite – (up to .4 CEU's per course. Supporting documentation including supporting literature and the length of the training)
- Field trips - (only include contact learning hours)
- University/College Courses

The following examples are considered components of an effective training presentation and may be accepted for full credit:

- Group Exercise
- Keynote
- Lab Time/Demonstrations
- Meal Speakers
- Open Forum
- Overview Welcome or Introduction
- Panel Discussion
- Q & A/Discussion
- Report Out/Summation
- Roundtable (no audience)
- Welcome or Introduction
- Wrap-up/Review/Summary

The following are not accepted for continuing education:

- Business meetings
- CPR/First Aid
- Critique
- Defensive Driving
- Exhibitors/Poster Sessions
- Networking

## **REQUIRED DOCUMENTATION**

### **Agendas**

An agenda that includes the date, the title of the course, the topics covered, each speaker's name, and the start and finish times for each topic. CEU credit cannot be determined if your agenda does not give specific times. The date and times are critical.

### **Transcripts or Grade Card**

You will be awarded 16 contact hours for each semester credit hour and 13 contact hours for each quarter credit hour you complete at a college or university. The course must fall within the criteria listed above in "Continuing Education Requirements." Submit a form with a copy of your transcripts or grade card attached. The documentation must show a passing grade and the number of college credits you were awarded.

### **Certificates and Home Study Courses**

A certificate of completion can be accepted for courses only if the sponsoring agency has awarded a specific number of CEUs or contact hours. This award must be preprinted on the certificate as issue. Please send a copy of your certificate with your CEU application. If the CEUs or contact hours are not pre-printed we must have a detailed agenda as described above in order to adequately determine CEU credit. You will usually receive a certificate of completion for home study courses. The same criteria apply for these certificates as mentioned above. However, if your certificate does not show the number of CEUs or contact hours awarded, you will need to obtain something in writing from the home study agency to verify the time involved for completion of the course.

### **Letter of Attendance from Course Instructors**

This must include the course title, the dates of the course, the topics discussed, and the start and finish times and/or an estimate of the number of hours of actual learning time for a person who attends the course. The letter should be on the instructor's company letterhead with an original signature of the instructor.

Update: 08/24/98, 08/11/99, 09/15/99, 07/26/01, 1/1/03, 4/28/03

**APPENDIX C of the Bylaws of the WSBR**  
**MINIMUM REQUIREMENTS FOR APPLICATION AND EXAMINATION**

Applicants for registration must have a degree from one of the categories in Chart A. In addition to the degree, they must have a minimum of 45 quarter or 30 semester hours of college courses from Chart B.

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**Chart A. Degree Categories**

- A. A degree in Environmental Health
- B. A Bachelors Degree in the basic or natural sciences from a college or university accredited to issue a degree in the basic or natural science.
- C. Other four year degree from a college or university accredited to issue a degree in the basic or natural sciences.

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**Chart B. College Course Requirements**

A candidate must have a minimum of 45 quarter or 30 semester hour credits from the following lists of courses.

**Basic Science Course List**

Physics	Biology
Microbiology	Epidemiology
Math	Statistics
Chemistry	Environmental Health
Bacteriology	Biochemistry
Civil Engineering	Environmental Engineering
Toxicology	

Other courses not found on this list will be considered for approval by the board on an individual case basis. It is the applicant's responsibility to provide sufficient information regarding specific course content. Remedial or college preparatory level classes will not be approved.

**APPENDIX D of the Bylaws of the WSBRS**  
**CODE OF ETHICS**

**Washington State Board of Registered Sanitarians**  
**Code of Ethics**

A profession that is in service to promote, among other things; health, well-being, and security. The environmental health profession seeks to prolong life, eliminate and/or control disease, and create and maintain an environment that is conducive to those ends.

The need for the application of environmental health principals is both universal and ever present. Moreover, as the world increases in complexity, the need for the environmental health professional's services only increases. Given the prominence of the role of the environmental health professional and the public trust that is placed in the proper practice of this profession, it becomes especially important that practitioners perform their work with integrity and honor. Accordingly, the Washington State Board of Registered Sanitarians (WSBRS) requires, as a requisite for membership in the association, compliance with the following membership Code of Ethics.

As an environmental professional and member, representative, or officer of WSBRS, I hereby acknowledge, accept, and profess to abide by the following code of ethics:

- As long as my membership or office is in an active status, I shall endeavor to keep myself current and informed regarding the changing concepts and concerns of environmental health.
- I will proudly represent my WSBRS membership or office to my professional peers and to the public I serve in the course of performing my duties. I will conduct myself in a professional manner befitting my professional status.
- For the sake of elevating the recognition and status of my profession, I will actively encourage my professional colleagues to consider becoming members of WSBRS and earning the professional credential of Registered Sanitarian (R.S.).
- I will do nothing to undermine, detract from, or otherwise cause damage to my membership or representation of WSBRS. I accept that any activity on my part that will cause WSBRS any measure of injury serves as a breach and a failure on my part to uphold this code of ethics. Moreover, I accept that such action for which I might be responsible could result in disciplinary action, up to and including the revocation of my membership or office by the WSBRS Board of Directors.
- I commit that my professional goal is to serve the public by doing whatever I am able to do in the course of carrying out my professional responsibilities to maintain and provide a healthful environment for all.