



**OCCUPATIONAL  
HYGIENE SOCIETY  
OF IRELAND**

**CONSTITUTION**

The Occupational Hygiene Society of Ireland (OHSI) was formed in 1986. Its membership comprises broad interest groups including occupational hygienists, occupational physicians, scientists and occupational health and safety practitioners.

The Society provides a consultative forum for the exchange of information and ideas for the control of occupational ill health.

### **Objectives of the Society**

The objectives of the Society shall be the promotion of occupational hygiene by:-

- a) Providing a discussion forum for those interested in occupational hygiene,
- b) Encouraging greater contact amongst such people,
- c) Creating a greater awareness of the role of occupational hygiene,
- d) Furthering the professional needs of members in occupational hygiene.

The Society is a member of the International Occupational Hygiene Association (IOHA) whose function is to promote and develop occupational hygiene throughout the world, promote the exchange of occupational hygiene information, to encourage the development of occupational hygiene and ensure a high ethical standard in occupational hygiene. The IOHA has members in 23 countries worldwide.

### **OHSI Contact Details**

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## **1. Title**

- 1.1. The name of his society shall be the “Occupational Hygiene Society of Ireland” hereinafter referred to as “the Society”.

## **2. Objectives**

- 2.1. The objectives of the Society shall be the promotion of occupational hygiene by
  - 2.1.1. Providing a discussion forum for those interested in occupational hygiene,
  - 2.1.2. Encouraging greater contact amongst such people,
  - 2.1.3. Creating a greater awareness (among both the general public and other health and safety professionals) of the role of occupational hygiene,
  - 2.1.4. Furthering the professional needs of members in occupational hygiene.

## **3. Membership**

- 3.1. Membership of the Society shall be open to any person interested in and wishing to further the aims of the Society and thus find such criteria as may be agreed from time to time by Members at a General Meeting.
- 3.2. Corporate Membership of the Society shall be open to companies or organisations interested in furthering the aims of the Society and satisfying such criteria as agreed by the Officers and Members of the Council.
- 3.3. The word “Member” when used without qualification in this Constitution shall include the Officers and the Members of the Council.

#### **4. Management**

4.1. The business and the affairs of the Society shall be managed by the Council.

#### **5. The Council**

5.1. The Council shall consist of Officers of the Society and not more than five others who should be Members of the Society.

5.2. No officer shall occupy the same position for more than two consecutive terms of one year each.

5.3. The Council shall present an Annual Report and an Audited Financial Statement to Members at the Annual General Meeting.

5.4. The Council may fill any casual vacancy occurring in the office of Officer or Member of the Council but any member so appointed shall retain the office so long as the vacating member in whose place they have been appointed would have retained the same if no vacancy had occurred.

#### **6. The Officers**

6.1. The Officers of the Society shall consist of the President, the Vice-President, the Honorary Secretary, the Honorary Treasurer and the Honorary Members Secretary. These shall be known as the Honorary Officers.

## **7. Election of Officers and Members of Council**

- 7.1. The President shall be elected at the Annual General Meeting of the Society and shall hold office for a term of two years. One Vice-President shall be elected bi-annually for a term of two years. The Vice-President so elected shall succeed the President and shall hold office for a term of two years.
- 7.2. Without prejudice to the provisions of article 5.1, the outgoing President may continue as an ex-official member of the Council for one additional year.
- 7.3. Election of Honorary Officers and Members of the Council shall be from nominees duly proposed and seconded in writing and with their consent.
- 7.4. Nominations in writing shall be received by the Honorary Secretary not less than 28 clear days prior to the meeting.
- 7.5. If there be no nominee for office in accordance with the provisions of article of 7.3 or if the number of nominees for the Membership of Council is less than the number of vacancies to be filled, the Members present and entitled to vote may nominate by verbal proposal and duly seconded a Member or more than one Member for such office or membership of the council.
- 7.6. The names of valid nominees shall be included with the notice of the Annual General Meeting sent to each member of the Society 10 clear days prior to the date of the meeting.
- 7.7. Election when contested at the meeting shall be by ballot. In the event of a tie for a position, decision shall be by casting vote of the Chairperson.

## **8. Annual Subscription**

- 8.1. The Annual Subscription for a Member shall be determined and be payable as may be decided by a General Meeting of members.
- 8.2. Annual Subscription shall become due of the 1<sup>st</sup> January each year.

## **9. Termination and Lapse of Membership**

- 9.1. Any member whose subscription is unpaid at the end of three months after the due date as laid down in Article 8.2 shall be deemed to be a lapsed member and a record of such lapse shall be made in the minutes of the next meeting of the Council held following that date.
- 9.2. Any member whose Annual Subscription is unpaid at the end of six months after the due date shall cease forthwith to be a Member of the Society and a record of such cessation shall be made in the minutes of the next meeting of the Council held following that date.
- 9.3. Any Member whose Annual Subscription is unpaid and accordingly have ceased to be a member in accordance with the provisions of article 9.2 may be re-elected by the Council within twelve months from the date when the subscription was due on payment of all arrears.
- 9.4. Any Member wishing to terminate his membership shall inform the Honorary Secretary accordingly in writing. If having complied with this requirement they wish to rejoin the Society they may again be elected a Member on payment of the current annual subscription plus a fee of half the current annual subscription.

## **10. Council Meeting, Committee and Representative**

- 10.1. The Council shall meet from time to time to conduct the business of the Society but in any case shall not be less than once in every three months.
- 10.2. At such meetings FOUR members shall form a quorum. Their chairs shall be taken by the President or in the absence of the President, the Vice-President. In the absence of both, the meeting may appoint one of its members thereat to take the chair. The Chairperson shall have a deliberate vote as well as a casting vote.
- 10.3. The Council shall establish such committees as are necessary for the efficient conduct of the work of the Society and each such committee shall terminate at the end of the year. Incoming Council may re-establish any such committee.
- 10.4. The Council shall appoint the Chairman of each committee and may amend from time to time the terms of reference for each committee.
- 10.5. The Council may suggest to each Chairperson for such committees suitable members or others to serve on the committee and each chairperson shall keep the Council informed by means of a report to each Council meeting of the membership and work of the committee.
- 10.6. The Council may appoint representatives to undertake specific aspects of the work of the Society. Representatives so appointed shall report to the Council on the outcome of any activities undertaken on behalf of the Society.
- 10.7. A report on the activities of such committees and representatives as referred to in article 10.3 and 10.6 shall be made to the members by way of the Annual Report.

## 11. Annual General Meeting

11.1. The Annual General Meeting of the Society shall be held by the last day of April on a date to be fixed by the Council.

The business of the meeting shall be;

- (a) To receive the annual report of the Council;
- (b) To receive the audited annual financial statement;
- (c) To elect the Honorary Officers and Members of the Council;
- (d) To transact any such other business as may be necessary within the competence of the General Meeting.

11.2. At least 28 full days notice of meeting shall be given by the Honorary Secretary to each member of the Society stating the time, place and purpose of the meeting.

11.3. Nominations in writing and Notices of Motion must be received by the Honorary Secretary not later than 18 days before the scheduled date of the meeting.

11.4. No Articles of the constitution may be revised save on written Notice of Motion duly proposed and seconded.

11.5. Nominations in writing and Notice of Motion, together with the Annual Report and Financial Statement shall be sent to each member of the Society not later than 10 days before the scheduled date of the meeting.

11.6. No other business shall be transacted at the meeting, except business of which written Notice of Motion duly proposed and seconded shall have been given, provided unless the Chairperson at the request of a member present at the meeting and with the consent with at least  $\frac{3}{4}$  of those present thereat and entitled to vote permits other business to be transacted.

- 11.7. The President, or in their absence the Vice-President, shall be the Chair of the meeting. In the absence of both, the members present and entitled to vote may nominate one of their members as Chairperson.
- 11.8. The Chairperson may vote on all issues. In cases where there is a tie, the decision shall be as per article 7.7.
- 11.9. If a majority vote of those present at the meeting and entitled to vote, wish the question under discussion could be put to a vote by ballot, then that mode of voting shall be by show of hands or by balloting at the discretion of the Chairperson.
- 11.10. When any vote by ballot, scrutineers may be appointed by members present at the meeting, failing which, the Chairperson shall appoint them. No proxy shall be allowed.
- 11.11. No person whose subscription for the current year was unpaid at the latest date for submitting Nominations and Notices of Motion may either propose or second any such nominations or Notices of Motion nor shall such person be eligible for election as an Officer or Member of the Council.
- 11.12. No member shall be entitled to vote unless the current subscription shall have been paid.
- 11.13. The quorum for the AGM shall be SIX members who are entitled to vote. If that number is not present at the expiry of half an hour after the time for which the meeting was summoned, the meeting shall be adjourned for one month. The new time and place to be decided by the Council and duly notified as per article 11.2, whereupon those present shall constitute the meeting.

## **12. Special General Meeting**

- 12.1. Special General Meetings may be called:
- a) At the request of the Council or
  - b) On the requisition to the Honorary Secretary of the Society signed by at least ten members stating the business to be brought forward.
- 12.2. The Special General Meeting shall be called within 21 days from receipt of such requisition and shall be fixed for a day within 14 days there from.
- 12.3. At least 7 clear days notice of every Special General Meeting of the Society shall be given by the Honorary Secretary to each member of the Society in writing specifying the time and the place of the meeting and business to be transacted.
- 12.4. The provisions of articles 11.3, 11.6, 11.7, 11.8, 11.9, 11.10 and 11.12 should apply to Special General Meetings.
- 12.5. No person whose subscription for the current year was unpaid at the latest date for submitting Notices of Motion may either propose or second any such motion.
- 12.6. The quorum for a special meeting shall be 6 members and if that number is not present within half an hour after the meeting for which the Special General Meeting was called, the meeting shall be abandoned.

### **13. Honorary Audit**

- 13.1. The Council shall appoint from among its members or up to three persons to be their Honorary Auditor for the purposes of auditing and certifying the Annual Financial Statement prepared by the Honorary Treasurer.

### **14. Change of Constitution**

- 14.1. The constitution of the Society may be amended or rescinded only by Notice of Motion duly proposed, seconded and voted on either at an Annual General Meeting or a Special General Meeting.
- 14.2. Such Notices of Motion in writing must be received by the Honorary Secretary in accordance with the relevant articles of this constitution.

### **15. Revocation**

- 15.1. This constitution revokes the previous constitution. This constitution was adopted at the Annual General Meeting held on the 25<sup>th</sup> February 2004.

## **Code of Ethics**

### **Objective**

This Code of Ethics provides standards of ethical conduct for Occupational Hygienists as they practice their profession and exercise their primary mission to protect the health and wellbeing of working people and the public from chemical, microbiological, and physical health hazards present at, or emanating from, the workplace.

Ethical Conduct of Society Members shall:

1. Practice their profession following recognised scientific principles with the realisation that the lives, health, and wellbeing of people may depend upon their professional judgement and that they are obligated to protect the health and wellbeing of people.
2. Counsel affected parties factually regarding potential health risks and precautions necessary to avoid adverse health effects.
3. Keep confidential personal and business information obtained during the exercise of occupational hygiene activities, except when required by law or overriding health and safety considerations.
4. Avoid circumstances where a compromise of professional judgement or conflict of interest may arise.
5. Perform services only in the areas of their competence.
6. Act responsibly to uphold the integrity of the profession.