

**JOINT COMMITTEE FOR THE CREDENTIALING  
OF SANITARIANS (Inc)**

**By-Laws**

1. Name

The name of the Committee shall be the “Joint Committee for the Credentialing of Sanitarians (Inc),” hereafter referred to as the Committee.

2. Members of the Committee

The members of the Committee shall be and consist of those persons appointed or elected by the Kansas Department of Health and Environment, the Kansas Public Health Association, the Kansas Association of Local Health Departments, and the Kansas Environmental Health Association. All Committee members must be Registered Sanitarians in the state of Kansas.

3. Functions

- a. The functions of the Committee shall be exercised by and through the Committee.
- b. The functions of the Committee shall be:
  - (1) To formulate and execute a voluntary registration program for sanitarians in the state of Kansas.
  - (2) To oversee the administration of the examination for the registration of sanitarians with the following stipulations:
    - (a) The examination shall be provided by the Professional Examination Service, New York, N.Y., or through the National Environmental Health Association, Denver, CO.

- (b) Eligibility to take the examination requires that the applicant have:
  - (i) A baccalaureate degree from an accredited college or university with a minimum of 30 hours course work in biological or physical sciences relating to environmental sanitation and the equivalent of one (1) year of full time field experience in environmental sanitation, or
  - (ii) Ten (10) years actual work experience in environmental sanitation.
- (c) A passing score equivalent to that currently defined by the National Environmental Health Association shall be necessary to be recognized as meeting the requirements for registration.
- (3) To verify the examination results as submitted by the Professional Examination Service, National Environmental Health Association, or their agents.
- (4) To issue certificates of registration to those applicants meeting the requirements stated above.
- (5) To engage in and carry on activities and programs relating to the promotion of good environmental sanitation practices.

#### 4. Application Fee

- a. The fee to take the registration examination will be determined as follows:
  - (1) The examination fee paid by the Committee to the examination provider, plus
  - (2) Ten dollars (\$10.00) to become part of the treasury of the Committee.

- b. The fee for application for registration by reciprocity shall be fifty dollars (\$50) and shall be credited to the treasury of the Committee.
- c. The fee for application to take the registration examination for the second or more times shall be the fee charged the Committee by the examination provider.

5. Registration Expiration

The certificate of registration shall expire three (3) years after the date of issuance.

6. Renewal of Registration

- a. Renewal of registration shall be required every three years.
- a. Notification of registration expiry will be sent to last known address. It shall be the responsibility of each Registered Sanitarian to notify the Committee of any change of address.
- c. Applicants for renewal of registration shall submit evidence of completion of at least 3.0 continuing education units (CEUs) during the previous three year period.
- a. The Committee will accept the determine the qualifications of continuing education sessions for CEU credit.
- b. Continuing education shall be in these categories: Food Safety, Air Pollution, Solid Waste, Radiation, Land Use, Population, Shelter, Noise Pollution, Vector Control, Water Supply, Water Pollution Control, Hazardous Materials, Environmental Injuries, Program Management.
- c. The fee for renewal shall be ten dollars (\$10.00).

7. Reinstatement of Registration

- a. The Committee will inform a person, who has not renewed a registration within 30 working days following dispatch of renewal notice, that registration may be renewed on submission of fees and materials required for renewal plus a reinstatement fee.
- b. The reinstatement fee shall be twenty-five dollars (\$25.00).
- c. A registration that has expired for not more than one year may be renewed by submitting to the Committee the registration renewal form, the renewal fee, proof of completion of continuing education units, and the reinstatement fee.
- d. The renewal must be mailed to the Committee not more than one year after the expiration date of registration. The postmark date shall be considered as the date the renewal was filed.
- e. A person whose registration has been expired for more than one year may not renew, unless conditions specified under 7 (f) apply. They may apply for a new registration by meeting the then current requirements and procedures for registration as a sanitarian.
- f. The Committee may exercise its discretion to vary the above requirements under extenuating circumstances; ie: extended military service; prolonged illness; etc.

8. Reciprocity

Upon receipt of an application, accompanied by the fee established by the Committee, the Committee shall grant registration, without examination, to any applicant who at the time of the application is currently registered as a sanitarian under the laws of any state, association, society or organization, that is recognized by the Committee. Provided

that the applicant furnishes evidence, satisfactory to the Committee, that he/she meets the applicable requirements for registration established by the Committee.

9. Emeritus Sanitarian

Any sanitarian retiring with a minimum of seven continual years of registered status, and who is not actively working as a sanitarian, may request the designation of Registered Sanitarian (Emeritus). Such status may be conferred by the Committee following receipt of an application, and payment of a triennial fee of \$10.00. A Registered Sanitarian (Emeritus) is not required to maintain continuing educational units (CEUs).

10. Representatives of the Committee

- a. The Committee representation should be as follows:
  - (1) Two (2) members appointed by the Secretary, Kansas Department of Health and Environment (KDHE)
  - (2) One (1) member appointed by the President of the Kansas Public Health Association (KPHA).
  - (3) One (1) member appointed by the President of the Kansas Association of Local Health Departments (KALHD).
  - (4) Three (3) members appointed by the President of the Kansas Environmental Health Association (KEHA).
- b. The terms of Committee members shall be three (3) years.
- c. Any vacancies shall be filled by appointment from the authority represented for the remainder of the unexpired term.

11. Officers of the Committee

- a. The Committee shall elect a Chairman, Vice-Chairman, Secretary and Treasurer to serve one year terms beginning January 1 and ending December 31.
- b. The positions of Secretary and Treasurer may be held jointly by one person.

12. Meeting and Quorum

- a. The Committee shall meet as necessary but in any event, at least twice a year.
- b. A quorum of the Committee shall consist of a majority of the members attending in person, or via electronic communication.
- c. Minutes of the proceedings shall be prepared by the Secretary for distribution on or before the next Committee meeting. Copies of said minutes shall be distributed to the Secretary, KDHE; the president, KEHA; the president, KPHA; and the president, KALHD.

13. Order of Business

- a. The following shall be the order of business for all regular meetings.
  12. Call to order and determination of a quorum.
  13. Reading, correction, and approval of the minutes of the previous meeting.
  14. Treasurer's report.
  15. Report of standing committees.
  16. Report of special committees.
  17. Unfinished business.
  18. New business.
  19. Adjournment.

- b. The order of business (except the annual selection of officers) may be changed or suspended upon motion duly made or carried by a vote of 2/3 of the Committee members present or voting, or by general consent of those present at the request of the presiding officer.
- c. Every Committee member who is present for the call of “ayes” and “nays” shall vote thereon unless excused by the presiding officer.

14. Disbursements

The Treasurer shall be authorized to make such disbursements of funds as may be necessary to carry out the stated functions of the Committee upon authorization from the Committee Chairman.

15. Amendment of the By-Laws

- a. A 2/3 majority of the members of the Committee shall be required to amend the by-laws. All amendments to the by-laws shall be submitted in writing at a regular meeting and held over to the next regular meeting before being voted upon.
- b. The by-laws of the Committee can be suspended by a 2/3 vote.
- c. All amendments so adopted shall be effective immediately upon the stating of the results of the election by the presiding officer. The secretary shall prepare copies of the by-laws as amended to be submitted at the next regular meeting.

16. Robert’s Rules of Order

All questions of parliamentary law not otherwise covered by these by-laws shall be covered by “Robert’s Rules of Order, Revised.”

Approved: Judy Willingham, R.S.  
Chairman

October 6, 2004  
Date

Chairman

Date