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**Manual of Procedures**

This Manual of Procedures should be used as a working guide.

The **BOLD and underlined** text denotes duties and procedures mandated by the Bylaws.

For the North Carolina Public Health Association, Inc., Headquarters location, refer to the NCPHA website at [www.ncpha.com](http://www.ncpha.com).

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# Executive Committee

**The current Committee meets at the call of the President and a majority of the members constitutes a quorum.** All Executive Committee Members will be expected to take the public health oath at the Annual Business Meeting.All members of Executive Committee shall be current NCPHA members.

1. **The committee is composed of:**
2. **Elected Officers:**
   1. **President**
   2. **President - Elect**
   3. **Vice - President**
   4. **Secretary / Treasurer**
3. **Immediate Past President**
4. **Representative to the American Public Health Association (APHA)**
5. **Six (6) Members–at-Large**
6. **Chairs of the Advocacy, Audit, and Membership & Outreach Committees**
7. **Chairs of Caucuses**
8. Counsellor of Law (non-voting)
9. Functions of Executive Committee are as follows:
10. Assist the President in the many decisions and details of running the Association.
11. **Conduct the business of the Association in the interim between** **meetings in accordance with the Bylaws.** (See Bylaws, Article VII, second paragraph)
12. **Report all action taken at the next Governing Council meeting.**  This is done by distributing Executive Committee meeting minutes to the Governing Council. (See Bylaws, Article VII, second paragraph)
13. Invite special committees, other representatives, or consultants to meetings as needed.
14. **Approve depositories for all NCPHA funds.**
15. The President or designee from the Executive Committee shall assume the duties of the Representative to APHA when the Representative cannot attend respective association meetings. In such cases, the Representative shall provide the file of materials. NCPHA shall be responsible for payment of dues, as funds are available.
16. **Approve any project or action of an affiliated district which would involve reference to, or participation by, the NCPHA. A project or action must be submitted to the Executive Committee in writing.**
17. **Approve any project or action by a Section or Caucus which would involve reference to, or participation by, the NCPHA. The project or action must be submitted to the Executive Committee in writing.**
18. **Act as trustee for all property of NCPHA.**
19. Review and approve all budgetary functions.
20. Approve any requests for reimbursement for official NCPHA expenses before payment is made. Mileage

reimbursement should not exceed the current federal volunteer reimbursement rate.

L. It is suggested that the Executive Committee, at its first meeting, set up a year’s schedule for the Executive Committee and the Governing Council meetings.

M. Any committee or member who wishes to present items for consideration of the Executive Committee should submit them in writing to the President.

# Governing Council

All members of Governing Council, Committee Chairs, and Section Chairs shall be current NCPHA members.

1. **The Governing Council is made up of** (See Bylaws Article IX, paragraph 1):
2. **The Executive Committee:**
   * 1. **President**
     2. **Immediate Past President**
     3. **President-Elect**
     4. **Vice – President**
     5. **Secretary/Treasurer**
     6. **Representative to APHA**
     7. **Six (6) Members-At-Large**
     8. **Chairs of the Advocacy, Audit, and Membership & Outreach Committees**
     9. **Chairs of Caucuses**
     10. **Counsellor of Law (non-voting)**
3. **Section Chairs.** (Any Section Chair may send a proxy to the Governing Council meetings who shall have voting privileges, provided that written notification, signed by the Section Chair is received by the President prior to convening the meeting.)
4. **A representative** (The President) **of each affiliate organization.** Term of office shall be from the close of the Annual NCPHA Meeting, in the year they are elected, to the close of the Annual NCPHA Meeting in the year their term expires. (Affiliated Group Representatives may send a proxy to the Governing Council Meetings who shall have voting privileges, provided that written notification, signed by the Affiliated Group Representative, is received by the President prior to convening the meeting.)
5. One representative from the NC Division of Public Health (DPH) who is a voting member of the governing council.
6. An Academic Liaison to be appointed by the President who is a voting member of the governing council.
7. **Any vacancy that occurs in the offices of President-Elect, Vice–President, Secretary/Treasurer, Member-At-Large, or American Public Health Association (APHA) representative shall be filled within thirty (30) days.** (See Article VI, fourth paragraph, of Bylaws.)

II. The Governing Council shall meet at least three times a year – the first meeting shall occur no later than January, as designated by the President.

1. **A majority of the members of the Governing Council must be present at any duly called meeting of the Governing Council to constitute a quorum.**
2. The secretary will collect a roster of members present.

III. The Governing Council:

* 1. **Adopts a budget; recommends creation and dissolution of Sections and affiliates; determines all dues, fees and section allotments; takes action on resolutions; receives reports and takes action where necessary; approves membership of NCPHA in various health related organizations; approves changes in Section bylaws and recommends over-all policy for NCPHA.**  (See Bylaws, Section IX, Paragraph 2)
  2. Sets time and place of Fall Educational Conference
  3. **Reports Governing Council actions to the membership at the Fall Educational Conference.**

1. **All publications of NCPHA shall be issued under the direction of the Governing**

**Council and shall become the property of NCPHA.** Authors alone are responsible for views expressed in signed articles published by the Association. The Association is not to be considered as endorsing the views and opinions advanced by authors of papers published by the Association. Advertisers and their agencies will assume liability for the content of all advertisements printed and also assume responsibility for any claims arising there from against the publisher.

1. Any committee has the right to appeal the Governing Council’s action at the Fall Educational Conference, provided the committee chair files a notice of appeal with the President at least forty-eight (48) hours prior to the membership meeting.
2. All Committee Chairs, Section Chairs, and Affiliate Representatives will submit a written report to the Secretary/Treasurer prior to all Governing Council Meetings.
3. If the Chair cannot attend a Governing Council meeting, the Chair will send a designee to report on behalf of the committee.

# President

1. The President shall **be duly elected by the membership, serve from the close of the Fall Educational Conference in which he/she is elected until the close of the next Fall Educational Conference or until a successor is duly elected, and must have been a member of the Executive Committee of NCPHA during the last five years.**
2. The **President is the official spokesperson of the Association, a member of the Executive Committee, Governing Council and ex officio of all committees except Nominating and Awards.**
3. **The duties of the President shall be those usually implied by the office.** Although many tasks, in carrying out this responsibility, may be delegated to the Executive Director or their designee, it is the responsibility of the President to provide leadership, direction and facilitate the functioning of the Association.
4. The President is responsible for appointing members of the Association’s standing committees (Awards & Scholarship, Audit, Advocacy, Membership & Outreach, and Pride in Public Health (sub-committee)) to include, but not limited to: as outlined in each Committee’s duties and responsibilities. He/she will also **appoint a parliamentarian** and an Ad-Hoc Counsellor of Law**.** A list of the appointments will be sent to the appropriate persons. The **President may also appoint special committees and tasks forces as are needed to facilitate the business of the Association.**
5. The President will **call meetings of the Executive Committee and the Governing Council** and see that notification and an agenda is sent to the appropriate persons. (See Executive Committee and Governing Council for members). The President will preside at all meetings of the Executive Committee, Governing Council and the Fall Educational Conference of the Association.
6. The President prepares the agenda for the Executive Committee and Governing Council meetings.
7. The President may call special meetings of the Association as outlined in the Bylaws.
8. The President shall be a current member of APHA with NCPHA being responsible for payment of dues.
9. The President shall serve as a board member on the NC Alliance for Public Health representing NCPHA.
10. The President shall represent NCPHA by meeting regularly with the other Presidents and President-Elects of the NC Alliance for Public Health and the NC Association of Local Health Directors.

# President – Elect

1. The President – Elect shall:
   1. **Be duly elected by the membership and serve from the close of the Fall Educational Conference in which he/she is elected until the close of the next Fall Educational Conference or until a successor is duly elected.**

* 1. **Ascend to the Presidency at the close of the Fall Educational Meeting of the year in which his/her term as President – Elect expires and serve until the close of the Fall Educational Meeting the following year.**
  2. **Have been a member of the Governing Council or the Chair of a Standing Committee of NCPHA during the past five (5) years.**
  3. **Ascend to the Presidency should a vacancy occur in the office of President.**

1. The President – Elect is: **a member of the Executive Committee and the Governing Council.**
2. The duties of the President – Elect shall be those usually implied by the office. Although many of the tasks, in carrying out this responsibility, may be delegated to the Executive Director or their designee, it is the President – Elect’s responsibility to:
3. Present to the outgoing President an engraved gavel plaque carrying the NCPHA, Inc. seal, the outgoing President’s name and year of service.
4. Serve as Chair of the Fall Educational Conference (FEC) Planning Committee. (See duties under the Professional Development/FEC Planning Committee.)
5. Begin selecting committee chairs for their term as President, considering ability and interest in task, continuity of committee work, discipline representation, representation from official and voluntary agencies, geographic representation, and geographic proximity within each committee, in selecting committees. All appointments should be made within thirty (30) days prior to the FEC. Each appointment should have a written confirmation and direction and charges be given.

1. Serve as a board member on the NC Alliance for Public Health representing NCPHA.
2. Represent NCPHA by meeting regularly with the other Presidents and President-Elects of the NC Alliance for Public Health and the NC Association of Local Health Directors.
3. Attend the annual APHA Affiliate President-Elect meeting to represent NCPHA (expenses paid by APHA).

# Immediate Past President

1. The Immediate Past President shall:
   1. Serves as an advisor to the Executive Committee and Governing Council.
   2. **Serves as Chair of the Organizational Structure Committee.**
   3. **Serves as Chair of the Past Presidents Ad Hoc Committee.**
   4. Serve as Chair of the Wolfe Mini-Grant Review Committee.
2. The Immediate Past President shall:
3. **Have served the previous year as President.**
4. **Serve from the close of the Fall Educational Conference at which the term as President expires until the close of the Fall Educational Conference in the following year.**
5. The Immediate Past President is:
6. **A member of the Executive Committee.**
7. **A member of the Governing Council.**

# Vice – President

1. The Vice – President shall:
   1. **Be duly elected by the membership and serve from the close of the Fall Educational Conference in which he/she is elected until the close of the next Fall Educational Conference or until his/her successor is duly appointed.**
   2. **Ascend to the President-Elect at the close of the Fall Educational Conference of the year in which his/her term as Vice President has expired.**
2. The Vice – President shall be:
3. **A member of the Executive Committee and the Governing Council.**
4. An assistant to the President and President – Elect.
5. Chair of Public Awareness Committee.
6. Chair of the Spring Educational Conference Committee.
7. The duties of the Vice-President shall be those usually implied by the office. Although many of the tasks, in carrying out this responsibility, may be delegated to the Executive Director or their designee, it is the Vice – President’s responsibility to ensure that they are carried out.

# Secretary/Treasurer

1. The Secretary/Treasurer shall **be duly elected by the membership and serves a three-year term from the close of the Fall Educational Conference where elected to the close of the Fall Educational Conference three years thereafter or until his/her successor is duly appointed.**
2. **The Secretary/Treasurer is a member of the Executive Committee, the**

**Governing Council, and serves as the recording officer of the Association**

1. Secretary/Treasurer duties shall be those usually implied by the office. Although many of the tasks in carrying out this responsibility, may be delegated to the Executive Director or their designee, the NCPHA Secretary/Treasurer is responsible for:
2. Accepting and submitting proposed bylaws to the appropriate committee for review.
3. Collecting sign in roster at Executive Committee and Governing Council Meetings.
4. Recording and distributing minutes of all meetings to the appropriate members to include a copy of all reports presented.
5. Maintaining a complete electronic copy of Bylaws and Manual of Procedures, both to include the minutes of the past two years of all meetings of the Association, reports of committees, any bylaws acted upon, any resolutions presented and other pertinent matters.
6. At the Fall Educational Conference have the minutes of the last Annual Business Meeting for reading and prepare and provide a condensed report of the actions of the Executive Committee and the Governing Council during the past year.
7. Presenting Service Awards and Life Membership Certificates at the Fall Educational Conference. Service pins are awarded for completion of 25, 30, and 35 years of full-time work in public health or related field in North Carolina by June 30th. A plaque will be given for 40 years of service. Years taken from health service for education or military leave are counted if the service is otherwise continuous. The award is presented for service in public health and does not require membership in NCPHA.
8. Conferring with the outgoing Secretary/Treasurer for any open issue.
9. Ensuring that full and accurate accounts of all receipts and disbursements are maintained that are the property of the Association, that an official membership file be kept, that dues are collected, and the Section dues collected are distributed to the Sections.
10. That a report be made to the Executive Committee should any Section’s membership fall below the minimum of twenty-five (25) members.
11. Ensuring that all bills are paid promptly, including the Section dues, and expense statements from persons conducting official business of the Association.
12. Ensuring that all payments shall be by check and/or electronically and handled in such a manner as specified by the Accountant and the Association.
13. A current statement of the financial status of the Association is submitted to the Executive Committee and the Governing Council at each meeting and that budget amendments are prepared in writing and submitted to the Executive Committee.
14. Being available to the audit committee to answer questions.
15. Making a report, which has been accepted by the Governing Council, to the membership at the Annual Business Meeting.
16. Ensuring that fees are collected at the Fall Educational Conference.
17. Ensuring that all contracts, articles of incorporation, fidelity bonds and other legal documents are stored in the manner approved by the Association.

# Members – At – Large

**There shall be six (6) Members – At – Large**

1. Members-At-Large shall:
   1. **Be duly elected by the full membership** to represent one of six geographical regions statewide.
      1. Region I consist of Cherokee, Clay, Graham, Swain, Macon, Jackson, Haywood, Transylvania, Madison, Buncombe, Henderson, Avery, Mitchell, Yancey, McDowell, Polk, and Rutherford Counties
      2. Region II consists of Ashe, Watauga, Alleghany, Wilkes, Surry, Stokes, Rockingham, Alamance, Guilford, Forsyth, Yadkin, Caldwell, Alexander, and Burke Counties.
      3. Region III consists of Stanly, Randolph, Montgomery, Union, Cabarrus, Mecklenburg, Rowan, Davidson, Iredell, Davie, Cleveland, Catawba, Lincoln and Gaston Counties.
      4. Region IV consists of Caswell, Person, Granville, Vance, Franklin, Warren, Halifax, Nash, Northampton, Wilson, Edgecombe, Johnston, Wake, Chatham, Durham and Orange Counties.
      5. Region V consists of Harnett, Lee, Moore, Richmond, Anson, Scotland, Hoke, Bladen, Cumberland, Robeson, Sampson, Columbus, Brunswick, New Hanover, Pender, Onslow and Duplin Counties.
      6. Region VI consists of Currituck, Wayne, Lenoir, Jones, Carteret, Craven, Pamlico, Beaufort, Hyde, Dare, Martin, Tyrell, Washington, Bertie, Hertford, Gates, Pasquotank, Perquimans, Camden, Chowan, Pitt and Greene Counties.
   2. **Serve for three (3) years with staggered terms, two (2) being elected each year.**
2. Duties of Members-At-Large:
   1. Serve as representative of the Association.
   2. **Serve as members of the Executive Committee and the Governing Council.**
   3. May serve on a committee for special projects as charged by the President.
   4. Serve as members of the Membership & Outreach Committee to include but not limited to assisting in the recruitment and retention of membership.
   5. Serve as members of the Awards & Scholarship Committee.

**Counsellor of Law**

I. The Counsellor of Law provides advice and services to the organization on public health policy.

II. The Counsellor of Law shall be appointed by the president.

III. The Counsellor of Law will serve a one-year term to be reappointed at the discretion of the incoming president.

IV. The Counsellor of Law will serve as a non-voting member on the Executive Committee and Governing Council.

# Executive Director & Operations Officer

The Executive Director and Operations Officer are two separate positions which provide services to the Association under the overall direction of the President. The Executive Director and Operations Officer r shall be active participants in all Association activities. The Executive Director and Operations Officer provide continuity for the Association by maintaining a permanent office and address for personal contact and correspondence. The Executive Director and Operations Officer perform recurring administrative duties for the Association. This shall include fundraising for the NCPHA events. Duties include but are not limited to:

1. Responsible to President for:
2. Coordinating meetings including agenda and meeting notices.
3. Sending out correspondence as directed by the President.
4. Doing assignments from committees as directed by President.
5. Obtaining from membership a list of members deceased during the past year and reading this list at a General Session designated by the President.
6. Responsible to President-Elect for:
7. Helping oversee the Educational Conferences.
8. Coordinating space and personnel for the Fall Educational Conference
9. Responsible to Vice – President for:
10. Coordinating and distributing of Quarterly newsletter and E-letter.
11. Oversight of the Spring Educational Conference
12. Assisting Public Awareness Committee as needed
13. Responsible to the Secretary/Treasurer for:
14. Transmitting to APHA a list of APHA members from N.C.
15. Maintaining a set of the recorded minutes from all meetings of the Executive Committee, Governing Council and the Annual Business Meeting, reports of committees, resolutions presented and other pertinent information. These records are to be stored and retained for not less than 15 years.
16. Preparing a budget to present to the Governing Council at its first meeting.
17. Maintaining the following records of the Association:
    1. Current roster of members of Sections
    2. File of NCPHA Newsletters
    3. Up-to-date committee rosters with email addresses
    4. A record of award recipients
    5. A record of life members
    6. An up-to-date copy of Bylaws and Manual of Procedures
    7. Copies of printed programs
    8. Official correspondence
18. Supplying the Secretary/Treasurer with a list of all Executive Committee and Governing Council members who have paid their dues before each Governing Council or Executive Committee meeting.
19. Keeping membership file and collecting annual dues by sending invoices.
20. Collecting and recording all membership dues and other revenues. Prepare an itemized list of all revenues received at the time of the deposit.
21. Depositing receipts in the bank (dates on deposit slips must agree with posting date).
22. Supervising the registration process at the Fall Educational Conference:
    1. Collecting and depositing funds, conforming to procedures approved by the Treasurer. Be responsible for the accountability of registration revenues and exercising the following fiscal controls:
    2. Registration fees and dues must be accounted for separately.
    3. Each registrar is to be assigned a receipt book when they occupy a registration seat and they are to turn in the receipt book, along with receipts, when they complete their shift at the registration desk.
    4. Receipts books and receipts must be balanced and issues a written statement to the individual registrar to that fact. This process should take place immediately after the registrar’s shift at the registration desk.
    5. Total all receipt books and receipts daily and make deposits for each day of registration at the Fall Educational Conference.
    6. Make daily reports to the Treasurer in regard to all fiscal matters and the Treasurer is to ensure that all registration fiscal controls are followed.
23. Arranging space and preparing materials necessary for Registration.
    1. Have name tags printed for current year’s Fall Educational Conference.
    2. Prepare in advance, and file in alphabetical order, the packets for all pre-registrants to include name

badge, receipt, program, and banquet ticket (if applicable).

* 1. Prepare Speaker’s and Exhibitor’s packets to include banquet tickets (if applicable), name badges, and program.
  2. Prepare or obtain sequentially numbered banquet tickets. Assign and maintain space at Registration Desk for sale of tickets.
  3. Arrange for adequate change in money boxes for registration.
  4. Arrange for adequate supplies necessary for registration.
  5. Provide an adequate number of printed programs for distribution at the registration desk.

K. Obtaining list of workers and schedule from Local Arrangement Subcommittee Chair.

L. Publicize conference registration process to members via membership listserv and website.

M. Receiving pre-registration and checks from members.

N. Arranging for distribution of complimentary banquet tickets from list of special guests prepared by the President.

O. Securing the names of the 25, 30, 35, and 40-year award recipients and for ordering pins and certificates.

P. Responsibilities to the Executive Committee and Governing Council:

1. Distribute a list of the names and addresses of the Governing Council and Committee membership to each member of the Governing Council.
2. For submission of bid proposal to prospective convention facilities for cost purposes and to ensure that facilities meet minimum needs.
3. Assure the successful completion of the Fall Educational Conference (See FEC Planning Committee Section) and Spring Educational Conference.
4. Prior to the Fall Educational Conference send to Section Chair the “Section Officers Form” for reporting new section officers.
5. Announce at the Governing Council Meeting of the Fall Educational Conference that “Section Officers Forms” are due to be submitted to the Executive Director or their designee prior to leaving the Fall Educational Conference
6. The Operations Officer will provide a list of individuals who have indicated an interest in serving in a leadership capacity based on submission of the *Willingness to Serve* form.

VI. Responsible for sharing sign-on opportunities with the Officers of NCPHA by email for vote.

VII. Responsible to Organizational Structure Committee for:

1. Revising the Manual of Procedures that are provided by the Organizational Structure Committee.
2. Coordinating and attending Organizational Structure Committee meetings.

VIII. Responsible to Membership/Outreach Committee for:

* 1. Making available at earliest possible date a list of members, life members, and contributing members.
  2. Coordinating and attending Membership Committee Meetings.
  3. Providing total membership figures to the Membership Chair for Fall Educational Conference report.
  4. Maintaining listing of new members/sponsors.
  5. Assisting in recruitment and retention of membership.
  6. Distributing renewal notices to members.

1. Responsible to Awards & Scholarship Committee for:

A. Posting scholarship applications to website with the name and contact information of the current Awards & Scholarship Committee Chair.

1. Responsible for Inventory:
   1. Accounting for fixed assets of NCPHA which are assigned to Headquarters Office. There should be an annual written inventory.
2. Represents the Association at the Citizens for Public Health Meeting.

# Sections of NCPHA

All Section Chairs shall be current NCPHA members.

The Sections of NCPHA are:

* Academic Practice-Based Research (APBR)
* Public Health Leadership
* Finance, Administration, Mgt Support, Information Technology (FAMI)
* Epidemiology, Statistics, and Laboratory
* Wellness and Prevention
* Dental Health
* Environmental Health
* Nursing
* Social Work
* Women’s and Children’s Health
* Aging Section

1. The Section Chair shall be duly elected by the Section membership, serve from the close of the Fall Educational Conference were elected to the close of the next Fall Educational Conference or until his/her successor is duly elected. The Section Chair will be provided with a Section Transition Guide.
2. The Section Chair is the official spokesperson for the Section and **a member of Governing Council.**
3. The Section Chair has responsibilities for:
   1. His/her own Section, according to Section Bylaws, and in relation to NCPHA, he/she shall:
      1. Complete Section Officers Form and give to the Executive Director or their designee by the end of the Fall Educational Conference where elected.
      2. Serve as the Section representative on the Fall Educational Conference Committee or appoint a representative according to Section bylaws and manual of procedures.
      3. Serve as the Section representative on the Public Advocacy Committee or appoint a representative.
      4. Arrange for Section program for the FEC (multidisciplinary sessions are encouraged) and send complete plans to the Operations Officer by date requested. Include space needed, time, person presiding, social events, visual aids and/or equipment needed for each session. There can be no guarantee of space or change after the deadline set. Each Section is financially responsible for hotel reservations for its speaker(s) and guests, flowers, tickets, etc.

**Section programs shall be coordinated with the FEC of NCPHA.**

* + 1. Get approval from the Governing Council for:
       1. Proposed projects and actions: See bylaws for directions.
       2. Changes and/or additions in Section Bylaws: **No Section Bylaws shall be in conflict with the Bylaws of the NCPHA.**
          1. Have Section approve suggested changes and/or additions.
          2. Submit to the NCPHA Organizational Structure Committee for review to assure that they do not conflict with NCPHA Bylaws. If Committee approves Section bylaws changes, they are presented to the Governing Council for approval. A copy of the final approved bylaws shall be submitted to the Secretary/Treasurer.
    2. **Submit minutes of meetings regarding to resolutions or proposal involving reference to or participation by NCPHA to Executive Committee for action.**
  1. Provide to the Public Awareness Committee pertinent information regarding Section activities for the weekly E-Letter, Quarterly Newsletter, and website.
  2. Instruct Section Nominating Committee to **nominate only persons who are paid NCPHA members for Section Officers.**
  3. Request Funds:
     1. Complete and sign the *Fund Request Form* and either mail, fax, or scan/email to the NCPHA office.
     2. The NCPHA office will send confirmation of the fund distribution to the email address(es) indicated on the form.
     3. After the funds are used, submit supporting documentation (e.g. receipts, invoices, etc.) to the NCPHA office via mail, fax, or scan/email. If there are funds remaining, deposit the funds according to the Funds Received instructions about submitting a *Deposit Report*.

IV. Creating a New Section

New sections must be created in accordance with procedures outlined in bylaws.

# Membership & Outreach Committee

The Membership & Outreach Committee has a most important responsibility in ensuring that NCPHA continues to grow in number and quality of members.

1. The Membership & Outreach Committee Chair serves as the Chair of this Committee. The Committee consists of the 6 Members-At Large, a representative from the NC Division of Public Health, and any other members appointed by the President.

1. Duties of this Committee:
   1. The Committee shall:
      1. Publicize and solicit, through appropriate channels, new candidates for membership
      2. Maintain current brochures and membership application on website. (Operations Officerhas these)
      3. Perform outreach duties to include increase awareness of public health issues, open up leadership roles in NCPHA to a more diverse group, and actively recruit involvement of members in NCPHA activities.

* 1. The Chair shall:

* + 1. Make a final written report to the Governing Council Meeting which is held prior to the Fall Educational Conference and submit copies of all reports made to the Executive Committee and Governing Council to the Secretary/Treasurer.

1. Administrative service may be provided by the Operations Officer.
2. TYPES AND DESCRIPTION OF MEMBERS:
3. Regular Member: Shall pay annual dues as set by the Governing Council and

shall be entitled to all membership privileges, including the right to make motions and vote; to nominate; to be a member of one or more Sections (upon payment of dues if any); to hold office in the Association (if qualifications in Article VI are met) and/or any Section; to serve on committees of the Association or Sections; and to attend any educational session during the Fall Educational Conference.

1. Student Member: Shall pay annual dues which are less than those paid by Regular Members as set by the Governing Council. Student Members shall have the same membership privileges as Regular Members. An individual must be a full-time student in order to qualify for Student Membership. Student Members also have membership in the Young Professionals Group.
2. Life Member: Is exempt from paying dues and registration fees. Life Members shall have the same membership privileges as Regular Members. An individual who is retired, and who has been a member of NCPHA for twenty-five (25) years meets the qualifications for Life Membership. Up to ten (10) years of membership in any out-of-state Public Health Association shall be applied to complete the twenty-five (25) year membership requirement. Written proof of this membership is required. Application shall be made to the Chair of the Membership and Outreach Committee. This Committee shall verify the applicant’s qualifications. Life Members are responsible for paying Section dues with exception of the Environmental Health Section.
3. Retired Member: Shall pay annual dues which are less than those paid by Regular Members as set by the Governing Council. Dues for Retired Members are the same as those for Students. Retired Members shall have the same membership privileges as Regular Members.
4. Members making less than $25,000 annually: Shall pay annual dues which are less than those paid by Regular Members as set by the Governing Council. Dues shall be the same as those for Students, and Retired Members and these members shall have the same membership privileges as Regular Members.

1. Affiliate Members: Shall pay annual dues of $250 providing the said affiliate with a vote on Governing Council. Any other health related organization approved for affiliate membership in the Association shall be at the same cost/benefit as EDNCPHA Affiliate.
2. Organizational Membership: Any associational (health related associations), institutional (hospitals, private care providers, etc.), or governmental agency (health departments/districts, state agencies, colleges and universities). Shall pay annual dues as set by the Governing Council. The Organization itself shall have no voting privileges and cannot hold office. The Organization will receive 6 NCPHA memberships which must be used for staff who are not already NCPHA members. NCPHA encourages, but does not require, that the 6-staff selected to receive NCPHA membership be staff making less than $25,000 annually.
3. MEMBERSHIP DUES ARE AS FOLLOWS:

All dues are payable at the member’s anniversary date.

* 1. Regular Member: $60.00 (as of July 1, 2019)
  2. Student Member: $35.00
  3. Life Members: No dues, no registration fees.
  4. Retired Members: $35.00
  5. Members making less than $25,000 annually: $35.00
  6. Organizational Members: $500.00
  7. Affiliate Members: Shall be assessed annual dues of $250.00.

VI. Friends of Public Health Donors

A. Any donation outside of sponsorships received for the Fall Educational Conference shall be considered “Friends of Public Health.

B. Friends of Public Health donors will be mentioned on the NCPHA website with their logo.

C. Friends of Public Health donors will not be considered voting members of NCPHA.

D. Friends of Public Health donors will not receive any free members for their donations.

VII. NCPHA Emerging Leaders Program

The NCPHA Emerging Leaders Program is a year-long, leadership development program that provides participants the opportunity to develop a greater understanding of themselves as leader and learner.   Through interactive sessions, applied-learning and reflection, participants improve their self-awareness, learn how to lead teams, communicate with others, and how they view and engage with others.  

The NCPHA Emerging Leaders Program aims to provide emerging leaders in public health with skills and knowledge to become even more effective in their work through successfully leading teams through change and the ability to communicate with a diverse group of stakeholders as well as understand financial concepts as these relate to public health and the complex landscape of health care.

A. Eligibility Criteria:

* Current NCPHA member
* Maintain NCPHA membership for duration of program
* Employed in the field of public health in North Carolina
* Must not be a supervisor, director or in any upper leadership role at their organization UNLESS serving in this role for less than 2 years without previous supervisor experience.
* May be in a supervisory role for more than 2 years if they supervisor less than 3 staff members.
* Motivated with a desire to move into a leadership role within the public health field
* No restrictions related to the number of years working in public health.
* Self-nominations are accepted
* Approval from supervisor required
* Not required to work in local or state public health department
* Ability to attend five in person session
* Ability to work in a team to complete final project.

B. Cost of Program:

* No application fee
* If accepted, $150 to be paid by participant or their employer
* Remainder of the cost per class per student will be covered by NCPHA
* Travel costs are not covered by NCPHA.

# Organizational Structure Committee

This committee is chaired by the Immediate Past President and consists of members appointed by the President. The duties of the Committee are coordinating the elections process for the coming year and reviewing and proposing changes to the Bylaws and Manual of Procedures.

1. Nominating Duties:
   1. The Chair shall:
2. Identify the upcoming vacancies to be filled.
3. Update the google form nomination template to reflect the open positions. While a person can be nominated for more than one position, they can only be on the ballot for one position.
4. Work with the Operations Officer to disseminate a call for nominations to membership at least 90 days prior to the Fall Educational Conference. The call for nominations will remain open for at least 30 days.
5. Confirm with the Operations Officer that all nominees are current paid NCPHA members.
6. Work with the Organizational Structure Committee to ensure a full slate of officers and that each nominee is on the ballot for only one position.
7. Confirm with all nominees that they are willing to serve in the position nominated if elected.
8. Prepare voter guide using the template on Google Docs to include a photo and brief bio of each candidate.
9. Work with the Operations Officer to disseminate the vote guide and electronic ballot to membership at least 45 days prior to the annual meeting allowing members 30 days to vote.
10. After voting closes, review results to determine winners.

Reach out to winners to confirm details of annual meeting (date/location/process).

G. Submit copies of all reports made to the Executive Committee and/or Governing Council to the Secretary of NCPHA.  
  
H. **Officers are: President, who is previous year’s President-Elect; President-Elect; Vice President;  
 Secretary/Treasurer; and Past President. The President-Elect should have served on the Governing Council during the past five (5) years.**

I. **Candidates for the six (6) Members-at-Large shall: Serve for three (3) year staggered terms, two (2) being elected each term.**

J. **Candidate for Representative to APHA shall be elected for a term**  **of three (3) years.**

**K. Candidates for the Audit, Advocacy, and Membership and Outreach Committee Chairs shall be elected for the terms as follows: Three (3) years (beginning 2022 election the Audit Committee Chair shall be a three year term; Advocacy Committee Chair shall be a two year term; and Membership & Outreach Committee Chair shall be one year term. All will move to a three-year term each election thereafter.)**

* 1. Bylaws and Manual of Procedures Review Duties:
  2. Update Bylaws (Bylaws additions, deletions or changes requires a vote of the membership.)

1. Accept recommended bylaws changes from the Executive Committee, Governing Council, or initiate recommendations for change as needed.
2. Prepare changes for approval by the Governing Council and a vote by the membership. Proposed Bylaw changes must be shared with membership at least thirty (30) days prior to the Fall Educational Conference.
3. Present proposed bylaws changes at the Annual Business Meeting. Make sure that all changes are sent to the Operations Officer for incorporation in the official manual.
4. Approve proposed bylaws for new Sections. **The bylaws must not be in conflict with NCPHA Bylaws.** If approved, submit to the Executive Committee and Governing Council for approval. If not approved, send back to the proposed Section for appropriate changes. Send a copy of report made to the Executive Committee and Governing Council to the new Section.
5. Receive bylaws changes from Sections and review to assure that the changes **do not conflict with NCPHA Bylaws.** Submit to Governing Council for approval. Return approved bylaws to the Section. If changes are not approved, return to Section with recommendations.
6. Ensure that a copy of the current Bylaws of NCPHAand the Bylaws of each Section is on file at the NCPHA office and posted to the website.
   1. Updating the Manual of Procedures (The Manual of Procedures can be changed by the vote of Governing Council.)
      1. Review all Governing Council minutes and incorporate actions and policies approved into the appropriate section of the manual.

* + 1. Accept suggestions for revisions from leadership of the Association and present to the Governing Council.
    2. Distribute a copy of the Bylaws and Manual of Procedures to Governing Council Members.
  1. Provide a copy of the Bylaws and Manual of Procedures to Governing Council Members prior to the first meeting.

# Audit Committee

1. The Audit Committee shall **consist of at least three (3) members appointed by the President for the term of the President. These members shall not be officers of NCPHA.** The Chair will be elected for a three-year term.The Secretary/Treasurer will be available to the audit committee to answer questions but will not serve on the committee.
2. Duties of the Audit Committee:

A. Examine the financial records of NCPHA for the fiscal year ending June 30th. This Committee shall meet within 90 days of the close of the fiscal year with the outgoing and incoming Treasurer to do the Audit. After the Audit  
is complete, the books should then be turned over to the incoming Treasurer.   
  
B. Submit report to the Governing Council at the meeting prior to the Fall Educational Conference.  
  
C. Submit copies of all reports made to the Executive Committee and/or Governing Council to the Secretary of NCPHA.

* + 1. Secretarial services may be provided by the Operations Officer and requests for such services are made to the President.

D. Oversee the external and internal funding proposal process.

1) Develop protocol for the review and tracking of proposals.

2) Final approval of funding requests are made by Executive Committee.

E. Exploration of transitioning the Audit committee to a Finance Committee.

# Public Awareness Committee

Public awareness of the North Carolina Public Health Association is necessary to help the Association enhance the image of public health in North Carolina, to ensure that public health initiatives and legislation information are received and to keep the NCPHA membership and other organizations informed about the activities of NCPHA. To that end, this Committee is responsible for the Newsletter, the Pride in Public Health Sub-Committee, the Facebook page and the Webpage. A report will be given to the Governing Council at each of its meetings.

This Committee is chaired by the Vice President and consists of six members appointed by the President.

**Duties of the Public Awareness Committee include:**

1. Prepare Quarterly Newsletter:
   1. Preparing the Newsletter. At least three issues per year unless directed by the Executive Committee. Some of the duties of preparing the Newsletter and distributing have been delegated to the Executive Director or their designee, but it is the responsibility of the Committee to see that the following is done.

Regular features may include:

1. From Jones Street- the legislative update from the Executive Director while the legislature is in session (300 words)
2. Salute- recognition of a person, local health department or project improving the public’s health (120 words)
3. Where are they now? –an update on a past award or scholarship winner and their career (120 words)
4. Association president’s column (120 words)
5. Links of interest (list 2-3)
6. Funding opportunities (100 words)
7. Timely news article about an important public health topic (250 words and may have to cut others to allow full coverage)
8. Save the date or meeting reminders as needed
9. Once stories are collected and laid out, the Executive Director and the public awareness committee are to review the E-letter and give their approval to send it out.
10. The E-letter is distributed by the NCPHA office via email.
11. The committee should suggest other individuals and groups to be added to the E-letter mailing list, provided they have said they would be okay with receiving the newsletter via email.
    1. Planning and editing
12. Content: Official communications, including adopted budget, as well as items of interest from groups in which NCPHA is represented and Section news.
    1. December Issue may contain the names of the Executive Committee and Governing Council; Committee appointments; official reports from APHA; Fall Educational Conference events (Award winners and pictures); reports from scholarships; and other important information.
    2. April Issue may contain the adopted budget, news about the next Fall Educational Conference, Section news and other important information.
    3. August Issue may contain Program Plans for the Fall Educational Conference, the slate of officers for the next year, proposed bylaws changes, Fall Educational Conference registration information, proposed resolutions and call for memorials.
13. The Operations Officer distributes the Newsletter to the membership and other appropriate persons or organizations as well as posts a link on the website.
14. Weekly Electronic (E-letter) Newsletter:

A. The E-letter will be published weekly.

B. The purpose of the newsletter is to briefly update the membership, “keep in touch” and showcase the work of the association and its members.

1. The Spring Educational Conference shall be planned by the Public Awareness Committee

1. Webpage and Facebook Duties:
   1. Working with the Administrator, it is the responsibility of the Committee to see that the webpage contains appropriate information such as information about NCPHA, membership, leadership, educational conferences, awards, scholarships, the Newsletter, advocacy and affiliate links.

# Advocacy Committee

This Committee is chaired Advocacy Committee Chair and consists of one representative from each section and a maximum of six members appointed by the President.

This committee is responsible for addressing the legislation and policy issues necessary to deal effectively with health problems and reflecting all facets of the health care field during deliberations. NCPHA represents all facets of the health field and the Committee must reflect this in its deliberation.

1. Duties concerning the Annual Advocacy Agenda:

1. Each year prior to the Legislative session of the NC General Assembly, the Committee will establish an annual Advocacy Agenda. This agenda is approved by the Governing Council. The Committee will work with the Executive Director and other health organizations to see that public health speaks with a united front.
2. Reports shall be given to the Governing Council.
3. Provide to the Public Awareness Committee pertinent information regarding committee activities including legislative updates.
4. Duties concerning Resolutions:
5. Examine resolutions to be acted upon by the Governing Council and the general membership.

B. Solicit from various groups that constitute the membership of NCPHA resolutions that have public health s significance.

C. Present resolutions to the Governing Council for approval.

**Fall Educational Conference (FEC) Planning Committee**

This Committee is chaired by the President-Elect and consists of one representative from each Section, the Academic Liaison and/or a representative of the Young Professionals Group, and up to two (2) members appointed by the President. The duties of this committee are Program Planning for the Fall Educational Conference.

I. Program Planning Duties:

* 1. Call first meeting before January 1.
  2. Decide on a Theme and format for the Fall Educational Conference.
  3. Develop program for general sessions and report general plan to the Governing Council.

* 1. Decide on General Session speakers.

* 1. Coordinate Section activities with the general program and give out Banquet Event Orders to Section Chairs. Set deadline for submission of final information.

* 1. Coordinate with the Administrator:
     + 1. Social events.
       2. Securing persons needed for welcome, invocation, entertainment, host for guests, etc.

* + - 1. Other activities as deemed necessary.
      2. Inform Operations Officer of the number of rooms and capacity, visual aids, and other equipment needed for each general session.

* 1. Arrange for the Fall Educational Conference notice and room reservation information for membership listserv and website.
  2. Work out details relating to completing arrangements for printed program.
  3. Prepare the official program:
     1. Review program format of past several years. Decide with President what other information shall be included in the program.
     2. Obtain final Section information.
     3. Obtain information from:

1. Operations Officer on room names (or number), local participants, registration plans, exhibits, and cost of banquet tickets. Registration fee and banquet fee must be approved by the Governing Council.
2. President on plans for Governing Council Meeting.
3. Secure pictures and curriculum vitae from speakers
   * 1. Work with the Operations Officer to obtain cost estimates for printing the program for the Fall Educational Conference and arrange with printer on lay–out and delivery of printed program.

* 1. Duties during the Fall Educational Conference (delegated to Administrator).

1. Secure honorarium checks from Treasurer and give to speakers. Request an itemized statement of expenses from the speaker to be submitted to Treasurer within 10 days following Fall Educational Conference.

# Awards & Scholarship Committee

The president shall appoint the chair of the awards & scholarship committee. The review committee shall consist of the 6 members-at-large and one member of the Women’s and Children’s Health Section (appointed by the Section).

I. Award & Scholarship Duties:

NCPHA bestows a number of awards each year to recognize individuals and organizations who have made outstanding contributions to public health in our State. Posthumous awards are to be given if person is alive when nominated and expires before awards are given. Current Governing Council members are unable to receive awards or scholarships with the exception of the Distinguished Service award.

A. Description of NCPHA Awards

1. Reynolds Achievement Award: The Reynolds Achievement Award is bestowed upon the individual member of NCPHA who has made the greatest contribution to public health in North Carolina during the past year. Winner is awarded $500. Sponsored by the NC Medical Society.

2. Rankin Legacy Award: The Watson S. Rankin Award is given to a NCPHA member in recognition of the outstanding contributions to public health in North Carolina over the member's lifetime. Winner is awarded $1000.

3. Distinguished Service Award: This award is given to a NCPHA member for their service to NCPHA. Nominated and awarded by the NCPHA Executive Committee. Winner is awarded $250.

4. Partners in Public Health Award: This award was established in 1998 to recognize other organizations and professions outside public health departments who have made significant contributions to public health in North Carolina over the past year. Winner is awarded an organizational membership to NCPHA.

5. Dr. Sarah Taylor Morrow Health Departments of the Year: This award is given to health departments for outstanding programs and efforts. Awarded to two health departments based on the population size in the county (one large and one small). Health department must be an organizational member of NCPHA. Winners are awarded $1000.

* + 1. Procedure for making nominations.

* + 1. Forms are available from the Operations Officer and are posted on the webpage.
    2. All nominations should be received by the first Friday in July of the year for which an award is proposed.
    3. Nominations should be addressed to the NCPHA Office via email, fax, or mail. Supporting materials of any length and number may be submitted.
    4. Nominees are unable to win the same award more than once.
       1. Chair Duties with Awards:

1. Contact Committee Members to set time for meeting. Request help from members on securing nominations. Send award information inviting members to submit nominations via listserv.
2. Prepare a copy of all nominations for each Committee member. See that award winners are selected and assign the duty of writing the citations to the Committee member. If at all possible, the element of surprise should be maintained.
3. See that the plaques are ordered (the Operations Officer usually does this). Prepare the citations on parchment with the signature of the President and seal of NCPHA.
4. Notify the Service Award Winners and find out if they plan to attend the banquet. Make sure that the Operations Officer has the appropriate pins and plaques that are needed.
5. Provide the Vice President pictures, citations and other information needed for the first edition of the Newsletter.

D. All Star Awards.

The Committee sends a notice to all counties (per listserv and the website), usually before April, announcing the NCPHA All Star Awards nominations due by the first Friday in July.  Counties can use this also to select local PH All Stars to recognize during Public Health Month in April and send the nominations on to the Pride in Public Health Committee.

* + 1. There are 6 NCPHA Public Health All Stars selected annually by a selection committee composed of former All Stars and PH employees from various disciplines
    2. The nominations have all identification markers removed, such as the name and county, so the nominees all are evaluated equally
    3. After the 6 All Stars are selected, a letter is sent to the county health director, notifying of the All Star award recipient so they can arrange for them to attend the award ceremony at the fall conference, if possible.  It is optional for Health Departments to reveal the All Star recipients prior to the conference.
    4. The 6 All Star Recipients are honored at the fall conference and will receive a plaque or certificate and a $25 gift card (pending sponsorship).
    5. The All Star recipient must be a current member of the NCPHA in order to receive the award.

II. Scholarship Selection: To be chaired by the Awards & Scholarship Committee Chair who is appointed by the President.

1. Duties of the Committee:
2. Check on Scholarship monies available. Publicize the availability of scholarships in the Newsletter, Facebook page, and on the website.
3. Set meeting to review and select scholarship winners. Use the guidelines approved by the Governing Council to select winners. Publish winners in the Newsletter. Present the scholarships at the Awards Banquet. (Winners are given a banquet ticket so that they can attend if needed).
4. May administer scholarships from other organizations or sections when requested.
5. Guidelines for Scholarship Selection:
6. Scholarships shall be awarded at the Fall Educational Conference towards that academic year. Awards for public health training shall not be limited to study in a school of public health but shall be for a regular academic program in an accredited educational institution which will advance the individual’s competence in public health work.
7. The total of the awards shall not exceed the amount of funds available. Based on availability of funds, more or less scholarships may be given.
8. The applicant must confirm in writing the intent to work in a public health agency in North Carolina for two years following completion of training. The applicant need not be a resident of NC at the time of application. Applications must be submitted to the Committee by the first Friday in July. Applicants must have paid NCPHA dues for the current year and must have been unconditionally accepted at an accredited educational institution. Confirmation will be a copy of the letter of acceptance with enrollment date or unofficial copy of the applicant’s transcripts.
   * 1. The following factors should be taken into account when selecting recipients
        1. Potential contribution of service to the people of North Carolina.
        2. Reasons for seeking additional training and relationship of the program of study to career expectations.
        3. Financial need.

4. Applicants are unable to win each scholarship more than once.

1. Scholarship Categories and Amounts:
2. The Robert S. Parker Leadership Scholarship: $1500.00 given to an individual who has worked in the field of public health for at least five (5) years and is pursuing graduate-level training that would qualify him/her for a leadership position in public health. In addition, the individual must have been a paid member of NCPHA for at least two consecutive years. Applicants must submit the following:
   * + 1. Completed Scholarship Application.
       2. An attachment listing their complete work history and outlining job responsibilities.
       3. A typed, one-page explanation on how the applicant expects to apply the graduate training towards a leadership role.

2. The Undergraduate/Graduate Education Scholarship: $1000.00 scholarships will be available for individuals pursuing an undergraduate or graduate degree with application towards public health practice.

3. The Associate/Technical Degree or Certification Scholarship: Up to $500.00 is available to individuals pursing an Associates/Technical degree or certification with application towards public health service.

4. Child of a Member: Scholarships of $1000.00 will be awarded to children of NCPHA members towards that academic year.

B. The Scholarship Committee will consider the following:

1. Potential of applicant to succeed based on demonstration of ambition and leadership evident by participation in school, church or community activities.
2. Scholastic record based on official school transcript of last 12 months of school attendance.
3. Character, based on written recommendations of school, church and community leaders.
4. The child must be pursuing a degree with application towards public health practice.
5. Children of Governing Council members are not eligible to apply/win a scholarship.

C. If any scholarship recipient fails to comply with the terms of the Scholarship Award, and this failure is brought to the attention of the Committee Chair, he/she shall advise the recipient by registered mail that the scholarship money must be returned to NCPHA.

D. Written reports will be given to the Governing Council at each of its meetings.

# Representative to American Public Health Association (APHA)

1. **The NCPHA shall maintain affiliation with the American Public Health Association. An official representative to the Governing Council of APHA shall be elected.**

The Representative to APHA shall:

* 1. **Be duly elected by the NCPHA Membership for a term of three (3) years.**
  2. **APHA Representative shall take office at the close of the Annual Meeting of APHA in the year that he/she is elected** and shall serve until the close of the Annual APHA Meeting three years later, or until a successor is appointed or elected.
  3. **Be a member of APHA with NCPHA being responsible for payment of dues.**
  4. **Have paid NCPHA dues for the current year.**

**E. Be a voting member of the Executive Committee.**

**F. Be a member of the Governing Council.**

1. The individual serves as the official representative of NCPHA to the APHA. It is expected that the APHA representative shall:

A. Attend meetings of APHA.

* + - 1. At APHA, the Representative shall attend the Annual Meeting of the Committee of Affiliates (CoA). This meeting is usually held one day prior to APHA Annual Meeting.
      2. If the Representative cannot attend, he shall notify the President in sufficient time for a designee to attend.
      3. The President or designee from the Executive Committee shall assume the duties of the Representative to APHA when the Representative cannot attend. In such cases, the Representative shall provide the file of materials. NCPHA shall be responsible for payment of expenses, if necessary (as funds are available).

B. Obtain from the Governing Council of NCPHA comments, suggestions, and proposals regarding current issues which are anticipated to be considered at the Annual Meeting of APHA.

C. Regularly report pertinent issues and activities of APHA to the Governing Council of NCPHA and prepare written reports to be submitted to the Public Awareness Committee. Give a copy of all reports to the Secretary.

D. Attend NCPHA Executive Committee meetings as a voting member, participate in Governing Council meetings, and attend NCPHA Business Meetings.

E. Confer with the President of NCPHA on appropriate matters needing follow-up.

F. Send an estimate of expenses for attending official meetings of APHA to the NCPHA Treasurer at least thirty (30) days prior to the expected date to attend the meeting and must be approved by the Executive Committee.

G. If travel expenses have been approved by Executive Committee, the representative shall keep an accurate account of official expenses (food, lodging, and travel) and send itemized statement and receipts to the Treasurer.

1. If the Representative to APHA cannot complete their term of office, a new Representative to APHA shall be appointed by the Executive Committee to fill the unexpired term.

# Representatives of Affiliated Group Associations

**An affiliate group, such as Eastern District North Carolina Public Health Association, may be voted into NCPHA by a majority of the membership voting according to the Bylaws, provided that the application for membership is recommended by the Governing Council.**

Representatives of Affiliated Group Associations shall:

1. **Serve as members of the Governing Council;**
   1. The President of the Affiliated Group serves as the Representative to NCPHA and should be a paid member of the NCPHA. The Affiliated Group Representative may send a proxy to the Governing Council Meetings who shall have voting privileges, provided that written notification, signed by the Affiliated Group representative is received by the President prior to convening the meeting.
   2. **Terms of the Affiliated Group Representatives shall begin at the close of the Annual Affiliate Meeting in the year they are elected and shall terminate at the close of the Annual Affiliate Meeting the following year.**

1. **Any project or action of an Affiliated Group which would involve reference to, or participation by, the NCPHA shall not be undertaken until it is submitted in writing to and approved by the Executive Committee.**
2. Serve as a link for communication between the Affiliated Group and NCPHA.
3. Prepare a written report for the Governing Council annually and/or as indicated and give a copy to the Secretary of NCPHA.
4. Provide to the Public Awareness Committee pertinent information regarding Affiliate Group activities.
5. **Affiliate Groups shall be assessed dues of $250 annually, providing the said Affiliate with a vote on Governing Council.**

# Parliamentarian

1. The Parliamentarian helps facilitate the business meetings of NCPHA in an advisory role and is a non-voting member of Governing Council. He/she should be well versed in the latest rules of parliamentary procedure. **Appointment is for the term of the President.**
2. Duties

* 1. Consult with President before business meetings as to possible problems or issues to be discussed.
  2. Attend all meetings of the Executive Committee, Governing Council and Membership, advise presiding officer on points of procedure or compromises of the rights of the members, and serve as a consultant to other officers and committees as needed.

* 1. Provide a brief outline of parliamentary procedures at the first Governing Council Meeting.

# Academic Liaison

I. Appointed by President and serves as a member of the Governing Council with voting privileges.

II. Duties of the Academic Liaison, or a designee:

1. Serves as representative/advocate on Governing Council for students.
2. Organizes and chairs subcommittee for non-section related abstracts (poster and oral) for Fall Educational Conference (FEC)
   1. Subcommittee members appointed by Academic Liaison.
   2. Works with FEC to determine timeline and available slots for sessions at FEC.
   3. Develops call for abstracts to be posted on NCPHA website and sent out on membership listserv and other appropriate listservs.
   4. Receives and reviews submitted abstracts with subcommittee.
   5. Selects and notifies presenters of abstract selection.
   6. Notifies FEC planning committee of selected abstracts for FEC program agenda.
3. Serves as a member of the FEC Planning Committee.
4. Organizes Student Research Sessions at FEC.
5. Serves as a member of the Academic Practice-based Research Section.
6. Other duties as requested by President.

# Young Professionals Group

I. The Young Professionals Group (YP) is a student and young professional-led group within the North Carolina Public Health Association representing students, young professionals, and volunteers of public health and real related disciplines which are dedicated to enhancing student and young professionals’ professional development by:

1. Increasing student and YP representation and participation in NCPHA and NCPHA sections.
2. Developing and disseminating professional development resources to students and YPs.
3. Creating and promoting opportunities for student and YP involvement within NCPHA.
4. Providing and sustaining opportunities for leadership and service in the public health professions and within NCPHA.
5. Advocating for student and young professional issues as well as health-related policy.
6. Facilitating networking among students, young professionals, and veteran professionals.
7. Promoting behaviors that sustain a healthy lifestyle.
8. Sharing and connecting students and YPs to potential employment and internship opportunities.
9. Networking and partnering with NCPHA sections to support and enhance section events, conference sessions, and additional activities.

II. A student member is asked to join the YP Group when becoming a member and renewing membership.

III. For general NCPHA members, Young Professional Group membership will be offered during the initiation and renewal of NCPHA membership. YP membership guidelines will be listed and will include:

A. 21-39 years of age;

B. NCPHA membership is required, but employment is not;

C. Interest in joining a network of students and young professionals who support public health and related disciplines.

IV. A Student Representative is appointed by the Academic Liaison and serves as a member of the Fall Educational Conference Planning Committee in order to assist in and assure sessions are planned to present student research.

V. A Young Professional Representative (in some instances this may be the same person as the student representative) is appointed by the Membership & Outreach Committee Chair and serves as a member of the Fall Educational Conference Planning Committee in order to assist in and assure sessions are planned to present young professionals. This will also include ensuring there is at least one event led by the Young Professionals during the conference to ensure networking opportunities.

VI. The Young Professional Representative will also serve on the Membership & Outreach Committee to assist in recruitment of students and young professionals within NCPHA.

# NCPHA Policies

Tobacco Free Policy: The North Carolina Public Health Association (NCPHA) prohibits smoking and the use of tobacco products, including electronic cigarettes, in meeting rooms and at NCPHA sponsored events.

Returned Check Policy: Payments made by check to NCPHA that are not honored by the bank and incur a returned check fee will be resolved through a collection letter sent to the payee. A collection letter will be sent requesting payment of the original amount owed plus the returned check fee charged by the bank. Returned check reimbursement payments must be in the form of cash, cashier’s check, certified check, money order or credit card.

Overhead/Indirect Cost Policy: The NC Public Health Association will not pay overhead or indirect costs in contracts to any association (health related associations), institutions (hospitals, private care providers, etc.) or governmental agency (health departments/districts, state agencies, colleges and universities). This includes, but is not limited to payment of rent, administrative staff, accounting systems, technology, contractors, etc.

Whistleblowing Policy: The NC Public Health Association (NCPHA) is committed to high standards of ethical, moral and legal business conduct. In accordance with this commitment, this policy aims to provide an avenue for employees, Board members and volunteers to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her Supervisor or the President.

2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor or to the President, then the Whistleblower could report the event to the next highest or another level of Executive Committee member or Executive Director/Administrator.

3. The Whistleblower can report the event with his/her identity or anonymously.

4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.

5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of membership, termination from the Board, termination of employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff. This decision will be at the discretion of the Board. Those Board members involved in the report shall recuse themselves from any decision making.

6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.

7. Crimes against person or property, such as assault, rape, burglary, etc. should immediately be reported to local law enforcement personnel.

8. Staff and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.

9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.

10. If the investigation of a report, that was done in good faith and investigated by internal staff, is not to the Whistleblower’s satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.

11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly, involved in applying this policy, unless the issue requires investigation by law enforcement in which case members of the organization are subject to subpoena.