

BYLAWS

ACADEMIC/PRACTICE-BASED RESEARCH SECTION

NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

Article I Name

The name of this Section of the North Carolina Public Health Association, Inc. (NCPHA) shall be known as the ACADEMIC/ PRACTICE-BASED RESEARCH SECTION (herein referred to as Section).

Article II Purpose

The purpose of the Academic/Practice-Based Research Section of the NCPHA is to promote more regular and effective communication and collaboration among public health's academic, practitioner, and other public health agencies.

Improved communication and collaboration are intended to foster partnerships between and among academics, public health practitioners, and the funding community such that all partners:

- Contribute in a relatively equal measure to the identification of research priorities
- Have well-defined, complimentary roles in the execution of priority research
- Share and enjoy the benefits of such collaboration with the end results being the accelerated application of research findings to promote timely and better public health outcomes.

The research focus of the Section will be on public health practice-based research with a priority focus on public health systems and services research (PHSSR), consistent with the national PHSSR research agenda. PHSSR is a field of study that examines the organization, financing and delivery of public health services in communities and the impact of these services on public health. This priority focus does not preclude other research areas of study.

The Section Shall:

1. Maintain and periodically update a prioritized research agenda;
2. Provide a medium to develop collaborations;
3. As representatives of the respective communities, sustain existing collaborations and identify and promote future collaborations and;
4. Sponsor podium/oral presentations, discussions or other scholarly activities, and poster presentations at the NCPHA Fall Educational Conference annually.

Article III Membership

Any member of NCPHA shall be eligible for membership in the Section. A minimum of 25 persons is required to maintain Section status. All persons belonging to the Section are entitled to all

membership privileges, including, but not limited to, the right to make motions, vote and hold a Section office. To exercise these privileges, members must have current dues paid with NCPHA.

Article IV Officers

Section 1: Officers

The officers of the Section shall be Co-Chairs and a Secretary-Treasurer. The Co-chairs will be associated with academia and practice, of which currently associated with the academic field and one from the practice field.

Section 2: Election

The Co-Chairs each shall be elected for two-year terms to begin at the close of the Annual Meeting and to continue through the next Annual Meeting (except for the first election. The first term of one of the Co-Chairs will be three years to result in staggered terms moving forward). The Secretary-Treasurer will be elected on odd years (except for the first election. The first term of the Secretary-Treasurer will be three years). If duly elected by the membership, the Secretary-Treasurer may serve succeeding terms. The Officers shall present a single slate of nominees to the Section membership at least fifteen (15) days prior to the Annual Meeting. Elections at each Annual Meeting shall be conducted either by written ballot, by voice vote, or by electronic vote (email, survey, poll question, etc.) at the discretion of the Co-Chairs. Candidates for office shall be deemed duly elected once they have received the majority of votes cast.

Section 3: Responsibilities of the Officers

A. Co-Chairs

1. Preside over all meetings of the Section;
2. Serve as a member of the NCPHA Governing Council, but will only be allowed one vote to represent the Section;
3. Serve on the NCPHA Annual Educational Conference Planning Committee or appoint a designee to serve in his/her place. Duties shall include:
 - Define Section program topics for Annual meeting;
 - arranging for speaker(s);
 - ordering or renting necessary audiovisual equipment and meeting space;
 - accepting reservations, as necessary, for the Annual Section Meeting and coordinating appropriate per diem reimbursement and/or honoraria for guest speaker(s);
4. Appoint Chairs of Ad-Hoc Section Committees, as necessary;
5. Serve as the Section's representative, or appoint a representative to serve on the NCPHA Advocacy Committee; and
6. Ensure that the Section Report Form is completed and submitted to the NCPHA Administrative Assistant before leaving the Annual Meeting.

B. Secretary/Treasurer

1. Record minutes of all Section meetings Conduct Section correspondence, including any correspondence requested by the Co-Chairs or Ad-Hoc Committee.

2. Maintain and reconcile the financial records of the Section.
3. Present a statement of receipts, expenditures and balances to the Section membership at each Annual Meeting.
4. Submit a request for payment of all bills of the Section to NCPHA including appropriate documentation of expenses.
5. Maintain appropriate, legible records for the Section archives.
6. Serve as a liaison to the NCPHA webmaster to ensure that Section priorities are addressed in the NCPHA website.
7. Notify the NCPHA Secretary of deceased members so that those names may be deleted from the Section Membership list.
8. Maintain the records of the Section and pass these records on to his/her successor as soon as possible after election of that successor.
9. Succeed to the office of Section Chair in the event of simultaneous vacancies of both the Co-Chairs.

C. Additional Responsibilities of Officers

1. Direct the administrative work of the Section;
2. Act as trustee of the properties of the Section;
3. Carry out activities of the Section between the Annual Meetings. Any action of a project involving reference to, or participation by NCPHA shall not be undertaken until submission in writing and approval by the NCPHA Executive Committee;
4. Recommend budgets for the work of the Section;
5. Transmit a report of its proceedings to the Section Membership;
6. Establish dues for Section members. Notification of change in dues shall be made to the membership at least thirty (30) days prior to the effective date of the change. A due increase of more than \$5.00 per year must be approved by two thirds vote of the members present at an official meeting of the Section;
7. Appoint replacement for any elected officer who resigns during his/her term of office;
8. Monitor and suggest revisions to by-laws;
9. Assure recruitment of members; and
10. Assure the development of a slate of candidates for the timely election of officers.

**Article V
Committees**

Section 1:

Other Standing Committees

As the Section grows, the Officers or Section members may recommend other standing committees which would be established by changes to by-laws.

**Article VI
Fall Educational Conference Abstract Process**

The section shall conduct a peer-reviewed abstract submission process annually for the fall educational conference. Submissions shall focus on the following areas:

1) Public health practice-based evaluation and research. Includes but is not limited to the development, implementation, adaptation and/or evaluation of evidence-based interventions or best practices in an applied setting; or interventions that have been developed because of community-based work, such as focus groups, surveys, and collaborations.

2) Public health services and systems research. This area focuses broadly on improving the public health system, including delivery of services, information or technology used in the system, enhancing financing or the economics of local public health or workforce dynamics.

3) Emerging issues in public health practice. This focus area is on current issues in North Carolina public health. This may include, recent legislative or other policy changes and their impact, as well as new initiatives or health services programs, or other topics of interest to public health professionals.

Abstracts shall be peer-reviewed by a panel of public health academics, practitioners and advanced public health students. Presenting authors must be registered for the conference by the day of their presentation. Presentations at the conference will be judged by a panel of academics and practitioners and awards given for student oral presentation, student poster, practitioner oral presentation, and practitioner poster.

Article VI Meetings

The Section of the NCPHA shall hold regular meetings in conjunction with NCPHA Annual Education Conference and at other times as deemed necessary throughout the year. All meetings shall have a call in or virtual attendance option.

All meetings held in relation to this Section are open to all Section members.

Article VII Quorum to Vote

Section 1: A quorum of the Section shall consist of not less than one-third of the membership, two (2) of whom shall be officers of the Section.

Section 2: A quorum of the Research Ad-Hoc Committee shall consist of two-thirds of the committee members participating.

Section 3: Section Members shall be permitted to vote by proxy.

Section 4: Section Members shall be permitted to vote by electronic means (email, survey, poll question, etc.)

**Article VIII
Rules of Order**

Business sessions of the Section shall be conducted in accordance with Robert's Rules of Order (Revised 12th ed., 2020).

**Article VIV
Amendments to the Bylaws**

These bylaws may be amended by two-thirds vote of the members participating and voting at any Meeting if the amendments(s) have been: (1) reviewed/approved by the Section membership; (2) approved by the NCPHA Bylaws and Manual Procedures Chair and the NCPHA Governing Council to assure compliance with NCPHA Bylaws; and (3) transmitted to the membership by the Section Secretary-Treasurer at least fifteen (15) days before the Annual Meeting. Bylaws approved at an Annual Meeting of the Section shall become effective immediately upon approval.

Governing Council Approval

8.12.21
Date

Academic/Practice-Based Research Section Approval

7.21.21
Date