

MANUAL OF PROCEDURES
FOR
ENVIRONMENTAL HEALTH SECTION

Environmental Health Section
NCPHA, Inc.

February 2, 2016

Objectives of Environmental Health Section

1. To promote and foster professional status, skill, recognition, and efficiency of the members in the letter and spirit of the Sanitarians Registration Act.
2. To conduct meetings for the discussion and study of problems in the field of environmental health.
3. To provide and act as a clearinghouse among the members for the receipt, exchange, and dissemination of information on sanitarian progress, policies, interpretations, and procedures.
4. To constantly foster and promote better and more uniform environmental health standards.
5. To cooperate with the public health agencies and all other organizations and groups that are interested in better health and sanitation.
6. To develop closer cooperation with the Sanitary Engineering Section, Division of Health Services, Department of Human Resources, in education, inspection, enforcement, and engineering work.
7. To promote congenial and harmonious social and professional relationships within the memberships of the Environmental Health Section.
8. To encourage active participation by the members in local and state civic betterment.
9. To assist in every legitimate way in furthering the interests of the members.
10. To work for a just compensation for services rendered, for adequate retirement benefits, and improved working conditions.

Purpose of Manual

The “Manual of Procedures” is designed to assist the officers and committees of the Environmental Health Section in fulfilling the objectives of the Section and the intent of the Constitution and By-laws of the Section. It outlines in writing the duties and responsibilities of officers and committees.

Distribution of Manual

It is the responsibility of the President to provide each officer and committee chairman a copy of the manual. Each officer and committee chairman shall receive a copy of this document from his predecessor. It is the responsibility of each officer and committee chairman to return the manual to the new President at the annual meeting. An early distribution after the election or

installation of new officers and the committee appointments would facilitate the continuity and systematic functioning of the Section.

Official Records of Environmental Health Section

The official records of the Environmental Health Section are maintained in the Sanitary Engineering Section, Division of Health Services, Department of Human Resources, Raleigh, North Carolina. The records may be reviewed by any officer. The following information is on file: minutes of annual educational and business meetings, minutes of Executive Committee meetings, annual membership lists, newsletters, records of receipts and disbursements, and other pertinent written material.

PRESIDENT

The President provides the leadership for the Sections activities, including the annual meeting. He is assisted by the Executive Committee, the other committees, and the members. He is the official spokesman for the Section and gives direction to and facilitates the activities of the Section.

Other specific responsibilities and duties are as follows:

1. Immediately following the close of the annual business meeting and the election of new officers, call a meeting of the new Executive Committee for the purpose of getting acquainted and preparing plans for the coming year. Any members of the past Executive Committee may be invited to this meeting to provide information on continuing projects already in progress.
2. Notify the National Environmental Health Association, 720 S. Colorado Blvd., Suite 970-S, Denver, Colorado 80246-1925, or request the Secretary to notify the National Environmental Health Association of the newly elected officers. Notifications may also be given by email at NEHA.org.
3. Immediately following the close of the annual business meeting, notify NEHA of the delegate's name and mailing address, and request that material pertaining to the annual NEHA conference be mailed to him/her. Instruct delegate to NEHA regarding duties.
4. Serve as the voting delegate at the annual educational conference of the National Environmental Health Association.
 - a. At the last Executive Committee meeting prior to the NEHA annual educational conference, discuss issues and candidates to be considered at the conference, and seek guidance regarding the Section's position on each issue and candidate.
 - b. Prepare a budget for annual conference expenditures; obtain budget approval and authorization as delegate (signed by two Section officers); and make necessary reservations to attend the conference.
 - c. Submit authorization as delegate to NEHA.
 - d. At the annual educational conference, attend all board of directors meetings and general sessions.
 - e. At the annual educational conference, make contact with all other North Carolina delegates at meeting. Keep them informed of what is happening in board meetings. Seek their opinions on any issues arising. Arrange for a delegate to act as an alternate in case you must miss any meeting.

- f. Submit an expense report of actual cost within thirty (30) days after attending the annual educational conference to the Executive Committee. Receipts will be required for any expense not submitted in the preliminary budget approved for meeting attendance.
 - g. Make a report on the annual educational conference to the general membership at the Section meeting in the fall.
5. Notify or have Secretary to notify the North Carolina Public Health Association of new officers' names and mailing addresses.
6. Assure that the audit is made on the Treasurer's books before the first executive committee meeting following the end of the annual meeting, and assure that all books and finances are transferred to the new Treasurer.
7. Insure that records of the Section are transferred in an orderly fashion from the old officers to the incoming officers.
8. Within six weeks after the annual meeting, hold an Executive Committee meeting for the appointment of new members to the standing committees in accordance with the Constitution and By-laws.
9. After the selection of new committee members, write each and confirm his willingness to serve. Any committee member declining the appointment should be replaced at the next Executive Committee meeting.
10. Assure that the chairman of each committee is aware of his responsibilities and ready to handle his committee's assignments.
11. On behalf of standing committees which lack an elected chairman, appoint a member as acting chairman until the committee meets and elects a chairman.
12. Provide all officers and committee chairmen a copy of the manual.
13. Serve as ex-officio member and chairman of the Public Relations Committee.
14. Serve as ex-officio member of the Professional Development Committee.
15. Conduct the second Executive Committee meeting approximately three months after the first meeting, or whenever necessary. The purpose of this meeting is to conduct any business to come before the Section and determine progress of the standing committees' work.
16. Conduct the third Executive Committee meeting in the early summer, approximately three or four months prior to the annual meeting, to take care of any business coming before the Section.

17. Approximately four weeks prior to the annual meeting, notify the chairman of each committee to prepare a written report for presentation by the chairman at the annual meeting.
18. Meet with the Executive Committee on the day or night before the annual meeting to discuss any last minute details and to go over the program and plans for the meeting.
19. Appoint three members to the resolution committee at the close of the annual meeting.
20. In the event a Balloting Committee is needed at the annual meeting, be prepared to appoint three members for this Committee.
21. Serve as a member of the Governing council, NCPHA, and attend Council meetings representing the interests of the Section.
22. Appoint ad hoc or other committees if and when necessary or desired.
23. Obtain assistance from the Secretary-Treasurer in verifying that all individuals appointed or considered for appointment for any committees, task forces, or similar positions are members in good standing in the Section.
24. In keeping with the policies and procedures, provide instructions for the Interstate Environmental Health Seminar.
25. Provide instructions for the Scholarship Committee and the handling of the scholarship funds.

VICE-PRESIDENT

The office of Vice-President was created to take care of special functions vital to the Section. Of course, the most important of these is to preside over meetings in the absence or disability of the President. Although this vice-presidency is not an automatic step to the presidency, the Vice-President deserves particular consideration by the Nominating Committee.

Specific responsibilities and duties are as follows:

1. In the event the presidency is vacated, serve as president for the remainder of the term.
2. Prior to or at the time of appointment of members to committees, task forces, or similar positions, assist the President in determining that appointees are members in good standing.
3. Transfer the books to the new Secretary-Treasurer as soon as possible after the annual meeting.
4. Serve as ex-officio member of the Professional Development Committee.
5. Serve as chairman of the Membership Committee.
6. Serve as chairman of the Program Committee.
7. Serve as member of the annual meeting committee, N.C.P.H.A.
8. Begin development of the annual educational program shortly after the Program Committee is appointed.
 - a. Call the first Program Committee meeting before the first of January.
 - b. Coordinate planning with the President.
 - c. Send a tentative program to the President, Past-President, and Secretary-Treasurer. Also send copies to the NCPHA President and President-elect.
 - d. Report the general plan for the annual program at the first quarterly meeting of the Executive Committee after the first of the year.
 - e. Contact speakers and make definite arrangements for presentations.
 - f. Inform the NCPHA Local Arrangements Committee of space needed and number of seats, visual aids, or other equipment needed for each session. (Appropriate forms are usually provided by the NCPHA President-elect or the Chairman of the Local Arrangements Committee.)
 - g. Secure pictures and curriculum vitae from the speakers.
 - h. Designate time-slots for each speaker and notify the speaker of allotted time.

- i. Provide printed programs for the annual business & section meeting at least by the last regular scheduled executive committee meeting prior to the annual conference.
 - j. Distribute copies of the official program to the following: the President, Secretary, Treasurer, Past-President, and members of the Executive Committee; the NCPHA President and President-elect; all speakers and participants on the program; and the Chairman of the Local Arrangements Committee.
9. Provide copies of appropriate correspondence to the President and Secretary, Treasurer.
 10. Notify the Chairman of the Resolutions Committee of notices of deaths, retirements, etc.
 11. Send copies of any and all committee reports to the President, Secretary, and Treasurer
 12. Coordinate the planning of the annual business meeting with the President. Ensure all committees with reports to present are scheduled on the program.
 13. Make arrangements for the preparation of the Past-Presidents plaque. Present Past-Presidents plaque at the end of the annual business meeting.
 14. Attend to the mechanics needed during the annual meeting.
 - a. Check physical arrangements at the meeting facility.
 - b. Prepare the list of guests to be introduced at each session.
 - c. Check speakers' arrival and inform them as to the location of the meeting.
 - d. Work with the Local Arrangements Committee in news releases, press and TV coverage, and any other announcements.
 - e. Request that expense accounts for officers or program participants (if any) be sent immediately to the Treasurer.

SECRETARY

The Secretary is the recording and financial officer and the custodian of the records for the Section.

Specific duties and responsibilities are as follows:

1. Purchase notebooks to be used for collecting records, correspondence, information, etc. during term of office.
2. Serve as ex-officio member and secretary of the Executive Committee.
3. Record and distribute the minutes of the Executive Committee.
4. Serve as ex-officio member and chairman of the Constitution and By-laws Committee.

5. No later than November, meet with the previous Secretary and transfer necessary materials, records, etc. from the previous Secretary.
6. Conduct committee meetings as needed.

TREASURER

The Treasurer is the financial officer for the Section. Specific duties and responsibilities are as follows:

1. Receive and give receipts for Section’s income and pay out funds on approval of the Executive Committee.
2. Provide financial statements for inclusion with the minutes of the Executive Committee meetings to the Secretary.
3. Serve as ex-officio member and chairman of the Finance Committee.
4. No later than November, meet with the previous Treasurer and transfer necessary materials and records.
5. Conduct committee meetings as needed.
6. In August, obtain money from each district for door prizes (usually at least \$10) to be given away at the annual meeting.

Environmental Health Section Accounts

Account Number	Account Name	Purpose and Use
	Interest Bearing Checking	Pay bills, proceeds from dues and fundraisers are deposited into this account.
	Money Market Account	This account must be maintained at \$5,000.00. Interest can be transferred into Interest Bearing Checking Account.
	Broadway Award Account	Fund balance must be maintained at \$.
	Interstate Seminar Money Market Account	Fund balance must be maintained at \$3,000.00 unless North Carolina is hosting Interstate. 50% can be withdrawn prior to hosting Interstate to provide money for expenses incurred.
	Environmental Health Section Scholarship Fund Money Market Account	See Environmental Health Section Scholarship Fund account information.

	Stacy Covil Interstate Scholarship Award	Fund balance must be maintained at \$3,000.00. Interest to be used for the Stacy Covil Scholarship Award.
	Savings Account	Must maintain \$25.00 to have checking account.

PAST-PRESIDENT

The specific responsibilities and duties for the Past-President are as follows:

1. Serve as a member of the Executive Committee.
2. Serve as a member of the Nominating Committee, NCPHA.
3. Serve as ex-officio member and chairperson of Legislative Committee.
4. Serve as ex-officio member and chairperson of “The W. A. “Bill” Broadway Award Committee.” See attachment A—Manual of Operations for W. A. “Bill” Broadway Award.
5. Purchase door prizes for annual meeting.

EXECUTIVE COMMITTEE

The Executive Committee is composed of the President, Vice-President, Secretary, and Treasurer, immediate Past-President, and the elected presidents of the component district organizations. The President and Secretary serve respectively as chairman and secretary of the Executive Committee. Members of the Executive Committee shall be members in good standing in the Section.

Other duties of the Executive Committee are as follows:

1. Shall serve as the Scholarship Committee.
2. Shall appoint four Section members, in addition to the chairman of the Finance Committee, to serve on the Finance Committee.
3. Shall appoint four Section members, in addition to the chairman of the Program Committee, to serve on the Program Committee.
4. The Executive Committee has the authority to meet quarterly between business meetings of the Section and conduct the administrative duties of the Section. The Committee does not have the authority to increase the financial obligations of the Section.

FINANCE COMMITTEE

The Finance Committee shall be composed of the Treasurer as ex-officio member and chairman and four other members appointed by the Executive Committee to serve with him. All matters of finance shall be referred to this Committee for consideration and report thereon to the Executive Committee or to the regular annual meeting. Provided: that this Section shall not apply to the handling of current expense; and provided further: that no special levies or assessments shall be made otherwise than by a two-thirds majority vote of the members voting in this annual business session of a regular annual meeting.

PROGRAM COMMITTEE

The Program Committee shall be composed of the Vice-President as ex-officio member and chairman and four other members to be appointed by the Executive Committee to serve with him. This Committee shall have the duty and authority to plan definite programs for the regular annual meetings of the Section. Any proposed expenditures by this Committee shall first be referred to the Finance Committee and to the Executive Committee for approval and be authorized in advance.

MEMBERSHIP COMMITTEE

The Membership Committee shall be composed of the Vice-President as ex-officio member and chairman and one other member to be selected by and from each of the districts of the Section at their last regular meeting of the year to serve with him.

The Membership Committee shall have the privilege of reviewing all applications for membership and the duty to forward the results of these reviews in writing to the Executive Committee at their next regular meeting. The Membership Committee shall also use proper means to obtain new members and to secure attendance at the annual meeting.

AUDIT COMMITTEE

The Audit Committee shall be composed of three members, who shall not be officers, elected at the regular annual meetings. It shall be the duty of the Audit Committee to audit the accounts and books of the Section annually within six (6) weeks after the close of the annual meeting. The Committee shall make a full report of its findings in writing at the first Executive Committee meeting and shall publish the report in the first newsletter. The final report will be presented at the next annual business meeting.

RESOLUTIONS COMMITTEE

The Resolution Committee shall be composed of three members appointed by the President before the close of the annual meeting and announcement made of same. It shall be the responsibility of this Committee to prepare and present resolutions for consideration at the annual meeting as directed by the President, the Executive Committee, or the membership.

PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be composed of the President as ex-officio member and chairman and the chairman of the districts of the Section. This Committee shall have the authority and duty to handle all questions of public relations of the Section and to make a report of the activities at the regular annual meeting. It shall also be the duty of the Public Relations Committee to devise, foster, and promote the nomination of a candidate from each of the five educational districts for the Environmental Health Specialist of the Year Award.

CONSTITUTION AND BY-LAWS COMMITTEE

The Constitution and By-laws Committee shall be composed of the Secretary as ex-officio member and chairman and two other members appointed by the President to serve with him. This Committee shall have the duty of presenting in writing to the regular annual meeting any and all recommended changes in the Constitution and By-laws of the Section. The Committee shall update the Manual of Procedures in accordance with changes in the Constitution and By-laws.

PROFESSIONAL DEVELOPMENT/EDUCATIONAL COMMITTEE

The Professional Development/Educational Committee shall be composed of the President and Vice-President as ex-officio members, a representative of a university of higher learning in North Carolina actively engaged in the training of students of Environmental Health, for a two year term appointed by the Executive Committee on even-numbered years, a representative of the Environmental Health Section of the Division of Environment Health & Natural Resources for a two year term, appointed by the Executive Committee on odd-numbered years, and a representative from each of the component district sections, the Chairman of the Newsletter Committee, and one representative of the North Carolina Environmental Health State of the Practice Committee. The election or appointment of the members from the sections shall be made by the Executive Committee at its first meeting following the annual meeting. At this meeting three members shall be elected or appointed for a period of two years and two members for a period of one year; thereafter the appointments shall be for a term of two years. The Chairman and Secretary of this Committee shall be duly elected from among its members at its first meeting of the organizational year and annually thereafter.

It shall be the duty of the Professional Development/Educational Committee to devise, foster, promote, and implement a progressive and continuous program of individual and group development in professional standards, attitudes, performance, and comportment. This Committee shall investigate, study, promote and make continuing recommendations on all matters of education importance to the membership and to the Executive Committee, where practicable, to determine topics, plan and cause to be presented at least three formal educational programs during the associational year in each of the component districts. Minutes of the meetings of this Committee shall be filed with the Secretary of the Environmental Health Section, NCPHA, Inc.

Amended Eff. September 20, 2000

NEWSLETTER COMMITTEE

The Newsletter Committee shall be composed of one representative from each of the component District Sections, one representative from each North Carolina University System involved in environmental health activities, one representative from the Environmental Health Section, N.C. Department of Human Resources, and the Past-President of the Environmental Health Section, NCPHA, Inc. The Committee members shall be appointed by the Executive Committee at the first meeting following the annual meeting. At this meeting four members shall be appointed for two year terms and five members for one year terms; thereafter, they shall be for a term of two years, with the exception of the Past President of the Environmental Health Section, who shall serve a term of one year. The Chairman of this Committee shall be duly elected from its members at the first meeting of the organization year and annually thereafter. The Committee shall be responsible for the newsletter editing and publishing. The Committee shall distribute a copy of the newsletter Environmental Health Section members. The newsletter shall be published four times a year; however, should budgetary limitations so dictate, the frequency of publication may be changed with the concurrence of the Executive Committee. The Committee shall also be responsible for providing publicity for the section.

The newsletter shall contain the following information:

1. The heading of the Section emblem.
2. The name of the publisher and the date of publication.
3. Notice of dues for the North Carolina Environmental Health Section and other appropriate professional organizations should be in the first issue.
4. Names of Section officers and Executive Committee members.
5. President's message accompanied by a photograph.
6. Notice of meetings.
7. Personal news items which include retirements, deaths, etc. (This information should be provided by the district chairmen, and any resolutions adopted by the district chairmen or the State Section should be included.)
8. Awards announcements to include Sanitarian of the Year Award, district awards, J. M. Jarrett Award, special civic awards, etc.
9. Scholarship information to include recipients, etc.
10. Names and addresses of committee chairmen should be listed in the first issue.
11. Pictures of the new officers, including a short biography, should be in the first issue.

12. Any amendments to the Constitution and By-laws that are passed at the annual meeting and all resolutions pertaining to pertinent business information should be included in the first issue.
13. A short paragraph concerning any new regulations adopted by the Commission for Health Services and any other special news items.
14. Program highlights of the annual meeting, listing outstanding speakers and topics, should be included in the first issue.
15. An article of a technical matter should be included in each newsletter provided the editor deems it appropriate.
16. Any actions and highlights of the Executive Committee that are deemed newsworthy should be included.
17. The proposed program for the annual meeting should be included.

AWARDS COMMITTEE

Committee Responsibilities

A. Authority

Section K, Article IX of the By-laws of the Section states that:

Section K. The Awards Committee shall be composed of the last seven recipients of Environmental Health Specialist of the Year Award with the individual of this Committee having first received the award acting as Chairman. All members shall be an active member of the Environmental Health Section, NCPHA, Inc., or have a professional interest in the field of Environmental Health and the objectives of the Environmental Health Section. The director of the Environmental Health Section or some member of the Division appointed by the President shall act as temporary chairman during the balloting but shall not have voting privileges. The Committee shall meet no later than May 15 to consider awards for Environmental Health Specialist of the Year and Rookie Environmental Health Specialist of the Year.

It shall be the duty of the Awards Committee to determine if an award is to be presented for the preceding year and if so, to select the recipient from the brochures submitted to either the chairman of the Awards Committee or any of its members. *[Said brochures shall be submitted no later than April 15.]* The Awards Committee shall determine that a nominee is an active member in good

standing in the Environmental Health Section and the North Carolina Public Health Association, Inc., before said nominee may be considered for an award.

The nominee for the Environmental Health Specialist of the Year Award shall be a registered sanitarian. The nominee for the Rookie Environmental Health Specialist of the Year Award shall have not less than one year of active service in the field of Environmental Health and not more than three years of active service as of December 31 of the year for which the award is to be given. The Awards Committee shall have responsibility of making arrangements for securing the plaques, citation, and \$100.00 check from the Environmental Health Section for the Environmental Health Specialist of the Year and the citation and plaque for the Rookie Environmental Health Specialist.

B. Soliciting Nominees:

1. In January of each year, the Committee Chairman shall prepare a letter soliciting nominations for the Environmental Health Specialist and Rookie Environmental Health Specialist of the Year Award to be sent to all Environmental Health Districts local health departments, and state agencies involved in environmental health in the State.
2. Notices and articles regarding the Award and the nomination deadlines shall be routinely forwarded by the Committee Chairman to the Editor of the Environmental Health Section Newsletter for publication.

C. Evaluation of Nominees:

The scoring system used in evaluation of candidates is shown on the rating sheet. Each committee member and the chairperson rate the nominees individually. The nominee with the highest average numerical score from all committee members' ratings shall be selected. In the event of a tied score, the committee will participate in open discussion and take a majority vote. The majority vote will determine the recipient. After the formal selection of the recipient, all rating materials shall be discarded.

D. Announcement:

1. When the nominees for the Award have been selected by the Committee, the chairperson shall notify the person or department submitting the nomination as soon as possible. The person or department submitting the nomination shall make the necessary arrangements to have the recipient at the annual meeting.

2. The Award recipient should not be notified unless such notification is necessary to assure his presence at the Awards Ceremony.
3. All nominating documents in the hands of the Committee Chairman shall be delivered to the incoming Committee Chairman for safe keeping and future consideration.
4. In the event one or less nominations are received, the committee may consider nomination brochures from the prior year.

E. Award Presentation:

1. The Award shall be presented at the Environmental Health Section Luncheon during the NCPHA, Inc. Annual Meeting.
2. The Award presentation shall be made by the Chairman of the Committee or their designee.
3. The presentation shall be made in an atmosphere of dignity and warmth that is in keeping with this most prestigious award.

F. Calendar of Committee Action:

First publishing of Application Procedures in the <u>Newsletter</u>	Fall Issue
Letter Soliciting Nominations	January
Reminder of Application Deadline in <u>Newsletter</u>	Winter Issue
Deadline for Receipt of Nominations	April 15
Final Selection of Award Winner	May 15
Official Presentation of Award by Committee Chairman at the annual meeting.	

Nominating Responsibilities

A. Nominations:

Nominations must be received by April 15th.

B. Eligibility:

To be eligible for the Environmental Health Specialist or Rookie Award, nominee must:

1. Be actively engaged in the field of environmental health and an active member in good standing in the Environmental Health Section and the North Carolina Public Health Association, Inc.
2. Have performed professional duties in the field of environmental health above and beyond the usual employment requirements that elevates the professional status of the environmental health specialist.

3. The nominee for the Environmental Health Specialist of the Year Award shall be a registered sanitarian, and;
4. The nominee for the Rookie Environmental Health Specialist of the Year Award shall have not less than one year of active service in the field of environmental health and not more than three years of active service as of December 31 of the year in which the award is to be given.

C. Nomination Document:

The following format is to be used for submission of nominations:

a. General

Letter from nominating person or persons making the formal nomination;

Photograph of nominee if available

Description of personal facts regarding nominee, i.e. single, married, children, etc.

b. Education

Listing of formal education as well as special training and experience

c. Employment History

Record of places of employment, including scope of responsibilities

d. Professional Association Activity

Organizational affiliations, detailing offices and committee responsibilities

e. Contribution to the Betterment and Practice of Environmental Health Profession. Contributions worthy of interest that are to the betterment of environmental health sciences. These can include: Publications authored or co-authored by the candidate; significant scientific or applied research; accomplishments in the development or implementation of new, broader or improved concepts, procedures or techniques in the practice of environmental health.

f. Other

Significant contributions to the professional status of environmental health specialists not covered in other categories above. Such contributions might include civic or school activities or affiliations, previous recognition, honors and awards.

g. References

Inclusion of letters of reference or endorsement, copies of publications (or proper reference to source) and other significant support documents.

**ENVIRONMENTAL HEALTH SPECIALIST OF THE YEAR
AWARD RATING**

WEIGHTING: Each person shall be rated on a scale of one to five with five being the best.

CATEGORY	PERCENTAGE	PERSON #1	PERSON #2	PERSON #3
1. Professional Development (program contributions)	40%	40 x ()	40 x ()	40 x ()
2. Professional Association (membership & service)	25%	25 x ()	25 x ()	25 x ()
3. Community Involvement (civic & church)	5%	5 x ()	5 x ()	5 x ()
4. Education	10%	10 x ()	10 x ()	10 x ()
5. Longevity	10%	10 x ()	10 x ()	10 x ()
6. Professional Image (letters of support)	10%	10 x ()	10 x ()	10 x ()
TOTAL				

*Multiply the weighting factor by the percentage in each category, then compute total results.

NOMINATING COMMITTEE

The Nominating Committee shall be composed of the Chairman of each district of the Section or his duly appointed representative from his district. The Chairman of the Nominating Committee shall be appointed by the President of the Section at the first Executive Committee meeting following the annual business meeting. The nomination of officers must be submitted in writing by the Committee to the President of the Section at least one week prior to the annual business meeting.

The responsibilities of the Nominating Committee are as follows:

1. Meet as a full Committee (a quorum must be present) and consider candidates for nomination to the offices of President, Vice-President, Secretary, and Treasurer.
2. Study the qualifications of all candidates and select nominees who are best qualified and will carry out the goals for the Section and NCPHA, Inc.
3. Recheck eligibility after this list of possible candidates has been established.
4. In order of priority, secure permission of each candidate to have each name placed in nomination.

5. In checking with candidates, insure that each nominee has sufficient time to attend all meetings and otherwise carry out the duties of the office.

The eligibility requirements, both formal and informal, for nominees are as follows:

1. Nominees must be active members in good standing in the Environmental Health Section and NCPHA Inc.
2. All other qualifications being equal, consideration should be made to giving preference to the selection of nominees who are registered environmental health specialist.
3. Nominees should have a good record of active membership and should preferably have served in some official capacity in the district and/or state organizations either as an officer or committee member of a standing committee of the Section.

LEGISLATIVE COMMITTEE

The Legislative Committee shall be composed of the immediate Past-President, as ex-officio member and chairman and three appointees, one of which shall be a representative of Division of Environmental Health. The election or appointments of the committee shall be made by the Executive Committee at its first meeting following the annual meeting. At this meeting one member shall be elected or appointed for a term of three years, one for two years, and one for one year; thereafter, the appointment shall be for a term of three years.

The duties of the Legislative Committee shall be to determine which North Carolina Legislative bills will affect environmental health, follow those bills in legislature and report to the Executive Committee on their status. The Legislative Committee shall exercise privileges as spokesperson for the section as directed by the Executive Committee.

W. A. “BILL” BROADWAY AWARD

MANUAL OF OPERATION

INTRODUCTION

The W. A. “Bill” Broadway Award is named in honor of a founding member of the Environmental Health Section, N.C.P.H.A., Inc. Bill Broadway served the State of North Carolina as a sanitarian for over 45 years. He was always at the forefront of evolutionary changes in Environmental Health, and helped to develop educational requirements and performance standards for the profession. Bill was a national leader in the field of environmental health. He served as President of the National Environmental Health Association and on the National Sanitarian Foundation’s Council of Public Health consultants. He earned the respect and admiration of fellow sanitarians across the United States.

The Award was commissioned in 1986 and W. A. “Bill” Broadway was the first recipient in 1987.

BILL BROADWAY AWARD COMMITTEE RESPONSIBILITIES

A. Authority:

Section O, Article IX of the By-laws of the Association states that:

Section O. The “W.A. “Bill” Broadway” Award Committee shall be composed of the last five Presidents of the Environmental Health Section, NCPHA, Inc., with the immediate Past President acting as Chairman. All these members shall be an active member of the Environmental Health Section, NCPHA, Inc., or have a professional interest in the field of Environmental Health and the objectives of the Environmental Health Section. The Committee shall meet *[by April 15]* for the purpose of selection of an award recipient.

It shall be the duty of the “W.A.”Bill” Broadway” Award Committee to select the current recipient of the Award. The Committee may nominate the recipient or may consider nomination brochures. Nomination brochures must be submitted to the Past President, Environmental Health Section, NCPHA, Inc. The Committee shall determine that the nominee is directly or indirectly involved with the practice of Environmental Health and contributed significantly, through superior achievements and professional excellence, to the field of environmental health.

W.A. “Bill” Broadway shall have the authority to refuse any nominee for the award so long as he lives.

B. Soliciting Nominees:

1. In October of each year, the Committee Chairman shall prepare a letter soliciting nominations for the Broadway Award to be sent to all Environmental Health Districts, local health departments, and state agencies involved in environmental health in the State.

2. Notices and articles regarding the Broadway Award and the nomination deadlines shall be routinely forwarded by the Committee Chairman to the Editor, Environmental Health Section Newsletter for publication.

C. Evaluation of Nominees:

The scoring system used in evaluation of candidates is shown on the rating sheet. Each Committee member and the chairperson rate the nominees individually. The nominee with the highest average numerical score from all committee member's ratings shall be selected. In the event of a tied score, the committee will participate in open discussion and take a majority vote. The majority vote will determine the recipient. After formal selection of the recipient, all rating materials shall be discarded.

D. Announcement:

1. The Award recipient should not be notified unless such notification is necessary to assure his presence at the Awards Ceremony.
2. All nominating documents in the hands of the Committee Chairman shall be delivered to the incoming Committee Chairman for safe keeping and future consideration.
3. In the event one or less nominations are received, the committee may consider nomination brochures from the prior year.

E. Award Presentation

1. The Award shall be presented at the Environmental Health Section Business Meeting during the N.C.P.H.A., Inc. Annual Meeting.
2. The Award presentation shall be made by the chairman of the Committee or their designee.
3. The presentation shall be made in an atmosphere of dignity and warmth that is in keeping with this most prestigious award.
4. An alternative and informative brochure shall be prepared and distributed to those in attendance at the Award presentation. The brochure shall include: picture and historical background of W. A. "Bill" Broadway and the first award; picture and information of the recipient; and names of past recipients.

F. Calendar of Committee Action:

First publishing of Application Procedures in the <u>Newsletter</u>	Fall Issue
Reminder of Application deadline in <u>Newsletter</u>	Winter Issue
Deadline for Receipt of Nominations	March 15
Final Selection of Award Winner	April 15
Official Presentation of Award by Committee Chairman at Annual Meeting	September

NOMINATING RESPONSIBILITIES:

A. Nominations:

Nominations must be received by April 15th.

B. Eligibility:

To be eligible for the W. A. “Bill” Broadway Award, a nominee must:

1. Be actively engaged in, or contributing to the field of Environmental Health or a closely related field, and;
2. Have performed professional duties in the field of Environmental Health above and beyond the usual employment requirements so as to elevate the professional status of the Environmental Health Specialist, and;
3. Exemplify the characteristics and principles for which Bill Broadway stood, and;
4. Not be an incumbent of the Broadway Award Committee; and
5. Must not have been a past recipient of the Award.

C. Nomination Document:

1. The following format is to be used for submission of nominations:
 - a. General
 Letter from nominating person(s) making the formal nomination;
 Photograph of the nominee;
 Biographical information regarding the nominee.
 - b. Education
 List formal education as well as special training and experience.
 - c. Employment History
 Record of places of employment, including scope of responsibilities.
 - d. Professional Association Activity
 Organizational affiliations, detailing offices and committee responsibilities.

e. Contribution to the Betterment and Practice of Environmental Health Sciences.

Contributions worthy of interest that are to the betterment of environmental health sciences. These can include: publications authored or co-authored by the candidate; significant scientific or applied research; accomplishments in the development or implementation of new, broader or improved concepts, procedures or techniques in the practice of Environmental Health.

f. Other

Significant contributions to the professional status of Environmental Health Specialist not covered in other categories above. Such contributions might include civic or school activities or affiliations.

g. References

Inclusion of letters of reference or endorsement, copies of publications (or proper reference to source) and other significant support documents.

2. A Special Note:

Those who prepare a document in support of a nomination should keep in mind a number of factors.

- a. The Committee, when making the decision as to who will receive the award, is usually limited to the contents of the support documents as its sole source of information.
- b. It takes a carefully prepared and complete document to effectively portray a positive image of the nominee. It can reflect how he or she is viewed by colleagues.
- c. Weight and volume by itself are not necessarily persuasive.

W. A. "BILL" BROADWAY AWARD ENVIRONMENTAL HEALTH SECTION

The W. A. "Bill" Broadway Award was authorized by the Environmental Health Section Executive Committee in 1986 and was first awarded to Bill Broadway at the Business Meeting of the Environmental Health Section, N.C.P.H.A., Inc., Bordeaux Inn, Fayetteville, North Carolina, 16 September, 1987. Bill was an outstanding sanitarian, educator, and leader in the Environmental Health field. Bill Broadway was a man of great character who devoted most of his life to the practice of Environmental Health. He was author of the Sanitarian "Code of Ethic". He was chairman of the original professional development committee to secure passage of the N.C. Sanitarian Registration Act 90-A in 1958-59. He was a charter member and on the Executive Committee of the Interstate Environmental Health Seminar. He served as President of the National Environmental Health Association, President of the North Carolina Public Health Association, Inc., President of the Environmental Health Section, President of the Western Environmental Health District, and Elected Chairman of the internationally known National Sanitation Foundation's Council of Public Health consultants for almost half the two decades he served on the Council. Bill was a symbol of excellence and professionalism to Environmental Health Specialists, not only in North Carolina, but across the United States. It is fitting, therefore, that this award represents one of the highest honors the Environmental Health Section can bestow upon an individual for outstanding contributions to the professional status of the Environmental Health Specialist.

The Award consists of a permanent walnut plaque bearing a bronze bas relief of Bill's face, and individual bronze name plates. The recipient of this annual award will have their name engraved on one of these bronze name plates and will receive a W. A. "Bill" Broadway Award Plaque, bearing a likeness of the bronze bas relief. The Permanent Award plaque will be displayed in a "place of honor" in the Environmental Health Section, Division of Environment and Natural Resources. The individual annual Award plaque will remain with the recipient.

RATING SHEET
W.A. "Bill" Broadway Award

Name of Applicant: _____

<u>CRITERIA</u>	<u>POINT RANGE</u>	<u>POINTS AWARDED</u>
1. Professionalism: scope and significance of contributions to the professional status of the EHS.	0 – 25	_____
2. Individual Achievements: Special activities or accomplishments or work above and beyond usual employment requirements.	0 – 15	_____
3. Contributions to the betterment of Environmental Health sciences, i.e., publications, research, new or improved concepts, procedures or technology in the practice of Environmental Health.	0 – 15	_____
4. State and National Association Activities: offices held, committee assignments, etc.	0 – 10	_____
5. Other public health activities: Membership and activities in other public health or related organizations.	0 – 10	_____
6. Broadness and strength of program activities in which the nominee has been involved.	0 – 5	_____
7. Years of service: positions held, level of duties, broadness of experience, etc.	0 – 5	_____
8. Education: Degrees obtained and special courses or training completed.	0 – 5	_____
9. References: Recommendations from recognized persons in the field of environmental and public health, and the community.	0 – 5	_____
10. Miscellaneous: Other items which help evaluate the candidate such as editorship, or association with a public health or related publication, participation in civic organizations, and church groups, evidence of a good press relationship, special research, etc.	0 – 5	_____

RATER _____ Total 105 _____

SCHOLARSHIP COMMITTEE

The Executive Committee shall serve as the Scholarship Committee.

Application Procedure

1. The Executive Committee shall screen applications and provide approval of recipient(s).
2. Applications should be submitted to the Executive Committee before May 1 (application forms to be developed by the Executive Committee).
3. Applicant shall provide at least two (not more than four) letters of recommendation.
4. Applicant shall indicate career orientation or work preference after college/training.
5. Applicant shall indicate why he or she applied for particular scholarship.
6. Applicant shall specify other sources of funds.
7. Applicant shall include a copy of transcript with application form.
8. Scholarships shall be awarded at the annual EHS meeting.

Dewey L. Padgett Scholarship (\$300 per year)

1. Applicant must be an ECU Junior or Senior student majoring in environmental health.
2. Applicant shall have GPA of 2.5 or above, and have a financial need.
3. If a qualified student does not apply, the scholarship may be offered to a practicing environmental health specialist (member).

Stacy Covil Scholarship (\$300 per year)

1. Applicant must be a WCU Junior or Senior student majoring in environmental health.
2. Applicant shall have a GPA of 2.5 or above, and have a financial need.
3. If a qualified student does not apply, the scholarship may be offered to a practicing environmental health specialist (member).

Practicing Environmental Health Specialist Scholarship (\$300 per year)

1. Applicant must be a practicing Environmental Health Specialist in North Carolina.
2. Applicant must be a current member of NCPHA and the Environmental Health Section of NCPHA
3. Course work must be related to the professional environmental health field.
4. Environmental Health Specialist Scholarship Fund may be used to offset cost of this scholarship.

Environmental Health Section Scholarship Fund

(\$300 per year per scholarship)

One scholarship is to be awarded to an ECU student and one to a WCU student.

1. Application from ECU and WCU applicants are approved by the Executive Committee and shall have a GPA of 3.0 or above.
2. Names and information about the recipient(s) will be provided to the Environmental Health Section Executive Committee before the annual meeting.

SCHOLARSHIP FUND(S) GUIDELINES

The Stacy Covil-Interstate Scholarship Fund

1. The Fund income (interest earned), but not the principal, shall be used for the Environmental Health Section's Scholarship program.
2. Any portion of the Fund income not expended in any given year shall be added to the principal.
3. Current interest rate yields shall be accumulated and added to the principal of the fund.
4. If, in the judgment of the Executive Committee of the Environmental Health Section of NCPHA, Inc., circumstances in the future, render the designated use of this fund no longer appropriate, then the Executive Committee, after approval of the membership, may use the fund income to further the objectives of the section. However, the fund shall always be known as the Stacy Covil-Interstate Scholarship Fund.
5. Any individual, corporation or foundation may make additions to this fund at any time and such additions shall be made subject to the provisions above.

Adopted at annual business meeting 9/15/95

**CRITERIA FOR
ENVIRONMENTAL HEALTH SECTION SCHOLARSHIP**

Schools: East Carolina University & Western Carolina University (One scholarship per school)

Student Classification: Junior or Senior

Major: Must be Environmental Health
Interests must lie in food sanitation and protection

Grade Point Average: Must maintain a “B” average (3.0)

Applicant *must* be a North Carolina resident.

Application must contain the following:

- (1) Must indicate career orientation/work preference after college.
- (2) Must indicate why he/she applied for this scholarship.
- (3) Must specify other sources of funds.
- (4) Must include an official copy of his/her grade transcript.
- (5) Must include background information regarding education, college choice, special training and experience, and employment history and responsibilities.
- (6) Must include organizational affiliations, offices held, and committee responsibilities (if applicable).
- (7) Must include goals set for employment within five (5) years after graduation and anything else about career enhancement goals or special interests in the environmental health field.

Applications must be sent in by the date specified to the name and address on the application. At least two (2) but not more than four (4) letters of recommendation must accompany application.



**NORTH CAROLINA
ENVIRONMENTAL HEALTH SECTION
N. C. Public Health Association, Inc.**
Affiliated with the National Environmental Health Association,
Inc.

**PRACTICING ENVIRONMENTAL HEALTH SPECIALIST
SCHOLARSHIP APPLICATION FORM**

Name: _____ Telephone #: (____) _____
(Please Print or Type)

Home Address: _____

Place of Employment: _____

Position and Responsibilities: _____

Professional Registrations or Licenses Held:

License or Registration	State	Date

Education

Institution and Address	Degree Earned and Field of Study	Date

Type of Training Planned: _____

Expected Achievement from Training and Future Professional Plans: _____

Reasons for Requesting Scholarship: _____

Do you anticipate receiving financial assistance from other source(s)?
Yes _____ No _____ If so, how much? _____

Have you been accepted for training by an accredited educational institution?
Yes _____ Uncertain _____ No _____ If uncertain, when will you known? _____

What educational institution? _____

Address: _____

Do you plan to work in North Carolina after your training? Yes _____ No _____

Are you a member in good standing of NCPHA? Yes _____ No _____

INCLUDE AT LEAST ONE LETTER OF RECOMMENDATION FROM SOMEONE WHO HAS KNOWLEDGE OF YOUR PROFESSIONAL DEVELOPMENT.

Signature Date

Return this form by (date)

The Scholarship Committee shall make recommendations to the Executive Committee and the total awards will have to be within the limits of funds available.

Interstate Environmental Health Seminar

1. When North Carolina is the host state for the Interstate Environmental Health Seminar, the Environmental Health Section of North Carolina Public Health Association, Inc. shall support and/or underwrite the expenses of the Interstate Environmental Health Seminar in an amount not to exceed three thousand dollars (\$3,000.00). Funds shall not be used for any portion of committee members or designee's travel expenses to any Interstate Seminar.
2. The Interstate Environmental Health Seminar Committee Chair shall submit an email, fax or mailed request for expenses relating to the Interstate Environmental Health Seminar to the Treasurer of the Environmental Health Section of NCPHA, Inc. for approval prior to incurring any expense(s).
3. The Treasurer is authorized upon approval from the Executive Committee, to provide the Chair of the Interstate Environmental Health Seminar Committee, up to fifty percent (50%) of the authorized funds for preliminary and planning expenses. The remaining expenses shall be paid following the afore-mentioned approval process. Any surplus funds shall be turned over to the Treasurer for deposit back into the Interstate Fund.
4. Within sixty (60) days after the end of the Interstate Environmental Health Seminar, the Committee Chair shall provide the Treasurer with receipts and a statement of expenditures of all transactions incurred by the Committee. These records shall be audited by the Audit Committee at the time of the annual audit of the Section's records and made part of the permanent records of the Section.
5. Committees shall be appointed at least two (2) years before North Carolina's becoming host so that the responsibilities and workload can be distributed throughout the Section.
6. In those years when North Carolina is not the host state, the Professional Development Committee shall have input in the Seminar program planning.
7. A committee shall be appointed to study possible financial arrangements and to establish policy relating to solicitation of advertising and displays.
8. The Executive Committee shall appoint the two North Carolina members of the Board of Directors of the Seminar, one from the Division of Environmental Health, Department of Environment and Natural Resources, and one from a local health department.
9. The two North Carolina members shall be non-voting members of the Section's Professional Development Committee.

10. Chairman of Interstate Committee shall be appointed by the President of the Section at the first Executive Committee meeting following the annual business meeting.

North Carolina Public Health Association
 Environmental Health Section
 Poster Contest

Rules

The Poster Contest is sponsored by the Environmental Health Section, North Carolina Public Health Association.

PURPOSE---The purpose of the poster contest is to introduce 4th, 5th, and 6th grade students to important issues pertaining to “Protecting the Public Health and Environment in North Carolina.”

Issues include but are not limited to: Food, lodging, and institutional sanitation; on-site sewage treatment and disposal; milk and dairy sanitation; vector control; water supply construction, protection, sampling, quality, etc.; solid and hazardous waste; communicable disease control and investigation; general sanitation – (product recall, complaint investigation, recreational area sanitation, swimming pool sanitation, mass gatherings, etc.), indoor air quality (radon, lead, formaldehyde).

TOPIC—A topic is selected each year by the Executive Committee of the Environmental Health Section at the annual NCPHA meeting. Posters shall bear the same title as the topic selected by the committee or the entry shall be disqualified.

WHO—Three separate contests will be held: one for 4th graders, one for 5th graders, and one for 6th graders.

WHEN—runs concurrently with the school year and takes place in participating schools. County winners should be determined before March 1.

SPECIFICATIONS—Posters should be designed along the following specifications to remain eligible for this contest:

1. Posters must be prepared on standard 22” x 28” poster paper. Smaller posters can be mounted on a 22” x 28” sheet to meet this criteria. No other size will be considered.
2. Pictures or other materials may be mounted on the posters.
3. Any coloring materials available to students and suitable for poster work may be used.
4. Posters must be identified on the back using the following form:

Student’s Name _____ Grade _____
 Student’s Address _____
 Teacher’s Name _____ School _____
 County _____ District _____

County Contest

1. Each county Environmental Health Department will notify their school system(s) about the contest upon receiving notice of the topic from the Executive Committee of the Environmental Health Section.
2. Teachers will ask students to prepare a poster and then will select several posters for presentation at school.
3. Each participating school will select one of these posters from each 4th, 5th, and 6th grade contest to represent the school at the County Annual Environmental Health Poster Contest.
4. County contests may be conducted at any time during the school year provided County winners are determined before March 1. Each County Health Department determines where, how, and when to hold the final county contest. The first place posters should be sent to the District President on or before March 7.
5. Counties may award prizes as they deem appropriate.

District Contest

1. Each District President will appoint a judging committee and arrange to hold the District Poster Contest during the Business Session of a District Meeting, prior to the annual NCPHA Convention. The District President will notify all counties thirty (30) days in advance of the contest. Students do not have to be present at this contest.
2. The first place posters from each District should be received by the President of the Environmental Health Section on or before June 1st.
3. Districts may award prizes as they deem appropriate.

State Contest

1. The Environmental Health Section Executive Committee will select judges for the State Poster Contest.
2. The State Contest will be held at a business meeting of the Environmental Health Section Executive Committee prior to the annual North Carolina Public Health Association, Inc. Convention.
3. State prizes for each grade level will be:
First Prize: A plaque and \$100 cash or check
Second Prize: A plaque and \$50 cash or check
Or as determined by the Section.
Certificates will be given to all participants at the State level.
4. The winning posters will be displayed at the annual meeting. The Environmental Health Section will recognize the winners at the annual business meeting.
5. State winners for each grade level will be announced within 20 days after state judging.
6. Posters will be returned to Districts on the last day of the annual North Carolina Public Health Association, Inc. Convention.
7. State prizes may be presented at a special assembly in the local school by the District President or his representative.

JUDGING CRITERIA—Posters may be judged in the following manner:

- Neatness 10%
- Artistic Ability 20%
- Originality 25%
- Content or Subject Matter 45%

Contests will be conducted on the County, District, and State Levels. County winners will be eligible to enter District contests, and District winners will be eligible to enter the State contest.

Posters will be the “original work” of the individual student. Original work is created by the student and shows a fresh, new idea.

Students should be made aware of “copyright protection.” Copyright: a protection by U.S. laws to the authors or creators of original work. A copyright protects the particular manner of expression of ideas, but not the ideas themselves.

Example: You can make a poster using cartoon characters that talk about “protecting the public health and the environment” in comic-strip fashion (this main idea cannot be copyrighted). But if your classmates recognize your cartoon characters as “Garfield” or “Snoopy”, then your work is copied from the original work of Jim Davis or Charles Shultz. Remember to use your own imagination because your own ideas are BEST!

*Once the poster is entered in the District contest it becomes the property of the local District.

County Environmental Health Departments and District Sections are urged to make students aware of the following definitions to ensure that the posters contain content relevant to the nature of Environmental Health Week.

ENVIRONMENT: The total of circumstances surrounding an individual or group of individuals, specifically: The combination of external or extrinsic physical conditions that affect and influence the growth and development of an individual or community.

HEALTH: The state of an individual and his/her community with respect to functioning, disease, and abnormality at any time and /or optimal functioning with freedom from disease and abnormality.

ENVIRONMENTAL HEALTH PROFESSIONAL: The environmental health professional is qualified by education, specialized training and environmental health field experience to utilize organization, management, education, enforcement, education, and consultation for the purpose of prevention of environmental hazards and the promotion and protection of the public health and the environment. This professional family includes environmental health specialists, sanitarians, sanitary engineers, public health engineers, industrial hygienists, health physicists, chemists, epidemiologists, toxicologists, geologists, hydro geologists, waste management specialists, soil scientists, public health directors, public health doctors, public health nurses, laboratory personnel, etc.

(Proposed Addition Oct 2005)
Procedures for Preparation of
Environmental Health Section, NCPHA Awards

1. Notify the person responsible for getting the plaques as to whom the recipients will be.
2. For each award, provide the name of the recipient and year of award (which should be the preceding year) as it will be shown on the certificates for the plaques.
3. There are two separate certificates:
 - a. Environmental Health Specialist of the Year certificate. There are blank certificates in possession of the Committee.
 - b. Rookie Environmental Health Specialist of the Year certificate. There is no blank one, but Marc Dabagian at 919-733-6204 (marc.dabagian@ncmail.net) has the template in his computer and produces this certificate from scratch.
4. Contact Marc Dabagian for his artist work on the Environmental Health Specialist of the Year Award and to print the Rookie certificate. He will need several weeks' notice and the names and years for each certificate.
5. Deliver blank Environmental Health Specialist of the Year Award certificate to Marc Dabagian.
6. Pick up completed certificates from Marc; check for accuracy.
7. Give Marc the name and contact information on whom to bill for his work.
8. Take certificates to Clark Art, 300 Glenwood Avenue, Raleigh NC 27603 (919) 832-8319. The processing of the plaques takes 3-4 weeks unless done "RUSH" (which costs more for mailing).
 - a. For the Environmental Health Specialist of the Year Award, no special processing is necessary for the plaque.
 - b. For the Rookie Environmental Health Specialist of the Year Award, inform Clark Art that the certificate was generated using a Laser printer. Failure to notify them will result in bleeding ink and wasted time and expense.
 - c. We usually use the walnut stock for the plaques. The processing done by Clark Art is to get the certificate laminated to the walnut plaque. Clark Art mails the certificates and plaques to a company in New York for lamination
 - d. Leave word with Clark Art as to whom and where they can contact someone when the plaques are ready for pick up.
 - e. Make sure Clark knows whom and where to bill for the work.
9. Whoever is responsible for the metal plates needs to get the metal plate produced. I don't know who has information on possible sources of getting this done except for Gary Cole.
10. Treasurer needs to be notified as to the recipient of the Environmental Health Specialist of the Year Award so a savings bond can be purchased and presented.
11. Chair drafts the citations for the awards that are usually given to the recipient at the conclusion of the presentation.
12. The Chair makes the presentation at the annual meeting of the Environmental Health Section, NCPHA. The presentation includes:
 - a. Presentation of plaques to each recipient
 - b. Presentation of citations to each recipient
 - c. Presentation of savings bond to EHS of the Year recipient
13. After the presentations, the Chair gives each recipient a copy of the items submitted in the nomination package to each recipient.

NCRA

**North Carolina
Restaurant Association**



T. Jerry Williams
Executive Vice President

CRITERIA FOR SCHOLARSHIP NORTH CAROLINA RESTAURANT ASSOCIATION

Schools: East Carolina University & Western Carolina University (One scholarship per school)

Student Classification: Junior or Senior

Major: Must be Environmental Health
Interests must lie in food sanitation and protection

Grade Point Average: Must maintain a "B" average (3.0)

Applicant *must* be a North Carolina resident.

Application must contain the following:

- (8) Must indicate career orientation/work preference after college.
- (9) Must indicate why he/she applied for this scholarship.
- (10) Must specify other sources of funds.
- (11) Must include an official copy of his/her grade transcript.
- (12) Must include background information regarding education, college choice, special training and experience, and employment history and responsibilities.
- (13) Must include organizational affiliations, offices held, and committee responsibilities (if applicable).
- (14) Must include goals set for employment within five (5) years after graduation and anything else about career enhancement goals or special interests in the environmental health field.

Applications must be sent in by the date specified to the name and address on the application. At least two (2) but not more than four (4) letters of recommendation must accompany application.

Post Office Box 6528, Raleigh, NC 27628 • (919) 782-5022 • (919) 782-7251

ENDOWMENT AGREEMENT
North Carolina Restaurant Association Endowment Fund

Whereas, it is the wish of the North Carolina Restaurant Association, Inc. to create a permanent endowment fund with the Environmental Health Section of the North Carolina Public Health Association, Inc., a non-profit and/or professional association, the North Carolina Restaurant Association, Inc., does hereby deliver and convey to the Environmental Health Section the property described below:

Check Number 5535 Dated September 17, 1984 in the amount of \$2,500.00, representing funds from the NCRA/Edward C. Thompson Scholarship Grant-Fund.

The property comprising this gift may for investment purposes, be merged with the general investment assets of the Environmental Health Section of the North Carolina Public Health Association, Inc., but the gift shall be entered in the associations books and records as the North Carolina Restaurant Association endowment fund and shall always be so designated, unless changed as provided in this document. The fund shall also be administered according to the following provisions:

1. The Fund income, but not the principal, shall be used for the Environmental Health Section scholarship program.
2. Any portion of the Fund income not expended in any given year may be accumulated and temporarily invested. Such accumulations are defined as income and may be used in subsequent years for the purposes set forth in this document and/or to promote the object of the Environmental Health Section.
3. Notwithstanding the foregoing, five percent (5%) of the income from the fund shall each year be accumulated and added to the principal of the fund.
4. Income shall include that portion of the net appreciation, realized and unrealized, of the fair market value of the assets of the fund over the fixed dollar value of the fund as the Environmental Health Section may appropriate. The fixed dollar value means the aggregate fair market value.