NORTH CAROLINA

PUBLIC HEALTH

## ASSOCIATION

# EPIDEMIOLOGY, STATISTICS, AND LABORATORY SECTION

BYLAWS

First Edition 2015

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### **BYLAWS**

Article I – Name

This section of the North Carolina Public Health Association, Incorporated, (NCPHA) shall be known as the Epidemiology, Statistics, and Laboratory Section according to the Original Constitution and Bylaws adopted at the first meeting of the Section on September 16, 2015.

Article II – Purpose

The purpose of the Section shall be to promote the fields of public health epidemiology, statistics, laboratory science and related disciplines by encouraging:

* enhanced opportunities for engagement with other public health professionals.
* educational opportunities to improve the understanding and integration of epidemiology, statistics and laboratory science technology.
* recruitment of young professionals into related fields.

Article III – Membership

Any member of the North Carolina Public Health Association, Inc. who is interested in the epidemiology, statistics, and/or laboratory science aspects of public health shall be eligible for membership in this section. Dues shall be payable to N. C. P. H. A., Inc. on the date designated by the Association. A minimum of 25 members is required to maintain section status. Twenty percent of the membership shall be considered a quorum for membership voting purposes. All persons belonging to the section are entitled to all membership privileges, including the right to make motions, vote, and the right to hold an office.

Article IV – Officers

Section 1 – The officers of this Section are two co-chairpersons, a vice-chairperson, and a secretary/treasurer, who shall be elected at the appropriate NCPHA Annual Educational Conference by the members of the Section to serve for the appropriate term. One chairman shall be a person currently or previously employed full-time as a public health epidemiologist or statistician and one as a public health laboratorian. The chairpersons shall serve from the close of the annual educational conference at which they are elected until the close of the annual educational conference two years later. The vice-chairman role shall be rotated between a laboratorian and an epidemiologist and serve from the close of the annual educational conference at which they are elected until the close of the annual educational conference one year later. The secretary/treasurer also serves a term of two years and can be from any part of the section. Two members will be selected to be Members-At-Large, one from the laboratory field and one from the epidemiology/statistics field. These positions are two-year terms with the two members joining in alternate years.

Section 2 – Vacancies in the office of Co-chairperson shall automatically be filled through succession by the most recent vice-chairperson from epidemiology/statistics and the most recent vice-chairperson from laboratory.

All vacancies, other than in the office of chairperson, shall be filled through appointment by the Section Executive Committee.

Article V – Meetings

An annual meeting of this Section shall be held concurrently with the Annual Educational Conference of the North Carolina Public Health Association. Special meetings of the Section may be called at other times by the Section Executive Committee if deemed advisable.

Article VI – Quorum

Section 1-A quorum of the Section shall consist of 20% of the membership including at least two members of the Executive Committee.

Section 2-A quorum of the Executive Committee shall consist of four (4) members.

Section 3-Members shall be permitted to vote by written proxy.

Article VII – Committees

Section 1- The Section Executive Committee shall carry out activities of the Section between annual meetings and shall consist of Co-Chairpersons, the Vice-Chairperson, the Secretary/Treasurer, the Section Advocacy Representative, and two members-at-large. All members shall attend the meetings. Any action or project involving, reference to, or participation by the NCPHA shall not be undertaken until submitted in writing and approved by the governing council. The Executive Committee shall have full powers of the Section in all matters demanding action between meetings of the Section and shall meet at the call of either Chairperson. The Committee shall submit a report of its proceedings at the annual meeting. A quorum of the Section Executive Committee shall consist of four (4) members.

Section 2-A Membership Committee duties shall be to increase membership of the Section. This committee shall consist of (3) members of the Section and shall be appointed by a Chairperson immediately following the annual meeting. The Membership Committee Chairperson shall be a recent past chairperson who is able to serve. These members serve for one year.

Section 3- The Planning Committee shall plan the program for the annual meeting. It shall consist of the Section Executive Committee and any other interested member of the section. The Vice-Chairman of the Section shall serve on the NCPHA Annual Educational Conference Planning Committee and will be responsible for reporting the progress of the Section’s Planning Committee to the NCPHA Conference Planning Committee.

Section 4-The Annual Educational Conference Planning Committee is organized by NCPHA. The Vice-Chairman shall serve on this committee for one year. The Vice-Chairman will be responsible for reporting the progress of the Section’s Planning Committee to the Conference Planning Committee.

Section 5- Special (ad hoc) Committees:

The Co- Chairpersons may appoint such other committees as deemed desirable to carry on the work of the Section and, upon request of the President may appoint members to committees of the NCPHA Association.

Article VIII – Rules of the Order

Business sessions of the Section shall be concluded in accordance with Robert’s Rules of Order.

Article IX – Amendments

All proposed amendments to the Bylaws must be submitted in writing to the Section Executive Committee for approval. It will then be submitted to the NCPHA Governing Council to assure accordance with NCPHA Bylaws. This document will be reviewed and amended if necessary after one year from the effective date.

**EXECUTIVE COMMITTEE MEMBERS RESPONSIBILITIES**

* **CO-CHAIRPERSON**

RESPONSIBILITIES (SHARED BETWEEN TWO CHAIRPERSONS):

* 1. Set dates for the Executive Committee meetings; at least two per year, not to include the annual meeting. Dates will be sent with an agenda to each Executive Committee at least 1 week prior to the meeting.
	2. Prepare agenda for Section business meeting.
	3. Preside at all meetings of the Section.
	4. Authorize expenditures.
	5. Submit proposed changes in Section Bylaws to the Executive Committee for approval prior to bringing them to the membership for a vote and finally submitting to NCPHA.
	6. Make a report to the Section at its annual business meeting.
	7. Appoint replacements to un-expired term with the approval of the Executive Committee.
	8. Provide orderly and prompt transfer of a copy of reports and minutes to Chairperson elect.
	9. If the Secretary/Treasurer is unavailable, may coordinate with the NCPHA Executive Staff in Raleigh to transfer, deposit, and obligate section funds.
	10. Represent the Section at the Governing Council of NCPHA, Inc. Report updates to the Section Executive Committee and Section Membership.
	11. The Section Co-chairpersons are encouraged to submit a report on Section activities for each edition for the NCPHA Newsletter.
	12. Appoint representatives from the Section to NCPHA committees. Notify the NCPHA Administrative Assistant of the names of officers and appointees.

Term of Office: Two Years - From close of the Annual Educational Conference meeting at which he/she is elected until the close of the Annual Educational Conference two years later. One chairperson shall represent the laboratory field and the other the epidemiology/statistics field.

* **VICE-CHAIRPERSON**

The Vice-Chairperson, by precedent, is a Co-chairperson-elect.

RESPONSIBILITIES:

1. Assume the duties and responsibilities of a Chairperson if for any reason a Chairperson cannot serve.
2. Preside at meetings in the absence of a Chairperson or at her/his request.
3. Chair the Program Planning Committee.
4. Serve on the NCPHA Annual Educational Conference Planning Committee. Attendance by the Section Vice-Chairperson or a designated substitute is mandatory. Provide Section program plans to this committee.
5. Attend one Governing Council meeting with Section Chairperson in order to prepare for Chairperson’s duties.

Term of Office: One Year - From close of meeting at which she/he is elected until the close of the next Annul Educational Conference. This role shall be rotated between a laboratorian and an epidemiologist/statistician.

* **SECRETARY/TREASURER**

RESPONSIBILITIES:

1. Record minutes of all meetings.
2. Record attendance at Section meeting.
3. Send reminders of time, date, and place of Executive Committee meetings as requested by Chairperson.
4. Provide each incoming member of the Executive Committee with an up-to-date copy of the Bylaws.
5. Have a copy of the Bylaws available at meetings.
6. Be familiar with the content of the Bylaws.
7. Assist the Chairperson in following the provisions in the Bylaws.
8. Make copies of Executive Committee minutes available to Executive Committee members prior to their next meeting and copies of annual business meeting minutes available at the next annual business meeting.
9. Become knowledgeable with and comply with all current NCPHA policies for the management of funds. Obtain current copies of procedures.
10. Coordinate with the NCPHA Executive Staff in Raleigh to transfer, deposit and obligate section funds.
11. Update NCPHA Section account signature form with each change of Treasurer and/or Chairperson with the NCPHA Executive Staff in Raleigh.
12. Serve on all committees relative to monies and budget.
13. Transfer to the incoming Treasurer all records by October 15th.
14. Keep full and accurate account of disbursements and income of the Section’s accounts, coordinating with the NCPHA Administrative Office in Raleigh.
15. Pay all bills authorized by the Chairpersons. Prepare appropriate form(s) and coordinate for payment of approved invoices and reimbursements.
16. Submit current statement of financial status to the Executive Committee at each Executive Committee meeting and to the members at the annual business meeting.
17. Maintain the following records:
	1. List of officers.
	2. Roster of Members. (Obtain from Section Chairperson)
	3. Minutes-Annual and Executive Committee meetings.
	4. Changes in Bylaw procedures.
	5. Resolutions and policies adopted.
	6. Financial report-the final report at the termination of office.
	7. Official correspondence.

Term of Office: Two years - From close of the meeting at which she/he is elected until the close of the Annual Educational Conference two years later.

* **ADVOCACY COMMITTEE REPRESENTATIVE**

RESPONSIBILITIES:

1. By engaging the Section Membership, organize and identify the top legislative public health issues of interest of the Section.

2. Report the issues to the Section Executive Committee.

3. Work with the NCPHA Advocacy Committee to promote legislative action on public health issues.

Term of Office: Two years - From close of the meeting at which she/he is elected until the close of the Annual Educational Conference two years later.

* **MEMBER-AT-LARGE (2)**

RESPONSIBILITIES:

1. Serve as a voting member of the Executive Committee representing the interests of the general membership of the Section.

Term of Office: Two years. One Member-At-Large elected each year. One member from the laboratory field and one from the epidemiology field should fill these positions if possible.