

BY-LAWS

FINANCE, ADMINISTRATION, MANAGEMENT SUPPORT & INFORMATION TECHNOLOGY SUPPORT (FAMI) 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 Finance, Administration, Management Support & Information Technology Support (FAMI) Section.

Article II Purpose

The purpose of the FAMI Section of the NCPHA is to provide an opportunity to network with others throughout the state who are involved with financial reporting, budgeting, computer programming and technology, supervision, clerical support, billing, and all other aspects of Administrative Support including, but not limited to, official agencies, voluntary agencies, schools and colleges for the purpose of fostering and stimulating:

- Exchange of ideas, experience and professional skills
- To provide education and information on policies, interpretations and procedures
- Promote FAMI activities

Article III Membership

Any member of NCPHA shall be eligible for membership in the FAMI Section. A minimum of 25 persons is required to maintain Section status. All persons including Honorary Members belonging to the Section are entitled to all membership privileges, including the right to make motions, vote and hold a Section office. To exercise these privileges, members must have current dues paid and be a member in good standing of NCPHA.

Honorary membership may be conferred by a unanimous vote at any annual meeting on any person who has rendered distinguished service. Nominations for honorary membership may be made by the Executive Committee. Honorary members of the FAMI Section must be members in good standing of NCPHA.

Article IV Officers and Executive Committee

Section 1: Officers

The officers of the FAMI Section shall be a Chair, a Vice-Chair, and a Secretary-Treasurer.

Section 2: Election

The Chair and Vice-Chair each shall be elected for one-year terms to begin at the close of the FAMI Section Annual Meeting and to continue through the next Annual Meeting. Every third year, the Secretary/Treasurer shall be elected for a three (3) year term. If duly elected by the membership, the Chair, Vice-Chair and Secretary/Treasurer may serve succeeding terms.

The Nominating Committee shall present a single slate of nominees to the membership at least fifteen (15) days prior to the Annual Meeting. Elections at each Annual Meeting shall be conducted either by written ballot or by voice vote at the discretion of the Chair. Candidates for office shall be deemed duly elected once they have received the majority of votes cast.

Section 3: Duties of the Officers

A. Chair

1. Preside over all meetings of the Section and Executive Committee.
2. Serve as a member of the NCPHA Governing Council.
3. Serve on the NCPHA Annual Meeting Committee or appoint a designee to serve in his/her place.
4. Appoint a representative to the NCPHA Membership Committee who will begin to serve immediately after his/her appointment.
5. Appoint Chairs for Standing Section Committees.
6. Appoint Chairs of Ad Hoc Section Committees, as necessary.
7. Ensure that the Section Report Form is completed and submitted to the NCPHA Administrative Assistant before leaving the Annual Meeting.
8. Serve on the NCPHA Nominating Committee for one year beginning at the Conclusion of his/her term as Section Chair.

B. Vice-Chair

1. Exercise the powers and duties of the Chair in his/her absence.
2. Perform such additional duties as delegated by the Chair
3. Serve as Chair of the Program Committee for the FAMI Section.
 - Duties shall include 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. Attend NCPHA Program Chair Meetings and/or Phone Conferences.
5. Succeed to the Office of Section Chair in the event of a vacancy of the Chairperson.

C. Secretary/Treasurer

1. Record minutes of all section meetings, Executive Committee meetings, and special or called meetings of the membership.
2. Conduct Section correspondence, including any correspondence requested by the Chair or the Executive Committee.
3. Maintain records of the funds of the FAMI Section and secure deposits of funds.

4. Present a statement of receipts, expenditures and balances to the FAMI Section membership at each Annual Meeting.
5. Make payment of all bills of the FAMI Section by submitting appropriate Form(s) to NCPHA.
6. Maintain appropriate, legible records for the section archives.
7. Notify NCPHA 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 Chair and Vice-Chair.
10. Will represent the FAMI Section on the NCPHA Advocacy Committee.

Section 4: Executive Committee

The Executive Committee shall be comprised of the following:

- Section Chairperson
- Immediate Past Chairperson
- Vice Chairperson
- Secretary-Treasurer

A. Duties of Executive Committee

1. Direct the administrative work of the FAMI Section.
2. Act as trustee of the properties of the FAMI Section.
3. Carry out activities of the FAMI Section between the Annual Meetings. Any action of project involving reference to or participation by NCPHA shall not be undertaken until submission in writing and approval by the Executive Committee.
4. Transmit a report of its proceedings to the FAMI Section Membership.
5. Establish dues for FAMI 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 dues increase of more than \$5.00 per year must be approved by a two-thirds vote of the members present at an official meeting of the FAMI Section.
6. Appoint replacement for any elected officer who resigns during his/her term of office.

Article V

Committees, Representatives, Liaison Persons

Section 1: Standing Committees

Standing Committees of the FAMI Section, except otherwise provided by the Bylaws, shall be established by the Executive Committee.

A. Bylaws & Manual of Procedures Committee

1. The committee shall review annually the Bylaws and Manual of Procedures of the FAMI Section

2. The Chair of the Bylaws & Manual of Procedures Committee shall be appointed by the Section chair
3. The Committee shall be comprised of no fewer than two members of the FAMI Section.
4. Committee member vacancies may be filled by the Section Chair.
5. The term of the Committee shall expire at the close of the next Annual Meeting.

B. Legislative Committee

1. The Committee shall monitor the legislative process and identify legislative Proposals or bills addressing public health issues or concerns.
2. The Chair of the Legislative Committee shall be appointed by the FAMI Chair for a one-year term. The Legislative Committee Chair may serve succeeding terms.
3. The Committee shall present public health and/or health related issues and concerns to the FAMI Section Membership for possible action.
4. The Committee Chair or his/her designee shall serve as a liaison to the Committee for FAMI
5. Committee member vacancies may be filled by the Section Chair.
6. The term of the Committee Members shall expire at the close of the next Annual Meeting.

C. Membership Committee

1. The committee shall identify and actively recruit individuals for potential membership and participation in the FAMI Section.
2. The Chair of the Membership Committee shall be appointed by the FAMI Section Chair. The Secretary-Treasurer shall serve as an *ex officio* Member of the Membership Committee
3. Committee member vacancies may be filled by the Section Chair.
4. The term of the Committee shall expire at the close of the next Annual Meeting.

D. Nominating Committee

1. The Committee shall recruit Section members to serve in leadership roles as officers of the FAMI Section.
2. The chair of the Nominating Committee shall be the Immediate Past Chair of the FAMI Section. The Chair will be appointed for a one-year term. The Nominating Committee Chair may serve succeeding terms.
3. The committee shall be comprised of no fewer than three members of the FAMI Section.
4. The slate of nominees will be presented to the general Membership at least 15 fifteen days prior to the Annual Meeting. A provision will be made for members unable to attend the Annual Meeting to vote by written absentee ballot.
5. Committee member vacancies may be filled by the Section Chair
6. The term of the Committee shall expire at the close of the next Annual Meeting.

E. Program Planning Committee

1. The Committee shall plan the FAMI Section program for the FAMI Section Annual Meeting
2. The Chair of the Program Planning Committee shall be the Vice-Chair of the FAMI Section.
3. Committee member vacancies may be filled by the Section Chair.

**Article VI
Meetings**

The FAMI Section of the NCPHA shall hold its Business Meeting at NCPHA Annual Education Conference, and at other times if deemed advisable, after securing approval from the President of NCPHA.

**Article VII
Quorum**

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 FAMI Section.

Section 2: A quorum of the Executive Committee shall consist of three (3) members.

Section 3: Section Members shall be permitted to vote by written absentee ballot.

**Article VIII
Rules of Order**

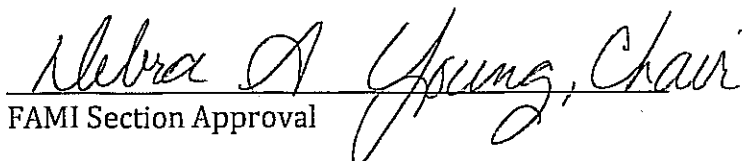
Business sessions of the FAMI Section shall be conducted in accordance with Robert's Rules of Order (Revised Ed., 1971).

**Article IX
Amendments to the Bylaws**

These bylaws may be amended by two-thirds vote of the members present and voting at any Annual Meeting if the amendments(s) have been: (1) reviewed by the FAMI Section Executive Committee; (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 FAMI 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

9/26/2017
Date


FAMI Section Approval

09/28/2017
Date

Date of Section approval at Annual Meeting

09/28/2017

By: Nebra A Young

Title: FAMI Chair

By-Law revisions submitted for Governing Council
review/approval at September 2017 FEC meeting.

DAYoung