



OFFICERS' HANDBOOK

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**BYLAWS OF
“THE GEORGIA PUBLIC HEALTH ASSOCIATION, INC.”**

**ARTICLE I
NAME**

- Section 1. The name of this Association incorporated under the laws of the State of Georgia shall be “The Georgia Public Health Association, Inc.”, hereinafter referred to as “The Association”.
- Section 2. The Association shall be an affiliate of the American Public Health Association (APHA). The Association may be an affiliate of other organizations including but not limited to the National Association of Local Boards of Health (NALBOH).
- Section 3. The Registered Office and Registered Agent of the Association shall continue as fixed in the Articles of Incorporation until changed by the Executive Board and shall be listed in the Association Policies and Procedures Manual. Corporate Directors shall be the following elected officers of The Association: The President as Chief Executive Officer (CEO), The Treasurer as Chief Financial Officer (CFO), and The Secretary. These Directors shall be updated annually with the Georgia Secretary of State’s Office.

**ARTICLE II
PURPOSE**

The Association is a non-profit corporation and is organized for the purpose of promoting the public and personal health of the citizens of Georgia. The Association has a 501(C) (3) designation from the IRS. The Association provides scientific, educational and charitable opportunities for members and the public, and acts as liaison to the General Assembly of the State of Georgia and other governmental agencies on major public health issues.

**ARTICLE III
FISCAL YEAR**

The fiscal year of the Association shall be July 1 - June 30.

**ARTICLE IV
MEMBERSHIP**

- Section 1. The membership shall consist of seven (7) categories: General, Career Development, Organizational, Board of Health, Corporate, Retiree and Honorary.
- Section 2. A General member is an individual interested in public health, in good standing, who pays annual dues.
- Section 3. A Career Development member is a student attending a school of public health or other health related program within the state of Georgia or an early career professional, within three (3) years of completion of a public health or health related degree program and who pays annual dues.

- Section 4. An Organizational member is a governmental, educational, public or private, non- profit entity interested in public health that pay dues, and its designated five (5) members may cast one vote each.
- Section 5. Board of Health members are members of a county Board of Health as defined by Georgia statute O.C.G.A. 31-3-2 that pays Board of Health annual dues, and its designated seven (7) members may cast one vote each.
- Section 6. A Corporate member is a for-profit entity interested in public health that pays annual dues and may cast one vote.
- Section 7. A Retiree member is an individual who has established at least five (5) years of regular paid membership and has subsequently retired from his/her primary occupation and who pays annual dues.
- Section 8. An Honorary member is an individual upon whom such designation has been conferred by vote of the membership in accordance with the Association Policy and Procedures Manual
- Section 9. The Executive Board shall establish dues for all categories of membership and each secondary section affiliation, except that an Honorary member shall not be required to pay dues. The Executive Board may set a fee for multiple Section affiliations. Annual membership dues are due and payable one year from the date each individual pays their dues. Annual Board of Health memberships are due and payable by July 1st to be consistent with the state fiscal year.
- Section 10. Membership may be designated in one or more Sections as hereinafter provided. Section selection is made at the time of establishing initial membership. Section changes may only be made at the time annual dues are paid. Additional Section affiliations may be made at any time, and shall run concurrent with the Association membership period.

ARTICLE V **SECTIONS**

- Section 1. The Association may consist of the following Sections:
- Academic
 - Administration
 - Behavioral Health
 - Boards of Health
 - Career Development
 - Environmental Health
 - Epidemiology
 - Health Education and Promotion
 - Health Information and Information Technology
 - Laboratory
 - Maternal and Child Health
 - Medical/Dental/
 - Nursing
 - Nutrition
 - Primary Care/Rural Health

- Safety and Health Preparedness

- Section 2. The Executive Board shall approve any proposed new sections by a majority vote.
- Section 3. Each Section shall adopt Section Bylaws, a copy of which shall be filed with the Association and shall not be in conflict with the Association Bylaws.
- Section 4. Each Section shall have a Chairperson, Vice Chairperson, and Secretary.
- Section 5. Sections with fewer than ten (10) members on June 30 of any given year will automatically become inactive. When an inactive section has a minimum of ten (10) members on June 30 of any given year, the section will automatically be reactivated.

ARTICLE VI **OFFICERS**

- Section 1. The Officers of the Association shall be elected by the membership at the Annual Meeting and they are President, President-Elect, Vice-President, Secretary, Treasurer, the Representative to the Governing Councils of the American Public Health Association (APHA), and the Representatives at Large. The representatives of the National Association of Local Boards of Health (NALBOH) may be elected by the membership at the annual meeting.
- Section 2. The President, President-Elect and Vice President shall each serve one-year terms. The Secretary and Treasurer shall each serve one year terms but may not serve more than 3 consecutive terms. The Representative to the Governing Councils of APHA, and the Representatives at Large shall serve for one 3-year term and may not serve more than two consecutive terms.
- Section 3. In the event of a vacancy in the office of President or President-Elect, the succession of officers shall be: President-Elect to President and/or Vice President to President-Elect. All other vacancies will be filled by a vote of the Executive Board in accordance with the Association Policies and Procedures Manual.
- Section 4. The Officers shall perform the duties prescribed by these Bylaws and the Association Policies and Procedures Manual, and the parliamentary authority adopted by the Association. The Representatives to the Governing Councils of APHA and NALBOH shall represent the Association at those meetings.
- Section 5. An officer may be removed from office if a description of Due Cause and Recommendation for Action is presented in writing to all members of the Executive Board, including the officer in question, and is approved by a two-thirds (2/3) vote of the Executive Board. Due Cause is conduct by an officer, which reflects adversely upon the Association, or actions or inactions in the discharge of an officer's duties which are in conflict with the Articles of Incorporation, the Bylaws of the Association, or the Policy and Procedures Manual.

ARTICLE VII
EXECUTIVE SERVICES PROVIDER

The Executive Services Provider shall be contracted with a majority vote of the Executive Board in accordance with the Association Policies and Procedures Manual.

ARTICLE VIII
ASSOCIATION MEETINGS

- Section 1. An Annual Meeting of the Association Members shall be held each year at a location and date approved by a majority vote of the Executive Board.
- Section 2. A Special Meeting of The Association membership shall be convened upon receipt of a petition signed by not less than five percent of the active members. The President may call a Special Meeting provided the items for business to be considered shall be specified in a notice of any Special Meeting provided to the membership at least 15 days prior to the meeting. Meetings may be held in person, by conference call or a combination thereof.
- Section 3. Whenever these Bylaws require that notice be given to the Association membership such notice shall be in writing.
- Section 4. Fifty-one (51) or more members, at least two of whom are officers, shall constitute a quorum of The Association membership for purposes of a Special Meeting.

ARTICLE IX
EXECUTIVE BOARD

- Section 1. Subject to all applicable laws, the Articles of Incorporation, these Bylaws and the Policies and Procedures Manual, the management of the affairs and business of the Association shall be vested in the Executive Board which shall have and exercise all necessary powers.
- Section 2. The Executive Board shall consist of the Officers of the Association, the Immediate Past-President, the Parliamentarian, and the Chairperson of each Section.
- Section 3. The Executive Board shall meet on call of the President or any five (5) Executive Board members at least once each quarter to be consistent with the fiscal year ending June 30th.
- Section 4. A quorum of the Executive Board consists of a majority provided the President, Vice-President or Secretary is in attendance.
- Section 5. Duties of the Executive Board shall include, but are not limited to, the following:
- a. Act for and manage the affairs of the Association.
 - b. Approve and manage the Association budget and designate the depository.
 - c. Endorse nominees for Honorary Membership.
 - d. Receive requests and consider Section establishment or change.
 - e. Approve contracts and agreements and non-budgeted line-item expenditures.

- f. Consider and make recommendations on all Association Resolutions and bylaws Amendments.
- g. Enforce adherence to the Association Bylaws and the Policies and Procedures Manual.
- h. Approve publications sponsored by the Association and materials distributed at any meeting.
- 1. Report all actions through minutes.
- j. Approve all remuneration.
- k. Make recommendations for amendments to the Association Bylaws and provide final approval of any updates and revisions to the Association Policies and Procedures manual pursuant to any Bylaws amendments.

Section 6. The President, President-Elect, Vice-President, Secretary, Treasurer and Parliamentarian shall constitute the Executive Committee and shall act for and manage the affairs of the Executive Board between meetings.

ARTICLE X **COMMITTEES**

Section 1. Standing Committees of the Association shall be

- Awards
- Bylaws
- Conference Planning
- Corporate Sponsorship
- Finance
- jGPHA
- Marketing and Publicity
- Membership
- Memorials
- Nominations
- Policy and Advocacy
- Strategic Planning

Section 2. Standing Committees shall be appointed by the President subject to approval by the Executive Board and shall serve for one year in accordance with the Association Policies and Procedures Manual.

Section 3. Each committee shall consist of at least three members. Committee rosters shall be completed by one month following the close of the Annual Meeting or during the Annual Board Retreat.

Section 4. Each committee shall be responsible for and perform the usual duties implied by the title as well as those prescribed by these Bylaws, Association Policies and Procedures Manual, the Association parliamentary authority and the Executive Board.

Section 5. Special Committees may be appointed by the President as deemed necessary.

ARTICLE XI
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable, and in which they are not in conflict with these Bylaws. The Association Parliamentarian shall be appointed by the President as a non-voting member of the Executive Board and Executive Committee.

ARTICLE XII AMENDMENTS

- Section 1: These Bylaws may be amended by the affirmative vote of two-thirds of the members present and voting at any Annual Meeting, provided the proposed amendment or amendments have been submitted in writing to the Secretary and transmitted to the Executive Board for its consideration not less than forty-five (45) days prior to the Annual Meeting. Executive Board approval of proposed amendments shall be sent in writing to the Secretary who will send them to the members of the Association, and they will be posted on the Association Web site not less than 15 days prior to the Annual Meeting. The proposed amendments shall also be printed in the Annual Meeting program.
- Section 2: Any approved amendment to the Association Bylaws shall be submitted to the Bylaws Committee whose duty it shall be to make conforming changes throughout the entire Bylaws and Policies and Procedures Manual, where necessary.

ARTICLE XIII
INCORPORATION AND DISSOLUTION

- Section 1. Upon incorporation, the duration of the Association was perpetual.
- Section 2. In the event that the Association were to be voluntarily dissolved, such action would follow the terms of these Bylaws and the laws of the State of Georgia and the jurisdiction in which the Registered Office of the Association is located at the time of dissolution.
- Section 3. All liabilities and obligations of the Association shall be paid, satisfied and discharged, or adequate provision shall be made therefore. No part of the net assets of the Association shall inure to the benefit of or be distributed to its members, directors, officers or other private persons except that the Association is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article.

Approved by the GPHA Membership on: **May 9, 2019**

GPHA President: 

EXECUTIVE SERVICES

EXECUTIVE SERVICES

The Executive Services provides continuity for the Association by maintaining a permanent office and address for personal contact and correspondence. An Executive Services Provider is contracted by, and directly responsible to, the Executive Board through the Executive Committee of the Association. The Executive Services Provider ensures recurring administrative duties and executive functions are performed for the Association including but not limited to those detailed below.

I. Current records of the Association

1. Current roster of members of the Association
2. Membership application forms
3. Up-to-date Section and Committee rosters with addresses
4. Current copy of award recipients
5. Current copy of the By-Laws of GPHA and GPHA Sections
6. Current copy of the GPHA Policy and Procedures
7. Current copy of the Officers' Handbook
8. Current property inventory
9. Current membership list
10. Corporation documentation filed with Secretary of State and IRS
11. 501(c)3 Documents

II. Responsible to President

1. Send out correspondence as directed by the President
2. Perform assignments as directed by the President
3. Prepare GPHA calendar
4. Train Section chairs, Committee Chairs, new members, Boards of Health, and advocates as appropriate
5. Provide services to members

III. Responsible to Conference Planning Chair

1. Mail advance conference materials to the membership at least 45 days prior to the meeting date
2. Assist in the preparation of the layout for the official program and arranging for printing
3. Post conference materials to the official Georgia Public Health Association website
4. Serve on conference planning committee

IV. Responsible for the Georgia Public Health Association Website

1. Review material to be posted
2. Obtain pictures as needed
3. Assist in planning the layout

V. Responsible to the Executive Board

1. Distribution to all officers and Committee Chairs electronic letterhead as requested
2. Work with the GPHA Board of Directors to establish, achieve, and maintain the goals and objectives of the organization's strategic plan.
3. Provide assistance with preparation and delivery of testimony and collection of data supportive of the mission and goals of the Association.
4. Distribute and update the GPHA Officers' Handbook and the Policy and Procedures Manual.
5. Seek funding through appropriate grant applications and public and private sources
6. Assist in planning and organizing the annual meeting and conference and other scheduled meetings and workshops.

7. Maintain liaison with agencies and organizations that impact the Association.
8. Distribute a list of names and addresses of Board of Directors and Committee Chairs to each member of the Board
9. Prepare checks/cash receipts transmittals, make bank deposits, check requests, and other forms for approval and signatures of designated individuals
10. Provide input into annual budget.
11. Assure that grant reports accurate and filed timely to the proper organizations.

VI. Miscellaneous

1. Maintain inventory of supplies needed for administration of office and function of Association
2. Order the Association awards
3. Attend Association meetings

EXECUTIVE BOARD PARTICIPATION

Executive Board Members are bound to fulfill:

- Duty of Care
 - Active participation
 - Responsible inquiry
- Duty of Loyalty
 - Promote the public purpose
 - Avoid conflicts of interest
- Duty of Obedience
 - Follow governing documents
 - Comply with federal and state laws
- GPHA Executive Board Members must be current active GPHA members and attend all Board Meetings, in person or by conference call of the Association. Missing more than two consecutive meetings or more than 25% of the total board meetings in a program year is considered a serious breach of a Board member's legal and fiduciary responsibility. Board members who cannot attend a meeting are expected to notify the Secretary (e-mail is acceptable) at least two (2) days in advance of the meeting.
- If a board member cannot attend a face-to-face meeting, participation by conference call is acceptable if such facilities are available. A Board member may appoint a proxy to represent him/her and vote during a meeting and notify the Secretary (e-mail is acceptable).
- Board Officers as defined by the GPHA bylaws, cannot appoint a proxy to represent him/her and vote during a meeting.
- There may be exceptions under unusual circumstances, which will be evaluated by the Executive Committee.
- Non-performance of the GPHA Executive Board Duties, including lack of meeting attendance, can be a reason to ask a board member to resign. This should be done only after a series of steps have been taken by the President and Executive Committee to remediate the situation. In instance where a Board member resigns or is removed, the Board may appoint a replacement to complete the term, as specified in the GPHA Bylaws.
- GPHA Executive Board Members are encouraged to make an annual, personal financial contribution that reflects their commitment and desire for the success of the Association in meeting its mission. In addition, Board Members are encouraged to assist in resource development on behalf of GPHA by making requests and identifying pathways to potential funding prospects.
- Sign and return the GPHA Conflict of Interest Policy annually during my term.

ROLES AND RESPONSIBILITIES

EXECUTIVE BOARD MEMBER ROLES AND RESPONSIBILITIES

Subject to all applicable law, the Articles of Incorporation, and these Bylaws, the management of the affairs and business of GPHA shall be vested in the Executive Board, which shall have and may exercise all the powers that may be exercised or performed by the Association, except as otherwise provided by these Bylaws, the Articles, applicable law or any such agreement.

The Executive Board shall consist of the Officers of the Association, the immediate Past-President, and the Chair of each Section.

The Association officers shall serve in the same capacity within the Executive Board.

The Executive Board shall meet on call of the President or any five members and will meet at least four times per year.

A quorum of the Executive Board consists of a majority provided the President, Vice-President or Secretary is in attendance.

Duties of the Executive Board shall include the following:

1. Act for and manage the affairs of the Association between meetings
2. Establish and monitor the Association budget and designate depository
3. Establish and maintain policy guidelines
4. Endorse nominees for honorary membership
5. Receive requests and consider Section establishment or change
6. Select and approve locations and dates for meetings
7. Consider and make recommendations on all Association Resolutions and Bylaws Amendments
8. Enforce Bylaws
9. Approve publications sponsored by the Association and materials distributed at any meeting
10. Report all actions through minutes
11. Serve as the Conference Planning Committee, with Vice-President serving as chair
12. Approve contracts
13. Establish dues
14. Set annual meeting registration fees
15. Serve actively on at least one Committee
16. Recruit and orient board members and assess the Board's performance
17. Vote to fill officer vacancies per Bylaws

EXECUTIVE COMMITTEE MEMBER ROLES AND RESPONSIBILITIES

The President, President-Elect, Immediate Past President, Vice-President, Secretary, and Treasurer, Parliamentarian, DPH Liaison, and Executive Services Provider shall constitute an Executive Committee and shall act for and manage the affairs of the Executive Board between Executive Board meetings.

Immediate Past President, Parliamentarian, DPH Liaison and Executive Services Provider are standing ex-officio non-voting members of the Executive Committee.

Duties of the Executive Committee shall include the following:

1. Meet at least bimonthly (may be made by conference calls) with the Executive Director
2. The Executive Services Provider's annual performance review shall be completed by the President following input from the Executive Committee
3. The Executive Committee shall have all the powers of the Executive Board to transact business between Executive board meetings. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Executive Board.
4. Provide staff oversight of any contract services and other immediate details.
5. Approve all grant applications
6. Approve selected members recommended by the President to participate as non-voting members of the Executive Committee meetings and Executive Board meetings

PRESIDENT ROLES AND RESPONSIBILITIES

The President is the Chief Executive Officer and the official spokesman for the Association.

The President shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Serve as the presiding officer of the Association, Executive Board, and Executive Committee
4. Be an ex-officio member of all committees
5. Serve as Chair of the planning retreat

Duties:

The duties of the President shall be those usually implied by the office, although the President may delegate tasks as he/she sees fit to the Executive Services Provider.

The President's responsibility is to:

1. Give direction, provide leadership, and facilitate the functioning of the Association
2. Appoint chairs of standing committees with the approval of the Executive Board of Directors
3. Appoint special committees as deemed necessary
4. Appoint a parliamentarian
5. Oversee corporate sponsorship
6. Mentor the President-Elect
7. Prepare correspondence for the Association

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

PRESIDENT-ELECT ROLES AND RESPONSIBILITIES

The President-Elect shall serve in a “trainee” position assisting the President, and becoming familiar with the duties of the office of the President.

The President-Elect shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Serve as Chair of the Nominating Committee
4. In absence, vacancy or inability of the President, assume the responsibilities or office of the President
5. Perform those duties as are delegated by the President and Executive Board

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

VICE-PRESIDENT ROLES AND RESPONSIBILITIES

Each Vice-President shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. In absence, vacancy or inability of the President-Elect, assume the responsibilities or office of the President-Elect
4. Serve as the Annual Meeting and Conference Planning Committee chair
5. Shall perform duties as may be delegated by the Executive Board or the President

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

TREASURER ROLES AND RESPONSIBILITIES

The Georgia Public Health Association, Inc. vests its financial records in the office of Treasurer, who is duly elected by the membership during GPHA's Annual Meeting. It is the responsibility of the Treasurer to work with the Executive Services Provider or President's designee, Executive Committee and the entire Executive Board to assure that the finances of GPHA are secure, well-documented, and that all bills and encumbrances are paid efficiently.

The Treasurer shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Chair and appoint the Finance Committee
4. Oversee the collection of dues and other revenue and make disbursements authorized by the Executive Board
5. Present a monthly financial report to the Executive Board
6. Assume responsibility for filing all required reports, including IRS Form 990
7. Responsible for monitoring bids and contracts and for the retention of the original bids in accordance with the records retention policy

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

Continuity of Financial Accounting:

Whereas GPHA seeks to maintain a continuity of financial accounting, and the office of Treasurer is for an annual appointment with a term limitation of three years. The Finance Committee shall ensure that the financial operations are conducted continuously without interruption. This continuity may necessitate the interim assumption of Treasurer responsibilities by a member of the finance committee with the approval of the Executive Committee. This action would only be taken should the Treasurer resign, be dismissed or be incapacitated

SECRETARY ROLES AND RESPONSIBILITIES

The Secretary is a duly elected officer of GPHA and shall perform the usual duties with the Office of Secretary.

The Secretary shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Receive and keep a current record of all Section officers and Committee chairpersons
4. Take minutes of Executive Board and the Executive Committee meetings and other meetings as required
5. Maintain a permanent file of GPHA minutes
6. Send out notices and the agenda for meeting to members of the Executive Board and the Executive Committee as well as to others invited by the President

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

REPRESENTATIVE AT LARGE ROLES AND RESPONSIBILITIES

Each Board Representative shall:

1. Must be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Serve on committees representing the Board of Directors, on request
4. Co-Chair the Policy and Advocacy Committee
5. Perform duties as directed by the President

Term of office:

From adjournment at the annual meeting for one (1) year or until a successor is elected. No elected officer may serve in the same elected capacity for more than three terms.

REPRESENTATIVES TO APHA AND NALBOH ROLES AND RESPONSIBILITIES

The Representatives to APHA shall be elected at each annual meeting. Representatives to the National Association of Local Boards of Health may be elected at each annual meeting.

Each Representative shall:

1. Be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Be a member of APHA or NALBOH and attend meetings of APHA or NALBOH
 - a) At APHA, the Representative shall attend the Annual Meeting of the Committee on Affiliates whose role is determined by the APHA Constitution (Art.4, Sec. 1 (c) and Bylaws (Art. XVI, Sec. 2.) This meeting is usually held one day prior to the APHA Annual Meeting.
 - b) Attend the Governing Council meetings of the respective group.
4. Obtain from the GPHA Board of Directors comments, suggestions, and proposals regarding current issues that are anticipated to be considered at the meetings of APHA or NALBOH
5. Take instruction from the Executive Committee and Executive Board regarding resolutions and policy statements of APHA or NALBOH and the establishment of positions for GPHA
6. Regularly report pertinent issues and activities of APHA or NALBOH to the GPHA Board of Directors and prepare written reports to be submitted to the GPHA website

Term of office:

From adjournment at the annual meeting for a three (3) year or until a successor is elected.

No elected officer may serve in the same elected capacity for more than two three-year terms.

IMMEDIATE PAST PRESIDENT ROLES AND RESPONSIBILITIES

The Immediate Past President shall:

1. Be a current active GPHA member, for a period of three years prior to election
2. Carry out roles and responsibilities as a member of the Executive Board the Executive Committee
3. Serve as a consultant to the President during his/her term of office
4. Chair the Past President's Council
5. Perform duties as directed by the President

Term of office:

Serve for one year, beginning immediately after his/her term as President.

SECTION CHAIR ROLES AND RESPONSIBILITIES

The Association shall consist of Sections namely:

- Academic
- Administration
- Behavioral Health
- Boards of Health
- Environmental Health
- Epidemiology
- Health Education and Promotion
- Health Information and Information Technology
- Laboratory
- Maternal and Child Health
- Medical/Dental
- Nursing
- Nutrition
- Primary Care/Rural Health
- Safety and Health Preparedness

Each Section shall elect a Chair, Vice Chair, and Secretary. After elections, the Chair shall immediately transmit the names to the Association's Secretary.

Each Section Chair shall:

1. Carry out the responsibilities outlined in the Section bylaws.
 - a) Serve and attend all meetings as a member of the Executive Board of the Association. If unable to attend, appoint a Section Member to attend (e.g. Vice-Chair, Secretary)
 - b) Serve Section interest as a member of the Association Conference Planning committee.
 - c) Ensure that the Section Secretary or appoint another member to serve on the Membership committee.
 - d) Prepare articles on Section interests and activities and submit by deadline for posting on the Association website or newsletter.
 - e) Preside over Section meetings and perform other usual duties concerned with this office.
 - f) Keep Section officers informed of Executive Board meetings.
 - g) Ensure the Section files are maintained (e.g. minutes, historical data, bylaws, rules).
 - h) Ensure that acceptable program is arranged for Section Annual Meeting and other functions. The program/section must meet all requirements for Association CEU designation.
 - i) Transmit to the Secretary of the Association immediately following the Section Annual Meeting the names, positions, addresses, e-mails, and telephone numbers of the Officers for the ensuing year.
 - j) Appoint authorized standing committees and necessary special committees and be an ex-officio member of all committees.

- k) Assume overall responsibility for the Section, its programs, and proceedings.
 - l) Appoint a member to fill unexpired term in the event of vacancy in the office of Vice-Chair or Secretary.
 - m) Assume other duties and responsibilities as defined and assigned by the Executive Board or President.
2. Report to the Section Membership the business of the Association. This includes any changes in the management of the Association, changes to the By-Laws, future plans or Annual Meetings, the program content, etc.
 3. Act on requests for putting before the Board any business and concerns from the Section for discussion, consideration, and voting. Report back to the Sections any discussion, decision, or resolutions in regard to any business requested by the Section. A general report of the Board Meeting should be reported to the Section.

Term of office:

As stated in the Section Bylaws or until a successor is elected.

PARLIAMENTARIAN ROLES AND RESPONSIBILITIES

The Parliamentarian is the person who helps facilitate the business meetings of the Association. The role is strictly advisory and the Chair makes all final rulings. The Parliamentarian does not enter any of the discussion of business and has no vote. The person should be well versed on the latest rules of parliamentary procedures.

The Parliamentarian is appointed by the President for the term of the President.

The Duties of the Parliamentarian are to:

1. Be a current GPHA member
2. Consult with the President prior to business meetings of the Association concerning possible parliamentary problems or issues to be discussed
3. Attend all meetings of the Executive Board and the membership
4. Serve as consultant to the presiding officer and other officers during meetings.
5. Advise presiding officer when called upon for advice on a point of procedure or comprises of the right of members
6. Call the attention of the Chair to procedural errors
7. Consult with sections and committees when matters of parliamentary rules or procedures are in question (e.g. changes in rules of conduct or Bylaws)
8. Have available at all meetings a copy of the parliamentary authority of the Association, current edition of Robert's Rules of Order Newly Revised, and be familiar with its contents. Any matters not covered by the rules of the Association are determined by that authority
9. Serves as the Bylaws chair
10. Reviews each Section Bylaws to ensure they are not in conflict with the Association Bylaws
11. Presents proposed Bylaw changes to the Executive Board for consideration of approval at the Annual Meeting

STANDING COMMITTEES

STANDING COMMITTEES

Standing Committees of the Association shall be:

- Awards
- Bylaws
- Conference Planning
- Corporate Sponsorship
- Finance
- jGPHA
- Marketing and Publicity
- Membership
- Memorials
- Nominations
- Policy and Advocacy
- Strategic Planning

Each committee shall consist of at least three members unless otherwise prescribed. Committee rosters shall be completed by one month following the close of the Annual Meeting or during the Annual Board Retreat.

Each committee shall be responsible for and perform the usual duties implied by the title as well as those prescribed by GPHA Bylaws, the parliamentary authority and the Executive Board.

Awards Committee

The Awards Committee Chair shall appoint the members.

Charge:

Establish requirements and procedures concerning the Awards Program; evaluate annually the Awards Program and make recommendations for improvement; monitor the progress of the Awards Program throughout the year; review and approve all newly proposed awards and submit to the Executive Board for approval, if applicable; and facilitate recognition of the membership for best practices and public health leadership.

All awards must either be endowed by a special fund, person or section unless the Executive Board establishes a special award for exceptional service to the Association. Each section may establish a Legacy Section Award if one does not exist.

The Awards Program of the Association shall include the Awards for recognition and an Annual Awards Luncheon. The Awards Committee shall establish requirements, procedures, and any changes concerning the Awards Program, and submit to the Executive Board for approval, if applicable. It is recommended that the recipients be members of the Association, if possible.

There are two types of awards: Legacy and Section

Legacy Awards:

- Al Dohany Award for Community Service
- Jules S. Terry Memorial Award

Section Historical Awards:

- Sellers-McCroan
- Nursing
- Administration
- Environment Health
- Dental
- Fred Agel Governance
- Janet Stancliff Epidemiology
- Kathy Miner Health Education and Promotion
- Larry W. Miller Health Information Technology
- Nutrition

The Honorary Member election is recommended by the Membership Committee, accepted by the Executive Board, and voted on by the full membership present at the annual meeting.

The Legislator of the Year Award(s) are recommended and approved by the Executive Board and given for special support of health care and public health issues during the most recent General Assembly.

The Sellers-McCroan award recognizes a public health professional whose work has had a significant impact on epidemiology and/or laboratory services at the state, district or county levels, or in academia or in hospitals. The call for award nominations is issued each year. The President-Elect is responsible for planning and coordinating the luncheon, lecture and award.

Bylaws Committee

Charge:

Make changes or revisions in the Bylaws when directed by the Executive Committee or Executive Board. Ensure time limits and affirmative vote requirements are followed.

Corporate Sponsorship Committee

Charge:

Responsible for fundraising and recruitment of sponsors for Association activities and events, review and recommend to the Executive Board concerning fundraising or recruitment of sponsors, by sections, committees or members.

Finance Committee

Charge:

Prepare the annual budget in conjunction with the Treasurer for review and approval 30 days prior to the annual meeting, and provide for an annual audit of the fiscal records as maintained by the Treasurer. The Finance Committee shall be responsible for assuring that the budget contains line items necessary for the efficient operation of GPHA.

The Treasurer manages all GPHA standing contracts which are on a three (3) year bid cycle.

The Treasurer shall have the responsibility for chairing and appointing the members of the Finance Committee. The President has the option of attending Finance Committee meetings.

The Treasurer and Executive Services Provider will work closely to maintain financial records, supplies and inventories required for the efficient operation of GPHA.

Marketing and Publicity Committee

Charge:

To design and develop GPHA printed materials to use with the general membership;

To design and develop an appropriate exhibit for GPHA to use with other professional groups, local public health events, and as a marketing tool;

The Committee shall meet annually to develop a schedule of required changes for GPHA printed materials to propose a budget for printing and to obtain Executive Board approval

The Marketing and Publicity Committee shall be responsible along with the Executive Services Provider for arranging appropriate news releases regarding all GPHA events, recognition of award winners, and local publicity during the Annual Conference.

Membership Committee

Each Section Secretary shall serve on the Membership Committee. Should a Section Secretary be unable to serve, the respective Section Chair shall appoint another Section representative to serve.

Charge:

Conduct annual membership drive; recommend honorary membership, submitted not less than three months prior to the annual meeting, to the Executive Board for endorsement, and recommend inactivation and reactivation of Sections to the Executive Board for approval.

Memorials Committee

Charge:

Prepare a list of past and present members of the Association who have died since the last Annual Meeting. Present report at the Annual Meeting of the Association.

Nominating Committee

The Nominating Committee shall consist of the President-Elect, three (3) Executive Board members selected by the President, and two (2) past-presidents. The President-Elect shall serve as Chair.

Charge:

The Committee shall solicit nominations for elective office from the general membership in active status of GPHA. The Committee shall select from the nominations the slate of officers and secure their agreement to serve. The Committee shall present to the Secretary at least thirty days prior to the opening of the First General Session of the next annual meeting, a nominee for each office

to be filled. Officers of the Association are required to hold membership in GPHA for a period of three years prior to their nomination for election.

Policy and Advocacy Committee

The two Representatives at Large will Co-Chair the Policy and Advocacy Committee. The President will appoint one the Co-Chair responsible for resolutions and position papers, and the other Co-Chair responsible for advocacy and publications. At least three other members will be appointed by the President.

Charge:

Review and recommend resolutions presented by committees, sections or individuals for adoption and develop recommendations concerning local, state, or federal activities, for advocacy or legislation that effect public health, and other related areas for Association Board approval and action.

The Chair of the subcommittee shall be responsible for the distribution of all approved resolutions to the general membership at least 120 days prior to the next annual meeting of the Association. All Executive Board approved resolutions shall be presented for approval by the general membership in attendance at the annual meeting of the Association.

Policy statements adopted through this process provide a record of the Association's stance on a variety of public health issues and reflect the diverse interests of the GPHA membership. Policy statements/position papers approved by the Board are submitted to the membership at the annual meeting for final approval and, upon approval, posted on the GPHA website.

Strategic Planning Committee

Charge:

Review and revise the Strategic Plan annually soliciting input from the Executive Board in conjunction with the annual planning retreat; prepare revisions for presentation and adoption at the annual meeting; maintain and monitor the progress of the Strategic Plan throughout the year; provide progress reports at Executive Board meetings when appropriate.

SPECIAL COMMITTEES

SPECIAL COMMITTEES

Special Committees as needed shall be appointed by the President. Special Committees may include:

EXHIBITS COMMITTEE

The Exhibits Committee is a subcommittee of the Conference Planning Committee. The chair is appointed by the President. The Exhibits Committee is responsible for soliciting vendors for the Annual Meeting and Conference and managing exhibits during the meeting.

Guidelines:

1. The Exhibits Committee will establish and recommend exhibit fees for Executive Board approval.
2. Executive Services Provider finalizes the exhibitor prospectus, registration form, and on-site logistics.
3. The Exhibits Committee shall solicit donations and/or purchase budgeted items to be given as door prizes.
4. The Executive Services Provider shall provide records of the previous year's exhibits to the Chair.
5. The Exhibits Committee members are responsible for making contact with prospective exhibitors, donors and sponsors concerning their support of the Annual Meeting and Conference.
6. The Chair shall provide specific instructions to exhibitors for exhibit logistics.
7. The Chair in collaboration with the Executive Services Provider shall work with the hotel event manager to design the exhibit layout and set-up.
8. The Chair shall assign exhibit booths prior to exhibit set up.
9. The Chair shall provide ads, list of exhibitors, corporate sponsors, logos and special acknowledgments to the Executive Services Provider no less than two months prior to the event for program printing.
10. The Chair or designee shall be stationed within the exhibit hall.
11. The Chair shall present progress reports to the Executive Board to monitor progress of the projected budget. The report shall contain the total income from exhibits, ads, and sponsorships in addition to anticipated expenses.
12. The Chair shall send acknowledgments of appreciation to all exhibitors and sponsors immediately following the event.
13. The Exhibit Chair shall provide a copy of all planning documents, notes and post conference de-brief to the Executive Services Provider.

POSTER SESSION COMMITTEE

The Poster Session Committee is a special committee responsible for coordinating the annual meeting and conference Poster Session. The purpose of the Poster Session is to provide an opportunity for members to share ideas, innovative projects, and special efforts. The scope and size of the Poster Session is dependent on space available at the conference venue.

Guidelines:

1. This Committee serves as a subcommittee of the Program and Continuing Education Committee and is typically chaired by the Health Education Section Chair.
2. The Committee coordinates activities with the Program and Continuing Education Committee and Executive Services Provider for time and place.
3. The poster abstract shall follow the same format, timeline and submission requirements as workshops defined in the call for abstracts.
4. All abstracts are received by the Program and Continuing Education Committee Chair. All poster only abstracts shall be pulled and forwarded to the Poster Session Committee Chair.
5. Poster only abstracts are reviewed by the Poster Session Committee who communicates suggested revisions, if needed, to the presenter.
6. The Poster Session Committee reviews and finalizes poster specifications and on-site set-up instructions for presenters.
7. The Poster Session Committee provides the list of accepted poster titles and the name of the primary presenter with credentials, poster specifications and set-up instructions to the Executive Services Provider who notifies the presenters.
8. Workshop abstracts not selected for a workshop may be invited to present a poster depending on space.
9. The Executive Services Provider shall provide the list of posters to the webmaster and Chair of Communications and Marketing for the website, newsletter and conference app.
10. Method(s) for expressing appreciation to participants for being a part of the Poster Session are determined and coordinated by the Poster Session Committee.
11. Incentives for promoting attendance at the session, such as door prizes, refreshments, poster contest, etc. shall be planned in collaboration with the Vice-President and coordinated with the Executive Services Provider.
12. The Poster Session Committee Chair is responsible for making the Executive Services Provider aware of all donations for refreshments, door prizes, etc. for acknowledgments.
13. The Poster Session Committee Chair and/or other members of the Committee shall be present to assist during poster setup and available to poster presenters throughout the conference.

14. Presenters must be available for questions during the designated Poster Session and may distribute a one or two-page summary of the specific program or project.

Located on the GPHA Website:
Abstract Submission Form

PROGRAM AND CONTINUING EDUCATION COMMITTEE

The Program and Continuing Education Committee is a special committee responsible for the educational content of the annual meeting and conference, including the call for abstracts, abstract reviews, and preparation of the continuing education accreditation application.

Guidelines:

1. This Committee serves as a subcommittee of the Conference Planning Committee, must include a Nurse Planner, Physician Planner, Health Educator Planner, and Certified Public Health Planner, and is chaired by the Nurse Planner.
2. Planner qualifications are:
 - a) **Nurse Planner** – registered nurse who holds a current, unencumbered nursing license (or international equivalent) **AND** holds a baccalaureate degree or higher in nursing (or international equivalent) **AND** be actively involved in planning, implementing and evaluating the continuing education activity **AND** is responsible for adherence to the American Nursing Credentialing Center (ANCC) criteria.
 - b) **Physician Planner** – must be knowledgeable of the Accreditation Council for Continuing Medical Education (ACCME) process and is responsible for adherence to the ACCME criteria.
 - c) **Health Educator Planner** – must be a certified health education specialist, **AND** actively involved in planning, implementing and evaluating the continuing education activity. The health educator must be knowledgeable of the National Commission for Health Education Credentialing (NCHEC) process and is responsible for adherence to the NCHEC criteria.
 - d) **Public Health Planner** – must be Board Certified in Public Health (CPH) be knowledgeable of the CPH continuing education process and is responsible for adherence to the CPH continuing education criteria.
3. The Association utilizes the American Public Health Association for accreditation of continuing education credit for Certification for Nursing Educators (CNE), Continuing Medical Education (CME) and Certified Health Education Specialist (CHES), and the National Board of Public Health Examiners for CPH.
4. The Association may budget and contract additional services with the Executive Services Provider to complete the accreditation application, evaluation and final report.
5. Continuing education credit may be considered for additional disciplines based on the level of interest and resources to manage the application process. All continuing education applications must have prior approval from the Program and Continuing Education Committee. Additional disciplines to be considered may include (but not limited to) the following:
 - a) Nutritionists and dietitians
 - b) Environmentalists
 - c) Dentists
 - d) Dental Hygienists
 - e) Dental Assistants
6. The abstract review team shall be comprised of each section chair and jGPHA peer reviewer.

7. The Chair shall provide the Executive Services Provider the abstracts, presenter bios/conflict of interest forms, reviews, and reviewer conflict of interest forms a minimum of 90 days prior to the activity. The **COMPLETE** application is due a minimum of 60 days prior to the activity.
8. Accreditation standards prohibit promoting the event as designated for CE until **FINAL APPROVAL** is given. Reference to CE credit is not permitted prior to approval. Phrases such as “CE applied for” may not be used.
9. The Executive Services Provider shall prepare the online overall conference evaluation survey and provide the link to the Registration Committee Chair.
4. The Registration Committee shall email the link to all registrants and provide a list of registrants and email addresses in the APHA prescribed format to the Executive Services Provider.
5. The Executive Services Provider shall provide APHA the list of registrants to email the educational session evaluation link. Registrants must complete the online educational session evaluation by the deadline to receive continuing education credit. The certificate is provided electronically upon completion of the evaluation.
6. In accordance with accreditation standards, the Required Disclosures to Participants is contained in the conference syllabus.

Located on the GPHA Website:
Required Disclosures to Participants

PUBLIC HEALTH WEEK COMMITTEE

The Public Health Week Committee shall be chaired by the American Public Health Association (APHA) representative and work with the Department of Public Health (DPH) and the local health districts to plan and coordinate activities across the state for Public Health Week in Georgia.

Guidelines:

1. National Public Health Week is the first full week of April each year and the APHA normally promotes a national theme. The national theme may be used in Georgia or another theme may be selected.
2. The Public Health Week Committee will need to coordinate Public Health Week activities with the appropriate individuals within DPH.
3. The Chair will ensure that funds are available to promote Public Health Week. The Public Health Week Committee is responsible for determining how the funds will be used.
4. Regular reports should be made to the Executive Board concerning how funds are to be used, activities planned, etc.
5. Information of previous year activities will be available from the Executive Services Provider.

REGISTRATION COMMITTEE

The Registration Committee is a subcommittee of the Conference Planning Committee and the Chair is appointed by the Vice President. The Registration Committee is responsible for coordinating and processing on-site registration for the Annual Meeting and Conference.

Guidelines:

1. The Executive Services Provider is responsible for YourMembership (YM) registration.
2. The Executive Services Provider is responsible for processing all pre-conference registrations, confirmations, and payments.
3. The Chair shall recruit, coordinate and train volunteers to staff on-site registration.
4. The Chair shall work with the Executive Services Provider to determine logistics.
5. The Chair shall provide a weekly update for conference registrations.
6. The registration desk shall remain open throughout the entire conference with adequate staffing and resources.
7. On-site collections are reconciled with YM receipts and given to the Executive Services Provider at the end of the annual meeting to process in accordance with standard operating procedures.

SILENT AUCTION COMMITTEE

The Silent Auction Committee is a special committee with the responsibility to coordinate the solicitation and auction of items at the Annual Meeting and Conference. Ninety five percent of all proceeds shall benefit the James W. Alley Memorial Fund. Five percent of the proceeds shall be awarded to the section charged with the responsibility to oversee the silent auction.

Guidelines:

1. Each year a section is responsible to host the James W. Alley Silent Auction. The order of rotation shall be alphabetical by section name.
2. The section chair is responsible for the silent auction but may appoint a designee to champion the effort. The section chair is encouraged to engage section members as much as possible pre-conference and during the conference.
3. The Silent Auction Committee shall solicit donations with a suggested value of \$25 or more per donation and manage the silent auction throughout the conference.
4. Donations are accepted from all parties.
5. The Silent Auction Committee shall use the Communications and Marketing Committee to solicit donations.
6. Donors are responsible to complete the donation form with an estimated value and/or suggested starting bid.
7. The Conference Planning Committee shall identify a designated area for the silent auction showing and an area for securing the items between showings.
8. Silent auction items may be received on-site at a pre-determined time and location.
9. The Executive Services Provider will provide detailed Standard Operating Procedures (SOP) to the Silent Auction Chair

Located on the GPHA Website:

Donation Form
Schedule Sample
Bid Sheet