

SOUTH CAROLINA PUBLIC HEALTH ASSOCIATION (SCPHA)

CONSTITUTION AND BYLAWS

The South Carolina Public Health Association was founded in 1921 and adopted its first Constitution and Bylaws in 1928.

CONSTITUTION

ARTICLE I

Name

The name of this Association shall be the South Carolina Public Health Association.

ARTICLE II

Object

The object of this Association shall be to protect and promote personal, community and environmental health. It shall exercise leadership in health policy development and action. It shall provide a forum for matters pertaining to public health and for scientific and professional development of the membership.

ARTICLE III

Membership

There shall be six classes of members designated as regular, retiree, lifetime, student, honorary and organizational.

ARTICLE IV

Management

The affairs and management of the Association shall be vested in Governing Council, which shall establish policies, determine the fiscal pattern and manage the affairs of the Association.

ARTICLE V

Officers

The officers of the Association shall be a president, a president-elect, a vice president, a secretary and a treasurer.

ARTICLE VI

Governing Council

- Section 1. The Governing Council shall consist of:
- (a) the officers of the Association,
 - (b) the immediate past president,
 - (c) the representative(s) to the Governing Councils of the American Public Health and Southern Health Associations,
 - (d) the chairperson of each section, and
 - (e) four elected members.
- Section 2. The officers of the Association shall be the officers of the Governing Council.
- Section 3. A quorum of the Governing Council shall consist of a simple majority of its members.
- Section 4. The newly elected Governing Council shall meet jointly at its first meeting with members of the outgoing Governing Council. It shall meet at other times and places to be determined by the President. Special meetings may be called at the written request of five (5) council members. At least fourteen (14) days notice of any Governing Council meeting shall be given members, in writing, stating the purpose of the meeting.

ARTICLE VII

Meetings

- Section 1. There shall be at least one meeting of the membership each year for the conduct of the business of the Association at a time and place to be selected by the Governing Council.
- Section 2. The President upon recommendation of the Governing Council may call special meetings of the Association at any time.
- Section 3. A quorum of the Association shall consist of not less than one-hundred (100) active members, two of whom shall be officers of the Association.

ARTICLE VIII

Amendments

This Constitution may be amended by a two-thirds vote of eligible members of the Association voting thereon by ballot cast by mail or at any meeting, provided that the specific amendment(s) to be voted upon shall receive the approval of the Governing Council and be distributed to the membership not less than thirty (30) days prior to the date completed ballots must be acted upon. All amendments shall become effective at the conclusion of the meeting at which they are adopted or upon completion of the tally of the mail ballots.

BYLAWS

ARTICLE I

Membership and Dues

Section 1. There shall be the following classes of membership: Regular, Retiree, Lifetime, Student, Honorary and Organizational. The Governing Council may delegate responsibility for membership application approval to the Membership Committee except for Honorary and Lifetime.

(a) Regular Member: Any active worker in the health field, or other persons interested in the promotion of public health and the object of the South Carolina Public Health Association who pays dues annually. A regular member shall be eligible to vote and hold office.

(b) Retiree Member: A member who is no longer employed and/or engaged in a full-time position in a health field or other related public health field. The retiree member shall have all the privileges of regular membership and the dues reduced to 50% of the prevailing rate.

(c) Lifetime Member: A member is eligible to purchase a lifetime membership if he/she has been a member of the Association for 30 years and makes a onetime payment equal to the regular annual dues. Lifetime membership confers all the privileges of regular membership.

(d) Student Member: Any person enrolled full-time at an accredited institution of higher learning who is interested in the promotion of public health and the object of the South Carolina Public Health Association and who pays dues annually. A student member shall have all the privileges of regular membership and the dues reduced to 50% of the prevailing rate.

(e) Honorary Member: Any person or group of individuals, agency or any organization who has rendered service to the cause of public health with local, state or national impact deserving of special recognition. Nominations and supporting justification may be submitted to any member. Election to honorary membership shall be by three-fourths vote of the Governing Council. Honorary Membership does not confer any privileges reserved for a regular member.

(f) Organizational Member: Any corporation or organization interested in the growth and development of the Association who is willing to contribute in a large measure to its support and who pays dues annually. An organizational member as an identity is entitled to one vote. This identity shall not be eligible to hold office.

Section 2. Dues

(a) Dues shall be paid on a member's anniversary date related to when they joined/renewed their membership in the Association.

(b) Annual dues of members shall be established by the Governing Council.

(c) Members in arrears of dues payment for the current fiscal year at the time of a mail ballot shall not be eligible to vote. Members in arrears for two (2) years shall be removed from the membership list. Unpaid membership years cannot be purchased retroactively.

(d) Dues can be paid for more than one membership year.

ARTICLE II

Governing Council

The Governing Council shall:

- (a) Appoint representative(s) to the Governing Council of the American Public Health Association and the Southern Health Association upon the recommendation of the President.
- (b) Fill vacancies in offices and on the Governing Council occurring after the annual meeting in accordance with the provisions of the Bylaws. See Article III, Section 3(e).
- (c) Establish sections of the association, combine or discontinue them where necessary, prescribe the criteria for establishment of sections and maintain coordination among sections.

- (d) Consider, approve, and initiate implementation of all resolutions adopted by the governing Council and/or the membership of the Association.
- (e) Consider the implication of and carry out all motions adopted by the membership at annual and special meetings of the Association.
- (f) Delegate responsibilities as are consistent with and not specifically designated in the Constitution and Bylaws to standing and special committees of the Association in order to carry out the object of the Association.
- (g) Approve applications for membership in all categories of membership.
- (h) Carry out other duties and responsibilities necessary to manage the affairs of the Association.
- (i) The Association Executive Committee shall consist of the President, President-Elect, Vice President, Secretary and Treasurer. The President may call on this committee to meet as necessary to review and discuss Association issues not requiring Governing Council or Membership approval or vote.
- (j) The Executive Committee serves in an advisory capacity as needed and not as a governing body. The Executive Committee shall carry out all policies and duties of the Governing Council between meetings with the expressed exclusion of the amendment of the By-Laws of the Association and filing vacancies on the Executive Committee. (Approved and amended May 23, 2012)

ARTICLE III

Officers and Council Members

Section 1. Qualifications

The Governing Council shall be the judge of the qualifications of membership of the Association, its officers and council members.

(a) An officer shall have been a member of the Association for the immediate past three years prior to taking office.

(b) Council members shall have been a regular, retiree, student, or lifetime member of the Association for the immediate past three years prior to taking office.

Section 2. Duties

(a) The President of the Association shall be the chief executive officer of the Association. He shall serve as presiding officer of the Association and the Governing Council and shall be an ex-officio member of all committees except Nominations, and shall perform such other duties as are customary to this office. The President shall mentor the President-Elect regarding the Constitution & By-Laws and current Policies and Procedures. (Last sentence approved and amended May 23, 2012)

(b) The President-elect shall be an ex-officio member of all standing committees and shall perform such other duties as are delegated by the Governing Council or the President. The President-Elect shall co-chair the Program Committee during their tenure as President-Elect. (Last sentence approved and amended May 23, 2012)

(c) The Vice-President shall assume all the duties of the President when, by absence or disability, the President is unable to perform those functions and shall perform such other duties as may be delegated by the Governing Council or the President.

(d) The Secretary shall keep the minutes of Governing Council and Annual Meetings and shall perform such other duties as are customary to the office. (Approved and amended May 23, 2012)

(e) The Treasurer shall oversee the financial management of the Association, shall ensure that all of the appropriate financial records are kept, shall ensure that funds are disbursed in accordance with approved Association policy and shall perform such other duties as are customary to the office. (Approved and amended May 23, 2012)

(f) The President of the Association may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.

Governing Council may take this same action against the President for the reasons outlined above.

Section 3. Terms of Office

(a) The term of office of the President, President Elect, Vice-President and Secretary shall be for one year. The term of office of the Treasurer shall be for two years.

(b) The terms of office of the four elected members of the Governing Council shall be for two years. Two members being newly elected each year.

(c) The term of office for the representative(s) shall be for three years, or to conform to the Bylaws of the Association they represent.

(d) Officers and council members shall assume office on July 1.

(e) All vacancies in office other than in the office of President shall be filled through appointment by the President subject to the approval of Governing Council. (See Article II[b]).

ARTICLE IV

Nominations and Elections

Section 1. Election of officers and others chosen by membership shall be executed by secret ballot (Section 5).

Section 2. The Nominating Committee shall prepare a slate of one or more qualified candidates for each elective position to be filled. This slate shall be presented to Governing Council for ballot approval at least 60 days prior to the annual meeting.

Section 3. Additional candidates may be placed in nomination by petition of 50 or more voting members. Said petition must be submitted to the Chairman of the Nominating Committee before the stated deadline. Names of such nominees, if eligible, shall be included on the election ballot.

Section 4. The election ballot shall be prepared by the Nominating Committee and mailed to all voting members at least 30 days prior to the annual meeting. A brief biographical sketch of each nominee shall be included.

Section 5. Election shall be by a majority of votes cast. If a majority is not received by any one candidate when more than two candidates are voted upon, the two candidates receiving the most votes will be voted upon by written ballot at the annual meeting.

Section 6. The Nominating Committee shall act to tabulate all votes in accordance with Roberts Rules of Order (Revised) and shall report the results at the annual meeting.

ARTICLE V

Committees

Section 1. Standing Committees

The chairperson and members of standing committees shall be appointed annually by the President subject to the approval of the Governing Council except where otherwise specified. Committee members shall pay annual dues no later than thirty (30) days after member's anniversary date to be eligible to serve on a committee.

(a) Awards Committee: The Awards Committee shall consist of six members appointed to serve two year rotating terms, three members being newly appointed each year. This Committee shall be responsible for recruitment of nominees for the Association Awards, reviewing nominees for eligibility, and recommending candidates to the Governing Council for final selection.

(b) Constitution and Bylaws Committee: This Committee shall consist of the immediate Past President as Chair, three members appointed by the Chair from the Past President's Advisory Committee and three additional members appointed by the President. This Committee shall be responsible for reviewing the Constitution and Bylaws of the Association (annually) and for proposing amendments as necessary and keeping the Procedures Manual current.

(c) Continuing Education Committee: The Continuing Education Committee shall be composed of a Chairperson appointed by the President and one member from each section designated by the section chair. This Committee shall be responsible for supporting regional conferences and initiating action and direction for educational programs.

(d) Convention Committees: The Convention Committees shall be responsible, in conjunction with the Program Committee, for planning all aspects of the Association's Annual Meeting. An appointee of the President shall chair the committees. Committee members shall pay annual dues no later than thirty (30) days after member's anniversary date to be eligible to serve on a committee. The convention committees include the Convention Coordinators, Program Committee (Contributed Papers Subcommittee), Early Bird Reception Committee, Entertainment Committee, Exhibits Committee, Marshals and Pages, Properties Committee and the Registration Committee. The program committee

shall consist of one representative from each section of the Association designated by the section chairperson and other members as the President and Program Chair may wish to appoint. This Committee shall be responsible for planning the program for the annual meeting of the Association. If applicable, the convention coordinator shall submit a proposed convention budget to the Association Treasurer in a timely manner. (Approved and amended May 23, 2012)

(e) Finance Committee: The Finance Committee shall be composed of the Treasurer of the Association and at least two additional members. This Committee shall be responsible for the preparation of an annual budget for the Association, studying its financial status, and making recommendations regarding these matters to the Governing Council, and notifying the President regarding the annual review/audit. This review/audit shall be conducted by an external accounting entity.

(f) Fiscal Review Committee: The Fiscal Review Committee shall consist of the Chair, appointed by the President, the Treasurer, and the current Associations' Accountant. They will be responsible for seeing that a review/audit of the financial records is performed in a timely manner. A copy of the report shall be sent to the President and presented to the Governing Council. (Approved and amended May 23, 2012)

(g) Futures Planning Committee: The Futures Planning Committee shall consist of the President-Elect as Chairperson, the immediate Past President and one representative from the Environmental Quality Control field, a state agency, a private agency, a grassroots organization, the South Carolina Environmental Health Association, four (4) from other health, social services and /or community based organizations and the University of South Carolina School of Public Health. At least half of the members of this committee shall have previous experience with Governing Council and the functions and duties of that body and the Association. The representatives of the committee are appointed by the President. The President and the Members at Large are ex officio members. This Committee acts in an advisory capacity to the Governing Council and is charged with ensuring continuity with respect to the course and activities of the Association.

(h) Legislative Committee: The Legislative Committee shall consist of a Chairperson appointed by the President, the chairperson of the Resolutions Committee and one member from each Section appointed by the Section Chairperson. The representatives to the American Public Health Association and the Southern Health Association shall also be members of the Committee. It shall be the responsibility of this Committee to recommend the Association's legislative agenda to Governing Council, to review and report to Governing

Council on key public health legislation and to recommend official position and action that the Association should take with respect to proposed key legislation. This committee will also define the criteria for Legislator(s) of the Year Award and solicit nominations for the award each year. The Committee Chairperson and the SCPHA President shall make urgent or emergency decisions or actions about specific legislation. (Approved and amended May 23, 2012)

(i) Membership Committee: The Membership Committee shall consist of a Chairperson appointed by the President and one member from each Section of the Association designated by the Section Chairperson and other members as the President may wish to appoint. This Committee shall be responsible for considering and developing ways and means of recruiting members, receiving applications for membership, passing on eligibility for membership classification and recommending election of applicants by the Governing Council.

(j) Nominating Committee: The Nominating Committee shall be composed of five members appointed by the Governing Council. The Chairperson shall be chosen from the Governing Council and the remaining four shall be chosen from the membership at large. This Committee shall be responsible for selecting and presenting a slate of qualified candidates, preparation and distribution of the election ballot and the tally of votes as defined in Article IV.

(k) Past Presidents' Advisory Committee: The Past Presidents' Advisory Committee shall consist of the Past Presidents of the Association. The Immediate Past President shall serve as Chairperson. This Committee acts in an advisory capacity to the Governing Council to lend guidance and advice and may be assigned special projects. The Chairperson of the Committee serves as Chairperson of the Constitution and Bylaws Committee.

(l) Public Health Month Committee: The Public Health Month Committee shall be chaired by the Vice President of the Association and shall consist of a representative from each section of the Association designated by the Section Chairperson and other members as the President and Vice President may wish to appoint. This Committee shall be responsible for planning activities for the annual celebration of Public Health Month and should submit a budget to the Association Treasurer in a timely manner.

(m) Public Information Committee: This Committee shall consist of a Chairperson appointed by the President, a representative from each section of the Association designated by the section chairperson and other members as the President may wish to appoint. A member of this Committee shall be designated Editor of the Bulletin by the President. The Public Information Committee shall be responsible for developing a program of public information for and about the Association, its activities and publications.

(n) Resolutions Committee: This Committee shall consist of a Chairperson appointed by the President and four members. Its functions shall be to receive and review all resolutions presented by members, sections and committees and recommend to Governing Council acceptance or rejection. It, additionally, may prepare resolutions as directed by the Governing Council.

(o) Scholarship Committee: The Scholarship Committee shall consist of the President-Elect as Chairperson, Treasurer, two (2) Members-at-Large, and a representative from the University of South Carolina, School of Public Health. Two scholarships are authorized: (1) A Public Health Scholarship for which the selection committee may also include any other members deemed appropriate by the designated committee and (2) The Malcolm U. Dantzler Scholarship for which the selection committee may also include any other members deemed appropriate by the designated committee. This Committee is responsible for publicizing the scholarships, receiving nominations, selecting potential scholarship recipients and recommending potential scholarship recipients to the Governing Council.

(p) Sponsorship/Ways and Means Committee: The sponsorship committee shall consist of a chairperson appointed by the President and volunteers. This committee will be responsible for searching, applying and securing sponsorships and donations for the Association. (Approved and amended May 23, 2012)

(q) Winter Conference Committee: The Winter Conference committee shall consist of a chairperson, appointed by the President, a co-chair and volunteers. This committee will be responsible for planning and coordinating the annual mid-year/Winter Conference. The committee chair is responsible for submitting a proposed budget to the Association Treasurer in a timely manner. (Approved and amended May 23, 2012)

Section 2. Special Committees – There shall be such other advisory and special committees as the President and/or Governing Council shall from time to time deem necessary to carry on the work of the Association. Committee members shall pay annual dues no later than thirty (30) days after member’s anniversary date to be eligible to serve on a committee.

ARTICLE VI

Sections

Section 1. Organization

(a) On petition of thirty (30) members interested in forming a section, such section may be established by majority affirmative vote or a quorum of eligible voters of the

Association (and prior approval of the Governing Council) at any meeting of the Association provided that notice is given in the call for the meeting of the proposal to establish a section or sections.

Said petition should:

- (1) State the purpose and the goals of the proposed section.
- (2) Document why present sections cannot meet their interests.
- (3) A probation period of two years shall be served, at the end of which the Governing Council of the Association who will then determine whether the section is eligible for full membership will review section activities.

(b) A Section will require review by the Executive Committee if:

- (1) the membership is less than thirty (30) members for a period of two years and fails to elect officers for a period of two years; or
- (2) the membership is thirty (30) or more members and fails to elect officers for a period of two years.

Upon review of the Executive Committee, the Section may continue to function with annual reviews or be dissolved."

Section 2. Section Officers

- (a) The officers of the section, elected from the section membership, shall be the chairperson, chair-elect, vice-chairperson, secretary and two members-at-large.
- (b) The terms of office for the Chairperson, Chair-elect, Vice Chairperson, and Secretary shall be one year. Each Vice Chairperson will assume the office of Chair-elect the following year. Each Chair-elect will assume the office of Chairperson the following year. The terms of office for the two members-at-large shall be for two years. Each term of office shall begin on July first after the election.
- (c) The Vice Chairperson, Secretary and one member-at-large shall be elected each year.
- (d) All elections shall be by secret ballot either by mail prior to the annual meeting or at the annual section business meeting.
- (d) A majority of votes cast by the section's eligible voting members shall constitute an election.

- (e) The officers of the Section shall pay annual dues no later than 30 days after the member's anniversary date.

Section 3. Duties of Section Officers

(a) The Chairperson

(1) Shall call and preside at section meetings. Shall be responsible for leadership in section affairs and appointment of committees within the section and representatives to Association committees.

(2) Shall be a member of the Governing Council of the Association; shall designate a proxy to a Section Officer or a Member of the Section or submit a written report to the association Secretary when unable to attend Governing Council meetings.

(3) Upon completion of term of office of the chairperson, all official records of the section possessed shall be transferred to the custody of the new chairperson.

- (b) A quorum shall consist of the section members present and voting. Voting shall be limited to members of the section.

(c) The Vice Chairperson

Shall assist the chairperson and chair-elect with section responsibilities and business and act in the absence of the chair-elect.

(d) The Secretary

(1) Shall keep minutes of all meetings of the section.

(2) Shall obtain reports from section committees so that they may be retained as a permanent part of the section's records.

(e) Members-at-Large

(1) Be aware of the opinions of the majority of the membership and present these to the officers when appropriate.

(2) Function as the membership's advocate at section meetings.

Section 4. Section Meetings

(a) Section meetings may be held in conjunction with the regular meetings of the Association and at other times and places as desired and are not limited to members of the section

(b) A quorum shall consist of a majority of the section members present and voting. Voting shall be limited to members of the section.

(c) The annual meeting shall include the order of business as outlined in the Manual of Procedures.

Section 5. Section Council

(a) Section Council shall be composed of the section officers.

(b) The duties of the Council:

(1) Transact general business between meetings.

(2) Appoint the members of the Section's nominating committee and approve the appointment of persons to special committees.

Section 6. Committees

(a) Nominating Committee

(1) Members of this committee will prepare a slate of nominees for the section's officers prior to the annual meeting.

(2) If a vacancy occurs from the Committee, the section chairperson shall appoint a member to serve for the remainder of the term.

(b) Special Committees

Will be appointed as needed by the chairperson with the consent of the section council.

Section 7. Relationship with the Association

(a) The chairperson of each section will represent section interests and will keep the section advised of special matters being considered by the Governing Council.

(b) Each section has representatives committees as provided in Article V of the Bylaws.

ARTICLE VII

Funds or Monies

- Section 1. All funds received by the South Carolina Public Health Association shall be deposited to the credit of the Association in depositories approved by the Governing Council.
- Section 2. The Governing Council shall have the full responsibility for authorizing investments, for the setting aside of reserve finds, for continuation or termination of special purpose funds or any financial changes, which it deems desirable in the light of program needs.
- Section 3. Checks drawn for \$500.00 or more require approval of the Treasurer.
- Section 4. Audit: The accounts shall be reviewed or audited annually and a copy of the report shall be sent to the President and presented to the Governing Council.

ARTICLE VIII

Publications and Properties

- Section 1. Any publications of the Association shall be issued under the direction of the Governing Council.
- Section 2. The Governing Council shall act as trustee of the properties of the Association.

ARTICLE IX

Dissolution

- Section 1. In the event of dissolution of the Association, such dissolution shall be in accordance with the statutes of the State of South Carolina.
- Section 2. Upon dissolution or liquidation of the Association, no member shall share in or receive any funds or other assets then remaining in the possession of the Association. Any such funds or other assets will be contributed to a 501(c)(3) organization having the same or similar objectives subject to the statutory or substantive laws of the State of South Carolina.

ARTICLE X

Parliamentary Authority

Except as otherwise provided in these Bylaws, Roberts Rules of Order (Revised) shall be the parliamentary authority of the Association.

Article XI

Amendments

- Section 1. These Bylaws may be amended without previous notice at any meeting of the Association by two-thirds (2/3) affirmative vote of the members of the Association present and voting, providing a quorum is present and providing that the specific amendment(s) to be voted upon shall have received the approval of the Governing Council. In addition, these Bylaws may be amended by a majority affirmative vote of eligible members of the Association voting thereon by ballot cast by mail provided that the specific amendment(s) to be voted upon shall have received the approval of the Governing Council.
- Section 2. All amendments shall become effective at the conclusion of the meeting at which such amendment(s) are adopted, or upon completion of the tally of the mail votes.

Amended and approved May 2012

Amended and approved February 2010

Revised and approved May 2007