

PRESIDENT

- I. The President shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Be the chief executive officer of the Association.
 - C. Serve as presiding officer of the Association.
 - D. Be an ex officio member of all committees except Nominations.
 - E. Appoint the Chairperson and members of most standing committees subject to approval of Governing Council. Note: The Futures and Scholarship Committees are chaired by the President-Elect. The Public Health Month Committee is chaired by the Vice President and the Immediate Past President chairs the Past Presidents' Advisory Committee.
 - F. Appoint advisory and special committees from time to time as deemed necessary to carry on the work of the Association.
 - G. The President shall call for a meeting of the Executive Committee as necessary to review and discuss Association issues not requiring Governing Council or Membership approval or vote. Serves as Chair of the Executive Committee.
 - H. The President will mentor the President-Elect regarding the Constitution & By-Laws and current Policies and Procedures.
 - I. Perform such other duties as are customary to this office.
- II. The President may delegate tasks as he/she sees fit to the Office of Administrator.
- III. The President shall appoint a parliamentarian for Governing Council and the annual business meeting.
- IV. To maintain liaison with organizations to which SCPHA pays organizational dues (currently APHA and SHA), the President shall recommend representatives to each organization.
- V. The President shall:
 - A. Set dates for Governing Council meetings and prepare the agendas, and
 - B. *Meet jointly at its first meeting with the 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.
- VI. The President shall attend orientation and all Governing Council Meetings. The President 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. NOTE: Governing Council may take this same action against the President for the reasons outlined above.

PRESIDENT-ELECT

I. The President-Elect shall:

- A. Serve for one year and assume office on July 1st.
- B. Be an ex officio member of all standing committees and shall perform such other duties as are designated by the Governing Council or the President.
- C. Serves as Chairperson of the Futures Committee and serves on committees as assigned by the President.
- D. The President-Elect shall co-chair the program committee; this will allow the incoming President to gain invaluable experience planning and coordinating the annual meeting. Involvement with SCPHA's signature training conference will also prepare them for his/her role as President.
- E. Select committee chairs and members where appropriate in sufficient time to confirm appointments by the time he/she takes office as President. Submit a list of appointments to the Administrator for preparation of list for distribution to Governing Council members by the joint council meeting in June.
- F. The President-Elect shall attend orientation and all Governing Council Meetings. The President 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.
- G. Serves as a member of the Executive Committee of the Governing Council.

VICE PRESIDENT

- I. 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 other such duties as may be delegated by the Governing Council or the President.
- II. The Vice President shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Serve as Chairperson of the Public Health Month Committee.
 - C. Serve on committees as assigned by the President.
 - D. The Vice President- shall attend orientation and all Governing Council Meetings. The President 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.
 - E. Serve as a member of the Executive Committee of the Governing Council.

SECRETARY

- I. The Secretary shall keep the minutes of Governing Council and Annual meetings of the Association and the Governing Council and shall perform such other duties as are customary to the office.
- II. The Secretary shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Record the minutes of all Governing Council and other meetings as requested by the President.
 - C. Prepare and distribute minutes by:
 1. Preparing the minutes of the previous month's meeting and new agenda for all Governing Council meetings, including: typing, making copies, and bringing to the next Council meeting for hard-copy distribution.
 2. Sending minutes to the President for approval, after which forwarding by electronic distribution to Governing Council two weeks prior to the next meeting.
 3. Collecting and copying reports and the previous year's business meeting minutes for the annual business meeting
 - D. Prepare Sign-in Sheet for Governing Council and other Association meetings, to include changing date, check for any name changes and copy.
 - E. Be prepared to present all outstanding old business issues at the President's request.
 - F. Obtain and maintain a copy of all reports and proxies.
 - G. Serve as a member of the Executive Committee of the Governing Council.
 - H. The Secretary shall attend orientation and all Governing Council Meetings. The President 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.
 - I. Serve on committees as assigned by the President.
 - J. Provide incoming Secretary with minutes and any forms used from prior year in hard copy and electronic formats.

TREASURER

- I. The Treasurer shall oversee the financial management of the Association, shall ensure that all of the appropriate financial records are in keeping with general accounting principles, shall ensure that funds are disbursed in accordance with approved Association policy and shall perform such other duties as are customary to the office.
- II. The Treasurer serves as Chairperson of the Finance Committee, and as a member of Fiscal Review Committee and Scholarship Committee.
- III. The Treasurer shall:
 - A. Serve for two years and assume office on July 1st.
 - B. Confer with the outgoing Treasurer to arrange for an early and orderly transfer of records.
 - C. Work with Office of Accountant to:
 1. Complete forms necessary to authorize access to the Association's checking and savings accounts.
 2. Assure the filing of the appropriate signature cards with bank.
 3. Assure the filing of Federal and State tax documents are filed timely.
 - D. Ensure that full and accurate accounts of all receipts and disbursements belonging to the Association are kept.
 - E. Review and approve check requests over \$500 and sign all checks written for \$500 and above.
 - F. Present monthly Treasurer's report to the Governing Council.
 - G. Present all requests for funds management by related groups to the Governing Council for approval of a contract.
 1. Assure Governing Council management of funds will not impose a hardship upon the Association.
 2. Ensure that the director of the project, or their authorized representative, and the Treasurer of SCPHA signs a contract.
 3. Ensure that external accounts are provided with an account statement as determined by activity and upon request to verify account activity.
 - H. Distribute budget request forms to the appropriate Officers, Section Chairpersons and Committee Chairpersons by the August Governing Council Meeting. (See Finance Committee Section regarding the Association and Annual Meeting budget requests.)
 - I. Provide a financial status report to the Public Information Committee for inclusion in *The Bulletin* publication.

- J. Serve as a member of the Executive Committee of Governing Council.
- K. The Treasurer- shall attend orientation and all Governing Council Meetings. The President 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.
- L. Serve on committees as assigned by the President.

MEMBERS-AT-LARGE

- I. There are four Members-at-Large each of whom is elected to a two-year term.
 - A. The Members-at-Large shall:
 1. Serve for two years with two members being newly elected each year.
 2. Think and speak as representatives of the membership body as a whole rather than as representatives of sections.
 3. Submit at least one award nomination for the Hayne Award and the Outstanding Service Award.
 4. Two Members-at-Large will serve as ex officio members of the Futures Committee.
 5. Two Members-at-Large will serve on Public Health Month Committee.
 6. Two Members-at-Large will serve on the Scholarship Committee.
 7. Two Members-at-Large will serve on the Annual Meeting Program Committee.
 8. The Members-at-Large shall attend orientation and attend all Governing Council Meetings. The President 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.
 9. Serve on committees as assigned by the President.