

The **POLICIES &
PROCEDURES
MANUAL**



HISTORY
ARTICLES OF ASSOCIATION
BY-LAWS
POLICIES

APHA BY-LAWS AND POLICIES & PROCEDURES MANUAL

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TABLE OF CONTENTS

I. Introduction	1
Use of Manuals	2
II. History	3
III. By-Laws	4
Articles of Association	13
IV. Awards and Special Projects	
A. Awards	16
B. Special Projects	20
V. Procedures	
A. Officers	23
B. Section Representatives	33
C. Committees	3
D. Postage Procedure	33
VI. Travel Expense Reimbursement	34
VII. Conference Fees Refund Policy	35-36
VIII. Forms and Instructions	35

I. INTRODUCTION

The Arkansas Public Health Association (APHA) is an affiliate of the American Public Health Association, Inc., and the Southern Health Association. The membership of the Arkansas Public Health Association is made up of individuals from public health disciplines as well as persons interested in the advancement of public health.

The By-laws of the Arkansas Public Health Association give structure to the organization, delineate the powers of the Executive Council, the Executive Committee and briefly describe the basic responsibilities of the officers. However, the By-laws are not intended to provide guidelines and procedures recommended for carrying out the basic duties of APHA officers.

This APHA By-Laws and Policies & Procedures Manual contain the By-laws as well as procedures and standards of operation for officers. The information in this Manual should serve as a guide to officers, committee chairperson, and section representatives in carrying out their respective duties.

In 1984, the first APHA By-Laws and Policies & Procedures Manual was developed by the Procedures Manual Committee and approved by the APHA Executive Council. To keep the manual current, it is updated each year by the second Executive Council Meeting following the Annual Meeting. A copy of this manual is provided electronically to each officer, committee chairperson, and section representative.

USE OF THE MANUAL

A copy of the APHA By-Laws and Policies & Procedures Manual is issued electronically to each officer, committee chairperson and section representative.

Procedure:

Responsibility

Procedures Manual Committee

Revises manual before the second Executive Council Meeting.

Procedures Manual Committee

Sends revisions to new Chairperson officers, committee chairpersons, and section representatives via email prior to the second meeting of the year.

II. HISTORY OF THE ARKANSAS PUBLIC HEALTH ASSOCIATION, INC.

The Arkansas Public Health Association was organized on Saturday morning, November 22, 1947, in the Lecture Room of the Robinson Memorial Auditorium, Markham and Broadway Streets, Little Rock, Arkansas. This organizational meeting of APHA was held on the third day of the Annual Conference of the Arkansas State Board of Health. The Annual Conferences were held in part to fulfill the state law requirement that the State Health Officer speak to the employees of the State Board of Health at least once each year.

Dr. Edgar J. Easley, Director of the Division of Venereal Disease Control, Arkansas Department of Health, was chairperson of the organizational committee and was elected to serve as the first President of the Arkansas Public Health Association. Other officers elected at the organizational meeting were Vice-President, Mrs. W. T. Dorrough, Executive Secretary of the Arkansas Tuberculosis Association and the Secretary-Treasurer, Mr. Roy M. Reid, Director of the Division of Public Health Education, Arkansas Department of Health. Members elected to the APHA Executive Council were Mr. J. W. Coddington, Mrs. Edgar J. Dixon, Mr. H. W. Parker, Mr. Walter T. Peffercorn, Miss Myrtle Horton and Mr. Joe F. Shuffield.

There were 218 charter members who signed an attachment to the original Constitution and By-laws that were adopted on November 22, 1947. Much of the wording of the original Constitution and By-laws has been retained over the years even though there have been numerous changes and amendments. Initially the annual membership dues were \$1 per year for individuals and \$5 per year for organizations.

Membership eligibility was open to any citizen or organization of the state sincerely interested in the health and welfare of the people.

The Arkansas Public Health Association was the twenty-sixth State Public Health Association to be organized.

The first annual meeting of APHA was held on December 9-11, 1948, at the Robinson Memorial Auditorium in Little Rock. The opening session was Thursday morning and the closing session was held on Saturday morning, December 11. There was a social hour and dinner-dance on Friday evening. Mrs. Charles W. Garrison, wife of former State Health Officer Dr. Charles W. Garrison, presented the "History of Public Health in Arkansas" at a Friday morning session. Dr. Edgar J. Easley, President of APHA, was presiding officer of this first annual meeting.

III. BY-LAWS - ARKANSAS PUBLIC HEALTH ASSOCIATION, INC.

In these By-Laws, the Arkansas Public Health Association, Inc. may be referred to as "the Association."

Article I. Members

Section 1. Any person or group engaged in public health work, directly or indirectly, and/or interested in the advancement of public health in the State of Arkansas may apply for membership. The only reason for disapproval of membership shall be documented activities directly damaging to the Association, e.g., illegal voting at meetings, theft of Association funds, or activities contrary to the purposes of the Association as determined by the Executive Council.

Section 2. There shall be **five** (5) types of membership recognized by the Association with various rights and responsibilities (and membership dues) for each. The membership types shall be:

- A. Individual Member,**
- B. Institutional Member,**
- C. Student Member,**
- D. Retired Member, and**
- E. Honorary/Lifetime Member.**

Section 3. Individual Member. Any person who meets the criteria of Section I (above) may apply for Individual Membership. Each Individual Member has the right, responsibility, and obligation of voting and participating in all Association activities and business except those specifically designated to elected or appointed officials of the Association.

Section 4. Institutional Member. Any supporting/patron, firm, association, business, corporation, foundation or other group entity or individual which meets the criteria of Section I may apply for supporting membership. This membership is established to promote the above groups/individuals to financially support the Association's projects and be appropriately recognized for that support. They may also work together to identify and promote projects of mutual interest and value. A supporting member has no voting rights, but each is encouraged to appoint a representative to attend activities, meetings, etc., and to act as liaison with the Association. This financial support will be broken-down by the following categories:

- | | |
|-------------------|--------------------------|
| 1. Diamond | \$1,000 and above |
| 2. Gold | \$500 |
| 3. Silver | \$250 |
| 4. Bronze | \$100 |

Note: Persons within institution, firm, etc. are encouraged to apply for Individual Membership.

Section 5. Student Member. Any person currently enrolled as a full time student in any recognized educational institution may apply for Student Membership. Student Membership is encouraged as a means of learning about public health issues and activities in Arkansas. Student Members are encouraged to apply for Individual Member status at any time or when student status ends. Student Members have no voting rights.

Section 6. Retired Member. Any Individual Member who is retired from the field of public health and has been an Individual Member in good standing for at least five (5) consecutive years prior to applying may apply for Retired Member status. Retired Membership recognized the long involvement and concern of an Individual Member in the Association. Retired Members have all the rights, responsibilities, and obligations of Individual Members but with reduced membership dues.

Section 7. Individual membership dues should be paid by any member who is employed full time in the field of public health, regardless of being enrolled in a program of study or being previously retired and having returned to work.

Members in this category will be considered individual members with all rights and privileges of an individual member.

Section 8. Honorary/Lifetime Member. The Association recognizes outstanding persons by conferring Honorary/Lifetime Member status. Any voting member may make a nomination through a signed petition of five percent (5%) of the voting members and supporting documentation to the Executive Council. Honorary/Lifetime Members shall be selected by vote of the Executive Council: at least two-thirds (2/3) majority vote of the Council shall be necessary for approval. Honorary/Lifetime Membership shall be in effect for life and shall be recognized at the first Annual Meeting of the Membership following approval. Honorary/Lifetime Members have full voting rights.

Note: An Honorary/Lifetime Member may be an Individual Member or Retired Member, if appropriate, (and retain Individual Member's rights and responsibilities) but such membership is not required.

Section 9. Membership Dues. The term of membership shall be from January 1 to December 31.

Membership dues may be paid at any time during the term but full term dues must be paid. Membership may also be payroll deducted beginning January 1.

All members have voting privileges if membership dues are paid prior to the close of voting at the Annual Meeting. Member's name must appear on the current computer membership listing or the member must present a current membership card before voting at the Annual Meeting.

Membership dues statements are sent to all members as of the previous annual meeting January 1.

Membership dues amount (annual):

Individual Member	\$26.00
Institutional Member	See Section 4
Student Member	\$ 5.00
Retired Member	\$ 5.00
Honorary/Lifetime Member	No Dues
Payroll deduction	\$ 1.00 per pay period

Article II. Affiliation

Section 1. The Arkansas Public Health Association, Inc. may affiliate with any other National, Regional or State group with similar purposes and objectives. Liaisons to affiliate groups except those listed in Article III, Section II, will be appointed by the President with approval of two-thirds (2/3) majority of the Executive Council.

Section 2. Sections may be established as petitioned but not limited to the following:

- a. Health Administration
- b. Public Health Nursing
- c. Environmental
- d. Office Professionals
- e. Nutritionists
- f. Health Educators
- g. Health Disparities
- h. Infectious Diseases
- i. Health Literacy

Additional sections may be established as indicated upon petition from the group desiring to form such section and approval by the Executive Council and the Association. (Such new sections shall have a minimum of 25 members.)

A section may be discontinued or combined with another section upon request from the section and/or recommendation of the Executive Council with final approval by the Association.

Each section shall elect from its Active Membership a Chairman and Vice-Chairman. The Chairman shall be a member of the Executive Council and shall preside at all section meetings. They shall be responsible for the section program for the annual meeting. The Vice-Chairman shall serve as Chairman in their absence. In the absence of both the Chairman and Vice-Chairman, the President of the Association shall appoint a Chairman pro tempore who shall serve during the absence of the section officers.

Meetings of each professional section shall be at least semi-annually to be considered active and for the representatives to the Executive Council to retain voting rights.

Copies of minutes of each meeting must be forwarded to the Secretary of the Executive Council no later than thirty days following the meeting.

Article III. Elected Officials

Section I. The Elected Officials of this Association shall be:

- A. President,**
- B. President-Elect,**
- C. First Vice-President,**
- D. Second Vice President**
- E Secretary,**
- F. Treasurer,**
- G. Members-at-Large, six (6)**
- H. Representative to the American Public Health Association,**
- I. Representative to the Southern Health Association,**
- J. Representative to the Arkansas State Board of Health.**

Section 2. Elected officers shall begin their duties immediately following the close of the Annual Meeting at which their election is confirmed.

Section 3. A majority of all votes cast shall be required to elect. If no candidate receives a majority on the first ballot, the two candidates receiving the highest number of votes shall participate in a run-off to be held at the Annual Meeting to obtain majority election. The nomination committee shall be responsible for drawing names for positions on ballot.

Section 4. The duties of officers shall be such as are implied by their respective titles and which usually pertain to their respective offices, together with such other duties as are specified in these By-laws or may be delegated to them by the Executive Council.

Section 5. The duties of the officers shall be as follows:

A. The **President** shall be Chairperson of the Executive Council, the Executive Committee, shall preside at the Annual Meeting of the Association, and shall appoint all chairpersons of necessary committees, unless otherwise specified within these By-laws. The President shall have general supervision over the affairs of the Association, subject to the approval of the Executive Council, or Executive Committee including appointment of persons to unexpired terms of office. The President represents the Association at the American Public Health Association Annual Meeting and the Southern Health Association Meeting.

B. The **First Vice-President** shall be Chairperson of the Special Projects Committee and shall have powers and duties as the President when so acting, and subject to all the restrictions of the office of President. In case of death, disability, or resignation of the President, he/she shall automatically assume the Presidency

for the remainder of the unexpired term. The First Vice-President represents the Association (if the President cannot attend) at the American Public Health Association Annual Meeting and the Southern Health Association Meeting.

C. The **Second Vice-President** shall be the Chairperson of the Public Relations Committee. He/she shall supervise external and assist internal communications for the Association and shall have other powers and duties as the President may from time to time direct.

D. The **President-Elect** shall serve as the Chairperson of the Program Committee, shall oversee the function of other committees deemed appropriate by the President, and shall perform other duties as may be assigned by the President. During term of office, the President-Elect shall learn about and make preparation to assume the duties of the Presidency. The President Elect should at least work with an office and/or with the Executive Council. He/she shall automatically assume the Presidency of the Association at the expiration of the term of the President. The President-Elect represents the Association (if the President or First Vice-President cannot attend) at the American Public Health Association Annual Meeting and the Southern Health Association Meeting. The President-Elect attends the Conference sponsored by the American Public Health Association.

E. The **Secretary** shall be Chairperson of the Membership Committee; shall have custody of all records and papers; give notice of time, place, and purpose of all meetings; records, prepares and distribute minutes to each Executive Council Member for review and correction two (2) weeks after each meeting; declares quorum of voting membership of all members; maintain lists of voting status and type of membership of all members; and manage the correspondence of the Association. The Secretary will mail dues statements January 1 to all members as of the previous annual meeting.

F. The **Treasurer** shall have charge of all funds of the Association, and shall make deposits in a bank approved by the Executive Council. The Treasurer shall furnish financial statements at each Executive Council Meeting and at the Annual Meeting of all members. The annual report shall include the results of an audit conducted by a person not affiliated with the Association. Disbursements shall be made only by check, which must be signed by the Treasurer and one of three (President, Immediate Past President and Secretary) other persons authorized annually by the Executive Council. The Treasurer shall be bonded in the amount of \$5,000.

G. The **Members-at Large (six)** shall serve on the Executive Council as representatives of the general membership and shall perform other duties as assigned by President or Council. The terms shall be staggered, 2 members serving a one (1) year term, 2 members serving a two (2) year term and 2 members serving a three (3) year term.

H. The **Representative** to the *American Public Health Association's Governing Council* shall be elected for a period of three (3) years. The Representative must be a member of both the Association and the American Public Health Association, Inc. Representative to the American Public Health Association shall serve as the contact person between American Public Health Association and the Arkansas Public Health Association. The Representative is responsible for disseminating information received from American Public Health Association to the members of the Arkansas Public Health Association and vice versa. The Representative represents Arkansas Public Health Association on the American Public Health Association Governing Council, maintains liaison with other Representatives of other offciates and serves on the Committee on Affiliates, if elected.

I. The **Representative** to the *Southern Health Association Governing Association* shall be elected for a period of three (3) years. Said Representative must be a member of the Association and the Southern Health Association. Said Representative serves as the primary contact person between Southern Health Association and the Arkansas Public Health Association. This Representative serves on committees or special task forces as charged by the President or Council, provides information to Southern Health Association as requested by the Southern Health Governing Council.

J. The **Representative** to the *Arkansas State Board of Health* shall serve for a period of four (4) years. Said Representative must be a member in good standing of APHA. Three (3) candidates for the office shall be elected by the membership and shall be submitted to the Governor for appointment to the Board position.

Said Representative serves on committees or special task forces as charged by the President or Council. Said Representative follows up on request from Arkansas Board of Health.

Section 6. Any person having been convicted of a felony shall not serve as an officer. Any officer failing to perform his or her duties according to the By-Laws may be removed by a 2/3 vote of the Executive Council.

Article IV. Parliamentary Procedures

Section 1. All business meetings of the Association, including Executive Council meetings, shall be conducted according to the Parliamentary Procedures set forth in Robert's Rules of Order and as interpreted by the Parliamentarian.

Section 2. The President of the Association shall appoint the parliamentarian for all business meetings and the appointee shall be knowledgeable of parliamentary procedures.

Article V. Executive Council

Section 1. The affairs of this Association shall be controlled and managed by the Executive Council.

Section 2. The **members of the Executive Council** shall be the elected officials of the Association: President, First Vice-President, Second Vice-President, President-Elect, Secretary, Treasurer, Members-at-Large, Representative to the American Public Health Association, Representative to the Southern Health Association, Immediate Past-President of the Association, Representative to the State Board of Health and a representative of each professional section. The above list consists of the only voting members of the Executive Council.

Section 3. The functions of the Executive Council shall be to:

- A. Execute the powers listed in Article VIII of the Articles of the Association,**
- B. Issue position statements of the Association on matters related to public health,**
- C. Approve plans for the Annual Meeting of the Association, and**
- D. Remove Officers who fail to perform the job function listed in Article III, or who perform activities directly damaging to the Association, according to written documentation.**

Section 4. Meetings of the Executive Council shall be at least quarterly. Meetings may be called by the President or a majority of the Executive Council.

Any Association member may attend Council meetings, but only members of the Executive Council may vote on Council business. (Article V - Section II and Article VI, Section 1).

Section 5. At all meetings, at least two-thirds (2/3) of the Members of the Executive Council must be present to constitute a quorum and conduct business. Members shall be present in person or by proxy.

Council Members may designate a person to act as proxy for the purpose of constituting a quorum and voting on Council business. Such designation must be in writing and signed by the member or submitted to the secretary electronically. The person designated as proxy may be another member of the Council or any other member in good standing of the Association.

Article VI. Committee

Section I. The **President** shall appoint all necessary committee chairpersons needed to carry out the functions of the Association, except as otherwise designated in these By-laws. There shall be constituted the following committees with duties and responsibilities of each committee defined in the Association's Procedures Manual as approved by the Executive Council. The Committee Chairpersons appointed by the President shall be non-voting members of the Executive Council (Article V, Section II).

A. Chairpersons shall be members of the Executive Council as specified in Article III, Section V,

1. **Special Projects Committee** - First Vice President
2. **Public Relations Committee** - Second Vice President
3. **Program Committee** - President-Elect
4. **Membership Committee** - Secretary
5. **Nominating Committee** - Immediate Past President

B. Chairpersons shall be appointed by the President

1. **Awards Committee**
2. **History/Retiree Committee**
3. **Legislative and Resolutions Committee**
4. **Audit and Finance Committee**
5. **Hospitality Committee**
6. **Policy and Procedures Committee**
7. **Ads Committee**
8. **Registration Committee**
9. **Exhibits Committee**
10. **Arrangements Committee**
11. **Constitution and By-Laws Committee**
12. **Entertainment Committee**

C. Executive Committee – President, President-Elect, Secretary, Treasurer and four members of the Executive Council, two of whom shall be appointed by the presiding president and two of whom shall be elected by the Executive Council.

Article VII. Annual Meeting of the Membership

Section I. Annual Meeting

There shall be an Annual Meeting of the members of this Association for the purpose of confirming the election of officers and for transacting such other business as may properly come before the membership. The date and place of the meeting shall be set by the Executive Committee but must take place before June 30 of each year. Written or printed notice of the annual meeting (stating place, date and hour of the meeting) shall be sent to each member of this Association, not less than thirty (30) days nor more than sixty (60) days prior to each meeting. The notice will be addressed to each member at his/her residence or place of business, according to records of the Association.

Section 2. Voting

A. Only such persons designated as eligible to vote in Article I shall be entitled to vote. Each such member shall be entitled to one vote.

B. Absentee voting shall be provided based on the following criteria:

1. Must be a member in good standing at the time of the request for absentee ballot.
2. Submit request in writing to the chair of the Nomination Committee.
3. Membership as noted in #1 is verified by the Secretary of the Association in writing.
4. A numbered ballot is returned to the member requesting absentee ballot in a sealed envelope addressed to that member only. This number is maintained on verification form by the nominating committee.
5. Ballot in a sealed envelope is sent or presented to the Nomination Committee prior to or during the voting period at the Annual Convention.

6. The slate of officers is presented to each member of the Association not less than thirty (30) days nor more than sixty (60) prior to the Annual Meeting.

Article VIII. Amendments

Section 1. These By-laws of the Association may be amended, altered, or repealed by a majority of the members voting at any Annual Meeting, or special meeting called for that purpose. All proposed amendments shall be approved by a two-thirds (2/3) majority vote of the Executive Council and a copy thereof shall be mailed to each member not less than thirty days prior to the Annual Meeting.

ARKANSAS PUBLIC HEALTH ASSOCIATION, INC. ARTICLES OF ASSOCIATION

We, the undersigned, in order to form a corporation for the purposes hereinafter stated, under the pursuant of the provisions of Act 51 of 1875, as mended, of the General Assembly of the State of Arkansas, providing for the formation of corporations for benevolent purposes, do hereby adopt these Articles of Association, to-wit:

ARTICLE I. NAME

The name of this corporation, hereinafter sometimes referred to as the "Association", is "The Arkansas Public Health Association, Inc.".

ARTICLE II. PURPOSES

The Association is organized and shall be operated for the following purposes:

- a) To promote and protect the public health;
- b) To aid in the promulgation and enforcement of State and local legislation in the interest of public health;
- c) To render service and assistance in time of public emergency and necessity;
- d) To bring into closer association persons and organizations for the purpose of aiding in the promotion of public health; and
- e) To do and perform such other acts and services as are deemed to be in the interest of the public health and welfare.
- f) To promote and assist in training and education in the field of Public Health.

ARTICLE III. MEMBERS

All persons engaged in public health work, either directly or indirectly, and all persons who are interested in the advancement of public health, may become members of the Association upon payment of the applicable dues and approval of the Executive Council.

Institutional membership shall be available to organized groups or agencies.

All of the present qualified members of the Arkansas Public Health Association, an unincorporated association, shall automatically be considered members of this incorporated Association.

ARTICLE IV. EXECUTIVE COUNCIL

The affairs of the Association shall be controlled and managed by an Executive Council consisting of the President, First Vice-President, Second Vice-President, President-Elect, Secretary, Treasurer, Members-at-large, Immediate Past President of the Association, Representatives to the Governing Council of the American Public Health Association, Inc., to the Southern Health Association, to the Arkansas State Board of Health and the Chairperson of each Professional Section.

The Executive Council may adopt such rules and regulations for the conduct of its meetings and management of the affairs of the Association as it may deem proper but not inconsistent with the laws of the State of Arkansas or the adopted By-laws.

ARTICLE V. OFFICERS

The officers of the Association shall be a President, First Vice-President, Second Vice-President, President-Elect, Secretary, Treasurer, Members-at-large, and Representatives to the Governing Council of the American Public Health Association, Inc., to the Southern Health Association and to the Arkansas State Board of Health. Their election shall be confirmed at the Annual Meeting of the members of the Association to serve for a term of one year unless otherwise specified by the By-laws and Articles of Association and until their successors have been elected and qualify.

ARTICLE VI. DURATION

The period of existence of this Association shall be perpetual.

ARTICLE VII. PRINCIPAL OFFICE

The principle office of this Association shall be located in Little Rock, Arkansas, or at such other place as may be designated by the Executive Council.

ARTICLE VIII. POWERS

In addition to all powers provided by the laws of the State of Arkansas, the Association and its Executive Council shall have power to do any and all things necessary, convenient, useful and/or incidental to the proper fulfillment of the corporation (provided no dividends shall ever be declared or paid to members of the Association), including, without limitation, the following powers:

- a) To purchase, rent, lease, hire or otherwise acquire, and to provide, erect, make, maintain, establish and operate offices and other facilities, and all necessary or convenient equipment for, and accessories to any or all thereof; to engage and employ such persons as may be deemed necessary or desirable in connection with any of such purposes and to pay compensation for service rendered to the corporation;
- b) To accept any gift, grant, endowment, devise, or bequest made to the corporation at any time to further its general purpose except as may be specifically prohibited by law;
- c) To acquire, hold, lease, own, develop, operate, sell, transfer, exchange, mortgage or dispose of any property, real or personal; and
- d) To enter into, make, perform, carry out, cancel or rescind contracts for any lawful purpose pertaining to the purpose of the Association.

ARTICLE IX. AMENDMENTS

All proposed amendments shall be first approved by a two-thirds (2/3) majority vote of the Executive Council and a copy thereof shall be mailed to each member not less than thirty (30) days prior to the meeting. These Articles of Association may be amended, altered or repealed by a majority of the members voting at any Annual Meeting or special meeting called for that purpose.

ARTICLE X. DISSOLUTION

This Association may be dissolved by a two-thirds vote of the members of the Association. If, upon dissolution of the Association, there shall remain any property after satisfaction of all indebtedness, such property shall not be distributed to the members of the Association, but shall be given or transferred to one or more non-profit associations or corporations having purposes generally similar to this Association, same to be selected by the Executive Council. The income and property of the Association shall be applied solely toward the furtherance of the purposes of the Association and no dividends shall ever be declared or paid to the members of the Association. IN WITNESS WHEREOF, We have hereunto set our hands this 30th day of April, 1962.

**Signed: Eugene C. Spratt
Mrs. Vada Russell
R. D. Hardin, D.D.S.**

**William H. Mann, Jr.
Mason G. Lawson, M.D.**

Amended April 19, 1977
Amended April 14, 1978
Amended April 20, 1979
Amended April 17, 1981
Amended April 16, 1982
Amended May 4, 1983
Amended May 3, 1985
Amended May 20, 1988
Amended May 19, 1989
Amended May 11, 1990
Amended April 19, 1991
Amended April , 1996
Amended May 8, 1998
Amended May 7, 1999
Amended February, 2003
Amended May, 2011

IV. AWARDS AND SPECIAL PROJECTS

A. AWARDS

The Dr. Tom T. Ross Award

The Dr. Tom T. Ross Award was established in 1959 for outstanding achievement in Public Health. Recipients of the award are selected by a secret committee appointed by the President of Arkansas Public Health Association, Inc. This award is given only to a member who has made an outstanding contribution to the field of Public Health in the State of Arkansas.

Criteria

1. The achievement should be out of the ordinary so as to differentiate from the routine or normal accomplishment.
2. The achievement should be performed in a professional manner.
3. The nominee should have continued these accomplishments over a reasonable length of time.
4. The nominee should be outstanding in comparison to others in the same type of employment.

Any member of the **Arkansas Public Health Association** may nominate an individual for the **Dr. Tom T. Ross Award** by submitting documentation of accomplishments to the Chairperson of the Awards Committee: To say a nominee served on a Board or Committee is not sufficient. State what was accomplished by this person while on his/her assignment and provide copies of reports, newspaper articles, tabulations, statistics, etc.

The Awards Committee investigates all nominees. The Chairperson of the Awards Committee provides the President with a written report on each nominee. The President then presents the documents and reports to the secret committee for final action.

All nominations for the **Dr. Tom T. Ross Award** are returned to the **President** and then forwarded to the Secretary. All nominations are kept for three years and reviewed each of the three years. The award may be presented to the nominee any one of the three years. The documentation will be destroyed by the President after the third year review if the nominee does not receive the award.

Additional documentation may be submitted on any nominee at any time during this three-year period.

It is permissible to present duplicate awards when two individuals are jointly involved in a project.

The Outstanding Achievement Award

The **Outstanding Achievement Award** was established in 1964 for achievement and success in one or more programs and/or specialties in Public Health. A recipient of the award is selected by a secret committee appointed by the President of the Arkansas Public Health Association, Inc. The award is given only to a member who has attained outstanding success in the program to which he or she is assigned. Any member, regardless of his or her job classification within the scope of Public Health, will be considered a potential recipient.

Criteria

1. The success may be attained within the candidate's regular assigned program, or it may also involve other programs and fields of Public Health.
2. The achievement required unusual effort and long hours of work and personal sacrifices.
3. The achievement is outstanding as compared to other comparable individual efforts in the

same field of endeavor, related fields, or entirely different fields within the overall Public Health effort.

4. The achievement must be verified and documented.

Any member of the **Arkansas Public Health Association** may nominate an individual for the Outstanding Achievement Award by submitting documentation of accomplishments to the Chairperson of the Awards Committee. To say a nominee served on a Board or Committee is not sufficient. State what was accomplished by this person while on his/her assignment and provide copies of reports, newspaper articles, tabulations, statistics, etc.

The Awards Committee investigates all nominees. The Chairperson of the Awards Committee provides the President with a written report on each nominee. The President then presents the documents and reports to the secret committee for final action.

All nominations for the Outstanding Achievement Award are returned to the President and then forwarded to the Secretary. All nominations are kept for three years and reviewed each of the three years. The award may be presented to the nominee any one of the three years. The documentation will be destroyed by the President after the third year review if the nominee does not receive the award. Additional documentation may be submitted on any nominee at any time during this three year period.

Dr. David E. Bourne Public Health Award

The Dr. David E. Bourne Public Health Award was established in 2011 to recognize public health policy achievement exemplified in the life and works of a distinguished public health advocate. Recipients of the award are selected by a secret committee appointed by the President of Arkansas Public Health Association, Inc. This award is given only to a member who has made an outstanding contribution to the field of Public Health in the State of Arkansas.

Criteria

1. The nominee must represent public or nonprofit professionals with experience as a community organizer or advocate, journalist, scientist, physician, nurse, dentist, veterinarian, pharmacist, lawyer or environmentalist.
2. The nominee should be an innovative and forward thinking advocate for public health policy direction.
3. The nominee should be a humanitarian who has shown a passion for improving the health of the underserved with a voice for the less fortunate.
4. The achievement should be performed in a professional manner without regard for self-acclaim or recognition.

Any member of the **Arkansas Public Health Association** may nominate an individual for the **Dr. David E. Bourne Public Health Award** by submitting documentation of accomplishments to the Chairperson of the Awards Committee: To say a nominee served on a Board or Committee is not sufficient. State what was accomplished by this person while on his/her assignment and provide copies of reports, newspaper articles, tabulations, statistics, etc.

The Awards Committee investigates all nominees. The Chairperson of the Awards Committee provides the President with a written report on each nominee. The President then presents the documents and reports to the secret committee for final action.

All nominations for the **Dr. David E. Bourne Public Health Award** are returned to the **President** and then forwarded to the Secretary. All nominations are kept for three years and reviewed each of the three years. The award may be presented to the nominee any one of the three years. The documentation will be destroyed by the President after the third year review if the nominee does not receive the award.

Additional documentation may be submitted on any nominee at any time during this three-year period.

It is permissible to present duplicate awards when two individuals are jointly involved in the project.

The Twenty-Five Year Service Plaque

The **Twenty-Five Year Service Plaque** was established in 1959, to be awarded to Health Department personnel in Arkansas who have completed twenty-five years of paid service.

Criteria

1. The recipient must have had twenty-five (25) years of paid service with the Arkansas State, County, and/or City Health Department. The twenty-five years are not necessarily consecutive years of service.
2. The individual was paid from State, County, and/or City tax monies.
3. The recipient must be a member in good standing with the Arkansas Public Health Association, and shall have been a member in good standing for a minimum of the past five (5) years.

Scrapbook Award

The **Scrapbook Award** was established as a Trophy Award in 1960.

Two awards are presented annually to Local Health Units submitting the best scrapbooks as judged by the Awards Committee.

Local Health Units are placed in category A or B, according to the size of the Unit, and a winner is selected from each category.

Any Local Health Unit receiving this award three consecutive years is permanently awarded a Trophy

Criteria

1. **Content** - The scrapbook must contain a record of the history of the health unit submitting the book.
2. **Appearance** - It must be neat in appearance.
3. **Originality** - It must be original.
4. **Continuity** - It must present current years-continuing history of the health unit.
5. **Public Health Message** - It must present a public health message from the Local Health Unit.

Each criterion listed above has a value of **five** (5) points, with a total of **twenty-five** (25) points possible.

Each Awards Committee member scores each scrapbook individually. The committee then meets and tabulates the scores to determine the winners.

The Scrapbook Judging Form is used for judging the scrapbooks.

Scrapbooks must be delivered to the Awards Committee at least one month before the Annual Meeting of the Association.

B. Special Projects

The Special Projects Committee has responsibility for three projects:

1. Scholarships: The Committee awards a \$1000 scholarship and a \$500 scholarship each year at the annual convention.

2. APHA Members Continuing Education Fund: In 1992 the Executive Board voted to set aside \$500 a year for a continuing education fund. The purpose of the fund is to assist APHA members in pursuing continuing education opportunities. Funds can be used for things such as, but not limited to: short training courses for individuals, tuition for classes or sponsoring a guest lecturer for a select group of professionals.

The intent is not to totally finance a continuing education event but serve as partial funding.

3. APHA Memorial Fund: Established in 1992 this memorial fund is an ongoing project. The proceeds from the fund will be used to further the education and training of APHA members. Memorials are sent to the APHA Special Projects Chairperson.

C. Criteria for Special Projects

1. \$1,000 Scholarship

- A. Applicant is enrolled or planning to enroll in the field of public health.
- B. Applicant must be an Arkansas resident but does not have to attend college in Arkansas.
- C. Applicant must demonstrate financial need.
 - C. Applicant must be classified as a sophomore in college or enrolled in an approved vo-tech program.
- E. The applicant is required to have a 2.5 grade point average.

Applying for the Scholarship

Any individual who meets all of the criteria listed above may apply for the scholarship by completing the Application for Scholarship. The following items must be attached to the application:

- 1. Official college, university, or vo-tech transcript(s)
- 2. Letter of recommendation from major professor
- 3. Letter of personal reference
- 4. Statement/explanation of financial need
- 5. Explanation in 150 words or less concerning goals in public health, reason for wanting the scholarship, past or present public health experience.

The Application and attachments should be submitted to the Chairperson of the Special Projects Committee. The **Special Projects Committee** reviews all applications and selects the recipient. Any individual who is not selected may reapply for the scholarship as long as he/she fulfills the criteria.

Applications are kept for one year by the Chairperson of the Special Projects Committee.

2. \$500 Scholarship

- A. Applicant must be enrolled or planning to enroll in a public health related program.
- B. Applicant must have a high school diploma, GED, or be a high school senior.
- C. Applicant must be an Arkansas resident.
- D. Applicant must demonstrate financial need.
- E. Applicant is required to have a 2.5 grade point average.

Applying for the Scholarship:

Any individual who meets all of the criteria listed above may apply for the scholarship by completing the Application for Scholarship. The following items must be attached to the application:

1. Official school transcript(s)
2. Letter of recommendation from a professor or teacher
3. Letter of personal reference
4. Statement/explanation of financial need
5. Explanation in 150 words or less concerning goals in public health, reason for wanting the scholarship, past or present public health experience.

The application and attachments should be submitted to the Chairperson of the Special Projects Committee. The Special Projects Committee reviews all applications and selects the recipient. Any individual who is not selected may reapply for the scholarship as long as he/she fulfills the criteria.

Applications are kept for one year by the Chairperson of the Special Projects Committee.

3. APHA Continuing Education Fund

Application procedures and criteria for selecting applicants will be developed by the Special Projects Committee and approved by the Executive Council.

4. APHA Memorial Fund

To give memorials send the following to the APHA First Vice President:

- ❖ Your memorial
- ❖ Your name and address
- ❖ The name of the deceased person you are honoring
- ❖ Next of kin and address

A printed card will be sent to you and the next of kin informing them of the memorial.

V. PROCEDURES

A. Officers

The **Officers** of APHA, elected by secret, written ballot at the annual meeting of members include:

First Vice-President, Second Vice-President, President- Elect, Secretary, Treasurer, Members-at-Large, six (6), staggered every one (1), two (2), and three (3) years;

Every third year- Representative to the Governing Council of American Public Health Association, Inc.

Every fourth year- Representatives to the Arkansas State Board of Health

Duties of offices may vary from year to year. The information of the following pages should serve as a guide for newly elected officers.

President - All activities of APHA are the ultimate concern of the **President**, making the duties of this office numerous and varied. The list below serves as a reminder of the responsibilities associated with this office.

1. Preside over all Executive Council meetings and the Annual Meeting held during the President's term of office.
2. Plan the annual calendar of meetings.
3. Monitor progress of all Executive Board Members as they work toward achievement of annual objectives.
4. Plan the agenda for Executive Council meetings.
5. Appoint the chairperson of each committee as soon as possible after taking office. Appointment of special committees as necessary throughout the year.
6. Appoint, before July 1 of each year, two (2) travel administrators to examine, approve and sign all travel expense statements prior to presenting to the treasurer for reimbursement.
7. Ascertain that the outgoing secretary has prepared minutes from the Annual Meeting, that the incoming secretary has compiled a roster of the new Executive Council, and that these items have been sent electronically to all new Council members. A copy of the roster should be sent to APHA's affiliate organizations.
8. Work with the Executive Council to fill any vacancy on the Council.
9. Send official correspondence as necessary.
10. Send notices of called meetings of the Executive Council and state the purpose of the meetings.
11. Perform other duties as related to the Annual Meeting.
12. Represent the Association at the American Public Health Association Annual Meeting and the Southern Health Association Annual Meeting.

First Vice-President - In accordance with the By-laws, **the First Vice-President** assumes the duties of President in the President's absence from meetings. Additional duties are as follows:

1. Fill a vacancy in the office of President.
2. Serve as Chairperson of the Special Projects Committee.

3. Perform duties as assigned for the Annual Meeting.

4. Represent the Association (if the President cannot attend) at the American Public Health Association Annual Meeting and the Southern Health Association Annual Meeting.

Second Vice-President

1. Serve as Chairperson of the Public Relations Committee.

a. **Publicize events such as APHA Convention, Awards, Southern Health Association Convention and American Public Health Association Convention through media, mailings and APHA Update.**

b. **Publicize all events for Committee chairpersons.**

c. **Oversee any publications, i.e., brochures, pamphlets, etc.**

d. **Arrange for Governor's proclamation ceremony.**

e. **Make arrangements for photographs to be taken at the annual meeting.**

2. Supervise external and internal communications for the Association.

3. Perform duties as assigned by the President.

President-Elect - The **President-Elect** works closely with the President in planning the years work.

Additional duties are as follows:

1. Assume the Presidency of the Association at the expiration of the term of the President.

2. Serve as Chairperson of the Program Committee.

3. Oversee the function of other committees deemed appropriate by the President.

4. Perform duties related to the Annual Meeting.

5. Represent the Association (if the President or First Vice-President cannot attend) at the American Public Health Association Annual Meeting and the Southern Health Association Annual Meeting.

6. Attend the President-Elect meeting sponsored by the American Public Health Association.

Secretary - The **Secretary** serves as Chairperson of the Membership Committee. Additional duties are as follows:

1. Compile the roster of the new Executive Council and send electronically along with the minutes of the last Annual Meeting to the Council members. Electronically submit a copy of the roster to APHA's affiliate organizations.

2. Attend all meetings of the Executive Council and record minutes (transactions and pertinent information). Prepare the minutes and a copy to each Council member for review and correction two (2) weeks after each meeting.

3. Review all incoming correspondence and inform the President of such correspondence; take pertinent correspondence to the next Council meeting to be presented by the President.

4. Handle all outgoing correspondence as requested by the President and Executive Council.

5. Mail all membership applications as requested.

6. Maintain list of voting status and type of membership of all members.

7. Mail dues statements around January 1st to all members as of the previous annual meeting.

8. Purchase and prepare new membership cards after receiving membership renewals.
9. Update the mailing list before forwarding to the newly elected Secretary.
10. Work with the new Secretary to send minutes of the last meeting to all newly-elected officers, committee, chairpersons and section representatives.
11. Send copies of all updates, changes, etc. needed for manual revisions to the Chairperson of the Procedures Manual Committee immediately after the Annual Meeting.

Treasurer - The **Treasurer** is bonded in the amount of \$5,000 and has charge of all funds of the Association. Additional duties are as follows:

1. Make deposits in a bank approved by the Executive Council.
2. Provide bookkeeper a full and accurate account of all receipts and disbursements.
3. Furnish financial statements at each Executive Council Meeting.
4. Furnish an Annual Financial Report, which includes the annual financial statement and financial audit findings (if any) at the Annual Meeting. This report must include the results of an audit conducted by a person not affiliated with the Association, if the Audit and Finance Committee deems an audit is necessary.
5. Make each disbursement by check which must be signed by the Treasurer and one of three (President, Immediate Past President or Secretary) other persons authorized annually by the Executive Council.
6. Prepare preliminary budget after receiving information from all Committees on expected expenditures and income.

Members-at-Large

1. Serve on the Executive Council as representatives of the general membership.
2. Perform other duties as assigned by President or Council.

Arkansas Public Health Association Bookkeeper

1. Monthly reconciliation of bank statement.
2. Assures all transactions have appropriate voucher and documentation as provided by the treasurer.
3. Double entry bookkeeping system maintained by line item or cost center (from established chart of accounts such as Income: membership, ads, interest, etc. and Expenditures: travel, postage, etc.) and assures it reconciles to check book and bank statement (monthly).
4. Maintains spreadsheet for deposits and expenditures by committee, total for deposits and \ expenditures reconciles to monthly double entry bookkeeping system.
5. Provides treasurer with quarterly Income Statement and Balance Sheet before each Executive Council Meeting (or as needed).
6. Provides treasurer with annual Income Statement and Balance Sheet by line item (from double entry bookkeeping system). Fiscal year is July 1 to June 30.
7. Provides treasurer with annual Income Statement by committee (from item #4) with the total for deposits and expenditures reconciling to the Income Statement in item #6. This statement reflects Fiscal Year Budget vs. Committee vs. Actual Income and Expenditures and the Variance.
8. Maintains and reconciles records of other funds of the Association, i.e. CDs and Savings Account. The balance of these accounts is to be included on the quarterly and annual

reports to the Executive Council.

9. Performs income tax functions (i.e. completes the annual tax information form to IRS timely and accurately) and is the lead contact person for IRS.
10. The treasurer makes ALL deposits and writes ALL checks (the bookkeeper only performs the duties of bookkeeping or other duties as assigned by the President or the Executive Council).

Parliamentarian - The **President** appoints the **Parliamentarian** for all business meetings. The role is strictly advisory and the Chair makes all final rulings. The Parliamentarian does not enter into any of the discussion of business and has no vote. The person must be knowledgeable of parliamentary procedures. Additional duties are as follows:

1. Consult with the President prior to business meetings of the Association as to possible parliamentary problems or issues to be discussed.
2. Attend all meetings of the Executive Council and the Membership.
3. Serve as consultant to the presiding officer and other officers during the meetings.
4. Advise presiding officer when called upon for advice on a point or procedure or compromises of the right of members.
5. Call the attention of the Chair to errors in procedure or compromises of the right of members.
6. Consult with committees when matters of parliamentary rules or procedures are in questions (e.g., changes in rules of conduct or By-laws).
7. Have available at all meetings a copy of the parliamentary authority of the Association (Robert's Rules of Order) and be familiar with its contents. Any matters not covered by the rules of the Association are determined by that authority.

Representatives to the Governing Councils of the American Public Health Association and the Southern Health Association - These elected officers serve as representatives of the Arkansas Public Health Association to its affiliated organizations. The representatives should be constantly aware of their responsibility to the Executive Council. Additional duties are as follows:

American Public Health Association Representative Guidelines:

1. Serves as the primary contact person between American Public Health Association and the Arkansas Public Health Association.
2. Responsible for disseminating information received from American Public Health Association to the members of the Arkansas Public Health Association governing body and vice versa.
3. Represent Arkansas Public Health Association as an informed voice in the American Public.
4. Responsible for maintaining liaison with the ARGC's of other affiliates.
5. Serve on the Committee on Affiliates, if elected, and as such be responsible for maintaining liaison with and coordinating activities of those ARGC's within his region with respect to Committee on Affiliates recommendations and actions.
6. Assist and stimulate the American Public Health Association/Arkansas Public Health Association relationship by:
 - a. Ensuring that American Public Health Association is informed on a timely basis of all changes in the affiliate leadership.
 - b. Encouraging and promoting affiliate leadership participation in those American Public

Health Association activities specifically designed for affiliates, (i.e. President-Elect meeting, Affiliate Leadership meetings).

- c. Being informed and prepared with the policy direction of Arkansas Public Health Association in order to effectively represent affiliate within the Governing Council. Position papers and resolutions and proposed Constitution and By-laws changes will be reviewed with governing body prior to the American Public Health Association Annual Meeting.
- d. Ensuring that affiliate participates in the American Public Health Association nomination process. The ARGC will receive the nomination papers from American Public Health Association; discuss the process and potential nominees with affiliate and assist either in the preparation and submission of nomination papers to the American Public Health Association Nominating Committee; or in a response in support of other nominations; or that the affiliate will not be participating that year.
- e. Assist the Arkansas Public Health Association in the Awards Nomination process. The ARGC will receive the awards Nomination papers from American Public Health Association; discuss the Awards process with affiliate governing body and assist either in the preparation and submission of Nomination papers to the Awards Committee; or in a response in support of other nominations; or that the affiliate will not be participating that year.
- f. Assist Arkansas Public Health Association in the position paper/resolution submission process. The ARGC will inform the Arkansas Public Health Association of the process and time lines to follow and assist Arkansas Public Health Association in the submission of any resolutions or position papers to the Joint Policy Committee of the American Public Health Association.
- g. Ensure that the Arkansas Public Health Association participates in the Membership Deployment Process. The ARGC will receive the nomination papers from American Public Health Association and discuss the process with the Arkansas Public Health Association governing body. The ARGC will assist the Arkansas Public Health Association in nominating American Public Health Association/Arkansas members for American Public Health Association committees.
- h. Participate in the legislative initiatives of American Public Health Association serving to help coordinate such efforts between Arkansas and American Public Health Association.
- i. Be the contact point between the Action Board of American Public Health Association and Arkansas to ensure that the affiliate participates in specific Action Board initiatives where appropriate.
- j. Encourage the participation of Arkansas Public Health Association in the development and submission of mini-project proposals to the American Public Health Association.
- k. Maintain an ongoing communication with other ARGC's and the Committee on Affiliates Regional ARGC.

Southern Health Association Representative Guidelines:

1. Represent State Association at meetings of the Governing Council, voice opinions and vote on all pertinent matters.
2. Serve on committees or special task forces as charged by the President or Council.
3. Act as communications link between Southern Health Association and state affiliate. Report Southern Health Association activities to affiliate Governing Council. Follow up on request from Southern Health Association to affiliate.

4. Provide Executive Office of Southern Health Association with list of exhibitors contacted by affiliate, list of officers of state affiliate and other information about the affiliate association of interest to Southern Health Association.
5. Be familiar with and communicate joint meeting site selection policy to affiliate Governing Council. Encourage affiliate to make bid for joint meeting when appropriate.

Representative to Arkansas State Board of Health - This elected officer serves as the representative of the Arkansas Public Health Association. The representative should be constantly aware of his/her responsibility to the Executive Council. Additional duties are as follows:

Arkansas State Board of Health Representative Guidelines:

1. Represent Association at meetings of the Arkansas State Board of Health, voice opinions and vote on all pertinent matters.
2. Serve on committees or special task forces as charged by the President or Council.
3. Act as communication link between Arkansas State Board of Health and Arkansas Public Health Association. Report Arkansas State Board of Health activities to the Executive Council.
4. Follow up on requests from the Arkansas State Board of Health.

B. Section Representatives - Each established section has one representative to the Executive Council.

Guidelines for Section Representatives include:

1. Attend or arrange for a substitute to attend all Executive Council meetings.
2. Represent the view of the section membership at the Executive Council meetings.
3. Inform the section membership of all Executive Council activities.

C. Committees

The President appoints all necessary committee chairpersons except as otherwise designated in the By-laws.

1. Ads
2. Arrangements
3. Audit and Finance
4. Awards
5. Constitution and By-Laws
6. Entertainment
7. Exhibits
8. History/Retiree
9. Hospitality
10. Legislative & Resolutions
11. Membership*
12. Nominating*
13. Policies and Procedures
14. Program*
15. Public Relations*
16. Registration
17. Special Projects*

***Chairpersons of these committees are members of the Executive Council as designated in the bylaws.**

Ads Committee Task List:

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Determine the sizes and cost of the ads at the first committee meeting
4. Develop a letter to send to potential advertisers that includes the size and cost of the ads at the first committee meeting
5. Contact the Program Chairperson to find out how the ads should be given to the printer (should they go through the program chairperson or should they be sent directly to the printer via e-mail) and the printer's deadline for the ads
6. Three months prior to the printer's deadline, the committee:
 - a. Contacts, by letter, last year's ads chairperson, the sections representatives, businesses, associations, health institutes, state agencies, ADH local health unit administrators and any other entities that may be interested in placing an ad in the conference program
 - b. Contacts the local chamber of commerce and convention facilities, informs them of APHA and offers them an opportunity to buy an ad
7. Send follow-up letters and make phone calls, if needed, one month prior to the printer's deadline
8. Forward payments received for ads to the Treasurer
9. Make last calls to potential advertisers two weeks prior to the printer's deadline
10. Submit report at final Executive Council meeting

Arrangements Committee Task List:

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Consult with the President-elect (Program Chair) to determine if there are any specific, special or additional arrangements the committee needs to make
4. Contact the meeting facilities and request a floor plan of available space including information on seating capacity in each meeting room, movable walls, projections screens, electrical outlets, etc. This request should include a list of equipment available from the meeting facility at no charge and a list of rental equipment available including the prices
5. Attend the program committee meetings to obtain information on program agendas, number expected to be in attendance and speaker needs
6. Contact the chairs of the registration, entertainment, exhibits and hospitality committees regarding equipment needs, attendance for entertainment events, amount of exhibit space needed
7. Assign available conference space, meeting rooms and/or entertainment facilities
8. Send the Program Chairperson a list of the assigned locations for each activity including sessions, registration, hospitality and voting areas
9. Reserve audio visual (AV) or special equipment either through the meeting facility or an outside vendor
10. Ensure AV or special equipment for each session is in the assigned meeting room prior to the meeting time so speakers have the opportunity to familiarize themselves with the equipment
11. Ensure that someone tests the AV equipment to assure that it is in proper working order prior to the session
12. Prepare a written report outlining the entire annual meeting, equipment rented, arrangements cost, and information on any special functions to share with the incoming committee chair

Awards Committee Task List

This committee consists of a chairperson and **five** (5) members.

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Determine the deadline for nominations for of each of the awards (Tom T. Ross Award, Outstanding Achievement Award, Dr. David E. Bourne Public Health Award, and Scrapbook Award)
4. Solicit nominees for the awards
5. Update the award criteria and nomination form
 - a. Have the updated criteria and form put on the APHA website and any other websites that can be used to solicit nominees
 - b. Send the form to members and Sections of APHA, agencies, organizations, etc.
6. Solicit entries and arrange for judges for the Scrapbook Award according to award rules
7. Solicit information on members eligible for the twenty-five year plaque
8. Review the nominations to ensure they meet the criteria outlined on the nomination form
 - a. Provide the President with a written report on each nominee by April 10th
 - i. The President then presents the documents and reports to the secret committee of three (3) for final selections to be completed by April 20th
9. Ensure the judges for the Scrapbook Award select a winner no later than April 20th
10. Order the awards
11. Prepare and present a report of the year's activities at the Annual Business Meeting.
12. Present all awards (Tom T Ross, Outstanding Achievement, Dr. David E. Bourne Public Health Award, Scrapbook and Twenty-Five Year) at the opening session of the annual meeting

Audit and Finance Committee Task List

The President selects **three** (3) active members for this committee, none of whom serve as members of the Executive Council.

Audit:

1. Conduct audits of financial records at least quarterly
 - a. Review all deposits
 - b. Review all vouchers and checks
 - c. Review all bank statements
 - d. Review all bookkeeper's reports
2. Arrange for an external audit of financial records with treasurer when deemed necessary.

Finance:

1. Assist in the preparation of the annual budget for executive council – the treasurer will set a deadline
 - a. Include income from the interest received from the checking and savings account
 - b. Cost of Bond for Treasurer
 - c. Cost of Bookkeeping
 - d. Postage
 - e. Any travel for meetings
2. Make recommendations concerning financial matters to the Treasurer and the Executive Council/Executive Committee
3. Perform other related duties as directed by the Executive Council/Executive Committee

Constitution and By-Laws Committee Task List

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare the annual budget for executive council – the treasurer will set a deadline
3. Review the Association By-Laws and make recommendations for revisions
4. Present the proposed revisions to the Executive Council for approval by the second Council Meeting
5. Ensure revisions are sent to the APHA membership 30 days prior to the Annual Meeting
 - a. Work with the Public Relations Committee to include the approved revisions in the newsletter that should go out 30 days prior to the Annual Meeting
6. Present the revisions to the membership at the Annual Meeting (the president will ask for votes to approve or dis-approve)
7. Work with the Policies and Procedures Committee to ensure any revisions are included in the manual

Entertainment Committee Task List

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Schedule committee meetings to discuss what type of entertainment should be offered
4. Make arrangements/schedule/contract with the entertainment the date(s) wanted/needed after the decision of the type of entertainment is made
5. Work with Arrangements Committee to determine room size and arrangements needed
6. Work with the hotel or convention center regarding refreshments/bars
7. Prepare a voucher to get money to use as change at the conference and give to Treasurer (show how you want the money broken out) by May 1st
8. After the Annual meeting is over;
 - a. Submit money collected from entertainment to the Treasurer
 - b. Submit vouchers and receipts to Treasurer for reimbursement
 - c. Submit final report to the Executive Council

Exhibit Committee Task List

1. Get a list of potential exhibitors, letter and any other information from the outgoing Chair
2. Select committee members prior to the first Executive Council Board Meeting
3. Prepare budget for executive council – the treasurer will set a deadline
4. Review the letter, booth request and sponsorship forms and make any changes
5. Work on expanding the potential exhibitors using the existing list
6. Mail the initial exhibitor packet to potential exhibitors by August
7. Mail follow-up letter/packet to potential exhibitors that have not responded by November
8. Mail final follow-up letter/packet to potential exhibitors that have not responded by February
9. Send checks received from exhibitors to the Treasurer and advise what they are for
10. Work with registration committee regarding Sponsorships
 - a. Make sure the types of sponsorships are given to the registration chair
 - b. Get registration form to with information going out to sponsors/exhibitors
11. Provide list of exhibitors to the program committee prior to the printer's deadline
12. Work with the arrangements committee regarding space and other items needed - Contact Sunbelt as quickly as possible to order the set-up for the exhibit booths and discuss colors, number of booths, times they will set up and tear down
13. Order the exhibitor's ribbons and purchase office supplies needed (badges, badge holders, tape, etc.) by April
14. Be available in exhibitor area during set-up to greet exhibitors, collect outstanding exhibit fees and assist as needed

- a. A committee member should be in the exhibit hall while exhibits are open
15. Send letters of appreciation/invitations to return the following year to all exhibitors
16. Forward a complete list of potential exhibitors, notes, info, etc. to the new Exhibit Chair

History/Retiree Committee Task List

Select committee members prior to the first Executive Council Board Meeting

History:

1. Document and preserve the history of the Association and public health in Arkansas
2. Work with Awards Committee to maintain a historical file of award recipients
3. Perform related assignments requested by the President and/or Executive Council

Retiree's Pioneer Luncheon

1. Prepare budget for executive council – the treasurer will set a deadline.
2. Work with arrangement's chair to arrange for the room.
3. Contact the hotel regarding menu and pricing.
4. Determine an amount to charge for the luncheon.
5. Contact and obtain commitments from program participants (Do this early so they can be included in the publicity).
6. Obtain a list of retirees from the previous committee and APHA Secretary
7. Determine a theme.
8. Prepare and mail letters/registration forms to retirees
9. Work with the Public Relations Committee to publicize the luncheon on the APHA website and in the newsletter.
10. Purchase decorations, name tags, place cards, corsages, prizes and other items needed.
11. Complete speaker questionnaire and give to the Arrangements Chair for equipment needs.
12. Designate person(s) to preside at the luncheon and to introduce individuals/groups.
13. Plan special features of the program (recognition, memorials, and door-prizes).
14. Arrange for greeters and for persons to be at the registration table.
15. Write thank you letters to program speakers/participants.

Hospitality Committee Task List

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Discuss:
 - a. What items to sell and activities (games, give-a-ways, etc.) to offer
 - b. How to obtain door prizes
 - c. Should there be a silent auction
4. Research items to sell and contact vendor for pricing information
5. Plan hospitality dinner (usually on the Tuesday night before the conference begins)
 - a. Select a caterer, get prices and plan the menu
 - b. Work with arrangements chair to reserve Hospitality Suite and set-up room
 - c. Obtain an invoice from the caterer, complete a voucher and give to the treasurer
6. Work with Arrangements Committee to have tables, chairs, etc.
7. Order items to sell by March
8. Provide Registration Committee door prize tickets by April
9. Make arrangements for flowers for opening and closing sessions
10. Organize all door prizes and silent auction received and prepare a voucher to get money to use as change at the conference and give to Treasurer (show how you want the money broken out) by May 1st
11. Set-up hospitality booth at the Annual meeting to sell items, give away door prizes and display silent auction items

12. After the Annual meeting is over;
 - a. Submit money collected from items sold and silent auction to the Treasurer
 - b. Submit vouchers and receipts to Treasurer for reimbursement
 - c. Submit final report to Executive Council

Legislative & Resolutions Committee Task List

The committee is composed of **four** (4) members named by the President, two named each year for staggered two-year terms. The Chairperson is selected by the President.

Prepare a budget for executive council – the treasurer will set a deadline.

Legislative:

1. Aid in the passage of legislation beneficial to public health at the local, state and federal levels
2. Review legislation relating to public health and make recommendations to the Executive Council, the Association, its committees and members for activities directed toward its enactment
3. Develop a relationship with the Arkansas General Assembly Senate Public Health Committee and the House of Representatives Public Health Committee
4. Serve as a resource for APHA members who are in contact with local officials
5. Establish and maintain a close liaison with the Southern Health Committee on Legislation and the Legislative Office of the American Public Health Association
6. Prepare a report to be given at the annual business meeting

Resolutions:

1. Solicit, prepare and present at the Annual Meeting, or any called meeting, any resolutions or policy statements to be acted upon by the membership
2. Coordinate the efforts regarding resolutions and policy statements with those of affiliated and other public health-related organizations
3. Ensure that all resolutions and policy statements are prepared uniformly in an agreed-upon style
4. Prepare resolutions of respect for all deceased members during the past year; and a resolution of appreciation for those who have retired since the last annual meeting
5. Send the resolutions to the Program Chair for inclusion in the conference program
6. Support action necessary to carry out the intent of approved resolutions and policy statements

Membership Committee Task List

The **Secretary** of APHA serves as the Chairperson of this Committee. The types of members, dues and requirements for membership are given in Article I, Section 2 of the By-laws.

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare a budget for executive council – the treasurer will set a deadline
3. Mail or e-mail renewal statements to all present members by January 1st
4. Contact inactive members immediately after the close of the Annual Meeting
5. Recruit new members for the Association by conducting new member drives at various conferences, meetings, etc.
6. Present a report at the annual meeting of the committee's activities, including a breakdown of the membership

Nominating Committee Task List

The immediate past president serves as Chairperson of this committee.

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare a budget for executive council – the treasurer will set a deadline
3. Establish controls on balloting with the committee after the annual meeting
4. Solicit nominations for the current election throughout the
5. Prepare the ballot by March 15
6. Open absentee ballot voting in accordance to by-laws Articles VII; Section 2 April 1
7. Prepare a ballot box and make schedule of committee members and others who will assist with manning the ballot box during the annual meeting (the members that assist with voting cannot be running for an office)
8. Introduce nominees at business meeting of the opening session
9. Tally the votes and announce the nominees who have won at the closing session

NOTE: If the nominating chairperson runs for office the year they are serving as nominating chairperson, the President will appoint a new nominating chairperson.

Policies and Procedures Committee Task List

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Provide the Executive Council an electronic copy of revisions for review by the first Executive Council Meeting
4. Update manual and provide each officer, committee chairperson and section representative with an electronic copy of the revised manual to be voted on prior to the Second Executive Council Meeting
5. Work with the Constitution and By-Laws Committee regarding any By-Law changes

Program Committee Task List

1. Schedule a meeting with the section reps, committee chairs and any other members that the Program Chair has appointed to be a member of the committee by the end of July to discuss timeframes, budgets and schedule future meetings (monthly, quarterly, etc.)
2. Prepare budget for executive council – the treasurer will set a deadline
3. Choose a theme and logo
4. Plan opening/closing speakers and begin invitation process (ADH Director, Governor, Mayor, Southern Health Association President, etc.) by the end of August
5. Define the number of breakout sessions per time slot. If you have too many, there will not be enough participation. Recommend 4-5 maximum.
6. Identify/contact potential speakers/presenters September-December
7. Make sure committee members know that laptop computers are not furnished by APHA, the convention center or equipment company
8. Review speaker questionnaire details with committee. The questionnaire should include ALL expenses APHA is expected to cover, number of attendees and room arrangements for each session. APHA **will only pay what is listed on the questionnaire**
9. Contact printer to discuss deadlines and draft program agenda by January
10. Collect outstanding completed speaker questionnaires and advise committee chairs of the deadline for submission of information for the program by end of January
11. Submit questionnaires to Arrangements Chair including speakers who will need hotel rooms and finalize the program agenda by the first of February
12. Send program to printer by March 20
13. Provide arrangements chair any changes in request for equipment and room needs and work with arrangements to ensure rooms are set up for speakers and presenters

Public Relations Committee Task List:

- Select committee members prior to the first Executive Council Board Meeting
- Prepare budget for executive council – the treasurer will set a deadline
- Prepare newsletter quarterly to be sent via the mail and placed on the website
 - a. June/July (wrap-up of the annual meeting)
 - b. September/October (general information regarding the future meeting -award nominations, speaker information, section news, committee news, etc)
 - c. December/January (general information regarding the future meeting -award nominations, speaker information, section news, committee news, etc)
 - d. March/April (this would need to be received by the membership no later than 30 days prior to the annual meeting – this would have any by-law changes, program information, registration information, etc.)
- Work with the webmaster to ensure information on the website is current and accurate
- Assist with updating the various forms, brochures, pamphlets, etc.
- Prepare and distribute news releases promoting the conference and winners of various awards and scholarships
- Arrange for photographs to be taken at the annual meeting

Registration Committee Task List:

1. Select committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Meet with the previous year's chairperson and get any items that were left over
4. Attend Program Committee meetings
5. Update the registration form
6. Meet and discuss with the committee members by November the following:
 - a. What type of bags and promotional items (books, hand sanitizer, etc.) should be purchased for the registration packets – including colors and what should be printed on the items
 - b. How the registration table should be set up/run
7. Research the cost of bags and promotional items for the registration packet
8. Order the bags and promotional items by March
9. Optional: Design flier announcing early registration and speaker information
10. April
 - a. Send registration forms and flier out to all Council members, committee chairs, ADH communication staff, APHA webmaster
 - b. Order the speaker and council/committee member ribbons
 - c. Purchase any office items needed (name badges, envelopes. labels. pens, tape)
 - d. Contact the various sections/committees that have functions being paid on the registration form and ask for the tickets to be sent to you in April
 - e. Log pre-registrations received and what functions the attendee has paid for
 - f. Ensure that there is sufficient committee members to work the registration table
 - g. Work with Program Chair to obtain the programs to include in the bags
11. May
 - a. Advise the proper section/committee of any attendees who have signed up for their functions (Dance, Pioneer Luncheon, ASPS Cookout, Health Literacy Luncheon, OPA functions, etc.) when registrations are received,
 - b. About a week prior to and/or the weekend before the conference:
 - i. Print the name badges and labels for the envelopes, insert name badges into place holders and attach ribbons and enclose the function tickets

- c. Transport registration packets, programs (if you pick up), membership cards, bags, promotional items, signs, all office supplies, etc. to the conference
- d. Set up registration tables at the conference and stuff registration bags

Special Projects Committee Task List:

1. Select six-eight committee members prior to the first Executive Council Board Meeting
2. Prepare budget for executive council – the treasurer will set a deadline
3. Review the following in September or October of each year:
 - a. the scholarship criteria
 - b. brochures (have reprinted if necessary)
4. January of each year - the committee:
 - a. sends 10 scholarship brochures to each college, university and vo-tech on the mailing list
 - b. sends 10 grant brochures and news releases to non-profit resources
 - i. Non-Profit Resources – 500 Broadway – Suite 301 – Little Rock, AR 72201
5. March
 - a. Send application forms to those requesting by phone and mail
 - b. Accept completed applications (stamp date of receipt on each application)
6. January thru March
 - a. Review applications for completeness and eligibility and initiate score sheet for each applicant (Chairperson)
 - b. Send the applications and score sheets to each committee member (Chairperson)
 - c. March 21st – March 31st – each committee member scores each applicant and returns their score sheets to the Chairperson
7. April – The Chairperson tallies the score sheets and notifies the winners
8. The first of May or one week prior to the conference – The Chairperson:
 - a. Completes vouchers and sends to the Treasurer so checks can be written – the checks are made payable to the winner AND the college, university or vo-tech the winner will be attending (the checks will be given to the Chairperson on the first day of the conference)
9. Prepare a final committee report which includes information on each winner prior to the last council meeting (Chairperson)
10. Present the checks to the winners at the conference (Chairperson)

VI. TRAVEL EXPENSE REIMBURSEMENT

Policies

A. General

The Arkansas Public Health Association will reimburse full expenses for the elected representatives and President to attend the Southern Health and American Health Association annual conventions. The Association will reimburse full expense for the President-elect to attend the annual workshop. **The traveler must be conservative.**

The Association will provide lodging for the **Past President** at the annual meeting.

All other reimbursable travel must have prior approval of the Executive Council. This authorization must be in writing and submitted with the voucher and expense reimbursement form.

ANY MONEY DUE BACK TO THE ASSOCIATION FROM TRAVEL ADVANCES MUST BE REPAID WITHIN THIRTY (30) DAYS OF THE TRAVELER'S RETURN.

The Association will reimburse only expenses incurred that exceed the amount paid the traveler by another source, e.g. reimbursement by Southern/American Public Health Associations for committee members' travel. Any other travel expense is incurred by the traveler.

B. Out-of-State Travel

Approval

All travel outside of the State of Arkansas must be approved by the President prior to date of travel.

Allowable Expense

Out-of-state travel expense (except Representatives and President's expense to Southern and American Public Health Association annual conventions and President-elect's workshop) must be approved by the Executive Council or the Executive Committee prior to travel. All reimbursement limits (cost of travel, lodging and meals) will be determined at that time.

Out-of-state travel expense for the President, Southern Health Representative, American Public Health Representative and President-elect is limited to cost of hotel accommodations at site of meeting, and \$65.00 plus tax daily allowance for meals. Sharing hotel accommodations is encouraged whenever possible.

Travel must be submitted on a travel reimbursement form to be paid.

Other allowable out-of-state expenses may be taxi, bus, or airport transportation at destination and/or from departure point, business telephone calls and parking charges. Taxi charges from hotel to restaurant are not allowable.

The lesser of personal automobile mileage reimbursement and coach airfare is allowed when traveling out-of-state.

If traveling via personal auto to and from destination, allowances for mileage, meals and lodging, and miscellaneous incidental charges may not exceed the cost of round trip coach airfare for all individuals traveling in personal autos (e.g., If a traveler drives to New York instead of flying, he/she can be reimbursed for no more than the cost of round trip coach airfare). This reimbursement applies to all costs associated with the trip, such as mileage, meals and lodging, parking fees, etc.). This in no way affects the daily authorized out-of-state expenses that may be claimed for mileage, meals and lodging, parking fees, etc., once the traveler's destination has been reached.

When meals are included as a part of conference or seminar registration fees, the meal reimbursement request must be reduced accordingly.

Receipts for hotel accommodations, meals, parking, taxi, phone charges, and if applicable, conference registration fees, are required. The traveler may not make out his own receipt and cannot approve his own travel expense.

C. In-State Travel

Personal Auto

If you are authorized to use your personal auto on APHA business, you may claim reimbursement at the authorized rate per mile (\$.28) and this reimbursement is considered to cover 100% of your operating costs and may not be supplemented in any way. Parking expense for personal autos while on official business is an allowable expense.

Mileage claimed for personal autos must be official highway maps mileage between cities, towns, etc., plus miles driven on business in a city listed as "vicinity" miles with city name shown.

In-State Meals & Lodging Reimbursement

1. Lodging bills must accompany travel expense reimbursement form when sent for reimbursement.
2. Meals are charged only when eaten at regular commercial hotels, restaurants, cafes, etc., where receipts for the actual cost of the meal can be obtained. Do not include tips or bar bills in meal costs.
3. Actual expenditure for meals may be charged up to maximum as long as amounts do not exceed individual meal limit and daily meals and lodging limit of \$76.00 plus tax, unless a higher limit has been approved by the Executive Council or the Executive Committee.
4. When attending meeting, conferences, etc., where meals are furnished, do not include meal as separate item unless you have separate meal receipt. When meals are included as part of registration fees, the meal reimbursement request must be reduced accordingly.
5. Receipts for hotel accommodations, meals, and if applicable, conference registration fees, are required. Meal receipts must have the restaurant name, location, date and amount. Attach all receipts to travel reimbursement form.

D. Non-Allowable Reimbursement

1. Meals purchased for anyone other than the traveler are not allowable for reimbursement.
2. Private expenses such as: entertainment, gifts, magazines, personal purchases, liquor and bar bills, laundry and cleaning, valet service, tips and gratuities and other similar expenses are not reimbursable.
3. Cost of traveling companion(s) is not allowed. Shared rooms with others may be claimed at actual single rate - difference is paid by the traveler. Explanation of difference in bill and amount claimed is required.

VII. Conference Fees Refund Policy

Conference fees will be refunded in the following manner:

A. Cancellations:

- | | |
|---|-----|
| 1. 4 or more weeks prior to opening session | 90% |
| 2. 3-4 weeks prior to opening session | 75% |
| 3. Less than 3 weeks prior to opening session | 50% |
| 4. Proof of payment is required for all cancellations | |

B. Illness or Death:

Upon presentation of documentation (if requested) of **personal or family illness/death**, registrants will receive a **100% refund**. (Example: Doctor's note, etc.) Proof of payment is required.

C. Exceptions:

Requests for exceptions must be presented to the APHA Council for approval of refund. Proof of payment is required.

VIII. Forms

Forms may also be found on the APHA Website.
<http://www.arkpublichealth.org/>