

THE PARTNERSHIP FOR HEALTH LITERACY IN ARKANSAS

BYLAWS

ARTICLE I

Definition

The name of this body shall be the Partnership for Health Literacy in Arkansas (PHLA) and shall be referred to as "The Partnership" throughout these Bylaws. The Partnership is the official Health Literacy Section of the Arkansas Public Health Association (APHA).

ARTICLE II

Purpose

The mission of The Partnership shall be to improve health literacy among Arkansans by developing strategies and promoting collaboration to

1. Provide professional education and improve the health literacy of health care organizations and systems;
2. Provide education for the public through the adult education community and other networks that serve Arkansans at highest risk for low health literacy;
3. Increase awareness and use of evidence-based practices; and
4. Increase capacity for conducting health literacy research in Arkansas.

ARTICLE III

Membership

Section 1

There shall be two types of membership, namely:

1. Active Membership
2. Associate Membership

Section 2

Any person who has an interest in health literacy and is a current active member of APHA may become an active member of The Partnership by registering with the Secretary/Treasurer and paying dues, if required. An active member is eligible to vote on Partnership-related business and to hold office in The Partnership. An active member is eligible to serve as a workgroup or committee chairperson.

Section 3

Any person or organization, who has an interest in health literacy but is not a member of APHA, can become an associate member. Associate members are not required to pay dues and are not eligible

to vote on Partnership-related business. Associate members are not eligible to hold office or serve as chairperson of a workgroup or committee.

Section 4

New members shall be formally inducted into The Partnership during the general meetings.

ARTICLE IV

Dues

Section 1

Annual dues for each type of membership in the Section may be established by the active membership of The Partnership by a majority vote at the Annual Business Meeting.

Section 2

If applicable, dues for members shall be payable each year to the Section Secretary/Treasurer.

ARTICLE V

Officers

Section 1

The officers of The Partnership shall be Chairperson, Vice-Chairperson and Secretary/Treasurer. The elected officers of the Section shall be elected by majority vote of active members at the Annual Business Meeting. The term of office shall be one year. There will be no term limits. Term begins at the conclusion of the Annual Business Meeting.

Section 2

Any active member of The Partnership in good standing shall be eligible to hold office in the Section.

ARTICLE VI

Duties of Officers

Section 1

The Chairperson shall chair the Steering Committee and shall preside at the Annual Business Meeting of The Partnership. The Chairperson shall appoint Chairpersons of work groups and committees as needed to accomplish The Partnership's Purpose, as stated in Article II. The Chairperson shall represent The Partnership on the APHA Executive Council.

The Chairperson shall oversee the development and implementation of a strategic plan to carry out the mission and objectives of The Partnership.

Section 2

The Vice-Chairperson shall carry out the primary responsibilities of Chairperson of the Conference Program Committee, when such a committee is established. The Vice-Chairperson shall also perform such other duties as may be assigned by the Chairperson and shall also be the ranking officer in the absence of the Chairperson.

Section 3

The Secretary/Treasurer shall have custody of all records and papers, give notice of time, place and purpose of all Section General Meetings and Steering Committee meetings, and conduct the correspondence of The Partnership. The officer shall have charge of all funds of the Section and shall deposit funds in a bank approved by the Steering committee. The officer shall report the financial condition of the Section at the Annual Business Meeting and shall also prepare an annual financial statement. Disbursement of funds shall be made by check of the Section signed by the Secretary /Treasurer and one other officer. The Secretary/Treasurer shall oversee the membership roster.

Section 4

An officer shall forfeit their position for absence from the Steering Committee if he or she has two (2) unexcused absences from the Steering Committee meetings in a year. In the event of a vacancy of Chairperson, the Vice-Chairperson will assume duties. The Chairperson may appoint an interim Vice-Chairman and/or Secretary/Treasurer to serve until next Annual Business Meeting.

ARTICLE VII

The Steering Committee

Section 1

The Steering Committee of The Partnership shall consist of all officers listed in Article V, Section 1, workgroup and committee chairpersons and up to three additional persons appointed by the Chairperson.

Section 2

A Steering Committee member who is not present at a meeting may be represented by a proxy.

Section 3

The Steering Committee shall have the same rights, powers, privileges and duties as are generally conferred upon executive committees. They shall include the following:

1. Conduct and carry on the affairs and business of the Section;
2. Provide ways and means of financing activities of the Section and increasing resources available to it;
3. May provide bond for the Section Secretary/Treasurer;
4. Provide for auditing the accounts of the Section as deemed advisable;

5. Provide for the management of the Annual Business Meeting, in cooperation with the APHA Executive Council and its Committee Chairpersons, held during the year of the Executive Committee's tenure and shall assure selection of the date and location of future meetings; and
6. Provide any rules and regulations needed for the purpose of carrying out these Bylaws in cases not specifically covered herein.

Section 4

A quorum of the Steering Committee shall consist of at least five (5) of the Steering Committee members.

Section 5

All Steering Committee meetings shall be open to all members of The Partnership, who wish to attend. Notes from all Steering Committee meetings shall be posted on the APHA website.

ARTICLE VIII

Meetings

Section 1

There shall be at least two (2) General Meetings of The Partnership yearly. One meeting shall be an Annual Business Meeting of The Partnership to be held concurrently with APHA Annual Meeting. The frequency of Steering Committee, Workgroup, and other Committee Meetings will be determined by the Chairpersons of those groups.

Section 2

The Partnership's Annual Business Meeting shall include, but shall not be limited to, the following:

1. The election of officers
2. The Secretary/Treasurer's report
3. Workgroup Committee reports
4. Action on resolutions
5. Action on amendments to the Bylaws
6. The Steering Committee Chairperson's annual report on the status of the Strategic Plan

ARTICLE IX

Voting Privileges and Election of Officers

Section 1

The privilege to vote is conferred upon persons who are active members, whose membership was obtained prior to the opening of the Annual Business Meeting. Voting on all matters of business and the election of officers may be by voice vote or ballot of active members present at the Annual Business Meeting.

Section 2

The Partnership shall elect a Chairperson, Vice-Chairperson, and Secretary/Treasurer to serve annual terms. Active members may be nominated for office from the floor by another active or by a slate of nominees presented by the Steering Committee. Election of officers will be determined by a majority of votes of active members present at the Annual Business Meeting.

ARTICLE X

Workgroups and Committees of the Section

Section 1

All Workgroup and Committee Chairpersons shall be appointed by the Steering Committee Chairperson.

Section 2

All Workgroup and Committee Chairpersons shall give either a written or an oral report at each AHLP Steering Committee Meeting and at the General Meetings of The Partnership.

Section 3

Functioning Workgroups of The Partnership may include:

1. Professional Education
2. Education for the Public
3. Evidence-Based Practice

Additional Workgroups and Committees may be established at the discretion of the Steering Committee Chairperson.

ARTICLE XI

Amendments to the Bylaws

Section 1

These Bylaws may be amended by a majority vote of the active members present at the Annual Business Meeting.

Section 2

As a prerequisite to the adoption of any amendment, the proposed amendment must be submitted by the Steering Committee, or by a Bylaws Committee appointed by the Chairperson of the Steering Committee.

Section 3

In any event, a proposed amendment shall be accompanied by a statement indicating the official action by the Steering Committee or Bylaws Committee that initiated the proposed Bylaws changes.

Section 4

The Secretary/Treasurer shall give notice of proposed amendments to the Bylaws by emailing each member of the Section the text of each proposed amendment at least 14 days prior to the Annual Business Meeting, at which time such proposed amendments are to be submitted to vote.

Section 5

If established, the Bylaws Committee shall make recommendation concerning proposals for amending the Bylaws submitted to it and shall report to the Steering Committee.

ARTICLE XII

Procedures not covered

Section 1

In all matters of procedure not covered by these Bylaws, the provisions set forth in the latest revised edition of "Roberts' Rules of Order" shall be followed.

ARTICLE XIII

Section Affiliation with Arkansas Public Health Association

Section 1

The Partnership is a recognized Section affiliated with the Arkansas Public Health Association and shall conduct all business matters in accordance with these Bylaws and those of APHA.

Adopted May 10, 2012