

The Policies and Procedures Manual



Includes:

HISTORY

ARTICLES OF ASSOCIATION

BY-LAWS

POLICIES

APHA BY-LAWS AND POLICIES & PROCEDURES MANUAL

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I. INTRODUCTION

The Arkansas Public Health Association (APHA) is an affiliate of the American Public Health Association, Inc. 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.
- 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 OF THE 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:

- Individual Member,
- Institutional Member,
- Student Member,
- Retired Member, and
- 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:

Diamond	\$1,000 and above
Gold	\$500
Silver	\$250
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 all the rights, responsibilities, and obligations of Individual Members but with reduced membership dues.

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.

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	\$26
Institutional Member	See Section 4
Student Member	\$ 5.00
Retired Member	\$ 5.00
Honorary/Lifetime Member	No Dues
Payroll deduction for ADH employees	\$ 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:

Environmental
Health Administration
Health Disparities
Health Educators
Health Literacy
Infectious Diseases
Nutrition
Office Professionals
Public Health Nursing

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 1. The Elected Officials of this Association shall be:

President
President-Elect
Incoming President-Elect
First Vice-President
Second Vice-President
Secretary
Treasurer
Members-at-Large, six (6)
Affiliate Representative to the Governing Council ARGC (formerly Representative to the American Public Health Association)
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:

- 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 serve a one(1) year term in said office, and then serve an additional

year as the Past President. 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.

- The **First Vice-President** shall be Chairperson of the Sponsorship Committee (put under Conference Committee) and shall have powers and duties as the President when so acting, and subject to all the restrictions of the office of President. The First Vice-President shall serve a one(1) year term in said office and may be reelected. 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.
- The **Second Vice-President** shall be the Chairperson of the Communications and Member Services Committee. The Second Vice-President shall serve a one(1) year term in said office and may be reelected. He/she shall work with the secretary to coordinate all communications with members including the website, social media, newsletter, and events and activities such as education/CEUs, history/retiree events, and fun & fitness activities and shall have other powers and duties as the President may from time to time direct.
- The **President-Elect** shall serve as the Chairperson of the Conference 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 the one(1) year 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. The President-Elect attends the Conference sponsored by the American Public Health Association.
- The **Incoming President-Elect** shall serve as Assistant Chair of the Conference 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 the one(1) year term in office, the Incoming President-Elect shall learn about coordinating the Annual Meeting with the President-Elect and the designated committees. The Incoming President-Elect will automatically assume the President-Elect position at the end of the term.
- 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 shall serve a two(2) year term in said office and may be reelected. The Secretary will e-mail dues statements January 1 to all members as of the previous annual meeting.

- 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 serve a two(2) year term in said office and may be reelected. The Treasurer shall be bonded in the amount of \$5,000.
- 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. All terms shall be three (3) year terms, with the elections staggered, 2 members each year, as shown below.

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
APHA Rep (3 yr term)	Serves	Elected	Serves									
BOH Rep (4 yr term)	Elected	Serves	Serves	Serves	Elected	Serves	Serves	Serves	Elected	Serves	Serves	Serves
MAL (3 yr term)	Elected	Serves	Serves									
MAL (3 yr term)	Serves	Elected	Serves									
MAL (3 yr term)	Serves	Elected	Serves									
MAL (3 yr term)	Serves	Serves	Elected									
MAL (3 yr term)	Serves	Serves	Elected									

- The Affiliate **Representative to APHA's Governing Council** shall be elected for a period of three (3) years. Election years shown in table above. The Affiliate Representative to the Governing Council (ARGC) 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 ARGC 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.

- The **Representative to the Arkansas State Board of Health** shall serve for a period of four (4) years. Election years shown in table above. 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 requests 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, Affiliate Representative to the APHA Governing Council, 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:

- Execute the powers listed in Article VIII of the Articles of the Association,
- Issue position statements of the Association on matters related to public health,
- Approve plans for the Annual Meeting of the Association, and

- 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. Committees

Section 1. 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).

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

- Membership Committee – Secretary
- Nominating Committee - Immediate Past President
- Conference Committee - President-Elect
- Communications & Member Services Committee - Second Vice President
- Sponsorship Committee - First Vice President (put under Conference Committee)
-

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 1. 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

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.

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.

Electronic voting will be made available to all members with a valid email address. Those members without an email address can request a paper ballot from the secretary.

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. Electronic voting will be made available to all members with a valid email address. Those members without an email address can request a paper ballot from the secretary. 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.

IV. ARTICLES OF ASSOCIATION ARKANSAS PUBLIC HEALTH ASSOCIATION, INC.

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 amended, 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. MISSION

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

- Promoting public health policy and influencing legislation beneficial to public health at the local, state, and federal levels;
- Fostering collaboration between organizations promoting and protecting the health of the public;
- Promoting 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, Affiliate Representatives to the Governing Council of the American Public Health

Association, Inc., 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, Incoming President-Elect, Secretary, Treasurer, Members-at-large, and Affiliate Representatives to the Governing Council of the American Public Health Association, Inc. 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. The offices of Secretary and Treasurer will be 2 year terms each to provide more continuity.

ARTICLE VI. DURATION

The period of existence of this Association shall be perpetual.

ARTICLE VII. PRINCIPAL OFFICE

The principal 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:

- 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;

- 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;
- To acquire, hold, lease, own, develop, operate, sell, transfer, exchange, mortgage or dispose of any property, real or personal; and
- 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

V. POLICIES

A. AWARDS

The awards given by Arkansas Public Health Association will be coordinated under the Conference Committee.

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:

- The achievement should be out of the ordinary so as to differentiate from the routine or normal accomplishment.
- The achievement should be performed in a professional manner.
- The nominee should have continued these accomplishments over a reasonable length of time.
- 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:

- The success may be attained within the candidate's regular assigned program, or it may also involve other programs and fields of Public Health.
- The achievement required unusual effort and long hours of work and personal sacrifices.
- 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.
- 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:

- 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. The nominee should be an innovative and forward thinking advocate for public health policy direction.
- 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.
- 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:

- 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.
- The individual was paid from State, County, and/or City tax monies.

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.

B. Scholarships

The First Vice President coordinated the scholarship committee. The Committee awards a \$1000 scholarship and a \$500 scholarship each year at the annual convention.

Scholarships Criteria

\$1,000 Scholarship

- Applicant is enrolled or planning to enroll in the field of public health.
- Applicant must be an Arkansas resident but does not have to attend college in Arkansas.
- Applicant must demonstrate financial need.
- Applicant must be classified as a sophomore in college or enrolled in an approved vo-tech program.
- 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:

- Official college, university, or vo-tech transcript(s)
- Letter of recommendation from major professor
- Letter of personal reference
- Statement/explanation of financial need
- 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 Scholarship Committee. The Scholarship 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 Scholarship Committee.

\$500 Scholarship

- Applicant must be enrolled or planning to enroll in a public health related program.
- Applicant must have a high school diploma, GED, or be a high school senior.
- Applicant must be an Arkansas resident.
- Applicant must demonstrate financial need.
- 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:

- Official school transcript(s)
- Letter of recommendation from a professor or teacher
- Letter of personal reference
- Statement/explanation of financial need
- 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 Scholarship Committee. The Scholarship 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 Scholarship Committee.

C. OFFICERS

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

- First Vice-President, Second Vice-President, President- Elect, Incoming President- Elect, Secretary, Treasurer
- Members-at-Large, six (6), 3 year terms staggered every year
- Every third year- Affiliate Representative to the Governing Council of American Public Health Association, Inc (ARGC)
- Every fourth year- Representatives to the Arkansas State Board of Health
- Refer to Article III of the by-laws for additional information

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.

- Preside over all Executive Council meetings and the Annual Meeting held during the President's term of office.
- Plan the annual calendar of meetings.
- Monitor progress of all Executive Board Members as they work toward achievement of annual objectives.
- Plan the agenda for Executive Council meetings.
- Appoint the chairperson of each committee as soon as possible after taking office. Appointment of special committees as necessary throughout the year.
- 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.
- 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.
- Work with the Executive Council to fill any vacancy on the Council.
- Send official correspondence as necessary.
- Send notices of called meetings of the Executive Council and state the purpose of the meetings.
- Perform other duties as related to the Annual Meeting.
- Represent the Association at the American Public 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:

- Fill a vacancy in the office of President.
- Serve as Chairperson of the Sponsorship Committee.
- Serve as Chairperson of the Scholarship Committee.
- Perform duties as assigned for the Annual Meeting.
- Represent the Association (if the President cannot attend) at the American Public Health Association Annual Meeting.

Second Vice-President

- Serve as Chairperson of the Communications & Member Services Committee.
 - Work with the secretary to coordinate all communications with members including the website, social media, newsletter, and events and activities
 - Publicize events such as APHA Convention, Awards and American Public Health Association Convention through media, mailings and APHA Update.
 - Publicize all events for Committee chairpersons.
 - Oversee any publications, i.e., brochures, pamphlets, etc.
 - Arrange for Governor’s proclamation ceremony.
 - Make arrangements for photographs to be taken at the annual meeting.
- Supervise external and internal communications for the Association.
- 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:

- Assume the Presidency of the Association at the expiration of the term of the President.
- Serve as Chairperson of the Conference Committee.
- Oversee the function of other committees deemed appropriate by the President.
- Perform duties related to the Annual Meeting.
- Represent the Association (if the President or First Vice-President cannot attend) at the American Public Health Association Annual Meeting.
- Attend the President-Elect meeting sponsored by the American Public Health Association.

Incoming President-Elect – The Incoming President-Elect works closely with the President-Elect in planning the Annual Meeting. Additional duties are as follows:

- Serve as Assistant Chair of the Program Committee
- Work with the other committees with Annual Meeting duties.

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

- 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.
- 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.

- 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.
- Handle all outgoing correspondence as requested by the President and Executive Council.
- Maintain list of voting status and type of membership of all members.
- Email dues statements around January 1st to all members as of the previous annual meeting.
- Update the mailing list before forwarding to the newly elected Secretary.
- Work with the new Secretary to send minutes of the last meeting to all newly-elected officers, committee, chairpersons and section representatives.
- 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:

- Make deposits in a bank approved by the Executive Council.
- Provide bookkeeper a full and accurate account of all receipts and disbursements.
- Furnish financial statements at each Executive Council Meeting.
- 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.
- 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.
- Prepare preliminary budget after receiving information from all Committees on expected expenditures and income.

Members-at-Large

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

Arkansas Public Health Association Bookkeeper

- Monthly reconciliation of bank statement.
- Assures all transactions have appropriate voucher and documentation as provided by the treasurer.
- 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).
- Maintains spreadsheet for deposits and expenditures by committee, total for deposits and \ expenditures reconciles to monthly double entry bookkeeping system.

- Provides treasurer with quarterly Income Statement and Balance Sheet before each Executive Council Meeting (or as needed).
- 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.
- 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.
- 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.
- 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.
- 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:

- Consult with the President prior to business meetings of the Association as to possible parliamentary problems or issues to be discussed.
- Attend all meetings of the Executive Council and the Membership.
- Serve as consultant to the presiding officer and other officers during the meetings.
- Advise presiding officer when called upon for advice on a point or procedure or compromises of the right of members.
- Call the attention of the Chair to errors in procedure or compromises of the right of members.
- Consult with committees when matters of parliamentary rules or procedures are in questions (e.g., changes in rules of conduct or By-laws).
- 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.

Affiliate Representative to the Governing Council (ARGC) of the American Public

Health Association - The elected officer serve as a representative 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:

- Serves as the primary contact person between American Public Health Association and the Arkansas Public Health Association.
- Responsible for disseminating information received from American Public Health Association to the members of the Arkansas Public Health Association governing body and vice versa.

- Represent Arkansas Public Health Association as an informed voice in the American Public.
- Responsible for maintaining liaison with the ARGC's of other affiliates.
- 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.
- Assist and stimulate the American Public Health Association/Arkansas Public Health Association relationship by:
 - Ensuring that American Public Health Association is informed on a timely basis of all changes in the affiliate leadership.
 - 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).
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.

- Participate in the legislative initiatives of American Public Health Association serving to help coordinate such efforts between Arkansas and American Public Health Association.
- 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.
- Encourage the participation of Arkansas Public Health Association in the development and submission of mini-project proposals to the American Public Health Association.
- Maintain an ongoing communication with other ARGC's and the Committee on Affiliates Regional ARGC.

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:

- Represent Association at meetings of the Arkansas State Board of Health, voice opinions and vote on all pertinent matters.
- Serve on committees or special task forces as charged by the President or Council.
- 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.
- Follow up on requests from the Arkansas State Board of Health.

Section Representatives - Each established section has one representative to the Executive Council. Guidelines for Section Representatives include:

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

D. COMMITTEES

Conference Committee

Chair- President Elect*
Asst Chair – Incoming President-Elect
Arrangements (MAL, appointed by president)
Awards
Continuing Education Committee (MAL, appointed by president)
Exhibits/Sponsorships-First VP*
Program Committee
Poster Session (MAL, appointed by president)
Registration
Scholarship – First VP*
Silent Auction
Student Assembly
Section Chairs
President –Ex officio member
3 Members at Large (appointed by president to specific responsibility)

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

The program committee will plan and implement all aspects of the APHA Annual Meeting and Exhibitions. This will include agenda, speakers, registration, awards, student activities, retiree meetings, exhibits, sponsorships, poster sessions, continuing education, arrangements with the location, and other related responsibilities. The Chair of this committee will be the President-Elect (as directed in the by-laws). The First Vice President will be in charge of Exhibits, Sponsorships, and Scholarships. The president will appoint 3 Members At Large to assist with specific areas, including the poster sessions, arrangements, and the continuing education committee. The annual meeting chair will appoint others to the committee as needed. Section chairs are responsible for securing speakers for their sessions as well as assist with obtaining continuing education hours.

Responsibilities as below:

Arrangements Committee Task List:

- President will appoint a Member at Large to chair this committee.
- Consult with the President-elect (Program Chair) to determine if there are any specific, special or additional arrangements the committee needs to make
- 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

- Attend the program committee meetings to obtain information on program agendas, number expected to be in attendance and speaker needs
- Work with the Program Committee to assign available conference space, meeting rooms and/or entertainment facilities
- Reserve audio visual (AV) or special equipment either through the meeting facility or an outside vendor
- 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
- Ensure that someone tests the AV equipment to assure that it is in proper working order prior to the session
- 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

- Select committee members prior to the first Executive Council Board Meeting
- Prepare budget for executive council – the treasurer will set a deadline
- Determine the deadline for nominations for of each of the awards (Tom T. Ross Award, Outstanding Achievement Award, and Dr. David E. Bourne Public Health Award)
- Coordinate with HAS section on their specific awards.
- Solicit nominees for the awards
- Update the award criteria and nomination form
- Have the updated criteria and form put on the APHA website and any other websites that can be used to solicit nominees
- Send the form to members and Sections of APHA, agencies, organizations, etc.
- Solicit information on members eligible for the twenty-five year plaque
- Review the nominations to ensure they meet the criteria outlined on the nomination form
- Use a secret committee of three (3) for final selections to be completed at least 3 weeks prior to the annual meeting.
- Order the awards
- Prepare and present a report of the year's activities at the Annual Business Meeting.
- Present all awards (Tom T Ross, Outstanding Achievement, Dr. David E. Bourne Public Health Award, and Twenty-Five Year) at the time designated by the program committee at the annual meeting

Continuing Education Committee (MAL, appointed by president)

- President will appoint a Member at Large to chair this committee.
- ***Be aware that application for hours may need to be made up to 3 months in advance of the scheduled conference dates.***
- Secure a variety of professional disciplines to apply for Continuing Education hours with the appropriate professional organizations.

- Secure most current information and required forms to apply for hours.
- Work with the Conference Committee as they set the program to secure information from speakers.
- Complete application for hours.
- Provide documents for attendees to claim hours at the conference.

Exhibit Committee Task List-First VP* (chair)

- Get a list of potential exhibitors, letter and any other information from the outgoing Chair
- Select committee members prior to the first Executive Council Board Meeting
- Prepare budget for executive council – the treasurer will set a deadline
- Review the letter, booth request and sponsorship forms and make any changes
- Work on expanding the potential exhibitors using the existing list
- Mail/Email the initial exhibitor packet to potential exhibitors by August
- Mail/Email follow-up letter/packet to potential exhibitors that have not responded by November
- Mail/Email final follow-up letter/packet to potential exhibitors that have not responded by February
- Send checks received from exhibitors to the Treasurer and advise what they are for
- Get registration form to with information going out to sponsors/exhibitors
- Provide list of exhibitors to the program committee to include in conference materials or online.
- Work with the arrangements committee regarding space and other items needed.
- Order the exhibitor’s ribbons and purchase office supplies needed (badges, badge holders, tape, etc.) at least one month prior to conference
- Be available in exhibitor area during set-up to greet exhibitors, collect outstanding exhibit fees and assist as needed
- A committee member should be in the exhibit hall while exhibits are open
- Send letters of appreciation/invitations to return the following year to all exhibitors.
- Forward a complete list of potential exhibitors, notes, info, etc. to the new Exhibit Chair
- Work with registration committee regarding Sponsorships

Program Committee Task List

- 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.)
- Prepare budget for executive council – the treasurer will set a deadline
- Choose a theme and logo; Set dates and location at least 9 months in advance
- Plan opening/closing speakers and begin invitation process (ADH Director, Governor, Mayor, etc.) at least 9 months in advance

- Define the number of breakout sessions per time slot. If you have too many, there will not be enough participation. Recommend 3-4 maximum.
- Identify/contact potential speakers/presenters at least 6-8 months in advance
- Announce Call for Abstracts using Red Cap software.
- Review speaker details with committee.
- Make arrangements with Webmaster to include information on the APHA website and social media on a regular basis. If you are printing any materials, contact printer to discuss deadlines at least 5 months in advance.
- Collect outstanding completed speaker information and advise committee chairs of the deadline for submission of information for the program by end of January
- Submit questionnaires to Arrangements Chair including speakers who will need hotel rooms and finalize the program agenda at least 3 months in advance
- Provide resumes, abstracts, session objectives and any other relevant information to Continuing Education committee at least 3 months in advance.
- 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.

Poster Session Committee Task List (MAL, appointed by president)

- Work with the Conference Committee to solicit posters for the Annual Meeting. Could be combined with the call for abstracts for presenters.
- Make arrangements with the hotel for a location for the posters.
- Make a plan for how posters will be viewed and equipment needed. (Easels, large foam board, tacks, binder clips, etc.)
- Choose posters and notify presenters of date and location, as well as poster presentation guidelines.
- Work with Program Committee to include poster presentation information in conference materials and on website.
- Make time and location of poster sessions known to participants and conference attendees
- If the committee wants to give awards for the poster session, make arrangements for judges and score sheets.

Registration 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
- Meet with the previous year’s chairperson and get any items that were left over
- Attend Conference Committee meetings
- Update the registration form
- Meet and discuss with the committee members by November the following:
 - 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
 - How the registration table should be set up/run

- Research the cost of bags and promotional items for the registration packet
- Order the bags and promotional items by March
- Optional: Design flier announcing early registration and speaker information
- 2 months prior
 - Send registration forms and flier out to all Council members, committee chairs, ADH communication staff, APHA webmaster
 - Order the speaker and council/committee member ribbons
 - Purchase any office items needed (name badges, envelopes, labels, pens, tape)
 - 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
 - Log pre-registrations received and what functions the attendee has paid for
 - Ensure that there is sufficient committee members to work the registration table
 - Work with Conference Chair to obtain the programs to include in the bags
- 1 month prior
 - 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,
 - About a week prior to and/or the weekend before the conference:
 - Print the name badges and labels for the envelopes, insert name badges into place holders and attach ribbons and enclose the function tickets
 - Transport registration packets, programs (if you pick up), membership cards, bags, promotional items, signs, all office supplies, etc. to the conference
 - Set up registration tables at the conference and stuff registration bags

Scholarships Committee Task List:

First VP* is the chair of this committee. APHA awards a \$1000 scholarship and a \$500 scholarship each year at the annual meeting. See V. Policies B. Scholarships for details

Scholarship Committee Guidelines

- Select six-eight committee members prior to the first Executive Council Board Meeting
- Prepare budget for executive council – the treasurer will set a deadline
- Review the following in September or October of each year:
 - the scholarship criteria
 - brochures and online information (have reprinted if necessary)
- January of each year - the committee:
 - sends 10 scholarship brochures to each college, university and vo-tech on the mailing list
 - sends 10 grant brochures and news releases to non-profit resources
 - Non-Profit Resources – 500 Broadway – Suite 301 – Little Rock, AR 72201

- March
 - Send application forms to those requesting by phone and mail
 - Accept completed applications (stamp date of receipt on each application)
- January thru March
 - Review applications for completeness and eligibility and initiate score sheet for each applicant (Chairperson)
 - Send the applications and score sheets to each committee member (Chairperson)
- March 21st – March 31st – each committee member scores each applicant and returns their score sheets to the Chairperson
- April – The Chairperson tallies the score sheets and notifies the winners
- The first of May or one week prior to the conference – The Chairperson:
 - 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)
- Prepare a final committee report which includes information on each winner prior to the last council meeting (Chairperson)
- Present the checks to the winners at the conference (Chairperson)

Governance

Chair – Parliamentarian
Audit and Finance
By-laws (MAL, appointed by president)
Policies/Procedures
Public Policy
Nominations – Past President*
Legislative & Resolutions
ARGC
BOH Rep
Treasurer
President –Ex officio member
1 Member at Large(appointed by president to specific responsibility)

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

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:

- Conduct audits of financial records at least quarterly
 - Review all deposits
 - Review all vouchers and checks
 - Review all bank statements
 - Review all bookkeeper’s reports
- Arrange for an external audit of financial records with treasurer when deemed necessary.

Finance:

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

By-Laws Committee Task List

- Select committee members prior to the first Executive Council Board Meeting
- Prepare the annual budget for executive council – the treasurer will set a deadline
- Review the Association By-Laws and make recommendations for revisions
- Present the proposed revisions to the Executive Council for approval by the second Council Meeting
- Ensure revisions are sent to the APHA membership 30 days prior to the Annual Meeting
- 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
- Present the revisions to the membership at the Annual Meeting (the president will ask for votes to approve or disapprove)
- Work with the Policies and Procedures Committee to ensure any revisions are included in the manual

Policies and Procedures 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
- Provide the Executive Council an electronic copy of revisions for review by the first Executive Council Meeting
- 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
- Work with the By-Laws Committee regarding any By-Law changes

Nominating Committee Task List

The immediate past president serves as Chairperson of this committee.

- Select committee members prior to the first Executive Council Board Meeting
- Prepare a budget for executive council – the treasurer will set a deadline
- Establish controls on balloting with the committee after the annual meeting
- Solicit nominations for the current election throughout the membership
- Prepare the ballot at least 2 months prior to annual meeting
- Introduce nominees at business meeting of the opening session. Encourage nominees to introduce themselves and speak about why they want to be involved in APHA.
- Electronic voting will be made available to all members with a valid email address. Those members without an email address can request a paper ballot from the secretary.
- 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.

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.

Legislative:

- Aid in the passage of legislation beneficial to public health at the local, state and federal levels
- 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
- Develop a relationship with the Arkansas General Assembly Senate Public Health Committee and the House of Representatives Public Health Committee
- Serve as a resource for APHA members who are in contact with local officials
- Prepare a report to be given at the annual business meeting

Resolutions:

- Solicit, prepare and present at the Annual Meeting, or any called meeting, any resolutions or policy statements to be acted upon by the membership
- Coordinate the efforts regarding resolutions and policy statements with those of affiliated and other public health-related organizations
- Ensure that all resolutions and policy statements are prepared uniformly in an agreed-upon style
- 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
- Send the resolutions to the Program Chair for inclusion in the conference program
- Support action necessary to carry out the intent of approved resolutions and policy statements

Communications & Member Services

Chair – Second VP*
Website
Social Media (MAL, appointed by president)
Membership
Newsletter
Fun & Fitness (MAL, appointed by president)
Education
History/Retiree
Secretary*
President –Ex officio member
2 Members at Large(apointed by president to specific responsibility)

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

The Communications and Member Services Committee will work collectively to enhance the benefits of membership, including regular communications, a social media presence for the association, connecting members with the latest public health news and resources; providing educational opportunities for members; encouraging networking between members of all ages; and any other activity to promote public health in Arkansas.

Communications 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
 - June/July (wrap-up of the annual meeting)
 - September/October (general information regarding the future meeting - award nominations, speaker information, section news, committee news, etc)
 - December/January (general information regarding the future meeting - award nominations, speaker information, section news, committee news, etc)
 - 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
- Keep social media platforms updated
- 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

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.

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

Fun and Fitness 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
- Discuss what activities to have, including these possibilities
 - Items to sell
 - Activities (games, give-a-ways, physical activity, etc.) to offer
 - Door prizes
 - Silent auction
 - Photo booth
 - Dance or other entertainment
- After the Annual meeting is over;
 - Submit money collected from items sold and silent auction to the Treasurer
 - Submit vouchers and receipts to Treasurer for reimbursement
 - Submit final report to Executive Council

History/Retiree Committee Task List

Select committee members prior to the first Executive Council Board Meeting

History:

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

Retiree’s Gathering at the Annual Meeting:

- Decide on activity (luncheon, reception, educational session, etc.) and prepare budget for executive council – the treasurer will set a deadline.

- Work with arrangement’s chair to arrange for the room, costs, etc.
- Determine the amount to charge for the activity.
- Contact and obtain commitments from program participants (Do this early so they can be included in the publicity).
- Obtain a list of retirees from the previous committee and APHA Secretary
- Determine a theme.
- Prepare and mail letters/registration forms to retirees
- Work with the Public Relations Committee to publicize the luncheon on the APHA website and in the newsletter.
- Purchase decorations, name tags, place cards, corsages, prizes and other items needed.
- Designate person(s) to preside at the luncheon and to introduce individuals/groups.
- Plan special features of the program (recognition, memorials, and door-prizes).
- Arrange for greeters and for persons to be at the registration table.
- Write thank you letters to program speakers/participants.

E. TRAVEL EXPENSE REIMBURSEMENT

General

- The Arkansas Public Health Association will reimburse full expenses for the elected representatives and President to attend the American Health Association annual convention. 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 REPAYED 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 the American Public Health Associations for committee members' travel. Any other travel expense is incurred by the traveler.

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 the American Public Health Association annual convention 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, 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.

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

- Lodging bills must accompany travel expense reimbursement form when sent for reimbursement.
- 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.
- 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.
- 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.
- 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.

Non-Allowable Reimbursement

- Meals purchased for anyone other than the traveler are not allowable for reimbursement.
- 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.
- 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.

F. CONFERENCE FEES REFUND POLICY

Conference fees will be refunded in the following manner:

- Cancellations:

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

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

VI. Forms

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