

## **BYLAWS**

Approved at annual meeting March 28, 1980; as amended at annual meetings April 2, 1982; March 4, 1983; June 26, 1985; March 28, 1986; April 29, 1988; April 28, 1989; May 29, 1991; March 19, 1993; June 10, 1994; April 8, 1998; April 30, 1999; April 28, 2000; April 25, 2002; April 30, 2004. May 18, 2007

### **ARTICLE I. NAME**

Section 1: The official name of the Association shall be the Alabama Public Health Association, Inc., hereinafter referred to as "AIPHA" or the "Association."

Section 2: There shall be no seal for the organization.

### **ARTICLE II. MISSION**

Section 1: The Alabama Public Health Association, Inc. is an association of individuals and organizations interested in public health in Alabama. The mission of the Association is to do the following:

- a. Link individuals and organizations in addressing public health issues;
- b. Advocate public health policy;
- c. Support the education of its members and the public on public health issues; and
- d. Enhance the ability of its members to promote and protect personal, environmental, and community health.

### **ARTICLE III. MEMBERSHIP**

Section 1: The membership of AIPHA shall be subject to compliance with these bylaws.

Section 2: Membership in this Association shall consist of any individual who, or organization which is interested in any branch of public health.

Section 3: Classification of Members.

- a. Charter Member - Those people admitted to membership prior to May 1, 1957, shall be listed as charter members; they shall meet annual requirements.
- b. Regular Member - A member not included in any of the categories described below.
- c. Life Member - This membership is granted to upon written request of the member to the membership chairperson, to individuals who were members in

good standing at the time of retirement. Such member will be exempt from paying dues.

d. Honorary member - A member who is selected by majority vote of the Executive Board and is exempt from paying dues.

e. Student Member - A member who is a full time college student with an interest in public health.

f. Agency Affiliate Member - Any agency, corporation, institution, or organization interested in public health may apply for membership. An agency affiliate member is entitled to one vote.

Section 4: Application for membership shall be made in writing to the Association. No applications for membership are required of Honorary Members.

Section 5: Members in good standing of the Association shall be the voting body and shall be eligible to participate in its business meetings, to serve in any of its elective or appointive positions, and participate in sections of the Association. A member cannot hold office in more than one section and multiple section participation does not entitle a member to more than one vote.

Section 6: Revocation of membership for cause may be enacted by a two-thirds vote of the Executive Board on recommendation of the Membership Committee.

#### **ARTICLE IV. DUES**

Section 1: Annual dues for each individual or agency affiliate member shall be recommended by the Executive Board and ratified by a majority vote of the membership present at the annual meeting.

Section 2: Dues which are not paid by payroll deduction are payable by January 1. Membership shall be forfeited if dues are not paid by March 31. Application for reinstatement to membership shall be made in the original manner.

Section 3: For purposes of recruiting new members, the Executive Board shall be empowered to initiate a special dues structure for new members during their first year of membership.

Section 4: Payroll deduction of membership dues shall be allowable for State of Alabama employees. Members choosing this option must enroll for a minimum of one year to cover the full cost of annual dues. Payment by payroll deduction entitles the member to affiliation in two sections.

Section 5: Enrollment during the last quarter of any calendar year constitutes membership for the next calendar year.

#### **ARTICLE V. OFFICERS, ELECTIONS, TERMS OF OFFICE**

Section 1: Officers

- a. The officers of this Association shall consist of a president, president elect, vice president, recording secretary, treasurer, delegates and alternate delegates.
- b. The officers shall be elected from the membership.
- c. No member shall hold more than one of the offices listed in Article V, Section one.
- d. The president may call a special meeting of the officers to conduct business of an urgent nature which arises between regularly scheduled Executive Board meetings.
- e. The outgoing officers shall deliver all official records and materials pertaining to their offices to their successors 30 days after the new officers have been installed.

#### Section 2: Terms of Office

- a. The officers shall be elected from a slate of candidates submitted by the Nominating Committee.
- b. The term of office shall be one year or until their successors have been duly elected, with exception of the treasurer and delegates.
- c. The treasurer shall serve for a term of two years.
- d. Delegates shall serve a term of three years and shall be limited to 2 three year terms.
- e. Alternate delegates elected to office prior to April 30, 2004 shall serve a term of three years. Alternate delegates elected to office on or after April 30, 2004 shall serve a term of one year and shall be limited to 3 one year terms.

#### Section 3: Vacancies

- a. A vacancy occurring in the office of the president shall be filled for the unexpired term by the president elect.
- b. A vacancy occurring in the office of the president elect shall be filled for the unexpired term by the vice president.
- c. A vacancy occurring in any other office shall be filled by the president with concurrence by majority vote of the Executive Board.

#### Section 4: Elections

- a. The officers shall be elected from a slate of candidates submitted to the Nominating Committee.
- b. Procedures shall be established by the Executive Board to allow members to vote by ballot prior to and/or at the annual business meeting. Other provisions to insure integrity in elections may be established by the Executive Board. Election results shall be announced at the annual business meeting.
- c. Election shall be by ballot.
- d. A majority vote of the members shall constitute an election.

## **ARTICLE VI. DUTIES OF OFFICERS**

### **Section 1: President**

- a. All activities of ALPHA are the ultimate responsibility of the president. The responsibilities of the President include the following:
  - 1. Presides over all Executive Board meetings, the annual health education conference, the annual business meeting, and plans the annual meeting calendar.
  - 2. Supervises the Executive Director, if applicable, if applicable.
  - 3. Appoints standing committee chairs (except chairs of the Local Arrangements, Programs and Meetings, Scholarship Committees).
  - 4. Serves on the Scholarship Fund Committee, and acts as chairman in the absence or resignation of Immediate Past President.
  - 5. Appoints special committees.
  - 6. Enters into contracts with approval of the Executive Board.
  - 7. Fills any vacancies on the Executive Board with concurrence by majority vote of the remaining members of the Executive Board and plan the agenda for the Executive Board meetings.
  - 8. Orients new Executive Board members.
  - 9. Appoints corresponding secretary and parliamentarian.
  - 10. Serves as parliamentarian in his/her absence.

### **Section 2: President Elect**

- a. The president elect assumes the duties of president in the absence of the president at meetings.

b. Specific responsibilities of the president elect include, but are not limited to, the following:

1. Succeeds automatically to the office of president at the end of the annual business meeting.
2. Serves as a member of the Scholarship Fund Committee.
3. Develops long range plans for educational programs and assists the president in the implementation of programs and attainment of goals and objectives of the Association.
4. Serves as an aide to the president and assists as needed during the annual meeting.
5. Attends the annual American Public Health Association President Elect Training.

### Section 3: Vice President

- a. The individual(s) nominated for vice president must have served at least two years on the Executive Board or must be recommended for nomination by 50 or more Association members who are in good standing.
- b. The primary responsibility of the vice president is to serve as chairperson of the Programs and Meetings Committee.
- c. Other responsibilities of the Vice President include, but are not limited to, the following:

1. Serves as an aide to the president.
2. Serves as a member of the Scholarship Fund Committee.
3. Succeeds automatically to the office of President Elect.

### Section 4: Recording Secretary

a. The duties of the secretary include, but are not necessarily limited to, the following:

1. Records the minutes of all meetings of the Association, and of the Executive Board.
2. Compiles the roster of the new Executive Board and mails it along with the minutes of the last annual meeting and a copy of the bylaws, to the Board members. Sends a copy of the roster to ALPHA's affiliated organizations.
3. Receives and reviews all Lifetime Member applications and makes request to the Executive Board for the granting of same.

### Section 5: Treasurer

- a. The treasurer of ALPHA shall be bonded.
- b. The duties of the treasurer shall include, but are not necessarily limited to, the following:
  1. Serves as chairperson of the Finance Committee.
  2. Makes a financial report at all Executive Board meetings and at the annual business meeting.
  3. Serves on the Scholarship Fund Committee.
  4. Serves in an ex-officio capacity after completing the term of office (for orientation purposes) until the second Executive Board meeting.

### Section 6: Delegates

- a. One delegate shall be elected to each affiliated organization.
- b. In order to qualify for an election, delegates must have served at least one year as an alternate delegate.
- c. The duties of the delegates shall include, but are not necessarily limited to, the following:
  1. Represents ALPHA at the annual meeting of each affiliated organization.
  2. Provides a written report at the meeting of the Executive Board immediately following the affiliated meeting delegate attended.

### Section 7: Alternate Delegates

- a. One alternate delegate shall be elected to each affiliated organization.
- b. The duties of the alternate delegates include, but are not necessarily limited to, the following:
  1. Represents ALPHA at the annual meeting of each affiliated organization in those instances where the delegate cannot attend.
  2. Provides a written report at the meeting of the Executive Board immediately following the affiliated meeting.

## **ARTICLE VII. EXECUTIVE BOARD**

### Section 1: Membership

- a. The Executive Board, also commonly referred to as the "Board," shall consist of officers of the Association, the immediate past president, the Executive Director, if applicable, (ex officio), the State Health Officer (ex officio) or his/her

designee, the Dean of the UAB School of Public Health (ex officio) or his/her designee, the corresponding secretary, and the chairperson of each section and standing and special committee.

b. Any vacancy in the Executive Board occurring during the year, including a vacancy created by an increase in the number of Board members, shall be filled by the president with concurrence by majority vote of the Executive Board.

## **ARTICLE VIII. DUTIES OF THE EXECUTIVE BOARD**

Section 1: The Executive Board shall conduct the affairs of the Association in the interim between annual meetings.

Section 2: The Board shall carry out the following responsibilities:

- a. Determine time and place for all ALPHA educational conferences.
- b. Create or discontinue standing and special committees.
- c. Establish additional sections upon petition from a prospective group, or abolish or combine sections where it has been determined by the Board to have been inactive.
- d. Receive and adopt the auditor's report.
- e. Revoke membership for cause following recommendation made by the Membership Committee, on a two-thirds vote by ballot.
- f. Determine affiliate organizations.
- g. Approve the disbursement of scholarship funds.
- h. Approve for payment, at its discretion, a reasonable sum for expenses incurred by Executive Board members. The Executive Board, with the exception of the Executive Director, if applicable, shall not receive any salary for their services.
- i. Establish goals and future direction for the Association.
- j. The Executive Director's, if applicable, selection, dismissal, salary, as well as the approval or adjustment of expense and contractual negotiations shall be a function of the Board.

Section 3: Corresponding Secretary

a. The corresponding secretary has duties as delegated by the President and may include the following specific responsibilities:

1. Coordinates advance registration and on-site registration for the annual meeting with the recording secretary.

2. Works with the new corresponding secretary to send copies of the Bylaws and Procedural Manual and minutes of the last annual meeting, to all newly elected officers, and committee and section chairpersons.

3. Updates mailing list to ensure it agrees with the membership list before records are forwarded to the new secretary.

#### Section 4: Parliamentarian

a. This person assures that Executive Board meetings and the annual Association business meeting are conducted according to proper procedures for conducting business meetings.

b. In the absence of the Parliamentarian, the president shall assume this role.

#### Section 5: State Health Officer

a. The State Health Officer serves in an ex officio capacity on the Board.

b. He or she provides insight into Department issues, priorities and financial status data which could affect Association revenues or attendance at Association-sponsored health education and training events.

#### Section 6: Dean, UAB School of Public Health

a. The Dean serves in an ex officio capacity on the Board.

b. He or she provides information to the Board and strengthens ties between ALPHA and academia.

### **ARTICLE IX. MEETINGS**

Section 1: The Association shall hold regular meetings at such time, duration, and place as may be determined by the Executive Board.

Section 2: The call for any meeting shall be sent 10 days in advance to the Board by the corresponding secretary, as directed by the president.

Section 3: Special meetings of the Executive Board shall be called by the President upon expressed request of any five members. The purpose of the special meeting shall be stated in the call.

Section 4: The President may also seek advice/approval of the elected Board members on matters requiring immediate Board approval. This may be by means of telephone conference, email, or fax.

Section 5: The annual business meeting shall be held each spring, usually in conjunction with the annual health education conference.

Section 6: A quorum at the business meeting of the annual educational conference shall consist of a majority of the Executive Board and 50 registered voting members.

## **ARTICLE X. STANDING AND SPECIAL COMMITTEES**

### Section 1: Standing Committees of the Association

- a. Standing committees are established by the Executive Board.
- b. The Executive Board may create or abolish standing committees as necessary to perform the work of the Association, except as stated otherwise herein.
- c. The chairperson and members of all committees are appointed by the president (with the exception of the Local Arrangements, Programs and Meetings, Policy and Resolutions, and Scholarship Committee). However, once the president has appointed a chairperson the president may delegate selection of committee members to the chairperson.
- d. The term of office of any current committee member expires at the close of the annual business meeting unless otherwise provided for in the original appointment.
- e. There shall be the following standing committees, subject to the Board's future action:
  1. THE AWARDS COMMITTEE shall consist of no less than five members. The committee is responsible for selecting recipients for all awards established by the Executive Board. Recipients are selected from persons or agencies nominated by the membership. Awards are given only when the Awards Committee determines they are merited. The committee has the discretion of determining whether or not any of the awards will be given each year and may in fact search out individuals, groups, or organizations to receive the awards.
  2. THE BYLAWS AND PROCEDURAL COMMITTEE consists of no less than five members. This committee is required to review the bylaws and procedural manual in order to recommend changes in keeping with policies of the Association suggest and receive suggestions for revision of the manual, and prepare an annual report including proposed amendments to be presented to the Executive Board and the membership of the Association for adoption at the annual business meeting.
  3. THE CONTINUING EDUCATION COMMITTEE shall consist of representatives from each section. The chairperson is required to coordinate the activities of section representatives to achieve continuing education credits for all eligible education and training conducted by AIPHA. The chairperson and the Executive Director, if applicable, will supply necessary correspondence and documentation and maintain a file on all approved continuing education for that year.

4. THE FINANCE COMMITTEE shall consist of the treasurer who is the chairperson, the Executive Director, if applicable, the chairperson of the Local Arrangements Committee, and any others deemed necessary by the chairperson. This committee is responsible for developing the annual Association budget, for submitting it to the Executive Board for approval, and for making periodic estimates of the receipt and disbursement of Association funds. The Finance Committee also makes recommendations to the Executive Board on matters pertaining to fiscal policy. An audit (internally or externally at the discretion of the Board) will be performed at intervals not to exceed five years without an audit and/or at the termination of the contract of the Executive Director, if applicable,

5. THE LEGISLATIVE COMMITTEE consists of no less than five members with consideration given to geographic distribution and feasibility of meetings at frequent intervals. The purpose of the Legislative Committee is to identify policy areas that the organization wishes to address through awareness and education. This committee should prepare an annual plan to be presented at the December Executive Board meeting. This committee must maintain close liaison with the Association's Executive Board, the State Health Officer, and affiliated organizations.

6. THE LOCAL ARRANGEMENTS COMMITTEE shall consist of a chairperson appointed by the local health officer or administrator of the host city. This person works closely with the Executive Director, if applicable, the Programs and Meetings Committee, the Public Relations Committee, the Newsletter Committee and the Executive Board to plan the annual health education conference and the annual Association business meeting. The chairperson, working with the Executive Director, if applicable, plans and organizes local arrangements. Membership of the committee is determined by the number of individuals necessary to assist the chairperson with local arrangements. The responsibilities of the Local Arrangements Committee include working with the Executive Director, if applicable, and people at the annual meeting site to facilitate all meetings, meals, breaks, and reception functions. Additionally the committee oversees registration, door prizes, name tags, program printing, etc., ensuring a smooth flow throughout the conference agenda.

7. THE MEMBERSHIP COMMITTEE consists of the section chairperson and five members. All sections should be represented on this committee. Applications for membership should be made to the Executive Director, if applicable, who enters member information into the database, mails membership cards, and notifies Membership Chairperson of new member(s). The committee is responsible for the development, organization, and implementation of annual membership drives and other recruitment and membership renewal campaigns during the year. It is also the responsibility of the committee to make recommendations to the Executive Board for revocation of membership for cause. The membership chairperson mails out to all new members an Association information packet and welcome letter. The chairperson is also responsible for notifying Section

Chairpersons when a new member joins their section. Changes in address, section affiliation, or other matters relating to membership are sent to the Executive Director, if applicable.

8. THE NEWSLETTER COMMITTEE shall consist of members appointed by the president who have some background/interest in news media work and are representative of different section affiliations. The Newsletter Committee, working with the Executive Director, if applicable, is responsible for publishing a quarterly newsletter for Association membership.

9. THE NOMINATING COMMITTEE consists of at least five members. The chairperson is appointed by the president. All sections must be represented on this committee. Two alternate members may be appointed to serve as needed. The duties of the Nominating Committee will include ensuring that an acceptable slate of candidates is presented to the Board for approval. The Nominating Committee chairperson is responsible for ensuring the ballots are available on the ALPHA website and at the conference site. Votes will be tabulated and reported to the President at the conference.

10. THE POLICY AND RESOLUTIONS COMMITTEE shall consist of no less than five appointed members representing different disciplines and health agencies, plus the elected delegate(s) to each affiliated organization. The membership should not be limited to those working in public health. The function of this committee is to determine how the Association may better serve its members and to develop a plan of action to achieve the designated goals.

11. THE PROGRAMS AND MEETINGS COMMITTEE shall consist of the vice president who serves as the chairperson and the Executive Director, if applicable, with other officers of the Association customarily serving on the committee. Section chairpersons are ex officio members of the committee. The committee is responsible for planning all aspects of the program of the annual health education conference and business meeting and works very closely with the Local Arrangement Committee throughout the year to ensure a quality conference. These responsibilities include the following:

- A. Selecting educational topics of interest to a wide variety of health disciplines.
- B. Finding appropriate individuals/groups to present on various topics.
- C. Arranging with the speakers appropriate scheduling of program events, travel arrangements, hotel accommodations, audio/visual needs, fee negotiations, etc.
- D. Scheduling section meetings during the annual health education meeting and arranging for audio/visual needs of speakers for the section meetings.
- E. Arranging meeting room and audio/visual coverage for each educational event.

F. Designing, publishing and printing the annual meeting program and securing biographical information of speakers.

G. Working with the Local Arrangement Committee to ensure registration, entertainment and food/beverage needs of the conference are met.

H. Cooperating with the Continuing Education Committee to provide program evaluation and ensure appropriate continuing education validation for all in attendance.

I. Arranging facilitators for each session to introduce speakers distribute handouts and validate continuing education.

J. Preparing timely program news and notifications for ALPHA newsletter throughout the year.

12. THE PUBLIC RELATIONS COMMITTEE shall consist of members appointed by the president who have some experience in public relations and news media work and are representative of different geographic areas of the state. The Public Relations Committee is also responsible for arranging media coverage for the annual meeting and other ALPHA related functions.

13. THE SCHOLARSHIP COMMITTEE consists of the immediate past president, who is chairperson, president, president elect, vice president, treasurer, and two representatives from the general membership selected by the chairperson. Dr. Ira Myers may at his discretion serve as an ex officio member of this committee. The committee is responsible for the selection of the recipients of all scholarships presented by or through the Association.

#### 14. HALL OF FAME

#### Section 2: Special Committees of the Association

- a. Special Committees may be created by the Executive Board. The number of members of the various special committees is not specified

14. ALPHA HALL OF FAME COMMITTEE is intended to compliment current ALPHA Awards and recognize individuals who have made outstanding contributions to the enhancement and advancement of ALPHA. The Hall of Fame Committee shall consist of the Hall of Fame Committee Chairperson (appointed by the ALPHA President), current Awards Committee Chairperson, current ALPHA President, and two at large members selected by the Hall of Fame Committee Chairperson.

### **ARTICLE XI. SECTIONS**

#### Section 1: The following sections shall be established:

- a. Community Health Advocacy
- b. Community Health Leadership

- c. Preventative Health
- d. Community Health Partnerships

Section 2: Sections may be added, abolished or combined and section names and/or purposes changed upon approval by the Executive Board.

Section 3: Officers of each section shall consist of a chairperson, a vice chair, and a secretary. Officers shall be elected by the section members at the annual section business meeting which is held during the annual health education conference, or as otherwise provided for in the section's bylaws. The chairperson shall serve a two year term, the vice chairperson and secretary shall serve a one year term. Chairperson terms shall be staggered to assure continuity on the Executive Board.

Section 4: Officers of the section shall be responsible for section-sponsored programs held at the annual health education conference or at other times of the year. The section chairperson shall be a member of the Membership Committee and the Programs and Meetings Committee.

Section 5: Vacancies occurring in section offices, other than that of chairperson, shall be filled for the unexpired term by the chairperson of the section. A vacancy occurring in the chair of a section shall be filled by the president of the Association.

Section 6: Sections must have prior approval by the Executive Board before co-sponsoring activities in the name of the Association.

## **ARTICLE XII. AWARDS**

Section 1: The Association has established the following awards to honor individuals and groups who have excelled in the promotion and protection of public health or who have given exemplary service to the Association:

- a. **The D.G. Gill Award** was established in 1967 by the Association to honor an individual who has made an exceptional contribution to public health in Alabama.
- b. **The Guy M. Tate Award** was established at the annual session in 1974 to be presented yearly to a public health employee, group (division or discipline), or agency with ten years or less in public health for outstanding current or recent service or contribution to public health. The service should be beyond the job assignment and be one which promotes and protects public health in Alabama.
- c. **The Virginia Kendrick Award** was established in 1976 to be presented annually to an individual who has provided notable service to the people of Alabama while serving in a supportive position in the field of public health.
- d. **The Frederick S. Wolf Award** was established in 1982 to recognize an individual who has been active in public health at the local level for more than ten years; who has demonstrated efficiency, dedication and professionalism in

delivery of public health services; and who has provided unselfish community services in areas unrelated to public health.

e. **The Ira L. Myers Award for Excellence** was established and was presented for the first time in 1987. The intent of this award is to honor Dr. Myers for his accomplishments by recognizing an individual, group, or organization who, through excellence in work, has made a significant impact on some aspect of public health in Alabama. Nominees are not required to have a direct affiliation with or represent any specific discipline, group, or organization. Rather, they should represent excellence in effort and a significant achievement toward the promotion and protection of public health.

f. **ALPHA HALL of FAME** is intended to compliment current ALPHA Awards and recognize individuals who have made outstanding contributions to the enhancement and advancement of ALPHA.

Section 2: Recipients are selected from persons or agencies nominated by the membership. These nominees are not required to have a direct affiliation with or represent any specific health discipline, group, or organization; however, these nominees shall represent excellence in their efforts and a significant achievement toward the promotion and protection of public health.

Section 3: Awards shall be presented during the annual Association business meeting usually held in conjunction with the annual health education conference. The Guy M. Tate award is the only award that has a monetary value (\$100), which is presented to the recipient.

#### Section 4: Selection Criteria

1. To be considered for the ALPHA Hall of Fame, an individual must be or have been a member of ALPHA for at least 10 years.
2. The nominee must have made, or is making, a significant contribution to ALPHA through membership growth, advancement of ALPHA and public health, improvement of the organization.
3. The nominee may be living or deceased.

#### Section 5: Nominations

1. Any current ALPHA member may present a nominee to the ALPHA "Hall of Fame Committee".
2. In the inaugural year of the "ALPHA Hall of Fame", 2008, up to 10 people will be inducted. Thereafter a maximum of 2 people will be selected each year for induction into the "ALPHA Hall of Fame".
3. The nomination must include a one page justification letter detailing why the nominee should be inducted.

4. Each year's inductees will be announced at the ALPHA's Annual Education Conference during the Awards Ceremony. The inductee and their family will be presented with a plaque.
5. The ALPHA Hall of Fame will be printed in the conference program each year.

### **ARTICLE XIII. EXEMPT ACTIVITIES**

Notwithstanding any other provisions of these bylaws, no Executive Board member of this Association shall take any action on any activity by or on behalf of the Association not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

### **ARTICLE XIV. AFFILIATED ORGANIZATION(S)**

Section 1: Organizations eligible for affiliation shall be multi-state, national or international.

Section 2: Goals and objectives of eligible organizations shall be consistent with those of AIPHA.

Section 3: The AIPHA representative to the affiliated organization(s) shall consist of the elected delegate or alternate delegate.

Section 4: Sections wishing to affiliate with any outside organization shall acquire the approval of the Executive Board.

### **ARTICLE XV. PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order Newly Revised* shall govern the Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

### **ARTICLE XVI. AMENDMENTS**

These bylaws may be amended at the annual business meeting of the Association by a quorum, two thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given to the membership at least 30 days prior to the meeting.

### **ARTICLE XVII. SCHOLARSHIP FUND**

Section 1: The Ira L. Myers Scholarship has been established by the Association.

Section 2: Additional scholarships may be established by recommendation of the Executive Board and majority vote of the general membership.

Section 3: The Scholarship Committee shall establish criteria for selection of recipients for approval of the Executive Board. Recipients of the Ira L. Myers Scholarship must be accepted for admission as a candidate for a Master of Public Health or Doctor of Public Health degree at the University of Alabama at Birmingham or any of its satellite programs.

Section 4: In the event of the dissolution of the Scholarship Fund or the Association, all monies received for the Scholarship Fund will be transferred to the Alabama Department of Public Health for the purpose of employee education and training.

### **ARTICLE XVIII. EXECUTIVE DIRECTOR, IF APPLICABLE,**

Section 1: The Executive Director, if applicable, serves under the guidance and at the pleasure of the officers of the Association. He is responsible for directing and coordinating activities of the Alabama Public Health Association.

Section 2: Duties and Responsibilities:

- a. Reports directly to and is supervised by the President of the Association.
- b. Keeping financial records, receiving payments, deposit funds, billing accounts receivable, paying bills, and keeping Treasurer and Finance committee informed on budgetary concerns.
- c. Coordinating and attending all board meetings, appropriate committee meetings, and all annual meetings of the membership.
- d. Maintaining a membership database, invoicing membership dues, receiving and documenting paid dues, and working with the Membership Chair to recruit new members.
- e. Working with the Newsletter chairperson to produce and mail newsletters to members and prospective members.
- f. Maintaining corporate records, minutes (provided by secretary), and financial reports.
- g. Representing the association at related functions.
- h. Staying abreast of legislation that affects the association.
- i. Maintaining an association web-site that promotes the association and that gives members access to meeting information.
- j. Pursuing grant funding and additional funding sources where applicable.
- k. Coordinating the functions of association-sponsored workshops.

l. Working with appropriate board members to produce Policies and Procedures for the association and the association's committees.

m. Understanding the association's bylaws and assuring that the board stays in compliance.

n. Coordinating annual tax preparation and filing quarterly taxes, if required.

o. Serves as coordinator of the Annual Educational Conference of the association by:

1. Working with the board and the Vice President to determine appropriate topics.

2. Negotiating contracts with speakers.

3. Creating and distributing promotional materials.

4. Making arrangements for meeting location and negotiate contract.

5. Receiving and documenting pre-registrations for conference and organizing volunteers for onsite registration and check in.

6. Working with the Local Arrangements Committee to:

A. Create signage, directions, and speaker/sponsor announcements.

B. Solicit exhibitors and handle all arrangements.

C. Coordinate all meals and breaks.

D. Create name badges.

7. Working with the Continuing Education Committee to provide program evaluation and to ensure appropriate CEUs and CMEs for conference.