



# **Southern Health Association**

## **PROCEDURES MANUAL**

*Including Constitution and Bylaws*

**Southern Health Association  
Executive Office  
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**SOUTHERN HEALTH ASSOCIATION**  
**PROCEDURES MANUAL**  
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## SECTION I. INTRODUCTION

### PURPOSE:

This Procedures Manual is designed to assist those with elected, appointed, or staff responsibility for the operation of the Southern Health Association (hereafter called “this Association”). As a working document, it outlines the methods by which the present activities of the Association are performed and the relationships between various parts of the Association. Basic information pertaining to duties and responsibilities may be changed by the Governing Council as experience and circumstances dictate. There are also Sections on Policy and the Constitution and By-Laws.

### DISTRIBUTION:

Each person elected or appointed to a responsible position, i.e., elected officers, affiliate representatives, and standing committee chairmen, shall receive a copy of this document through the Executive Office.

The Executive Office will prepare any changes in the Constitution and By-Laws and the Procedures Manual that are adopted and distribute these changes at the next Governing Council meeting.

Each manual holder shall keep the manual updated and in order. At the end of the Association year, each Council member should review the section which applies to him/her and recommend any changes to the Constitution and By-Laws Committee.

### OFFICIAL RECORDS:

The official records of this Association are maintained in the Executive Office. Current files and records should be submitted at the end of each year to be consolidated by the Executive Office. General correspondence should be kept for two years and financial records for seven years. Minutes of official meetings, as well as all attachments, should be maintained indefinitely.

### EXECUTIVE OFFICE:

The Southern Health Association maintains an Executive Office at 1590 North Bass Drive, Mt. Juliet, Tennessee 37122. Telephone and fax number (615) 754-0779. The e-mail address is sha@southernhealth.net.

Supplies available for use include letterhead stationery, envelopes, and membership brochures. The Executive Office staff will provide assistance in the preparation of materials, general mailing of materials and other services as required.

## SECTION II. EXECUTIVE OFFICE

The Executive Office provides continuity for the Association by maintaining a permanent office and address for personal contact and correspondence. Staff is employed by and directly responsible to the Executive Committee of the Association. Executive services may be contractual and in such cases, the contract will define the policies and practices. The President should maintain a copy of the signed contract as well as the Executive Office. (Contract document attached.)

The Executive Office performs recurring administrative duties for the Association including but not limited to:

### A. Current records of the Association:

1. Current roster of members of the Association
2. Membership application forms
3. File of Southern Health Update
4. Up-to-date committee roster with addresses
5. A record of award recipients
6. An up-to-date copy of the Constitution and By-Laws
7. Minutes, financial reports, and other pertinent information of each year's proceedings
8. Preparation and mailing of membership cards for new members and preparation and mailing of dues notices to all paid members 30 days prior to the expiration of their membership year
9. Maintaining a current property inventory

### B. Responsible to the President for:

1. Sending out notices for meetings to members of the Executive Committee and Governing Council, as well as others invited by the President.
2. Sending out correspondence as directed by the President.
3. Traveling as directed by the President and/or Governing Council on Association business.
4. Performing assignments from committees as directed by the President.
5. Preparing and framing certificates for those the President wishes to recognize at the annual meeting.

### C. Responsible to Program Chairmen for:

1. Assuring that advance program materials are provided in the Update at least 45 days prior to the meeting date.
2. Mailing out advance copy of the official program with cover letter from the President or other appropriate individuals to speakers of SHA-sponsored sessions.
3. Make sure SHA is credited for sessions we are sponsoring and seeing that our other needs are taken care of; i.e., space for silent auction, reception, etc.

### D. Responsible for the Southern Health Update:

1. Planning what material should be included.
2. Obtaining pictures as needed.
3. Preparing articles as needed.
4. Assist with planning layout.

5. Proof text as needed.
6. Obtain copies needed for mailing.
7. Maintain updated email lists for emailing newsletter.
8. Email Update to membership (regular mail for those who do not have email.)

E. Responsible to the Secretary for:

1. Obtaining and distributing to all officers, Council members, and committee chairmen letterhead stationery after annual meeting.
2. Distributing a list of names and addresses of Governing Council and Committee members to each member of the Governing Council and Committee chairmen.
3. Printing and distributing minutes of the Association as received from the Secretary.
4. Seeing that all Governing Council members have paid their dues before each Council meeting.

F. Responsible to the Treasurer for:

1. Maintaining the official books of the Association and assuring that proper signature cards are on file as new officers assume duties.
2. Preparing quarterly financial statements, showing income and expenses against the budgeted expenses and expected income for the year, for distribution to Governing Council.
3. Preparing all vouchers for the Treasurer's approval and preparing and mailing checks accordingly.
4. Assisting the Treasurer with budget planning.
5. Preparing and filing all tax forms (state, local and Federal).
6. Ensuring that corporate papers are proper and annual reports are submitted to the proper secretaries of state.
7. Make deposits as needed.

G. Assist Committee Chairs as follows:

1. Awards
  - a. Assist in soliciting award nominations.
  - b. Ordering and having engraved the Association's awards to be presented at the annual meeting.
  - c. Assist in writing articles for Update on award recipients.
  - d. Send news releases on award recipients to respective affiliate representative for appropriate distribution.
2. Constitution and Bylaws
  - a. Review Procedures Manual prior to annual meeting and provide chair with revisions needed.
  - b. After annual meeting, update Procedures Manual as required and forward to Council members.
3. Membership
  - a. Provide the chair with updated membership lists for each state for distribution at each Council meeting.
  - b. Provide updated membership lists to Council members when requested.
  - c. Provide the Chair with list of those eligible for 5 – 10 –20 years membership for presentation at annual meeting.

- d. Prepare 20-year certificates and provide Chair with 5 and 10 year membership pins for presentation at annual meeting.
4. Nominations
  - a. Assist in obtaining photos and bios for Update.
  - b. Prepare and mail out ballots.
  - c. After obtaining approval, count ballots and report to Committee chair.
5. Resolutions
  - a. Distribute approved resolutions/positions statement as needed including putting them on website.
  - b. Maintain originals in Resolutions notebook.
  - c. Prepare resolution to present to the families of SHA past presidents who pass away.

#### H. Miscellaneous:

1. Maintaining inventory of supplies needed for administration of office and function of Association to include:
  - a. Letterhead stationery and envelopes.
  - b. Ballot envelopes.
  - c. Membership applications, brochures, membership cards, Fellow certificates.
2. Work with Exhibits Chair for the host state to solicit new exhibitors.
3. Attending meetings of this Association.
4. Provide webmaster with updated information as needed for the website.
5. Take official copy of the Constitution and By-Laws and Procedures Manual to all meetings.

## SHA SERVICES AGREEMENT

### I. Introduction

This Agreement entered into this seventh day of January, 2009 is by and between Sandra Whittle and the Southern Health Association, Inc.(hereinafter referred to as "SHA").

### II. Statement of Work

Sandra Whittle, in her capacity as SHA Executive Secretary, will provide the following professional services (hereinafter referred to as "Services"):

See Attachment A, which is attached and incorporated into this Agreement.

### III. Term

This Agreement is effective as of January 1, 2009 and shall continue until December 31, 2009. This agreement is subject to annual review by all parties and renewable with mutually agreed upon modifications. Either party may terminate this Agreement upon 60 days written notice.

### IV. Independent Contractor

Sandra Whittle, and employees (if any) are independent contractors and not current employees of SHA. Sandra Whittle is responsible for compliance with applicable federal and state laws and specifically assumes exclusive responsibility for payment of all taxes or contributions which, under such laws, may be payable based upon the compensation of Mrs. Whittle, including, by way of illustration but not limitation, federal and state income taxes, social security taxes, unemployment compensation taxes, workers compensation assessment, and any other taxes, assessments, or business license fees required. At no time shall SHA make any commitments or include any charges or expenses for, or in the name of Sandra Whittle.

### V. Compensation.

A. Sandra Whittle shall be paid a management fee of \$7,800 per year for the services described in Attachment A.

B. It is understood that the following direct costs are not covered by the management fee: supplies, postage, copies, independent phone line charges and long distance charges, printing costs, approved reference materials, facsimile costs, staff travel expenses, independent financial reports or audits, tax return filings, legal expenses, outside consultants, and additional services as outlined below:

- (1) Production costs of publications (e.g., typesetting, printing, mailing, )
- (2) Any mandated government fees (e.g., state corporate fees).

### VI. Entire Agreement

This Agreement shall constitute the entire Agreement between the parties with respect to the subject matter of this Agreement and shall not be altered, varied, revised or amended except in writing signed by both parties. The provisions of this Agreement supersede all prior oral or written quotations, communications, agreements and understandings of the parties with

respect to the subject matter of this Agreement. This Agreement shall be binding upon SHA, its employees, agents and subcontractors.

XIII. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the day and year first above written.

\_\_\_\_\_  
By: Sandra Whittle  
Date: \_\_\_\_\_

\_\_\_\_\_  
By:  
Title: President, Southern Health Association  
Date: \_\_\_\_\_

FIN #: 63-0422662

### SECTION III. GOVERNING COUNCIL

The Governing Council is the ruling body of this Association. It shall establish policies, determine fiscal patterns and manage the affairs of the Association. All members of the Governing Council shall be individual members in good standing of the Association.

A. The Governing Council shall consist of:

1. The officers of this Association, who shall also be the officers of the Governing Council.
2. The members of the Executive Committee.
3. One active member from each of the Affiliated organizations comprising the Association, selected for a three year term of office by the affiliate.
4. The chairman of each Standing Committee.
5. The immediate Past-President of this Association. All Past-Presidents, excluding the immediate Past-President shall not have voting privileges.
6. The American Public Health Association Liaison

B. A majority of the membership of the Governing Council having voting privileges shall constitute a quorum.

C. Meetings of the Governing Council shall be called by the President or upon request to the President, in writing, by any ten members of the Council. In the latter case, the call shall be issued at least thirty days in advance of the proposed meeting and shall state the purpose and location thereof.

D. Actions taken by the Governing Council shall be reported to the membership at the next Annual Meeting. This may be accomplished through an oral report by the President or by publication in the printed program. A two-third (2/3) vote of the members present shall be required to override any action of the Governing Council.

E. Duties of the Governing Council:

The functions of the Governing Council shall consist of such legislative and judicial duties as are essential in the government of this Association. Among such duties are the following:

1. Receive for consideration and recommend to the membership proposals affecting the policies, programs, and procedures of this Association.
2. Receive for consideration no later than its last meeting before the final general session and recommend actions to the membership on all resolutions/position statements to be acted upon in the name of the Association.
3. Establish policies for the guidelines of the Executive Committee and the officers.
4. Make final selection of staff or management personnel to be contracted with for Executive Office Services.
5. Fill vacancies in offices and on the Governing Council occurring after the annual meeting in accordance with Article V-G of the Constitution.
6. Determine the location of the headquarters office, define the services to be rendered and approve the budget for the operations thereof.

7. Receive reports from all committees and take action on all reports with the exception of the Awards Committee.
8. Determine the amount of dues to be paid to this Association by the various categories eligible to pay dues.
9. Approve Fellows, Affiliate and Association memberships. May be delegated to the Membership and Eligibility Committee.
10. Adopt final budget.
11. Approve membership of this Association in other health-related organizations.
12. Approve ballot prepared by the Nominating Committee at the mid-year meeting for submission to the membership.
13. Accept proposal for meeting site for annual meeting.
14. Approve any project or action which would involve reference to or participation by this Association.

## V. EXECUTIVE COMMITTEE

All Executive Committee members must be paid individual members of the Association. The committee meets at the call of the President and a majority of the members constitutes a quorum.

A. The Committee is composed of:

1. Elected Officers:
  - a. President
  - b. President-Elect
  - c. First Vice-President
  - d. Secretary
  - e. Treasurer
2. Immediate Past-President
3. Three Members-at-Large; one member to be elected each year by the membership to serve a three year term. Vacancies shall be filled by the Governing Council for the remainder of any unexpired term.

B. Functions of this Committee are as follows:

1. Conduct the business of the Association in the interim between meetings in accordance with the Constitution.
2. Develop and administer the personnel policies for the Association. Pending Governing Council ratification, select, appoint, and discharge administrative personnel or execute or terminate contract for service.
3. Develop and revise travel policy for the Association.
4. Act as trustee for all property of the Association. The Executive Office shall provide the Executive Committee with an annual written inventory.
5. Report all action taken to the next Governing Council. This is done by distributing Executive Committee meeting minutes to the Governing Council.

## V. OFFICERS

### PRESIDENT

The President is the Chief Executive Officer of the Association and the official spokesman for the organization.

A. The President shall:

1. Be duly elected by the membership.
2. Serve from the close of the annual meeting at which he/she ascends to the Presidency until the close of the next annual meeting or until a successor is duly elected.
3. Be an individual member of the Association.

B. The President is:

1. The presiding officer of the Association.
2. The presiding officer of the Governing Council.
3. The presiding officer of the Executive Committee.
4. A member of the Annual Convention Committee.
5. An ex-officio member of all committees except Nomination and Awards.

C. Duties of the President:

The duties of the President shall be those usually implied by the office. Although many of the tasks may be delegated to the Executive Office, it is the President's responsibility to:

1. Provide leadership for the organization's activities, including the annual meeting.
2. Give directions to and facilitate the functioning of the Association.
3. Supervise the administrative staff or agency services contract.
4. Appoint the following Standing Committees with the approval of the Governing Council. The President shall at all times be cognizant of the desirability of providing for continuity of the Committee membership. Accordingly, he may reappoint one or more members to any committee which might benefit from such continuity:
  - a. Audit – 3 members – none may be Treasurer
  - b. Awards - Shall consist of four Past-Presidents who agree to serve and the Immediate Past-President who shall serve as Chairman.
  - c. Constitution and By-Laws - 5 members (one must be an officer); designate Chairman.
  - d. Finance - 2 members - Other members are President, Treasurer, and Steering Committee Chairman. The Treasurer serves as Chairman.
  - e. Membership and Eligibility - 1 member to serve as Chairman and the Chairman shall recruit one member of the Association from each state represented in the Association's region.
  - f. Operations, Functions, and Objectives - appoint not less than 5 members. The Chairman shall be the President-Elect. The President and Treasurer shall serve as ex-officio members.
  - g. Public Information – Affiliate Rep or their designee – President appoints Chair and Editor of Southern Health Update (may be same person).

- h. Public Policy and Resolution - Shall consist of a Chairperson, appointed by the President, and the Affiliate Representative from each state.
- i. Steering Committee for Annual Meeting - Shall consist of the President-Elect, First and Second Vice-Presidents.
  - 1. President-Elect is responsible for coordination of the Health Policy Forum/general session speaker.
  - 2. First Vice-President is responsible for the Leadership Workshop/Breakout Session.
  - 3. Second Vice President is responsible for Local Arrangements and shall be selected from the area where the meeting is to be held.
- 5. Appoint special committees and/or task forces as deemed necessary to serve during his/her incumbency or until task is completed. Review special committees or task forces appointed by predecessor and determine if continuation is useful or desirable.
- 6. Appoint representatives to health related organizations as needed.
- 7. Appoint a parliamentarian for Governing Council and annual business meetings.
- 8. Prepare list of all appointments for the Executive Office. See that appointments are published in the first issue of the Southern Health Update after the annual meeting.
- 9. Plan meeting schedules for Executive Committee and Governing Council meetings for the ensuing year. Instruct Executive Office to distribute to all members of the Council. Prepare agenda for and officiate at all meetings of the Executive Committee and Governing Council.
- 10. Maintain liaison with state affiliates and assure Southern Health Association participation in association meetings to the extent possible within budgetary and time constraints. It is suggested that the President request Governing Council at the time of budget approval to either designate acceptable delegates or allow the President's discretion of selection of delegates, as well as obtain approval to allow additional persons to attend certain meetings where total expenses claimed to the Association are within the amount budgeted.
- 11. Responsible for getting the Association display board to state association annual meetings. Work with Membership Committee members from each state to staff the display.
- 12. Prepare projected travel expense request for the year and submit to Finance Committee prior to preparation of the annual budget. Funds should be budgeted for the President or designated representative to attend each affiliate's annual meeting.
- 13. Assure sound fiscal practice in Association operations and prompt payment of all bills.
- 14. Expedite the continuity of the Association work by planning for an orderly transfer of reports and materials for the incoming President.

## PRESIDENT-ELECT

The President-Elect shall serve in a “trainee” position, assisting the President and becoming familiar with the duties of the office of the President.

### A. The President-Elect shall:

1. Be duly elected by the membership.
2. Serve from the close of the annual meeting at which he/she is elected until the close of the next Annual Meeting or until a successor is duly elected.
3. Ascend to the Presidency at the close of the Annual Meeting of the year in which his/her term as President-Elect expires and serve until the close of the Annual Meeting the following year.
4. Be an individual member of the Association.

### B. The President-Elect is:

1. A voting member of the Executive Committee.
2. A voting member of the Governing Council.

### C. Duties

1. The President-Elect shall serve as Chairman of the Committee on Operations, Functions, and Objectives.
2. The President-Elect shall perform those duties usually implied by the Office.
3. Serve on Committees and perform such other duties as are delegated by the Governing Council or the President.
4. Serve on the Annual Meeting Steering Committee and coordinate the Health Policy Forum/general session speaker.
5. Work with the President and Governing Council to solicit corporate sponsors for the Health Policy Forum/general session speaker.
6. Begin selecting Committee Chairmen for the next year. Consider ability and interest in task, continuity of committee work, discipline representation, geographic representation and geographic proximity within each committee. Each prospective appointee should be contacted prior to appointment, followed by written confirmation. Direction and special charges should be given to each committee chairman.
7. Begin preliminary plans with 3rd Vice-President for Annual Meeting to be held during term of office as President.
8. Prepare and present incoming President’s remarks at closing Business Session of Annual Meeting.
9. Present service recognition to outgoing President at Annual Meeting.

## 1ST VICE-PRESIDENT

The 1st Vice-President shall assume all the duties of the President when by absence or disability the President is unable to perform these duties.

A. The 1st Vice-President shall:

1. Be duly elected by the membership.
2. Serve from the close of the Annual Meeting at which he/she is elected until the close of the next Annual Meeting or until successor is duly elected.
3. Be an individual member of the Association.

B. The 1st Vice-President is:

1. A voting member of the Executive Committee.
2. A voting member of the Governing Council.
3. An assistant to the President and President-Elect.

C. Duties:

1. The duties of the 1st Vice-President are those usually implied by the office.
2. The 1st Vice-President shall serve as Co-Chairman of the Annual Meeting Steering Committee and as coordinator of the Leadership Workshop/Breakout Session.
3. Assumes the office of President-Elect if vacated by incumbent.

## 2ND VICE-PRESIDENT

The 2nd Vice-President serves with the 1st Vice-President as Co-Chairman of the Annual Meeting Steering Committee and as Convention Coordinator. He/she is responsible for coordination and finalization of all plans and arrangements for the Annual Meeting. He/she serves as liaison between the host state Association and this Association regarding the meeting.

A. The 2nd Vice-President shall:

1. Be appointed by the Governing Council (should be recommended by state hosting the annual meeting).
2. Serve from the close of the Annual Meeting as 3rd Vice-President to the close of the next annual meeting.
3. Be an individual member of this Association.

B. The 2nd Vice-President is:

1. Convention Coordinator and Co-Chairman of the Annual Meeting Steering Committee.
2. A voting member of the Governing Council but not a member of the Executive Committee.

C. Duties:

See Annual Meeting Steering Committee.

### 3RD VICE-PRESIDENT

The 3rd Vice-President is an appointed officer, appointed by the State Association hosting the Annual Meeting the following year. If there is no host state association, the Governing Council should fill this position.

A. The 3rd Vice-President shall:

1. Serve from the close of the Annual Meeting at which he/she is appointed until the close of the next Annual Meeting.
2. Should ascend to the office of 2nd Vice-President at the close of the Annual Meeting in which his/her term as 3rd Vice-President expires.
3. Be an individual member of this Association.

B. The 3rd Vice-President is a voting member of the Governing Council but not a member of the Executive Committee.

C. Duties:

1. Begin early preparation for hosting the Annual Meeting.
2. Serve on committees and perform such other duties as designated by Governing Council or the President.

## SECRETARY

The Secretary is the recording officer of this Association.

### A. The Secretary shall:

1. Be duly elected by the membership.
2. Serve from the close of the Annual Meeting at which elected until the close of the next Annual Meeting or until his/her successor is duly elected.
3. Be an individual member of the Association.

### B. The Secretary is:

1. A member of the Executive Committee.
2. A member of the Governing Council.
3. The recording officer of the Association.

### C. Duties

The duties of the Secretary shall be those usually implied by the office. Although many of the tasks may be delegated to the Executive Office, the Secretary is responsible for the following:

1. Duties relating to the Executive Committee and Governing Council meetings:
  - a. Record and prepare written copy of minutes of all meetings. Send to Executive Office for duplication and distribution.
  - b. Enter in the minutes, those persons in attendance (members and guests). This may be obtained by passing an attendance sheet for attendees to sign.
  - c. Obtain a copy of all reports presented.
  - d. Present minutes to Governing Council and/or Executive Committee for approval. Make corrections as directed. Send signed, corrected copy to the Executive Office to be placed in official records of this Association.
  - e. Be prepared to present all outstanding old business at the President's request.
2. Duties relating to Annual Meeting:
  - a. Have minutes of last annual meeting available for reading or reference. Make corrections as directed and send signed corrected copy to Executive Office to be placed in official records of this Association.
  - b. Record minutes of annual business meeting. Include printed programs and reports. Send to Executive Office for archives.
  - c. Instruct Executive Office to mail copy of minutes of business sessions to members of the Governing Council.

## TREASURER

The Treasurer is the official custodian of all securities and income owned by the Association, subject to the direction and disposition of the Governing Council.

A. The Treasurer shall:

1. Be duly elected by the membership.
2. Serve from the close of the Annual Meeting at which elected until the close of the next Annual Meeting or until his/her successor is duly elected.
3. Be an individual member.

B. The Treasurer is:

1. A voting member of the Executive Committee.
2. Chairman of the Finance Committee.
3. Ex-officio member of the Operations, Functions, and Objectives Committee.

C. Duties:

The duties are those usually implied by the office. Although many of the tasks may be delegated to the Executive Office, it is the Treasurer's responsibility to:

1. With input from the Finance Committee, prepare an annual budget for presentation to the Governing Council.
2. Assure that the Executive Office obtains forms necessary to legalize Association's checking and savings accounts and obtain signatures of those authorized by Governing Council to sign checks.
3. Assure that full and accurate records are kept of all receipts and disbursements in books belonging to the Association (may be kept by Executive Office).
4. Assure that Executive Office records all membership dues received and has current list of paid members.
6. Authorize payment of all due bills within the provisions of the budget. This is accomplished by the Executive Office preparing a Voucher and emailing it to the Treasurer. The Treasurer, in turn, signs it as appropriate, scans it, and returned the scanned signed Voucher to the Executive Office via pdf or jpg files. Upon receipt of signed voucher the check is prepared by the Executive Office.
6. Submit a current financial statement to the Governing Council at each of its meetings. Assure that the Executive Office sends appropriate Financial Statements to Governing Council.
7. Assure that books are closed out within 60 days after the close of the fiscal year and an audit completed within a reasonable time period (usually done at mid-year Governing Council meeting) .
8. Assure that proper State, Federal, and local taxes are filed.

## IMMEDIATE PAST-PRESIDENT

The Immediate Past-President serves as an advisor to the President, the Executive Committee and the Governing Council.

- A. The Immediate Past-President shall:
  - 1. Have served the previous year as President.
  - 2. Serve from the close of the Annual Meeting at which his/her term as President expires until the close of the Annual Meeting in the following year.
  - 3. Be an individual member of the Association.
- B. The Immediate Past-President is
  - 1. A voting member of the Executive Committee.
  - 2. A voting member of the Governing Council.
- C. Duties:
  - 1. Serve as Chairman of the Awards Committee.
  - 2. Serve as advisor to the President and the Governing Council.
  - 3. Perform other duties as requested by the President or the Governing Council.

## MEMBERS-AT-LARGE

Members-at-Large have the responsibility to act on behalf of individual members of the Association and speak as their representatives.

- A. Members-at-Large shall:
  - 1. Be duly elected by the membership.
  - 2. Serve for three (3) years with staggered terms, one (1) being elected each year.
  - 3. Be an individual member of the Association.
- B. Members-at-Large are:
  - 1. Voting members of the Executive Committee.
  - 2. Voting members of the Governing Council.
- C. Duties:
  - 1. Attend meetings of Governing Council and Executive Committee. Voice opinions and vote on all pertinent matters.
  - 2. Serve on committees or complete special projects as charged by the President.

## AMERICAN PUBLIC HEALTH ASSOCIATION LIAISON

The APHA Liaison is appointed by the Governing Council and is responsible for

- A. Maintaining communication between APHA and SHA;
- B. Keeping SHA informed on APHA activities, policies and positions;
- C. Follow national legislation which is of interest to the Association as it is introduced and makes its way through legislative channels; and
- D. Is a voting member of the SHA Governing Council.

## PARLIAMENTARIAN

The Parliamentarian is the person who helps facilitate the business meetings of the Association. 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 should be well versed on the latest rules of parliamentary procedures.

The Parliamentarian is appointed by the President for the term of the President.

### A. Duties:

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

## SPECIAL REPRESENTATIONS TO HEALTH RELATED ORGANIZATIONS

Membership of this Association in other health related organizations must be approved by the Governing Council. The Council shall review, as necessary, its membership and representation in other health related organizations.

The President shall appoint special representatives to health related organizations for the term of his/her presidency. Representatives may be re-appointed to provide continuity in these relationships.

### A. Special Representatives shall:

1. Attend meetings of group or organization to which assigned.
2. Make a written report to the President of this Association with a copy to the Executive Office.
3. Inform the membership of developments in the organization to which assigned.
4. Speak on behalf of this Association and for Public Health in the organization.
5. Confer with the President and/or Governing Council on any items needing attention.

## SECTION VI. AFFILIATE REPRESENTATIVE

Affiliate Representatives have the responsibility to represent the interest of their respective state associations.

### A. An Affiliate Representative shall:

1. Be selected by his/her state association.
2. Serve for a three (3) year term.
3. Be an individual member of the Association.
4. Be a voting member of the Governing Council.

### B. Responsibilities to SHA

1. Serve as a member of Public Policy and Resolutions Committee
  - a. Inform the state association of proposed resolutions and position papers.
  - b. All approved resolutions/position papers should be disseminated as determined by the topic.
2. Serve on committees as charged by the President or Governing Council
3. Provide SHA Executive Office with list of officers of state affiliate, list of exhibitors contacted by affiliate, and other information about the affiliate association which is of interest to SHA.
4. Facilitate payment of affiliate dues.
5. Be familiar with and communicate joint meeting site selection policy to affiliate Governing Council. The Affiliate Rep should present a positive image of SHA to the local affiliate and encourage the affiliate to invite SHA to join them when it is their time in the rotation. (See Association Policy "F", page 61, for sample copy of annual meeting contract.)
6. Encourage individual membership in SHA
  - a. Provide SHA membership flyer/pamphlet to affiliate Board members.
  - b. This could be done by working with the state planning committee to have an exhibit booth at the annual meeting.
  - c. If the state association has a new member orientation, the affiliate Rep could be on the program or the presenter could include SHA membership information in that session.
  - d. If the state membership committee has a SHA member on it, they could work with that committee to ensure that all new members receive information about SHA.
  - e. Obtain a list of APHA members in the respective state and mail info about SHA to those individuals.
  - f. Distribute articles, as appropriate, on award recipients and officers elected to SHA Governing Council from their state.

### C. Responsibilities to their state public health association

1. Represent state association at meetings of the Governing Council, voice opinions and vote on all pertinent matters. The Affiliate Rep should vote the will of the affiliate in matters of SHA.
2. Provide SHA leadership info to affiliate Executive Office and President
3. The Affiliate Rep should keep their local association informed about SHA activities by reporting at the affiliate board meetings, as well as using the Association newsletter when that is available. This should also ensure that reports to the SHA Council will more accurately reflect the affiliate's issues/concerns/policies.

### D. Responsibilities to both organizations

1. Serve as communication link between SHA and his/her state affiliate. Report SHA activities to affiliate Governing Board and report affiliate news to SHA Council.
  - a. Items to be included in Mid-Year and Annual Meeting report to the SHA Governing Council:
    - (1) State Association News – including future meeting dates
    - (2) State Public Health Department News
    - (3) Legislative issues within the state impacting public health
    - (4) Have written report and bring 25 copies for distribution at the Governing Council meeting
  - b. Write articles and/or solicit articles for both the SHA newsletter and the affiliate newsletter when appropriate. Following are the guidelines for articles for the SHA Update:
    - (1) Reports should be submitted electronically
    - (2) Typed in Times New Roman 12
    - (3) Include Association News, State Department of Health News and Legislative News as much as possible
    - (4) Bullet format is acceptable, but not required
    - (5) Pictures and logos can be included; however, when issues arise, they may have to be omitted until those issues can be resolved.
    - (6) Attachments will be accepted much the same as pictures and logos. If a problem arises, they may have to be omitted until it can be resolved. In either case you will be notified and given an opportunity to resolve the issue before the Update goes out minus the item(s).
    - (7) Remember we now have 8 states and as many reports, so when completing your report be concise, brief and to the point. Don't leave out any important information, and only include those details crucial to the issue.

- (8) One great way to encourage folks to get involved in SHA is to see their name in print. Ask folks in your agency, your association or around your state to submit articles to the SHA Update, then make sure they see their name in print, they might be our next SHA officer or affiliate rep.
2. Work with the SHA President to coordinate his/her attendance at the affiliate's annual meeting.
  - a. Ensure that the President receives an invitation to participate in the state annual meeting program, at least for greetings and is introduced at the Opening Session.
  - b. Be the host for the SHA President for annual meeting: facilitate conference registration, hotel reservations, ground transportation, meal arrangements, and introductions
  - c. Provide the President with an agenda before the meeting, and also talk to the President about what functions you feel it is important they participate in. At the meeting the Affiliate Rep should ensure the President meets the affiliate executive council and other leaders in the association. If the Association provides tickets or free entry for functions for the SHA President, they should be informed of that and tickets collected for them when they arrive.
  - d. Keep the SHA President informed about the program and issues of importance to the affiliate organization. This way the SHA President is able to comment on things that may foster a greater collaboration.
3. Inform both SHA and affiliate on legislative agenda and public health issues that are of interest/importance. Seek to look for opportunities to find common concerns that the organizations can work on together. Where possible, communicate for collaboration between SHA and the affiliates on legislative matters.
4. Additional means of sharing information during the course of the year.
  - a. This could be done through a bulletin board or e-mail exchange that may need to be password protected in case of sensitive legislative information. On the other hand, sharing topics/issues that may have wide range of impact on all states could be shared; i.e. supply and administration of annual influenza vaccines.
  - b. If the timing is not right for reporting at Council meetings or publishing in the newsletter, news items of interest should be sent to the Executive Office to disperse to the Governing Council and other active members.
5. The Affiliate Rep should follow-up on information requested from SHA to the affiliate or from the affiliate to SHA. They also should connect folks with like interests when networking opportunities are needed.
6. At the joint meeting in the respective states, the Affiliate Rep should work with the annual meeting coordinator (appointed by the affiliate and subsequently appointed 2<sup>nd</sup> VP of SHA) in planning the various activities.

- a. These would include, but not limited to, the following: Program, silent auction, reception sponsored by SHA for the affiliate board, making arrangements for the group to go out to eat, etc.
  - b. The Affiliate Rep should encourage those directly involved with the annual meeting to participate in the mid-year SHA Governing Council meeting insofar as planning for the joint annual meeting.
  - c. If the annual meeting site has been determined two years in advance, then the annual meeting coordinator could be appointed as 3<sup>rd</sup> Vice President and move up to 2<sup>nd</sup> Vice President the following year. If that individual is not familiar with SHA, this would give them an advantage in learning how the joint annual meetings work.
7. Ensure proper linkage between SHA and State Affiliate websites are established and maintained.
  8. Make arrangements to purchase an ad for the affiliate's annual meeting printed program, when appropriate. Cost of ad is to not exceed \$100.

#### E. Miscellaneous Responsibilities

1. Encourage state association to appoint an alternate representative to SHA in the event the Affiliate Rep is unable to attend the SHA annual meeting and/or mid-year Council meeting.
2. Coordinate provision of a State Basket for SHA Silent Auction and one item representing the state to be included in an all-state basket for the SHA silent auction.
3. When there is a change in Affiliate Reps, the outgoing Rep should provide these guidelines to the new Affiliate Rep and mentor him/her as needed.

## SECTION VII. STANDING COMMITTEES

### AUDIT

This Committee is responsible for assuring that an audit of the financial records is performed annually. A copy of the report shall be sent to the President and other members of Governing Council.

All members of the Audit Committee shall be individual members of the Association.

A. The Committee shall consist of:

1. Three members of the Association appointed by the President.
2. The Treasurer may not serve on this Committee.

B. Duties of the Committee:

1. The Governing Council may direct that the audit be performed by the Committee or may direct that an external audit be performed and reviewed by this Committee.
2. In addition to a review of the fiscal records, any procedural matters that are inconsistent shall be brought to the attention of the Council with suggestions for improvement.
3. A copy of the report shall be sent to the President and other members of Governing Council.
4. If requested to do so, the Committee shall prepare a copy of the audit report for publication in the Association newsletter.

## AWARDS

The Southern Health Association bestows awards each year to recognize individuals and organizations who have made outstanding contributions to the Association and to public health. The selection for these honors is made by the Awards Committee. Posthumous awards can only be given if a person is alive when nominated and expires before awards are given. The Awards Committee shall consist of four (4) Past-Presidents and the Immediate Past-President who shall serve as Chairman.

All members of the Awards Committee shall be individual members of the Association.

### A. Awards and Criteria

#### 1. Special Meritorious Service to SHA

This award is to be presented to an individual, a group of individuals or organization to honor outstanding and continuous service to, involvement with, and support of the Association. In a brief narrative, please comment on the efforts given in support of SHA to include:

- a. Impact of efforts on SHA (may include SHA membership growth, financial contributions, etc.)
- b. Involvement with SHA (offices held, committees chaired, activities participated in, continuous service to).
- c. Support of the Association and its activities within the member's home state and/or other SHA member states.
- d. Any additional comments to support your nomination.
- e. Verify membership in SHA for at least five years and member of state association for at least three years.
- f. Attach letters of support towards this nomination.

#### 2. Howell Special Meritorious Service to Public Health Award

This award is to be presented to an individual, a group of individuals or organization to honor outstanding and continuous service to, involvement with, and support of public health particularly in the field of prevention. This award is named in memory of a past president of the Southern Health Association. In a brief narrative, please comment on the efforts given in support of the public health to include:

- a. Accomplishments of job responsibilities (programs initiated and implemented, obstacles overcome, etc.)
- b. Impact of efforts on the community (increased immunizations rates, reduce death rates, etc.)
- c. Involvement with state public health association—membership, committees served on/chaired, offices held and other participation/support.
- d. Personal traits/characteristics (leadership qualities, enthusiasm, motivation, community involvement)
- e. Any additional comments to support your nomination.
- f. Attach letters of support towards this nomination.

3. The Charles G. Jordan Memorial Award

This award honors the memory of Mr. Jordan and his impact on this Association. To be eligible for this award, the nominee must:

- a. Be engaged professionally or voluntarily in the pursuit of activities contributing directly to the health and well-being of the people within the Southern region.
- b. Have demonstrated a potential for achievement in the field of public health above and beyond the usual requirements or voluntary activities.
- c. Have been employed in a public health capacity for not more than ten years, excluding full-time graduate studies.
- d. Not be an incumbent of one of the elective offices of this Association or a member of the Awards Committee.

4. The Ficquett-Holley Award

This award honors the memory of two nurses and past-presidents of this Association. To be eligible for this award, the nominee must be a nurse and have made outstanding contributions in the field of public health.

5. Outstanding Legislator Award

The criteria for this award is as follows:

- a. Nominees must be from Southern region.
- b. Nominee must be an elected local, state, or federal public servant.
- c. Nominee's state public health association must:
  1. submit a letter of nomination;
  2. submit evidence that nominee has a proven record of sponsorship and support of beneficial health policies, regulations, legislation or statutes;
  3. submit specific evidence of the above;
  4. submit a curriculum vitae.
- d. The above submissions must be submitted to this Association's Awards Committee 60 days prior to the date of the presentation of the award.
- e. Decision of Awards Committee should be reported to the Governing Council.
- f. Award to be presented when appropriate and deserved; award need not be presented annually.

6. President's Gift:

The Awards Committee is responsible for obtaining an appropriate gift for presentation to the outgoing President by the incoming President.

B. Guidelines for Submission of Nominees

1. Candidates may be nominated only by members in good standing with the Association.
2. An Award nomination form may be obtained from the Executive Office or from the website.

3. Nominations should be received by the Committee no later than 60 days prior to the annual meeting so that sufficient time will be available to evaluate each nominee fairly. Nominations should be submitted to the Committee Chairman.
4. Persons or groups not selected may be re-nominated and current materials submitted the following year.
5. The Committee may elect not to present an award if there is no deserving candidate.

C. Activities and Timetable

The Chairman shall:

1. Contact committee members and request their help in securing nominations.
2. Prepare request for nominations, describing awards and nomination procedures. Submit to newsletter and for individual mailout to each state affiliate with request for dissemination among their local Governing Council and publications.
3. Prepare copies if needed of all documentary evidence for each member of the Committee to be used in making selection.
4. Call meeting, arrange telephone conference call or prepare mail ballot for members of committee. Select recipients.
5. Notify Executive Office of award recipients 30 days prior to the Annual Meeting. The Executive Office will bring plaques and the President's gift to the Annual Meeting.
6. Either notify award winner or designate individual to be responsible for assuring that recipient is in attendance at awards presentation (spouse, boss, etc).
7. Make presentation of awards at annual meeting.
8. Send copies of the presentation speeches and information to the Executive Office.
9. Prepare Committee report for Governing Council.

D. Committee members shall:

1. Aid Chairman in securing nominees.
2. Participate in selection of award recipients.

## CONSTITUTION AND BY-LAWS

The Constitution and By-Laws Committee shall be responsible for reviewing the Constitution and By-Laws of the Association, receiving suggestions for revisions and proposing amendments, in keeping with the policies of the Association, and for keeping current the procedures manual of the Association.

A. This Committee shall consist of:

1. Five (5) members appointed by the President; one shall be an officer of this Association. One of the members shall be named Chairman.
2. All members of this committee shall be individual members of this Association.

B. Duties of the Constitution and By-Laws Committee:

1. Constitution and By-Laws

- a. Review Constitution and By-Laws as amended during the annual meeting and work with Executive Office to distribute to Council members as soon as practical after the annual meeting.
- b. Receive recommended changes from the Executive Committee, Governing Council or individual members.
- c. Review Constitution and By-Laws and initiate recommendations for changes to maintain a document consistent with the philosophy of this Association.
- d. Prepare annual report including proposed amendments for review by the Governing Council and publication in the newsletter prior to the annual meeting of this Association as required by the Constitution and By-Laws in effect at the time. Send to the Executive Office for proper distribution.
- e. Present constitutional changes to membership at business session for action. Make approved changes. Send copy to Executive Office for incorporation into official copy.
- f. Forward suggestions not acted upon to the next year's committee for consideration.

2. Procedures Manual

This should be a current Procedures Manual with changes as needed to serve as a guide for those responsible for the operations of the Association. To keep it current, it should be reviewed annually by the members with knowledge and experience in the affairs of the Association.

- a. Receive recommendations from members using the manual for the past year, i.e., committee chairmen, officers, etc..
- b. Prepare these recommendations for inclusion in the manual.
- c. Present recommendations to Governing Council and make approved changes.
- d. Send changes to Executive Office for distribution to all persons currently using the manual.
- e. Assure that changes are incorporated into master copy maintained in the Executive Office.

## FINANCE

The Finance Committee is responsible for the financial accounting of the Association and for preparation of an annual budget.

### A. The committee shall consist of:

1. The Treasurer who shall serve as Chairman.
2. The President of the Association.
3. The Second Vice-President.
4. Two members appointed by the President.

### B. Duties of the Committee:

1. Determine anticipated expenditures by:
  - a. Obtaining estimated expense requests from all Governing Council members and committees, including travel.
  - b. Review previous budgets for fixed and recurring expenditures.
2. Prepare a preliminary budget.
3. Send copy of proposed budget to the Executive Office to include with agenda for the first Governing Council meeting in the fiscal year.
4. The Treasurer, as chairman, will present and discuss budget at the Governing Council meeting. Following this meeting, changes will be made as directed by Council and a final budget prepared.
5. Copies of the final budget should be sent to the Executive Office for distribution to Governing Council members.
6. The Treasurer, as chairman, should present a financial report to the Governing Council at mid-year and prepare a final financial statement at the end of the fiscal year.
7. The Treasurer, as chairman, will assure that accounts are closed out and audited. Books should be closed out within 60 days after the close of the fiscal year and the audit completed within a reasonable time period (usually done at the mid-year Governing Council meeting).

### C. Investment Policy

1. Investments should be limited to current savings accounts and saving certificates. This policy should be reviewed from time to time and may be changed by the approval of Governing Council.
2. The checking account shall be reviewed annually after the Annual Meeting.
3. Funds above and beyond usual operation expenses should be available for whatever constructive programs help meet Association objectives and provide adequate back-up funds for the annual budget.

## MEMBERSHIP AND ELIGIBILITY

The Membership and Eligibility Committee is responsible for the development and maintenance of a membership strategy and promotion to ensure Association growth and quality.

A. This Committee shall consist of:

1. A Chairman, appointed by the President.
2. The Chairman shall recruit one member of the Association from each state represented in the Association's region.
3. The Chairman of this committee shall be an individual member of this Association and is encouraged to see that all committee members become Association members.

B. Duties:

1. Develop and maintain a methodology for marketing membership of all classes as defined in the Constitution and By-Laws; including, but not limited to: target population, marketing methodology; dues structure and member benefits.
2. Specify procedures for increasing membership of minority populations.
3. Review and revise the membership brochure, application, and card as necessary.
4. Review with Executive Office the need to print membership brochures, application forms, and membership cards. Initiate action to change form, color and/or reprinting when appropriate. (Membership brochure and application currently on the SHA website may be printed as needed.)
5. Develop and maintain a procedure for solicitation and receipt of applications and election to Fellow membership in the Association.
6. Develop and recommend to Governing Council proposed changes in membership criteria and perks for all classes of membership.
7. In cooperation with the affiliate representative, each member of this Committee shall:
  - a. Assume responsibility for public relations between this Association and his/her state to promote membership in the Southern Health Association.
  - b. Prepare and submit news releases to his/her state health publication regarding membership and activities of this Association.
  - c. In coordination with the Affiliate Rep, arrange for the Association membership booth at the affiliate's annual meeting; obtain promotional items for booth from website, Committee Chairman, President, and/or Executive Office.
  - d. Arrange for the booth to be staffed during exhibit hours.
8. The Chairman shall work with the Executive Office and Affiliate Rep to:
  - a. Develop and maintain a procedure for receipt of and accountability for membership dues and processing membership cards.
  - b. Maintain a current membership roster.
  - c. Prepare list of members making application for Fellow Membership status and prepare a list of new Fellows for presentation at annual meetings.
  - d. Prepare exhibit for state meetings.
  - e. Assure that exhibit space is arranged at state meetings and that exhibit is set up and staffed. The Exhibit should be returned to the President or Affiliate Rep at the end of the conference.

- f. Prepare and present committee reports at meetings of the Governing Council.
  - g. Prepare and present committee reports at meetings of the Governing Council.
9. Prepare list of members eligible for 5 – 10 – 20 years membership in SHA, and present 5 and 10 year pins and 20-year framed certificates to individuals at annual business meeting.

## NOMINATIONS

The Nominating Committee is responsible for preparing and presenting a single slate of eligible candidates for each elective position to be filled.

A. The Nominating Committee shall consist of:

1. Five (5) members appointed by the Governing Council. This committee is responsible for preparing and presenting a slate of officers for the following years as dictated in the By-Laws.
2. The incoming President shall appoint a Chairman.
3. All members of this committee shall be individual members of the Association.

B. Duties:

1. Obtain from Executive Office:
  - a. A list of individual members.
  - b. A list of members who have served on the Governing Council and as committee chairmen during the past three (3) years.
  - c. A list of elective positions to be filled.
2. Contact state affiliate representatives for recommendations.
3. Chairman will call a meeting of the Nominating Committee to select candidates. This may be done by mail or conference call rather than a formal meeting.
  - a. Select one eligible candidate for each elective position to be filled.
  - b. Contact candidates for consent to serve if nominated and elected.
  - c. Prepare report and present to mid-year meeting of the Governing Council for approval.
4. Within 30 days the slate of officers, as approved by the Governing Council, should be emailed to all members. Additional candidate(s) for any elective position may be placed in nomination by a petition signed by five eligible members. Petitions must be received in the Executive Office within 30 days following emailing the approved slate of officers to the membership.
5. Obtain brief narrative and photo from each candidate.
6. Submit narrative and photos to the Executive Office for inclusion in Southern Health Update. This includes candidates nominated by petition.
7. With Executive Office's aid, prepare the election ballot and mail to all eligible voting members not less than thirty (30) days prior to the annual meeting. If there is only one nominee for each office, the nominees will be considered elected by unanimous consent and there will be no need to mail a ballot.
  - a. If necessary, the Executive Office will type or have ballot printed and will mail out ballot and ballot envelope.
  - b. Ballots will be returned to Executive Office and checked for eligibility. To be counted, ballots must be postmarked 21 calendar days prior to the Opening Session of the annual meeting.
8. Arrange for tabulation of votes.

9. If a majority vote is not received for any position, prepare a run-off ballot of the two candidates receiving the highest number of votes. Conduct run-off election at the annual business meeting.
10. Present results of election at the annual meeting.
11. The Nominations Committee Chairman shall notify, in writing or by telephone, successful and unsuccessful candidates as soon as possible.

## OPERATIONS, FUNCTIONS, AND OBJECTIVES

The Committee on Operations, Functions and Objectives serves as an advisory committee to Governing Council on all activities pertaining to Association operations, functions and objectives.

### A. The Committee shall consist of:

1. Not less than five (5) members, appointed by the President. The President-Elect shall serve as Chairman. The President and the Treasurer shall be ex-officio members.
2. All members of the committee shall be individual members of the Association.
3. As a strategic planning committee, the Committee is encouraged to seek the opinions and advice of the Past-Presidents, Secretary, and Executive Office as needed.

### B. Duties:

1. The recommendations of this Committee are presented to Governing Council who must take action on the recommendations.
2. Normally, the Committee's recommendations shall be in the nature of actions to be taken, the results of which will impact on the Association in the future and not in the present. The present is normally expected to be the concern of the other Standing Committees, unless Governing Council specifically directs differently and states the reason for this direction in its charge to the Committee.
3. Conduct strategic planning functions. Some of the specific activities include:
  - a. Establish an information base by:
    - (1) Analyzing current and future needs of present and prospective members.
    - (2) Analyzing external factors that affect the Association.
  - b. Engage in strategic planning and schedule the sequence of steps to be adopted.
  - c. Review the preliminary mission statement for the Association and recommend changes deemed appropriate and not in conflict with charter requirements of those states where the Association is registered.
  - d. List major areas of emphasis of the Association (these may be called "long-range goals").
  - e. Develop specific short-range objectives. Include measurable criteria, such as quantity, time and money needed.
  - f. Develop action plans to meet specific short range objectives.
4. Recommend financial management and solutions of related problems.
5. Make recommendations for annual program changes or organizational changes, including by-laws changes, when deemed necessary.

## PUBLIC INFORMATION (RELATIONS)

This Committee has the responsibility for developing a program of public information for and about the Association. It shall coordinate the dissemination of such information through the publication of the Southern Health Update, news releases, and other means to keep members informed and to build the public image of the Association.

### A. This Committee shall consist of:

1. The affiliate representative from each state affiliate or their designee.
2. The President will appoint a Chair to serve as Editor of the Association's newsletter.
3. Each member shall be an individual member of this Association.

### B. Duties:

1. Newsletter - Editor should consult with the President and Executive Office to:
  - a. Decide on the number of issues to be prepared and set copy and mail deadlines for each issue, as well as distribution and mailing policy.
  - b. Outline regular features and proposed stories for each issue and assign to individuals for preparation.
  - c. In cooperation with the Executive Office, assist in writing, editing, and planning lay out, to submit to the individual actually preparing the newsletter copy.
  - d. Contact Affiliate Reps at the appropriate time for submission of reports on their state and association news.
3. Annual Meeting
  - a. Work with Program Chairman to provide photos, bios, and narrative of the presentations for the keynote speaker and other sessions sponsored by SHA for publication in the newsletter.
  - b. Arrange photographic coverage for news releases and the Southern Health Update.
  - c. Arrange with Awards Chairman for preparation of news releases for award recipients for appropriate distribution by the Executive Office.
  - d. Arrange with Nominating Committee Chairman for preparation of news releases on newly elected officers for appropriate distribution by the Executive Office.

## PUBLIC POLICY AND RESOLUTIONS

Legislation necessary to deal effectively with health problems must be the concern of this Committee. The Southern Health Association represents all facets of the health field and the Public Policy and Resolutions Committee must reflect this in its deliberation. This Committee shall be responsible for reviewing legislation relating to public health, report and recommend to the Governing Council official position and action which the Association should take regarding proposed legislation. It shall also be responsible for receiving and reviewing all resolutions/position statements presented by members, affiliates, and committees; preparing resolutions/position statements; presenting and recommending to the Governing Council action to be taken.

### A. This Committee shall:

1. Be composed of a chairperson appointed by the President and the affiliate representative from each affiliate state.
2. Each member shall be an individual member of this Association.

### B. Duties:

1. Review past year's Committee reports and resolutions/position statements passed by the membership and recommend action to the Association's Governing Council.
2. Notice should be given to all Association members to contact committee members if they see a need for new legislation, revision and/or deletion of established legislation which would promote public health.
3. Each committee member will determine legislation that is important to public health in his/her state; attach policy statements from state health officers, state affiliate, and/or other pertinent group and send to chairman. A summary of these will be prepared for review by the committee and recommendations made for Governing Council actions.
4. Receive, review, and develop when appropriate position statements on public health issues and concerns from which resolutions may be developed.
5. Present resolutions/position statements to Governing Council with the recommendation for appropriate action. The Governing Council may elect to act on the resolution/position statement or present it to the membership.
6. Resolutions and/or position statements to be considered by Governing Council at the annual business meeting must be provided to the Public Policy Committee no later than the morning preceding the Governing Council meeting of the Association.
7. Any resolutions/position statements presented to the membership for two (2) consecutive years without adoption will not be considered again without modification.
8. The Committee may request time during the annual meeting for a public forum or hearing on proposed resolutions/position papers and/or action on legislation when deemed appropriate.
9. Present report to membership at final business session.
10. All resolutions should include a position statement which can be put on the website.

11. Current resolutions/position statements should be reviewed every three years to determine if they are still needed, if the data and information contained therein is current, and make appropriate changes as needed. This includes determining if the resolution/position statement should continue to be on the website.

C. Resolutions Format:

1. Preamble: It is usually advisable to include reasons for a resolution. If there is a preamble, each clause, written as a separate paragraph, begins with the word “Whereas” followed by a comma, and the next word should begin with a capital letter. The preamble, regardless of how many paragraphs, should never contain a period. Each of its paragraphs should close with a semicolon followed, in the case of a new paragraph, by the word “and” (which is optional for the preceding paragraphs also). The last paragraph of the preamble should close with a semicolon, after which a connection expression such as “therefore” or “therefore, let it be resolved”.
2. Resolution: If the resolution begins with “Resolve, that”, the word “that” should be capitalized.
3. Length: The entire resolution (preamble and resolution) should be no longer than one 8 ½ x 11 typewritten page. The resolution itself should be no longer than 10 lines.

D. Position Statement - See accompanying form.

**Southern Health Association  
Position Statement**

<b>Position Title:</b>				<b>Position #:</b>		
<b>Effective Date:</b>				<b>Revision Effective:</b>		
<b>Approval by:</b>	_____			_____		
	<i>President</i>					
<b>Review Date &amp; Initials:</b>						

**Problem:**

**Solution:**

**Position:**

## STEERING COMMITTEE FOR ANNUAL MEETINGS

The annual meeting Steering Committee shall be responsible for planning and coordination of all activities for the joint Annual Meeting, cooperating with the host association.

A. The Steering Committee shall be composed of:

The Convention Coordinator (2nd Vice-President)

President-Elect

First Vice President

The Program Chairman, Exhibits Chairman, and Local Arrangements Chairman of the host affiliate should also serve on this committee.

B. Duties of the Steering Committee:

1. If deemed appropriate, schedule early in the Association year a planning meeting in the host state with the Presidents of both organizations, the state affiliate representative, members of the Steering Committee, the Executive Office and others as needed.
2. Develop time frame for meeting including time and space requirements for the following Association activities:
  - a. Health Policy Forum/Keynote Speaker
  - b. Leadership Workshop/Breakout Session
  - c. A general business meeting
  - d. Governing Council meetings - one for all day on the day preceding the opening session and a second one following the end of the annual meeting.
  - e. Silent Auction
  - f. Other activities such as a reception for the Governing Council of the host state.
3. The Convention Coordinator should:
  - a. Provide an outline of programs and social activities to Governing Council members at the mid-year Council meeting.
  - b. Provide a complete program agenda to the Executive Office for inclusion into the newsletter at least three months prior to the annual meeting.
  - c. Provide articles, including photos when appropriate, of keynote speakers, social activities, other general entertainment activities and tourist attractions, etc. for inclusion in the newsletter. These should be submitted to the Executive Office at least three months prior to the annual meeting.
  - d. Provide meeting pre-registration form and hotel registration information for inclusion in the newsletter at least three months prior to the annual meeting.
4. The President-Elect will be responsible for submitting information to the Program Chairman on the Health Policy Forum/Keynote Speaker for inclusion in the printed program. The President-Elect is also responsible for obtaining photos and biographical data on speakers for this session.
5. The First Vice President will be responsible for providing appropriate information on the Leadership Workshop/Breakout Session for inclusion in both the printed program and the newsletter.

## VIII. SPECIAL COMMITTEES

### Silent Auction Committee

The Committee has the responsibility of coordinating the Silent Auction for SHA at the joint meeting with the affiliate.

A. The Committee shall consist of two SHA members appointed by the President and the Executive Secretary.

#### B. Duties

1. Coordinate the silent auction with the host state;
2. Remind the Governing Council and members about the silent auction;
3. Encourage the solicitation of items from each member;
4. Collect items from each state for the state basket;
5. Schedule the coverage of the silent auction area during the hours it will be open;
6. Ensure that the silent auction items are secured at the end of each day;
7. Prepare auction sheets and needed materials;
8. Collect bids and distribute silent auction items.

### Hospitality Committee

The Hospitality Committee is responsible for coordinating the reception hosted by the SHA Governing Council and SHA members attending the meeting for the host state Governing Council.

A. The Committee shall consist of three SHA members appointed by the President and the Executive Secretary.

#### B. Duties

1. The committee shall decide on the type of reception, arranging for the room, food and drinks and ensuring there are adequate host/hostesses.
2. The date and time of the reception shall be determined jointly with the host state meeting coordinator or Executive Secretary.
3. Solicit sponsorship for the reception.

## Fundraising Committee

The Fundraising Committee has the responsibility to identify sources of funding to increase revenues in order to better sustain the organization and be more responsive to its individual and affiliate members. Funding sources may include grants, donations, memorials, bequests, contracts for fundraising, etc. The Governing Council and other committees may also identify and share funding needs and potential funding sources.

A. The Committee shall consist of five SHA members appointed by the President and also include the President-Elect and Treasurer.

### B. Duties

1. The Fundraising Committee, jointly with the Committee requesting funds, will identify potential sources, gather needed information for the application and complete the application process.
2. Any project that SHA will seek funding for must have the approval of the Governing Council prior to an application being sent.

IX. CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

Name

The name of this Association, incorporated under the laws of Louisiana is the Southern Health Association, hereinafter referred to as “this Association”.

ARTICLE II

OBJECTIVE AND MISSION

The objective of this Association shall be to unite persons interested in public health for the purpose of fostering and stimulating a greater degree of scientific effort in the protection and improvement of public health, and to bring about better understanding, integration and promotion of public health services.

The mission of this Association shall be to serve as the regional advocate for public health and for the development and growth of its leadership.

ARTICLE III

MEMBERSHIP

A. Membership in this Association shall be drawn, with approval of the Governing Council, primarily from the southern states of the United States and from other states.

B. Membership of this Association shall consist of the following classes as defined by the By-Laws:

1. Individual Members
2. Affiliate Members
3. Associate Members
4. Contributing Member

C. Persons who hold elective office or voting membership on the Governing Council shall be individual members in good standing. In addition, all members of the following committees shall be individual members in good standing: Audit; Operations, Functions and Objectives; Nominations and Elections; Public Relations; and Public Policy and Resolutions.

ARTICLE IV

MANAGEMENT

A. Governing Council

1. The affairs and management of this Association shall be vested in a Governing Council which shall establish policies, determine fiscal patterns, direct the work of any employee(s) of this Association, and manage the affairs of this Association.

2. Membership shall be constituted as follows:

- a) The officers of this Association who shall also be the officers of the Governing Council.
  - b) Three elected Members at Large. The elected Members at Large shall be selected by the membership. One member shall be elected each year to serve for a three-year term. Vacancies of elective members shall be filled by the Governing Council for the period of the unexpired term.
  - c) One active member from and selected by each of the affiliated organizations comprising the Association who shall serve for a three-year term of office.
  - d) The chairman of each Standing Committee where the Chairman is not already a designated member of Council.
  - e) The Immediate Past President of this Association.
  - f) The Past Presidents, excluding the Immediate Past President, shall be members at large without voting privileges.
  - g) The American Public Health Association Liason
3. A majority of the membership of the Governing Council having voting privileges shall constitute a quorum.
4. Meetings of the Governing Council shall be called by the President or, upon request to the President in writing, by any ten members of the Council. In the later case, the call shall be issued at least thirty days in advance of the proposed meeting and shall state the purpose thereof.

B. Executive Committee

1. The Executive Committee of this Association shall carry out all policies and duties of the Governing Council between meetings with the expressed exclusion of the amendment of the By-Laws of this Association and filling vacancies on the Executive Committee.
2. Membership of the Executive Committee shall consist of: the President of the Association who shall serve as Chairman of the Committee, the President-Elect, the First Vice-President, the Secretary, the Treasurer, three elected Members at Large, and the Immediate Past President.
3. A quorum of the Executive Committee shall consist of a simple majority of its members.

### C. Proxy Vote on Governing Council and Executive Committee

In the event a member of the Governing Council or the Executive Committee is unable to attend any regular or called meeting of the Council or Committee of which he is a member, he may notify the Secretary in writing regarding the name of the individual who is to serve in his place for that specific meeting. The individual shall not hold more than two proxy votes. Proxy votes shall be counted as part of the required quorum.

## ARTICLE V OFFICERS

A. The officers of this Association shall be:

1. President
2. President-Elect
3. Three Vice-Presidents, consisting of a First, Second and Third Vice-President
4. Secretary
5. Treasurer
6. Immediate Past-President

B. Officers shall perform the usual and accepted duties of these offices.

C. Election of all officers except the Second and Third Vice-Presidents shall be by vote of the individual members provided for in the By-Laws. The office of Second Vice-President and Third Vice-President shall be filled by the host state or by the affiliated organization hosting this Association's annual meeting one year and two years thereafter, respectively.

D. Officers shall serve from the close of the annual meeting at which they are elected until the close of the next annual meeting, or until successors have been duly elected and qualified with the exception of the President-Elect who shall ascend to the office of the President and the Third Vice-President who shall ascend to the Office of Second Vice-President at the close of the next annual meeting.

E. 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 runoff to obtain a majority election.

F. The Past-Presidents, with the exception of the Immediate Past-President, shall be members-at-large, without voting privileges, but shall be encouraged to participate in the deliberations of the Executive Committee and the Governing Council.

G. An office of the Association shall be considered vacated when the officer in question is taken by death, resigns, or is otherwise unable to serve out his term of office. In case the office of President becomes vacated, the President-Elect shall fill it. In the case the office of President-Elect becomes vacated, the First Vice President shall fill it. Any other office shall be filled by the Governing Council.

H. No office shall be held for more than three consecutive terms.

ARTICLE VI  
MEETINGS

- A. This Association shall hold a regular annual meeting and other meetings at such times, of such duration, and at such a place as may be determined by the Governing Council.
- B. At each annual meeting there shall be at least one general session for the purpose of conducting the business of this Association.

All active members present at any general session are eligible to vote.

- C. In all proceedings of this Association “Robert’s Rules of Order” in its latest edition shall be official.

ARTICLE VII  
AMENDMENTS

This constitution may be amended by a two-thirds vote of the eligible members of this Association voting thereon by ballot cast by mail or at any meeting, provided that the specific amendment(s) to be voted upon shall receive the approval of the Governing Council. Changes approved by Governing Council and presented to the members at an annual meeting shall not require advance notice to the membership prior to voting. At other times changes shall be distributed to the individual members and affiliate associations through publication or by letter not less than 30 days prior to the date that completed ballots must be acted upon.

All amendments shall become effective at the conclusion of the meeting at which they are adopted or upon completion of the tally of the mail ballots.

BY-LAWS  
ARTICLE I  
MEMBERSHIP AND DUES

A. There shall be the following classes of members.

1. Individual Members:

- a) Members who are interested in the object of and who pay individual dues annually to this Association.
- b) Fellows who are interested in the object of, who apply for and are elected to fellowship by the Governing Council of, and who pay fellowship dues annually to this Association.
- c) Student Members who matriculate full-time in health related fields of study and who annually pay dues to this Association. On the first dues renewal after his/her graduation, the student member will become a regular member or a Fellow and will be expected to pay dues accordingly.
- d) Retired Members are individual members or fellow members who have retired. They are to receive the same rights and privileges of individual members at a reduced membership rate.

2. Affiliate Members:

- a) State public health associations which request affiliation with and are approved by the Governing Council and pay dues annually to this Association.
- b) Individual members of state public health associations which are affiliate members of this Association.
- c) Affiliate members are entitled to all privileges of membership except those expressly reserved for individual members.

3. Contributing Members:

For profit corporations and partnerships interested in public health which pay dues annually to this Association.

4. Associate Members:

Public or non-profit corporations or partnerships interested in public health which pay dues annually to this Association.

B. Prerequisites of membership for all classes of members not otherwise specified shall be defined by the Governing Council at the time annual dues are set.

C. Dues shall be set by a majority vote of the Governing Council for all classes of membership.

D. The Association shall operate on a calendar year basis—January 1 through December 31. Annual dues for all classes of membership, except affiliate, are due and payable on the anniversary date of each member (one year from the date they join). Affiliate dues are due July 1.

## ARTICLE II NOMINATIONS AND ELECTIONS

A. The Nominating Committee shall prepare a single slate of eligible nominees who have consented to serve if elected for President-Elect, First Vice-President, Secretary, Treasurer, and one Member-at-Large.

B. This slate shall be approved by the Governing Council at its midyear meeting and distributed to all qualified voting members through the Association newsletter at least sixty (60) days prior to the annual meeting.

C. Within 30 days the slate of officers, as approved by the Governing Council, should be emailed to all members. Additional candidate(s) for any elective position may be placed in nomination by a petition signed by five eligible members. Petitions must be received in the Executive Office within 30 days following emailing the approved slate of officers to the membership.

D. The election ballot shall be prepared by the Nominating Committee and mailed to all eligible members not less than 30 days prior to the annual meeting. A brief biographical sketch of each nominee may be included or may be published in the newsletter. If there is only one nominee for each office, the nominees will be considered elected by unanimous consent.

E. The Nominating Committee shall arrange for the tabulation of all votes with the approval of the President. The election results shall be reported at the annual business meeting.

F. Election of officers and others chosen by the membership shall be executed by mail and secret ballot. Election shall be by majority of votes cast for each office. Regarding offices; if a majority is not received, the two candidates receiving the highest number of votes shall be voted upon by written ballot at the annual meeting.

## ARTICLE III COMMITTEES

A. Standing Committees

Standing Committees of this Association, except as otherwise provided for in the By-Laws, shall be established by the Governing Council.

The Chairmen and members of the Standing Committees shall be appointed annually by the President, subject to approval of the Governing Council, except where otherwise specified.

1. Awards Committee:

Shall consist of four Past-Presidents and the Immediate Past President who shall serve as chairman. This committee shall be responsible for recruitment of nominees for the Association awards, reviewing nominees for eligibility, and selection of award recipients.

2. Constitution and By-Laws Committee:

Shall consist of five members, one of whom shall be an officer of this Association. This committee shall be responsible for reviewing suggestions for revisions and proposing amendments in keeping with the policies of the Association, and for keeping current the Procedures Manual of the Association.

3. Finance Committee:

Shall consist of the Treasurer, who shall serve as Chairman, the President, the Second Vice-President, and two appointed members. This committee shall be responsible for preparation of an annual budget for the Association and the financial accounting of the Association.

4. Membership and Eligibility Committee:

Shall consist of a Chairman appointed by the President. The Chairman shall appoint one member of the Association from each state represented in the Association's region. This committee shall be responsible for developing ways and means of recruiting members into the Association and preparing lists of eligibles for membership classes for Governing Council action.

5. Nominating Committee:

Shall consist of five members appointed by the Governing Council. This committee is responsible for preparing and presenting a slate of officers for the following year as dictated in the By-Laws.

6. Operations, Functions, and Objectives Committee:

Shall consist of not less than five members. The Chairman shall be the President-Elect. The President and Treasurer shall be ex-officio members. This committee shall serve as an advisory committee to the Governing Council on all activities of the Association pertaining to operations, functions, and objectives.

7. Public Information (Relations) Committee:

Shall consist of one member from each affiliate state, one of whom shall be the Editor of the Association's newsletter. This committee shall be responsible for developing a program of public information for and about the Association and for publication of the newsletter.

8. Public Policy and Resolutions Committee:

Shall consist of a chairperson, appointed by the President, and the affiliate representative from each state. This committee shall be responsible for reviewing legislation relating to public health and reporting and recommending to the Governing Council official positions and actions which the Association should take regarding proposed legislation. It shall also be responsible for receiving and reviewing all Resolutions/[position statements presented by members and committees, preparing resolutions/position statements and presenting and recommending to the Governing Council action to be taken.

9. Steering Committee for Annual Meeting

a) Shall consist of the President-Elect, First and Second Vice-Presidents. Their purpose is to work with the co-hosting state association in planning the annual meeting.

b) In years when annual conferences are to be co-hosted by other organizations, the Program and Local Arrangements Chairmen and Chairman of the Exhibits Committee may be members of the second organization - along with the Steering Committee.

10. Audit Committee:

The President shall appoint a chairman and two other members to serve. Their purpose is to conduct a financial audit of the records of the Southern Health Association.

C. Special Committees

The President may appoint ad hoc committees or task forces as deemed necessary with such functions as may be determined.

ARTICLE IV  
FINANCES

All income to this Association shall be deposited to the account of this Association and shall be disbursed by the Treasurer in payment of account of the Association, subject to review and approval of the Governing Council.

The Treasurer shall report all receipts and disbursements to the Governing Council annually or as otherwise directed by the Governing Council.

All checks drawn by the Association shall be signed in the name of the Association and shall require the signature of any one of three persons authorized annually by the Governing Council.

ARTICLE V  
MEMBERSHIP IN OTHER HEALTH RELATED ORGANIZATIONS

Membership of this Association in other health related organizations must be approved by the Governing Council. The President may appoint members to serve as representatives of this Association to these health related organizations.

The Governing Council shall annually review its membership and representation in health-related organizations.

ARTICLE VI  
PROPERTY

The Executive Committee shall act as trustee for all property of the Association.

ARTICLE VII  
AMENDMENTS

These By-Laws may be amended by a majority vote of the eligible members of the Association voting thereon by ballot cast by mail or at any meeting. Changes proposed at the annual meeting shall not require advance notice prior to the voting of the members.

The By-Laws may further be amended by two-thirds vote of the Governing Council members voting at any regular meeting other than the annual meeting. However, amendments will only be effective after ratification by the majority of membership of the Association. Consent of the membership will be considered notification of amendments through the Association newsletter, or other means with an opportunity for the membership to respond. Non-response will be considered a vote for ratification.

Amendments shall become effective at the conclusion of the meeting in which they were adopted, upon tally of mail ballots, or upon ratification by majority of members.

SECTION X. ASSOCIATION POLICY

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## A. OFFICIAL ASSOCIATION TRAVEL POLICY AND PROCEDURE

From time to time, officers and other members of the Association will need to represent the Association at state affiliate meetings and functions. Travel should be budgeted for the following: (1) President or designated representative to attend affiliates annual meeting; and (2) Executive Secretary to attend Annual Meeting and Governing Council meetings. (No travel expenses are budgeted for the President or other officers to attend the annual meeting or Governing Council meetings.)

The following policy for travel applies for individuals authorized by the Governing Council and/or Executive Committee for such travel.

### A. Transportation:

Transportation by the most economical means should be used.

1. If travel is by personal vehicle, reimbursement will be made at the same rate as the current approved Internal Revenue Service rate, over the most direct or customarily used route. Travel by automobile is allowed when the distance is short or two or more persons are traveling together in the same automobile. Auto travel without advantage of the Association will be reimbursed at cost level for airline tourist accommodations.
2. When traveling by common carrier (plane, train, or bus), it is required that tourist/coach rates be obtained insofar as possible.
3. Actual expenses, including tips, taxis and limousines will be paid.

### B. Lodging

Actual room charges will be paid, provided every effort to secure the lowest available and practical rate has been made.

### C. Meals (Website: Per Diem Rates Map US: <http://www.gsa.gov/portal/category/21287> <http://www.gsa.gov/portal/content/101518>)

1. For each full day, actual expenses for personal meals will be paid up to a maximum of the federal per diem rate.
2. When partial days are involved, meals may be charged up to 75% of M&IE (Meal & Incidentals Expenses.)
3. When required to attend fixed price meal functions, the fixed price amount will be reimbursed.

### D. Other Expenses

Other expenses - tips (excluding meal gratuities), telephone calls, telegrams, faxes, etc. - when incurred in the interest of the Association and documented as to the need in writing on the payment voucher, are reimbursable on the basis of actual costs.

### E. Expense Statement

1. An itemized expense statement should be submitted to the Association Office within two weeks after travel.

2. Approval by the Executive Secretary or President is necessary before payment is authorized. Executive Office staff travel must be approved by the President or a designated approving agent.
3. Attach to the travel expense report form all receipts normally received, such as public transportation ticket, hotel and/or registration receipt, etc. Individuals may use their state travel expense form or travel expenses may be itemized in a letter and signed.

NOTICE: Each individual is accountable for his/her own expenses and must file individual expense reports. DO NOT include expenses for more than one person on each report. Each separate trip should have a separate expense report.

**B. SMOKING IN OFFICIAL MEETINGS  
POLICY AND PROCEDURES**

Whereas, the Southern Health Association is a health organization interested in personal and public health, and

Whereas, smoking has been shown to be hazardous to the health of smokers and non-smokers exposed to smoking

Use of tobacco products shall be prohibited at official meetings of the Southern Health Association.

## C. STANDARDS FOR ADVERTISEMENTS IN ASSOCIATION PUBLICATIONS POLICY AND PROCEDURES

The purpose of this policy is to prevent the acceptance of advertising in which the product or service being advertised or the format of the materials as presented could in any way be in conflict with the philosophy of the Association, be detrimental to its professional public image, or be construed to be an endorsement by the Association. Since many of the persons or organizations seeking to place ads will probably be from one of the various classes of membership within the Association or from those reputable firms that have long supported it through exhibits and advertisements, it is not anticipated that many questionable situations will arise.

Most requests for copy for advertisements will probably be received by the Executive Secretary; the exception may be program ads for the annual meeting. In either case, the person receiving the request for material shall inform the Chairman of the Public Information Committee using the following procedure:

1. The Chairman shall be given the firm name, the product or service to be displayed, and the content of the material.
2. The Chairman will give approval directly if he has no question concerning the ad. Approval may be given orally but should always be followed-up in writing.
3. If the Chairman has any concern regarding the ad in question, he shall seek advice from the rest of the Committee. The majority opinion will rule.
4. If the Committee cannot arrive at a decision, the Chairman shall seek a decision from the Executive Committee of Council. The decision of that body shall rule.

Because of advertisement deadlines, every effort should be made to complete the process of approval quickly. Steps 3 and 4, if used, may combine the mailing of materials for review with a telephone conference call or email for polling for the decision.

### Advertising Rates for Southern Health Association Newsletter

1/4 Page – 3 ¼ x 4 ¼	@ \$ 60.00
½ Page – 6 ½ x 4 ¼	@ \$100.00
Full Page- 6 ½ x 8 ½	@ \$175.00

## D. MEMBERSHIP CLASS ELIGIBILITY REQUIREMENTS POLICY AND PROCEDURE

### A. Criteria for Individual Membership

All persons interested in the Southern Health Association, excepting those eligible for other membership categories, are eligible for Individual Membership in the Association.

Individual Membership applicants shall complete the membership application form, include the proper membership fee, and mail the application and fee to the Executive Secretary.

Benefits of Individual Membership include subscription to the Southern Health Update, reduced education meeting registration, and other benefits.

### B. Criteria for Fellowship in the Southern Health Association

The significance of Fellowship in the Association is a recognition of attainment of superior professional stature and performance by the individual. Professional health workers who have been active members of the Association for at least two years and who are of established public or private organizations or in independent private practice, shall be eligible for election as Fellows upon their own initiative or upon invitation issued by the Council or Governing Council. All applicants shall require a majority vote of the Governing Council and if approved, the applicant shall be declared and elected a Fellow; and in turn pay the Fellow membership rate.

### C. Criteria for Associate Members

The membership class of Associate Member shall be defined as follows:

Public or non-profit agencies and organizations including national, regional, state, sub-state, county, city, and other governmental, proprietary and voluntary health and health-related agencies and educational institutions which pay dues annually to this Association.

Benefits of an Associate Member shall be the ability to meet jointly with this Association, thereby receiving the advantages of local arrangements, housing, and educational programs provided by and sponsored by a regional association. No “perks” are proposed at this time for exhibiting and advertising rates for this membership class. Rates will continue to be determined annually by the Governing Council.

### D. Criteria for Contributing Members

The membership class of Contributing Member shall be defined as follows:

For-profit corporations and partnerships interested in Public Health which pay dues annually to this Association.

Benefits of being a Contributing Member shall be reduced rates for advertising in the Update and meeting programs and reduced rates for exhibit space. These benefits currently accrue in the following manner:

1. Contributing members shall during the first year of membership be eligible for advertising in the Update and the Annual Meeting program at 50% of the established rates for that year;
2. All Contributing Members who continue their membership after the first year shall be eligible for a 50% reduction in the cost of exhibit space at the annual meeting during the year of membership.

E. Criteria for Student Members

The membership class of Student Member shall be defined as follows: Students who matriculate full time in health or health-related fields and who annually pay dues to this Association. After graduation, the student member will become an individual member or Fellow, with dues adjusted accordingly.

Benefits of being a Student Member shall include:

1. Rights and Privileges of individual membership at a reduced fee;
2. Training and experience in leadership;
3. Broadened scope of Public Health knowledge and personal contacts, leading to enhanced potential for future employment.

F. Criteria for Retired Members

Retired members are those individual or Fellow members who have retired. They receive the same rights and privileges of individual members at reduced fees.

G. Current Dues Structure

	1-Year	2-Year
First Time New Member	\$20.00	\$40.00
Individual Member	\$25.00	\$45.00
Fellow	\$40.00	
Retiree	\$10.00	
Student	\$10.00	
Associate Member	\$150.00	
Contributing Member	\$300.00	

**E. DUES PAYMENT  
POLICY AND PROCEDURE**

**A. Amount:**

The annual Association dues are established by the Governing Council (Article I, No. C).  
Dues approved are as follows:

	1-Year	2-Year
First time new member	\$20.00	\$40.00
Individual member	\$25.00	\$45.00
Fellow	\$40.00	
Retiree	\$10.00	
Student	\$10.00	
Associate Member	\$150.00	
Contributing Member	\$300.00	

1-1,000 affiliate members ..... 75 cents per member  
 1,001-1,500 affiliate members.....\$750 + 60 cents per member over 1,000  
 Over 1,500 affiliate members.....\$1,050 + 50 cents per member over 1,500

**B. Payment:**

1. Dues of individual, fellow, retiree, student, association, and contributing members shall be payable to the Association Treasurer, in care of the Executive Secretary on or before the first day of the 13th month following the date when membership began. For example, if membership began January 1, the dues for the following year would be payable on or before February 1.
2. Dues of affiliate members shall be payable to the Association Treasurer on a fiscal year basis - July 1 thru June 30. Notices are mailed to affiliate representatives around the first of July of each year. Payment shall be made on the basis of highest membership attained for the most recently completed year.

**C. Payment Procedures:**

1. Dues shall be sent to the Executive Secretary at the Association office.
2. Termination and renewal of membership:

An affiliate association whose dues are in arrears (or whose dues remain unpaid by December 31) will be asked to “show cause” for such non-payment at the midyear meeting of the Governing Council.

If warranted, an extension of the grace period for payment may be granted by a two-thirds vote of the Governing Council.

An individual member may renew membership by payment of dues for the current year.

Fellow members in arrears may renew membership as a member but must reapply to the Governing Council for Fellow status.

## F. HOSTING JOINT ANNUAL MEETINGS POLICY AND PROCEDURE

Annual meetings should be planned three years in advance. Every effort will be made to promote joint meetings of the Public Health Association of the host state and this Association.

Annual Meetings are held jointly with a state public health association and they rotate by invitation among the eight affiliate states, currently in this order: Tennessee, North Carolina, Kentucky, Alabama, South Carolina, Georgia, Arkansas, and Florida.

The affiliate rep should coordinate the invitation, when appropriate, for meeting with their affiliate. Acceptance of the invitation must be approved by the Governing Council.

A contract agreement form (copy attached) should be signed by both the President of the host state and the President of this Association. This should be coordinated by the affiliate rep.

# AGREEMENT

THIS AGREEMENT IS ENTERED INTO BY AND BETWEEN:

**Southern Health Association, Inc. (SHA)**

1590 North Bass Drive  
Mt. Juliet, TN 37122

and

**Name of Host State Association  
Address**

FOR THE PURPOSE OF:

Setting forth the terms and conditions of a joint annual meeting

## 1. IDENTITY OF A RELATIONSHIP BETWEEN THE PARTIES:

1.1 SHA is a not-for-profit corporation and exempt from federal income taxation. SHA has a membership composed primarily from the southern states of the U. S. and from other states.

1.2 Objective of SHA is to unite persons interested in public health for the purpose of fostering and stimulating a greater degree of scientific effort in the protection and improvement of public health and to bring about better understanding, integration and promotion of public health services.

1.3 SHA is a regional advocate for public health and seeks to provide opportunities for development and growth of its leadership.

1.4 (Host Affiliate) is an affiliate member of SHA with common goals and objectives.

1.5 (Host Affiliate) has a membership composed primarily of (state) residents who work in and/or have interests in public health.

1.6 (Host Affiliate) holds annual educational conferences for the purpose of providing timely health information and education opportunities for its membership.

## 2. SHA AGREES TO:

2.1 Sponsor, as part of the joint meeting, a Health Policy Forum, or other session as deemed appropriate. Participants for the forum shall be experts in their fields.

2.2 Sponsor a Leadership Workshop. The workshop shall be for any participant at the annual meeting but especially for affiliate leaders, e.g., officers, board members, committee chairmen, etc. (A general workshop may be substituted for the Leadership Workshop.)

2.3 Provide names of potential exhibitors from all over the southeastern states.

2.4 Bring in additional exhibits from corporations sponsoring the policy forum.

2.5 Publicize the meeting throughout the southeastern states through the official publication, *UPDATE*, and on the SHA website.

### **3. (Host Affiliate) AGREES TO:**

3.1 Provide opportunities for SHA Governing Council to participate in planning the joint annual meeting program.

3.2 Provide exhibit space for a SHA membership booth.

3.3 Provide exhibit space for the state hosting the next annual meeting.

3.4 Provide space and time on the program to give SHA awards and to hold Governing Council meetings and business meetings as needed.

3.5 Provide space for a silent auction.

### **4. BOTH ASSOCIATIONS MUTUALLY AGREE TO THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS:**

4.1 This agreement is for a joint annual meeting to be held (date and location). Tennessee.

4.2 SHA is a regional organization and, therefore, looks for financial support each year from the affiliate hosting the annual meeting. As the (Year) host state for the regional conference, (host affiliate) agrees to pay SHA \$5,000.

4.3 Should severe and extenuating circumstances occur surrounding the annual meeting, a decrease of the \$5,000 may be negotiated. Every effort should be made by both associations to assure a successful and profitable meeting.

4.4 Payment to SHA to be made within ninety (90) days following the close of the annual meeting.

4.5 Termination of the agreement should occur only by mutual agreement of both associations.

**This agreement is negotiated in good faith between two public health associations with similar goals.**

**SOUTHERN HEALTH ASSOCIATION**

By \_\_\_\_\_ Date \_\_\_\_\_  
(Name) President

**(Host Affiliate) PUBLIC HEALTH ASSOCIATION**

By \_\_\_\_\_ Date \_\_\_\_\_

## G. RATIFICATION OF BY-LAW AMENDMENTS MADE BY GOVERNING COUNCIL POLICY AND PROCEDURE

### Policy

As referenced in the Constitution and By-Laws, the By-Laws may be amended by two-thirds vote of Governing Council. The amendments which occur between the annual meetings will usually be emergency situations or changes of very minor importance. When the Governing Council does elect this route for amendments, the membership must be notified and ratification sought.

### Procedures for Ratification

- A. The chair of the Constitution and By-Laws Committee will submit the amendment(s) to be published in the next SHA newsletter.
- B. After publication, the membership will have 30 days to respond in writing to the chair of the Constitution and By-Laws Committee.
- C. Non-response by the majority will be considered a vote for ratification.
- D. After the amendment is either ratified or defeated, members of the Governing Council will be notified by the chair of the Constitution and By-Laws Committee.

## H. ELECTRONIC MAIL POLICY

The purpose of this policy is to clarify when electronic mail (e-mail) may be used in relationship to official SHA business as detailed in the Constitution and By-Laws and Policy and Procedures Manual. E-mail is a fast, effective and economical way to communicate. It is acceptable to use E-mail for any SHA official business, or function were the wording “mail” or “in writing” are, or referred to, in the Constitution and By-Laws and the Policy and Procedures Manual.