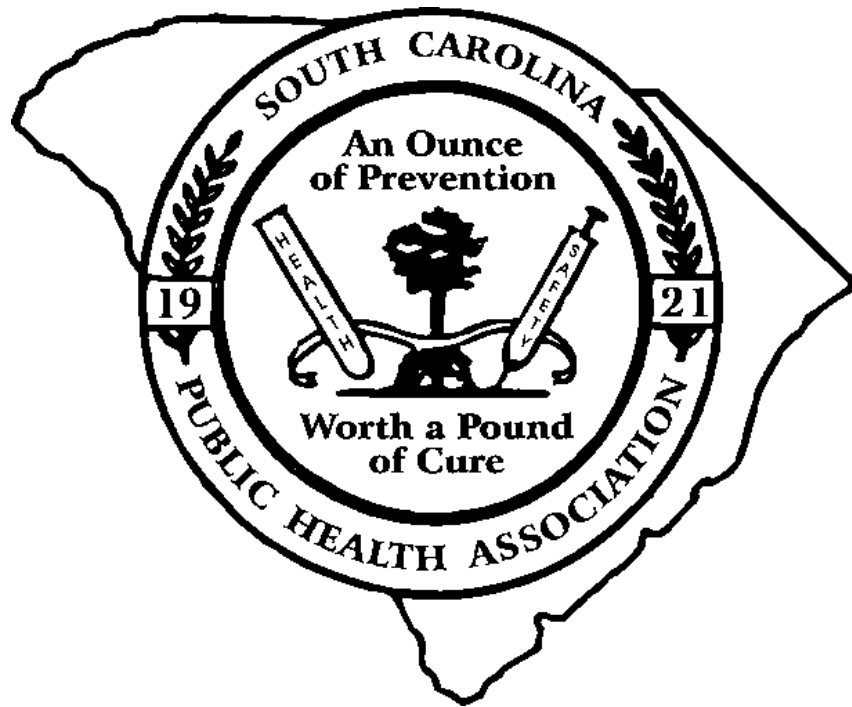


South Carolina Public Health Association



Procedure Manual

Revised: August 2008

SCPHA Procedure Manual

TABLE OF CONTENTS

Introduction and General Information	1
President	2
President-Elect	3
Vice-President	4
Secretary	5
Treasurer	6
Immediate Past President	7
Members-at-Large	8
Representatives to APHA and SHA	9
Executive Director	10
Parliamentarian	13
Sections and Forums	14
Standing Committees	18
Awards Committee	19
Constitution and Bylaws Committee	23
Continuing Education Committee	25
Finance Committee	26
Fiscal Review Committee	27
Futures Planning Committee	28
Legislative Committee	29
Membership Committee.....	31
Nominating Committee	33
Past Presidents' Advisory Committee	36
Program Committee	37
Program Subcommittee – Contributed Papers Committee	39
Public Health Month Committee	40
Public Information Committee.....	41

Resolutions Committee.....	42
Scholarship Committee.....	44
Convention Committees.....	46
Convention Coordinators	48
Early Bird Reception	49
Entertainment	50
Exhibits	51
Marshals and Pages	53
Properties Committee.....	54
Registration	55
Special Committees	56
Winter Conference.....	56
Silent Auction	56
Sponsorship.....	56
Appendices	58
1. SCPHA Membership Form	
2. Budget Request Form	
3. Reimbursement Form and Instructions	
4. Sample Governing Council Officer Nominations Form	
5. Awards Nomination Forms and Criteria	
6. Format for Submitting Articles for the Newsletter	
7. Legislator of the Year Nomination Form and Criteria	

NOTE: Underlines signify direct quotes from the SCPHA Constitution and By-laws. Any wording changes, of the underlined sections in the manual, would first require an amendment of these two documents.

INTRODUCTION

This Procedures Manual is designed to be a guide for the Governing Council and Committee members in the commission of their duties in their respective elected and/or appointed positions in the South Carolina Public Health Association (SCPHA).

The Manual outlines the methods by which the present activities of SCPHA are performed to facilitate the effective operation of the Association. The Manual will be updated as amendments to the Constitution and/or Bylaws occur and as better methods are suggested and approved by the Governing Council. Anyone seeking a change in established procedures should inform the Constitution and Bylaws Committee who has the responsibility to present the request to the Governing Council.

GENERAL INFORMATION

The purpose and goal of the South Carolina Public Health Association is to protect and promote personal, community and environmental health; to exercise leadership in health policy development and action; to provide a forum for matters pertaining to public health; and to foster scientific and professional development of the membership.

The South Carolina Public Health Association is an affiliate member of the Southern Health Association (SHA) and has an appointed member on the Governing Council of that regional association. This representative to SHA is also a member of the SCPHA Governing Council. SCPHA is also an affiliate member of the American Public Health Association (APHA) and is an appointed member on the Governing Council of that national association. The Representative to APHA is also a member of the SCPHA Governing Council. SCPHA members are encouraged to become individual members of those associations.

In the selection of officers of SCPHA, every effort is made to recognize members of all disciplines in public health for election to the major offices. Each section of SCPHA has the responsibility to develop leaders within their ranks who are willing to work and serve the Association.

Governing Council Members may serve in dual roles as an officer and section chair, or with permission of the President, allow for a permanent proxy to be appointed by the Section Officers.

The Executive Committee of the Governing Council shall consist of the President, President-Elect, Vice President, Secretary and Treasurer. This Committee serves in an advisory capacity as needed, not as a governing body. The Executive Committee will meet quarterly with the Executive Management Agency. The President will call other meetings.

The major source of income for SCPHA is its annual membership dues, which are set annually by the Governing Council. Supplemental income such as donations and projects may be considered but must be allowable under the rules of an eleemosynary organization. Registration and exhibitors fees defray the annual meeting expenses.

Officers, Committee Chairs, Section Chairs and Members shall pay annual dues no later than thirty-days (30) after the member's anniversary date.

The SCPHA Office is located in the Queen Communications office at 1215 Anthony Avenue, Columbia, SC 29201. The Association's mailing address is Post Office Box 11061, Columbia, SC 29211. Marie Queen is the Executive Director and Michael Stalnaker staffs the Association's activities. They can be reached by phone at 803-779-0340, by fax at 803-254-3773 or by e-mail Michael.stalnaker@queencommunicationsllc.com.

Requests from Governing Council members/committee chairs for the Executive Director's services (meeting announcements, stationery, envelopes, mailing labels, membership rosters, etc.) should be made a week in advance. Membership applications can be requested from the Office of Executive Director or the Membership Committee Chairperson.

The newly elected Governing Council shall meet jointly at its first meeting with members of the outgoing Governing Council. Officers and Committee Chairs or their designee are expected to attend Orientation and Governing Council Meetings.

PRESIDENT

- I. The President shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Be the chief executive officer of the Association.
 - C. Serve as presiding officer of the Association.
 - D. Be an ex officio member of all committees except Nominations.
 - E. Appoint the Chairperson and members of standing committees subject to approval of Governing Council.
 - F. Appoint advisory and special committees from time to time as deemed necessary to carry on the work of the Association.
 - G. Call an Executive Committee of the Governing Council meeting as necessary to review and discuss Association issues not requiring Governing Council or Membership approval or vote. Serves as Chair of the Executive Committee.
 - H. Perform such other duties as are customary to this office.
- II. The President may delegate tasks as he/she sees fit to the Office of Executive Director.
- III. The President shall appoint a parliamentarian for Governing Council and the annual business meeting.
- IV. The President shall appoint representatives to health related organizations to which SCPHA pays organizational dues.
- V. The President shall:
 - A. Set dates for Governing Council meetings and prepare the agendas, and
 - B. Meet jointly at its first meeting with the members of the outgoing Governing Council. It shall meet at other times and places to be determined by the President. Special meetings may be called at the written request of five (5) council members. At least fourteen (14) days notice of any Governing Council meeting shall be given members, in writing, stating the purpose of the meeting.
- VI. The President shall maintain liaison with APHA and SHA through the appointed representatives.
- VII. The President shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.

NOTE: Governing Council may take this same action against the President for the reasons outlined above.

PRESIDENT-ELECT

- I. The President-Elect shall:
- A. Serve for one year and assume office on July 1st.
 - B. Be an ex officio member of all standing committees and shall perform such other duties as are designated by the Governing Council or the President.
 - C. Serves as Chairperson of the Futures Committee, Scholarship Committee and serves on committees as assigned by the President.
 - D. Select committee chairs and members where appropriate in sufficient time to confirm appointments by the time he/she takes office as President. Submit a list of appointments to the Office of Executive Director for preparation of list for distribution to Governing Council members.
 - E. The President-Elect shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - F. Serves as a member of the Executive Committee of the Governing Council.

VICE PRESIDENT

- I. The Vice President shall assume all the duties of the President when, by absence or disability, the President is unable to perform those functions and shall perform other such duties as may be delegated by the Governing Council or the President.
- II. The Vice President shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Serve as Chairperson of the Public Health Month Committee.
 - C. Serve on committees as assigned by the President.
 - D. The Vice President- shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - E. Serve as a member of the Executive Committee of the Governing Council.

SECRETARY

- I. The Secretary shall keep the minutes of all meetings of the Association and the Governing Council and shall perform such other duties as are customary to the office.
- II. The Secretary shall:
 - A. Serve for one year and assume office on July 1st.
 - B. Record the minutes of all Governing Council and other Association meetings.
 - C. Process for preparing and distributing minutes
 1. Prepare the minutes of the previous month's meeting and new agenda for all Governing Council meetings. To include: typing, making copies, and bringing to the next Council meeting for hard-copy distribution.
 2. Send minutes to the President for review, after approval by the President, forward to the Office of the Executive Director two weeks prior to the next Governing Council meeting for electronic distribution.
 3. Responsible for collecting reports for the business meeting and making copies of those and previous year's business meeting minutes.
 - D. Prepare Sign-in Sheet for Governing Council and other Association meeting, to include changing date, check for any name changes and copy.
 - E. Be prepared to present all outstanding old business issues at the President's request.
 - F. Obtain and maintain a copy of all reports and proxies.
 - G. Serve as a member of the Executive Committee of the Governing Council.
 - H. The Secretary shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - I. Serve on committees as assigned by the President.
 - J. Provide incoming Secretary with minutes and any forms used from prior year in hard copy and electronic formats.

TREASURER

- I. The Treasurer shall oversee the funds of the Association, shall ensure that all of the appropriate financial records are in keeping with general accounting principles, shall ensure that funds are disbursed in accordance with approved Association policy and shall perform such other duties as are customary to the office.
- II. The Treasurer serves as Chairperson of the Finance Committee, member of Fiscal Review Committee and Scholarship Committee.
- III. The Treasurer shall:
 - A. Serve for two years and assume office on July 1st.
 - B. Confer with the outgoing Treasurer to arrange for an early and orderly transfer of records.
 - C. Work with Office of Executive Director to:
 1. Complete forms necessary to authorize access to the Association's checking and savings accounts.
 2. Assure the filing of the appropriate signature cards with bank.
 - D. Ensure that full and accurate accounts of all receipts and disbursements belonging to the Association are kept.
 - E. Review and approve check requests over \$500 and sign all checks written for \$500 and above.
 - F. Present monthly Treasurer's report to the Governing Council.
 - G. Present all requests for funds management by related groups to the Governing Council for approval of a contract.
 1. Assure Governing Council that management of funds will not impose a hardship upon the Association.
 2. Ensure that the director of the project, or their authorized representative, and the Treasurer of SCPHA signs a contract.
 3. Ensure that external accounts are provided with an account statement quarterly and upon request to verify account activity.
 - H. Distribute budget request forms to the appropriate Officers, Section Chairpersons and Committee Chairpersons by the August Governing Council Meeting. (See Finance Committee Section regarding the Association and Annual Meeting budget requests.)
 - I. Provide a financial status report to the Public Information Committee for inclusion in *The Bulletin* publication.
 - J. Serve as a member of the Executive Committee of Governing Council.
 - K. The Treasurer- shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - L. Serve on committees as assigned by the President.

IMMEDIATE PAST PRESIDENT

- I. The Immediate Past President shall:
- A. Serve for one year and assume office on July 1st immediately after his/her term as President.
 - B. The Immediate Past President- shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - C. Serve as Chairperson of the Past Presidents' Advisory Committee, Constitution and By-laws Committee and a member of the Futures Planning Committee.
 - D. Serve on committees as assigned by the President.

MEMBERS-at-LARGE

- I. There are four Members-at-Large each of whom is elected to a two-year term.
 - A. The Members-at-Large shall:
 1. Serve for two years with two members being newly elected each year.
 2. Think and speak as representatives of the membership body as a whole rather than as representatives of sections.
 3. Submit at least one award nomination for the Haynes Award and the Outstanding Service Award.
 4. Two Members-at-Large will serve as ex officio members of the Futures Committee.
 5. Two Members-at-Large will serve on Public Health Month Committee.
 6. Two Members-at-Large will serve on the Scholarship Committee.
 7. Two Members-at-Large will serve on the Annual Meeting Program Committee.
 8. The Members-at-Large shall attend orientation and attend all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 9. Serve on committees as assigned by the President.

REPRESENTATIVES TO APHA AND SHA

- I. The Governing Council shall appoint representative(s) to the Governing Councils of the American Public Health Association (APHA) and the Southern Health Association (SHA) upon recommendation of the President. These representatives shall serve on the Governing Council of SCPHA.
- A. The term of office for the representatives shall be three years.
 - B. These individuals serve as official representatives of SCPHA to the respective group. It is expected that each shall:
 - 1. Attend meetings of APHA or SHA.
 - a. At APHA, the Representative shall attend the Annual Meeting of the Committee on Affiliates. This meeting is usually held one day prior to the APHA Annual Meeting.
 - b. At SHA, the Representative shall attend the Annual Meeting, which is held in conjunction with sister states association annual meeting.
 - c. Attend the Governing Council meetings of the respective group.
 - 2. Obtain from the Governing Council of SCPHA comments, suggestions and proposals regarding current issues that are to be considered at the meetings of APHA or SHA.
 - 3. Regularly report pertinent issues and activities of APHA or SHA to the Governing Council of SCPHA and prepare written reports to be submitted to the Editor of *The Bulletin* for publication.
 - C. Affiliate Representative to Governing Council (ARGC) of APHA shall be a member of APHA. The ARGC serves as the primary contact person between APHA and SCPHA. The ARGC is responsible for disseminating information received from APHA to the Governing Council of SCPHA and vice versa. The ARGC is to represent SCPHA as an informed voice in the APHA Governing Council. He/she is responsible for maintaining liaison with the representatives of other affiliates.
 - D. The SHA Representative shall be a member of the Southern Health Association, and serve as primary contact between SHA and SCPHA.
 - E. The Representatives to APHA and SHA shall attend orientation and all Governing Council Meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
 - F. The Representatives to APHA and SHA shall be members of the Legislative Committee.
 - G. Serve on committees as assigned by the President.

Websites for APHA and SHA

www.apha.org

www.southernhealth.net

EXECUTIVE DIRECTOR

This section describes the Job Responsibilities of the Executive Director for the Association. These responsibilities are detailed in six (6) specific areas: Membership, Business and Financial, Meeting Planning, Day-to-Day Operations of the Association, Website Management, and Addition Responsibilities.

I. Membership Responsibilities

- A. Membership Promotion – promote membership in other organizations’ publications.
- B. Brochures/Packets – help prepare the membership application/brochure in consultation with the Membership Committee
- C. New and Renewing Members – receive and process new/renewal membership forms; Record pertinent information as requested; Maintain and secure membership database software; Mail welcome letter and membership card; Publish the names of new members in quarterly newsletter; Receive all membership payments, make deposits, record transactions, file and maintain paper applications as historical records.
- D. Membership Lists – revise and update membership lists as needed; prepare membership list monthly for membership chair and section chairs; prepare membership list as needed for APHA/SHA
- E. Notifies member of renewal deadlines at least 2 times prior to membership lapse; notifies member of membership lapse; informs membership chair of these notices.
- F. Membership Needs – responds to all inquiries about membership and the SCPHA; prepares a membership directory as directed by the Governing Council, and with the assistance of the Membership and Public Information Committees. Ideally, this publication will be updated annually for distribution at the annual meeting.
- G. Lifetime Membership – notifies Membership Chair of member reaching the lifetime qualification of 30 years.
- H. Provide the Membership Committee Chair with information regarding membership trends, marketing techniques, retention and related issues for a stronger membership base.

II. Business and Financial Responsibilities

- A. Handles all monies, disbursements and deposits as directed by the Governing Council which includes outside accounts. Reimbursement Form and Instructions can be found in Appendix 3.
- B. Outside Accounts – must be approved by SCPHA Governing Council before offering contract; receives monies, prepares deposits, prepares financial statements at least quarterly. Outside account statements will be issued upon request, if needed more frequently than quarterly for reporting purposes.
- C. Accepts faxed copies of invoices. Original documentation should be submitted to the Executive Director’s Office for retention. The Check Request Form must be submitted along with receipts, invoices and related documentation.
- D. Maintain financial records, including the original or copy of receipts and related paperwork.
- E. Writes checks routinely and upon request. Check request should be submitted at least five (5) working days prior to the need.
- F. All checks and invoices are to be sent directly from the vendor to the manager of the outside account for approval and proper documentation
- G. Outside accounts will be reviewed in the last quarter of the fiscal year in preparation for the January first renewal date. In conjunction with the Finance Committee, a customer service survey will be sent to all accounts for feedback. This information will be used as a part of the Executive Management Contract review as well as the fiscal review of the Association.

- H. SCPHA does not track or handle registrations for outside accounts, only deposits.
- I. Budget – in conjunction with the President, Treasurer and Finance Committee assist in preparing an annual budget; administer the operation of the budget to include receipt, disbursement and accounting of SCPHA funds
- J. Reports – provides monthly financial reports to the Treasurer and Governing Council at least 5 working days prior to monthly meeting; provide yearly financial statement to the Treasurer and Governing Council
- K. Review – prepares books and records for outside review, tax preparation and related fiscal reporting requirements.

III. Meeting Planning

- A. Prepares notification of monthly Governing Council meetings, which includes e-mail meeting reminders to officers, chairs and general membership at least two (2) weeks prior to the meeting. Emails should include attachments of the meeting agenda, minutes of previous month's meeting and any other documents specific to the upcoming meeting.
- B. When appropriate and/or requested, negotiate and sign any contract for SCPHA
- C. Assist as needed or requested in preparation of SCPHA sponsored events, including promotional mail outs for the Winter Conference, Public Health Month, Annual Meeting and other special events.
- D. Manage registration for the annual meeting under the direction of the Registration Committee Chair in accordance with the Convention Coordinators and Registration Committee Sections of this Procedure Manual.
- E. Attend all Governing Council meetings.
- F. Meet quarterly with the Executive Committee of Governing Council.

IV. Additional Responsibilities

- A. Association/Committees – prepares reports, membership list and information as requested; attends committee meetings as needed and when invited.
- B. Publications – work with appropriate committees to ensure appropriate and accurate content of *The Bulletin*; design and layout *The Bulletin*; organize and seek best cost for printing of *The Bulletin*; distributes within 30 days of deadline set for receiving newsletter contents.
- C. Maintains files for Secretary of State Office and Public Charities information.
- D. Maintains historical information of the Association

V. Routine Operations of the Association

- A. All details related to the daily operation of the Association, such as routinely checking the Post Office Box, mailing routine correspondence and similar day-to-day tasks.
- B. Responding to Association calls and correspondence
- C. Preparing and sending mass mail outs
- D. Assisting the President, President- Elect and other Council members in the transition from year to year on any activities that carry over into the next fiscal year.
- E. Updates and order stationary and other supplies as needed.

VI. Website

- A. Prepare website updates as needed – posting the latest publication of ***The Bulletin***, changes to leadership/ sections, registration information, meeting information, SCPHA supported meetings
- B. Update website as requested by the President or designee.
- C. Maintain domain name and hosting information for www.schpa.com
- D. Maintain current information on site.

PARLIAMENTARIAN

- I. The President appoints the Parliamentarian.
 - A. Duties of the Parliamentarian:
 - 1. Attend all Governing Council meetings and other meetings as requested. Notify the President in a timely manner if unable to attend.
 - 2. Assist the President and members in rulings on points of order and in answering parliamentary inquiries.
 - 3. Provide opinion in order for the presiding officer to make a ruling.
 - 4. Do not take sides in matters under discussion; opinions must be impartial.
 - B. Have available at all meetings a copy of the parliamentary authority of the Association, Robert's Rules of Order Revised. Be familiar with its contents. Matters not covered in the Constitution and Bylaws of the Association are covered in Robert's Rules of Order Revised.

SECTIONS AND FORUMS

The Governing Council shall establish sections and forums of the Association, combine or discontinue them where necessary, prescribe the criteria for establishment of sections and forums and maintain coordination among both. Dual membership is permitted in sections and forums. Members may cast ballots in both sections and forums.

I. PURPOSE:

- A. To provide units within the framework of the Association for the professional and personal development of its members.
- B. To provide special activities and programs to advance the interest of its members.

II. SECTION MEMBERSHIP:

- A. The membership of a section shall consist of individuals for whom it is the major field of interest. On petition of thirty (30) members interested in forming a section, such section may be established by majority affirmative vote or a quorum of eligible voters of the Association (and prior approval of the Governing Council) at any meeting of the Association provided that notice is given in the call for the meeting of the proposal to establish a section or sections.
- B. A Section will require review by the Executive Committee if:
 - 1. The membership is less than thirty (30) members for a period of two years and fails to elect officers for a period of two years; or
 - 2. The membership is thirty (30) or more members and fails to elect officers for a period of two years.

Upon review of the Executive Committee, the Section may continue to function with annual reviews or be dissolved.

III. FORUM MEMBERSHIP

- A. The membership of a forum shall consist of individuals for who it is the major field of interest. Such named forum may be established by majority affirmative vote or a quorum of eligible voters of the Association (and prior approval of the Governing Council) at any meeting of the Association provided that notice is given in the call for the meeting of the proposal to establish a forum or forums.
- B. A forum may be dissolved by vote of the Governing Council when the assembly of public interest no longer meets the prescribed criteria and/or benefit of the Association.

IV. MANAGEMENT:

The Section Council shall be composed of the Section Officers. The affairs and management of the section shall be vested in the Section Council, which shall establish policies and conduct the affairs of the section.

A. Use of Section Funds

Sections may use their funds for educational projects and programs, membership promotion, and community service activities. This includes the section's general budget and the amount raised through fundraising efforts. Purchases made for items to be donated to the Silent Auction are not appropriate use of section funds. The Governing Council shall approve any other expense planned by the section that falls outside of the activities listed above.

B. Fundraising Guidelines

Sections are allowed to sponsor fundraisings using the following guidelines:

1. Sections are required to obtain prior approval for all fundraisers from Governing Council.
2. All funds raised must be turned into the Treasurer for accountability.
3. Section chairs or designee should complete a "Request for Disbursement Check" form for all expenses.
4. The Section's budget will be increased by the amount of the net profit from the fundraiser.
5. If a Section has unspent funds from a fundraiser at the end of the fiscal year (December), the Section can request to carry forward the unspent funds to the next fiscal year. The request must be made at the December meeting and the funds can only be carried forward for one (1) year.
6. All other funds remaining in a Section's budget at the end of the fiscal year will return to the Association's operating budget.

V. DUTIES OF SECTION COUNCIL:

- A. To transact general business between meetings.
- B. To appoint members of Section Committee on Nominations and approve the appointment of persons to special committees.
- C. To plan mid-year educational workshops of interest to section members. When workshops are of interest to two or more sections these endeavors may be joint ventures with other sections.
- D. To act as the governing body of the section by formulating rules of procedure, plans, scope and policies of the section.
- E. To promote membership in the section.
- F. To submit annually to the Governing Council of SCPHA, a report of the transactions of the section.
- G. To consider and transmit to the Governing Council of SCPHA, resolutions originating in the section.
- H. To appoint members to the Continuing Education, Legislative, Membership, Program, Public Health Month, and Public Information Committees of SCPHA.
- I. To meet as often as necessary to conduct the affairs of the section. A quorum of the Section Council shall consist of three elected officers.

VI. SECTION OFFICERS:

- A. The officers of the section, elected from the section membership, shall be the Chairperson, Chair-elect, Vice Chairperson, Secretary and two Members-at-Large.
- B. The terms of office for the Chairperson, Chair-elect, Vice Chairperson, and Secretary shall be one year. Each Vice Chairperson will assume the office of Chair-elect the following year. The terms of office for the two members-at-large shall be for two years. Each term of office shall begin July first after the election. The Vice Chairperson, one Member-at-Large and Secretary shall be elected each year. All elections shall be by secret ballot.

VII. DUTIES OF SECTION OFFICERS:

A. The Chairperson shall:

1. Call and preside at section meetings. Shall be responsible for leadership in section affairs and appointment of committees within the section and representatives to Association committees.
2. Attend Orientation for newly elected Governing Council members scheduled at the first meeting with members of the outgoing Governing Council.
3. Be a member of the Governing Council of the Association; shall designate a proxy to a Section Officer or a Member of the Section, or submit a written report to the Association Secretary when unable to attend Governing Council meetings. The President may ask for the resignation of a Governing Council Member or request his/her removal with the approval of Governing Council for one or more of the following reasons: 1) missing three (3) consecutive unexcused Governing Council meetings without assigning proxy or submitting a written report to the Association Secretary; 2) consistently failing to perform duties of the office; and/or 3) engaging in conduct resulting in criminal conviction.
4. Ensure at least one nominee for any or all of the Association awards are submitted to the Awards Committee.
5. Upon completion of term of office, transfer all official records of the section in his/her possession to the custody of the new Chairperson.
6. Call a meeting prior to the Annual Meeting to prepare a slate of nominees for the Section's officers. Secure consent of all potential candidates. Voting should occur by secret ballot. Verify that all voting members are in good standing with the Association. Present slate of officers to section at or prior to the Annual Meeting's business meeting.

B. The Chair-elect shall assist the Chairperson with section responsibilities and business and act in the absence of the Chairperson.

C. The Vice-chair shall assist the Chairperson and Chair-elect with section responsibilities and business and act in the absence of the Chair-elect.

D. The Secretary shall keep minutes of all meetings of the section. The Secretary shall obtain reports from section committees so that they may be retained as a permanent part of the section's records.

E. The Members-at-Large shall be aware of the opinions of the majority of the membership and present these to the officers when appropriate. The Members-at-Large shall function as the membership's advocate at section meetings.

VIII. AUTHORIZED SECTIONS AND THE PURPOSE AND GOAL OF EACH

- A. **HEALTH EDUCATION:** This section is founded on the principles and concepts of the educational, biological, social behavioral and medical sciences. Health Education requires clear planning, objectives and evaluation. Health Education focuses on helping people acquire the knowledge and skills needed to adopt behavior conducive to their health and the health of the community.
- B. **MANAGEMENT SUPPORT:** This section is dedicated to presenting programs and engaging in activities that captivate the interest of support personnel in all public health programs and motivates them both professionally and personally. SCPHA recognizes that support personnel are indispensable and the programs geared to their needs are most important to the effectiveness of the Association and to the success of public health programs.
- C. **DISEASE CONTROL:** This section has as its goal the promotion of better control of both infectious and chronic diseases. In the pursuit of this goal, it is intended that the section will address primary and secondary prevention in controllable diseases and innovative methods for disease control.

- D. ENVIRONMENTAL HEALTH: This section promotes health and human comfort of man's environment. Members of this section are principally from the field of environmental engineering, sanitation, planning and management and others interested in the quality of the environment.
- E. HEALTH ADMINISTRATION: This section is concerned with management of facilities and services in delivery of health care. The membership of this section is made up of persons generally in administrative and supervisory positions and directors of health care programs, service units, and facilities.
- F. PUBLIC HEALTH NURSING: This section promotes opportunities to update nurses in current practices and in-service education relative to public health nursing practices.
- G. NUTRITION: This section is concerned with promotion of sound nutrition practices. Good nutrition is basic to the promotion of optimum health and disease prevention at all stages of the life cycle.
- H. ALCOHOL, TOBACCO AND OTHER DRUGS: This section provides a forum for public health professionals from all disciplines to learn about the negative impact of substance abuse on individual, family and community health. Activities of the section are aimed at increasing awareness of the interrelationship of the use of alcohol and other drugs to a variety of public health and safety problems including addiction, homelessness, mental illness, AIDS, poor nutrition, birth defects, family violence, injuries, premature deaths, crime, child abuse and neglect, teen pregnancy, school dropouts, etc.
- I. HEALTH AND HUMAN SERVICES: This section is concerned with issues related to the financing of health care including: the impact of financing mechanisms on quality care, health status, and the health care system; federal, state and private insurance programs; and national health insurance and national health policy related to reimbursement systems.
- J. SOCIAL WORK: This section provides a forum where individuals can exchange ideas, share information and discuss mutual concerns and objectives in public health. Activities of the section are to provide an advocate for citizens' rights to health care and to study the psychosocial affects of health care.

STANDING COMMITTEES

The Standing Committees exist in order to plan and carry out the functions of the Association. Standing Committee Chairs are expected to meet with incoming Committee Chairs to review activities and make recommendations for upcoming year.

The chairperson and members of standing committees shall be appointed annually by the President subject to the approval of the Governing Council except where otherwise specified. Committee members shall pay annual dues no later than thirty (30) days after member's anniversary date to be eligible to serve on a committee.

All Committees are responsible for submitting a budget request to the Treasurer (see Budget Request Form in Appendix 2).

The following are SCPHA Standing Committees:

- Awards Committee
- Constitution and Bylaws Committee
- Continuing Education Committee
- Finance Committee
- Fiscal Review Committee
- Futures Planning Committee
- Legislative Committee
- Membership Committee
- Nominating Committee
- Past Presidents' Advisory Committee
- Program Committee
- Public Health Month Committee
- Public Information Committee
- Resolutions Committee
- Scholarship Committee

AWARDS COMMITTEE

I. Responsibilities of the Committee:

- A. The South Carolina Public Health Association recognizes individuals and organizations that have made outstanding contributions to the Association and/or to public health through the presentation of awards at the Annual Meeting of the Association. The Legislative Committee will designate a time, in agreement with the recipient, to present the Douglas E. Bryant Legislator(s) of the Year Award.
- B. This Committee shall be responsible for recruiting nominees for the Association Awards, verifying eligibility of nominees, and recommending candidates to the Governing Council for the final selection.

II. Composition of the Committee:

Six members shall be appointed to serve two-year rotating terms, three members being newly appointed each year. Members may be reappointed for multiple terms.

- A. The President is to appoint all members of this committee and designate the Chairperson. Basic selection of committee members should be made from the list of members interested in serving on a committee, which will be provided by the Office of Executive Director.

III. Description of Awards:

- A. James A. Hayne Award: This award honors the memory of the Association's first President and is bestowed upon a member in recognition of particularly meritorious achievements in public health over an extended period of time. To be eligible for the Haynes Award, a nominee must have been a member of the Association for at least five consecutive years, contribute directly to the health of a local, regional or state community, having performed professionally above and beyond the usual requirements, and not be an incumbent of one of the elective offices of the Association as stated in Article V of the Constitution.
- B. J. Marion Sims Award: This award is named for the South Carolina physician known as the "Father of Gynecology." It is bestowed upon a member who has contributed to public health over a limited period of time, or a non-member, group or organization in recognition of a particularly outstanding contribution of either short or long duration. A nominee for the Sims Award must be engaged in activities contributing directly to the health of a local, regional, or state community and have demonstrated achievements above and beyond usual expectations. The nominee must have contributed substantially to the achievement of optimum community health in South Carolina and not be an incumbent of one of the elective offices of the South Carolina Public health Association as stated in Article V of the Constitution.
- C. Environmentalist of the Year Award: This award serves as an incentive for greater contribution rather than an accolade bestowed near the end of a career. This honor is given to an individual who has not been recognized for his contribution in a manner commensurate with his activities. To be eligible for the Environmentalist of the Year Award, a nominee must have been an active member of the Association for the past two years and must have made significant contributions to enhancement of the environment. He must also be active in his vocation, rather than retired.
- D. Outstanding Service Award: This special award is presented to individuals/organizations who have distinguished themselves over an extended period of time in service to the Association and to forwarding the cause of public health. A nominee should be well known to go above and beyond usual requirements to complete a job.
- E. Michael Suber Media Excellence Award: This award is bestowed upon a reporter, producer, writer, newspaper, magazine, radio station or television station having shown excellence in the field of public relations, communication arts, and diverse media utilization.
- F. Public Health Nursing Award: This award recognizes the outstanding contributions of a registered nurse practicing in the area of community health. To be eligible, a nominee must have been an active member of SCPHA for the past two years; have demonstrated outstanding achievements in the area of clinical practice, administration or education; have promoted excellence in community health nursing or community wellness

and have actively participated in professional and civic organizations.

- G. Douglas E. Bryant Outstanding Legislator Award: This award is bestowed upon a legislator(s) who has demonstrated significant commitment to Public Health in South Carolina. This award was established in April 1990, the first presentation occurred in 1990. The SCPHA Legislative Committee recommends nominees for this award to Governing Council (see Legislative Committee).
- H. Lucinda Thomas Award: This award honors the memory of a dedicated and effective health educator and is bestowed upon a member in recognition for outstanding contribution in the field of health education and promotion. This award was established in October 1994, and presented for the first time in 1995. To be eligible for this award, a nominee must have been a member of the Association for the past two years; be a practicing health educator who has demonstrated outstanding achievements in health education/promotion in the clinical and/or community setting; demonstrated active participation in the growth of the profession through participation and leadership.
- I. James Douglas Welsh Award: This award honors the memory of the late Jimmy Welsh, former Chairman of the Alcohol, Tobacco, and Other Drug Section of the South Carolina Public Health Association, for his dedicated service and outstanding contributions to the Section, to the Association, as well as to the field of alcohol and other drug abuse. Under his leadership, during a one-year period, the membership of the Section grew from the smallest to the largest of the Association's twelve Sections. This award was established in April 1995, and presented for the first time in 1996. To be eligible for this award, a nominee must have been a member of SCPHA for the past four years, have served for a minimum of two of these years as a member of the Alcohol, Tobacco and other Drug Section, and must have demonstrated significant leadership and contributions to the development of alcohol, tobacco, or other drug policy within public health. The Section Executive Committee will assist the SCPHA Awards Committee in determination of this award.
- J. Edd Hiott Outstanding Public Health Retiree Award: This award was established in 1996 and is presented to an individual who has been a member of SCPHA for at least two years. A nominee must have contributed innovative ideas and supported the activities of a section, and/or committee.
- K. Ann G. Owens Management Support Award: This award is given by the Management Support Section to recognize an individual or a group of individuals who have demonstrated significant achievement and/or made an outstanding contribution to the administrative support of the overall Association and/or public health in South Carolina.
- L. Public Health Social Work Award: This award was established in 2007 and will honor an outstanding member of the Social Work Section of SCPHA who demonstrates achievement in the field of public health in the area of Clinical Social Work Practice, Social Work Administration and Community Health. To be eligible for this award a nominee must be an active member of the SCPHA Social Work Section and must be licensed in good standing in the state of South Carolina.
- M. President's Award: The SCPHA President may give this award(s) to a member(s) who has provided outstanding service to the Association throughout the year and to the President.

IV. Procedures for making nominations for SCPHA awards.

- A. Only members in good standing with the Association may make nominations.
- B. Forms for submitting nominations for awards are available from the SCPHA Office of the Executive Director or the SCPHA website.
- C. All nominations must be filed by the deadline announced by the Awards Committee Chairperson.
- D. Nominations are to be addressed to the Chairperson of the Awards Committee. A person or group not selected may be re-nominated and current materials submitted at the time of re-nomination; however, a current Nomination Form must be completed and submitted with the previous year(s) support information.

- E. Supporting materials of any length and in any number may be submitted. The Application packet must include an original and four (4) copies of the following:
1. Completed Award Nomination Form;
 2. A minimum of three (3) supporting endorsement letters from appropriate individuals and organizations; and
 3. A narrative, not to exceed one (1) typed page addressing how the nominee meets the award criteria and include examples of significant professional contributions and accomplishments and any other additional pertinent information. Also document that the individual is a member of the Association in good standing, if required by the award criteria.

V. Duties of the Committee:

- A. Establish the deadline for submission of nominations. The deadline must provide ample time for the committee to select recipients, present recommendations to Governing Council at the April meeting, and to order and receive plaques prior to the Annual Meeting. The Legislative Committee will present the recommendations for the Douglas E. Bryant Legislator (s) of the Year to Governing Council at a time designated by the Legislative Committee in agreement with the annual award recipient.
- B. Provide information calling for awards nominations to *The Bulletin* Editor for timely publication. Information for the article should include awards descriptions, qualifications of nominees for each award and the deadline for submitting nominations.
- C. Update the Nomination Application and distribute at Governing Council meeting and send to the Executive Director to post on the website.
- D. Remind section chairs to submit at least one award nomination at or before the March Governing Council meeting.
- E. Remind Members-at-Large to submit at least one nominee for the James A. Hayne Award and for the Outstanding Service Award at or before the March Governing Council meeting.
- F. Remind the Chairperson of the Public Information Committee to submit at least one nominee for the Michael J. Suber Media Excellence Award at or before the March Governing Council meeting.
- G. All committee members shall be provided with copies of the nominations and all supporting documents for their consideration prior to the meeting of the committee. A time and place shall be set by the committee chairperson to:
 1. Review nominations and determine the eligibility of each nominee.
 2. Review nominations for possible competition for an award other than the one submitted, after concurrence by the originator of the nomination.
 3. Make final recommendations on awards recipients.
 4. In the event that a committee member is nominated for an award, that member may not vote for a recipient of that particular award.
- H. The Award Committee will make a recommendation to accept the award recipients who shall be presented at the April Governing Council meeting for approval.
- I. Order plaques/certificates for awards recipients and obtain an engraved gavel for presentation to the outgoing President. Allow at least three weeks for the preparation of the plaques.

1. Finalize arrangements on presentations of awards, i.e. who will make the presentations and the final text for presentations.
 2. Coordinate arrangements of presenters and/or recipients' guests with Convention Coordinators. With Coordinators, determine number of guests allowed per recipient and the related Association costs.
 3. Coordinate with the Award Nominator how guests will be notified of personal costs, what costs the Association will cover, and arrival time and place to attend the presentation.
 4. Give the Convention photographer or Convention Coordinator a list of pictures to be taken at the Awards Presentation.
- J. Develop and produce an Awards Program for distribution at the annual meeting awards ceremony. (This document will be produced only when the budget allowance can cover the costs.)
1. Summarize information from the Nomination Application on each award recipient. Enter this information in a *Word* document, which will be developed, into the Program.
 2. Enter the Award Criteria for each award used in the selection process in the *Word* document.
 3. Complete the Awards Program by listing past winners of the awards.
 4. Submit the Program for printing and binding, allowing adequate time for production prior to the annual meeting.
 5. Distribute the Awards Programs at the annual meeting awards ceremony, giving additional copies to recipients if requested.
- K. Upon returning from the annual meeting, work with the Public Information Committee Chair to prepare an article for news release and ***The Bulletin*** announcing award recipients.
- L. Maintain all Nomination Applications for all nominees for five years.

CONSTITUTION AND BYLAWS COMMITTEE

I. Responsibilities of the Committee:

This Committee shall be responsible for reviewing the Constitution and Bylaws of the Association (annually) and for proposing amendments as necessary and keeping the Procedures Manual current.

II. Composition of the committee:

This Committee shall consist of:

- A. The Immediate Past President as Chair
- B. Three (3) members appointed by the Chair of the Past President's Advisory Committee
- C. Three (3) other members appointed by the President

III. Duties of the Committee:

- A. The Chairperson will meet with the President to be briefed on any unfinished business of the Committee. The Chairperson shall receive any written materials essential to the ongoing Committee work.
- B. Accept recommended changes from committees, Governing Council, sections or individual members.
- C. Review the Constitution and Bylaws for additional changes needed.
- D. Constitutional Amendments:
 - 1. Present proposed changes along with the rationale for each change to Governing Council for approval no later than the February Governing Council meeting.
 - 2. Must be approved by Governing Council.
 - 3. Must then be distributed to the membership not less than thirty-days (30) prior to the vote (vote may be by mail ballot or at any meeting of the Association).
 - 4. Amendment of the Constitution requires affirmative two-thirds vote of eligible members of the Association voting thereon by ballot cast by mail or at any meeting.
 - 5. Provide a copy of the amendments, which were adopted, to the Office of Executive Director for update of the master copy of the Constitution and to post on the Association website.
- E. Bylaws Amendments:
 - 1. Present proposed changes along with the rationale for each change to Governing Council for approval no later than February Governing Council meeting.
 - 2. Must be approved by Governing Council no later than the April Meeting.
 - 3. Previous notice to the membership is not required.
 - 4. Amendment of the Bylaws requires two-thirds (2/3) affirmative vote of the members of the Association present and voting at any meeting or by a majority affirmative vote of eligible members of the Association voting thereon by ballot cast by mail.
 - 5. Provide a copy of the amendments, which were adopted by the Association, to the Office of Executive Director for update of the master copy of the Bylaws and to post on the Association website.

F. Procedures Manual Update:

1. Review the Procedures Manual to determine if it concurs with the Constitution and Bylaws.
 2. Revise Manual as necessary. Indicate by underline if item is taken from the Constitution and Bylaws. All edits made in the prior year should be approved and made available by July 1st for new officer orientation.
 3. Present updated information to Governing Council for approval.
 4. Revise the Procedures Manual as necessary. All edits made in the prior year should be approved and made available by July 1st for new officer orientation. Provide approved updated information to the Office of Executive Director for master copy of the Procedures Manual.
- G. The Chairperson will meet with the President to be briefed on any unfinished business of the Committee. The Chairperson shall receive any written materials essential to the ongoing Committee work.

CONTINUING EDUCATION COMMITTEE

I. Responsibilities of this Committee:

This Committee shall be responsible for supporting regional conferences and initiating action, and direction for educational programs.

II. Composition of the Committee:

The Chairperson is to be appointed by the President. The President and Chairperson shall appoint additional committee members. Each Section Chair designates a member to serve on this committee.

III. Duties of the Committee:

- A. Call Committee meeting early in the year to plan agenda.
- B. Assist Section and Committee Chairs in planning continuing education events.
- C. Obtain continuing education credits for programs when feasible.

FINANCE COMMITTEE

I. Responsibilities of the Committee:

This Committee shall be responsible for the preparation of an annual budget for the Association, studying its financial status, making recommendations regarding these matters to the Governing Council, and notifying the President regarding the annual audit review.

II. Composition of the Committee:

- A. The Finance Committee shall be composed of the Treasurer of the Association and at least two additional members.
- B. The Treasurer serves as Chairperson.
- C. Basic selection of membership is made from the list of members interested in serving on a committee. However, there may be other members with special qualifications whom the President may appoint.

III. Duties of the Committee:

- A. The Treasurer will call the initial committee meeting prior to the first Governing Council meeting to establish financial management for the year.
- B. Present preliminary budget at the September Governing Council Meeting.
 - 1. Review previous budgets to determine fixed and recurring expenditures.
 - 2. Solicit and review requests from Officers, Section Chairs, and Committee Chairs for input in the preparation of the budget.
 - 3. Receive input from Convention Coordinator(s) to develop Annual Meeting budget.
 - 4. Prepare and submit a separate Annual Meeting budget using historical information and convention committees' budget requests.
- C. Prepare final budget for approval by Governing Council no later than the December meeting, effective January 1st.

FISCAL REVIEW COMMITTEE

I. Responsibilities of the Committee:

This Committee is responsible for seeing that a review/audit of the financial records is performed in a timely manner.

II. Composition of the Committee:

The Fiscal Review Committee shall consist of:

- A. The Chair as appointed by the President
- B. The Treasurer
- C. The Office of Executive Director

III. Duties of the Committee:

- A. Ensure an independent Accountant performs a review of the fiscal records in a timely manner and prepares a written report of the findings.
- B. Review the findings outlined in the report and make suggestions for improvement.
- C. Send a copy of the report to the President and present the report to the Governing Council.

FUTURES PLANNING COMMITTEE

I. Responsibilities of the Committee:

This Committee acts in an advisory capacity to the Governing Council and is charged with ensuring continuity with respect to the course and activities of the Association.

II. Composition of the Committee:

The Futures Planning Committee shall consist of:

- A. The President-elect as Chairperson.
- B. The Immediate Past President.
- C. One representative from the Environmental Quality Control field, the SC Environmental Health Association, a state agency, a private agency, four (4) other health, social services and/or community-based organizations, a grassroots organization or the University of South Carolina School of Public Health. The President appoints them.
- D. The President and Members-at-Large are ex officio members.

III. Duties of the Committee:

- A. The Chairperson will meet with the President to be briefed on any unfinished business of the Committee. The Chairperson shall receive any written materials essential to the ongoing Committee work.
- B. The Chairperson will schedule an organizational meeting as early in the Association year as possible.
 - 1. Schedule activities to continue with projects underway from the previous year.
 - 2. Plan any new initiatives dictated by current and/or growing issues.
 - 3. Monitor progress of the strategic plan.
 - 4. Provide updates at each Governing Council meeting.

LEGISLATIVE COMMITTEE

I. Responsibilities of the Committee:

This Committee recommends the Association's legislative agenda to Governing Council, reviews and reports to Governing Council on key public health legislation and recommends official position and action, which the Association should take with respect to proposed legislation. The Committee Chairperson and the SCPHA President shall make urgent or emergency decisions, or actions about specific legislation.

The Committee shall solicit nominations for the Douglas E. Bryant Legislator(s) of the Year Award annually. The award shall be presented at a time and place selected by the Committee and the recipient, if a nominee is selected.

II. Composition of the Committee:

This Committee shall consist of:

- A. A Chairperson appointed by the President
- B. One member from each section.
- C. The representative to the American Public Health Association and the representative to the Southern Health Association shall be members of the committee.
- D. The Chair of the Resolutions Committee shall serve on the committee.
- E. The President and/or Chair may appoint additional members.
- F. Members may be re-appointed to serve multiple terms.

III. Duties of the Committee:

- A. Identify and present to the President at least three public health issues for the next legislative session.
- B. Establish a meeting schedule and a process to monitor the selected public health issues.
- C. Report monthly to Governing Council on the status of pending key legislation as necessary.
- D. Submit article(s) to the editor of ***The Bulletin*** regarding the status of pending legislation for publication.
- E. Annually review criteria for Douglas E. Bryant Legislator(s) of the Year Award, submitting any changes, recommended by the committee, to Governing Council for approval.
- F. Send a request to the Office of the Executive Director to post the application on the website and send an email to membership soliciting nominations.
- G. Establish timeline for the process to include receipt of the nominations, committee meeting dates for review and selection, soliciting funds to sponsor an awards ceremony, planning and coordinating the event and presentation of the award.
- H. Solicit and review all nominations to determine eligibility based on criteria defined below. Present final recommendation of award nominee to Governing Council for approval at least two (2) months in advance of the award presentation.
- I. Submit name to Awards Committee to order the award plaque(s) allowing at least two (2) weeks for preparation of plaque.

- J. Identify a location/facility, time and date for the presentation. Identify and coordinate food for a reception, if appropriate for the setting. Identify funding sponsors to cover the cost of the event, in cooperation with the Sponsors Committee.
- K. Finalize arrangements on transportation of recipient(s) and presentation of award(s).
- L. Prepare an invitation list, with input from the recipient, SCPHA President, Public Information Chair and the Legislative Committee members. Seek assistance of the Invitations Committee.
- M. Prepare and mail invitations, with assistance of the Committee, Invitations Committee and the Office of the Executive Director. Request the Executive Director send an email to all membership promoting the awards event.
- N. Prepare and submit an article to the editor of *The Bulletin* for release.
- O. Arrange for photography at the event.

IV. Criteria for Douglas E. Bryant Legislator of the Year Award

- A. Individuals making nominations must be current SCPHA members in good standing. The nomination form can be found in Appendix 6.
- B. Award Nomination Eligibility Criteria:
 - 1. Nominee must be a current resident of South Carolina.
 - 2. Nominee must be an elected state or federal public servant.
 - 3. Nominee must not have received the award in the past four (4) years.
 - 4. Nominee must have demonstrated significant commitment to the public health of South Carolina through proven records of sponsorship and support of beneficial health policies.
- C. Documentation Needed With Nomination:
 - 1. Award Nomination Application,
 - 2. Letter of nomination,
 - 3. Current curriculum vitae and/or resume',
 - 4. Evidence of a proven record of sponsorship and support of beneficial health policies, regulations, and legislation and/or statutes.
 - 5. At least two (2) Letters of Support is suggested.
- D. Submit an original and four (4) copies of the Nomination Application to the Legislative Committee Chair by the designated deadline.

MEMBERSHIP COMMITTEE

I. Responsibilities of the Committee:

This Committee shall be responsible for considering and developing ways and means of recruiting members, receiving applications for membership, passing on eligibility for membership classification and recommending election of applicants by the Governing Council.

II. Composition of the Committee:

This Committee shall consist of:

- A. A Chairperson who shall be appointed annually by the President.
- B. One member from each section designated by the Section Chairperson, and
- C. Other members as the President may wish to appoint.

III. Duties of this Committee:

- A. Each member must pay current year dues by no later than 30 days after member's anniversary date.
- B. The Chairperson shall:
 - 1. Obtain final membership list for the previous fiscal year from the Office of the Executive Director.
 - 2. Contact organizational members by letter during July thanking them for past support and urging continued membership and support.
 - 3. Call the first meeting of the full Membership Committee as soon after July 1st as possible.
 - 4. Attend Governing Council meetings to report on activities of the Committee and status of current year recruitment and renewals.
 - 5. Obtain updated membership list monthly from the Office of Executive Director.
 - 6. Make a final verbal report at the Annual Business meeting and submit the report in writing to the secretary of SCPHA.
 - 7. Report Life and Honorary Membership at the Awards presentation.
- C. The Committee members will:
 - 1. Develop membership promotion strategies.
 - 2. Initiate membership promotion campaign to attract new members (including organizational, student and regular) and early renewal of current or former members.
 - 3. Review and revise the membership brochure, application form and membership card as necessary.
 - 4. Maintain inventory of membership brochures, application forms and membership cards, reorder when necessary.
 - 5. Prepare and submit list of eligible members for lifetime and honorary membership to Governing Council by the middle of the association year.
 - 6. Prepare and submit a list of Association members' committee preferences to the President by July 1st each year.

7. Forward all membership applications (new and renewal) and dues payment to the Office of Executive Director for update of the membership file and deposit of dues.
8. When membership applications are returned, by the Office of Executive Director, file membership applications alphabetically and retain until final membership list is prepared at the close of the fiscal year.
9. Provide all Section/Committee Chairs with a list of current and lapsing membership on a monthly basis.

IV. CLASSES AND DESCRIPTION OF MEMBERSHIP:

- A. Regular Member: Any active worker in the health field, or other persons interested in the promotion of public health and the object of the South Carolina Public Health Association who pays dues annually. A regular member shall be eligible to vote and hold office.
- B. Retiree Member: A member who is no longer employed and/or engaged in a full-time position in a health field or other related public health field. The retiree member shall have all the privileges of regular membership and the dues reduced to 50% of the prevailing rate.
- C. Lifetime Member: A member is eligible to purchase a lifetime membership if he/she has been a member of the Association for 30 years and makes a one-time payment equal to the regular annual dues. Lifetime membership confers all the privileges of regular membership.
- D. Student Member: Any person enrolled full-time at an accredited institution of higher learning who is interested in the promotion of public health and the object of the South Carolina Public Health Association and who pays dues annually. A student member shall have all the privileges of regular membership and the dues reduced to 50% of the prevailing rate.
- E. Honorary Member: Any person or group of individuals, agency or any organization who has rendered service to the cause of public health with local, state or national impact deserving of special recognition. Any member may submit nominations and supporting justifications. Election to honorary membership shall be by three-fourths vote of the Governing Council. Honorary membership does not confer any privileges reserved for a regular member.
- F. Organizational Member: Any corporation or organization interested in the growth and development of the Association who is willing to contribute in a large measure to its support and who pays dues annually. An organizational member as an identity is entitled to one vote. This identity shall not be eligible to hold office.

V. Membership Dues are as Follows:

- A. Annual dues should be paid by the anniversary date of initial membership application.
 1. Regular Member: \$36.00
 2. Retiree Member: \$18.00
 3. Lifetime Member: A member who has reached thirty years of membership, and makes a one-time payment of \$36.00 (regular annual dues amount).
 4. Student Member: \$18.00
 5. Honorary Member: No dues
 6. Organizational Member (Governmental, non-profit and other organizations): \$100.00 annually

NOMINATING COMMITTEE

I. Responsibilities of the Committee:

This Committee shall be responsible for selecting and presenting a slate of qualified candidates, preparation and distribution of the election ballot and the tally of votes as defined in Article IV of the Bylaws.

II. Composition of the Committee:

The Nominating Committee shall be composed of five members appointed by the Governing Council. The Chairperson shall be chosen from the Governing Council and the remaining four shall be chosen from the membership at large.

III. Duties of the Committee:

A. Determine time frame and set deadlines.

B. The slate of officers should be submitted to Governing Council for approval prior to sending to the membership for voting. The slate of officers and the election ballot must be mailed to all voting members at least 30 days prior to the Annual Meeting. Note: Contact Office of the Executive Director to ensure that ballot envelopes and return envelopes are ordered no later than March 31st.

C. Nomination Process:

1. Decide how the list of candidates for each position shall be selected:

- a. Membership may be polled by mail or *The Bulletin*.
- b. The Nominating Committee may make selection.

2. Check eligibility of each candidate as follows: the President-elect, vice President, secretary and treasurer must have been a member of the Association for the immediate past three years prior to taking office.

3. Obtain the agreement of each candidate to serve, if elected, prior to distribution of the nominating ballot.

4. Prepare a list of two or more candidates for each elective position to be filled. Present slate of officers for Governing Council approval prior to sending to the membership for voting.

5. The Nominating Ballot should be distributed to all qualified voting members at least 60 days prior to the annual meeting.

IV. Preparation and Distribution of Slate of Officers (Nominating Ballot)

A. Distribute the slate of officers to all voting members at least thirty-days (30) prior to the Annual Meeting. *The Bulletin* and website may be used for this purpose. Information should include:

1. A brief biographical summary listing the qualifications of each candidate

2. A photo of each candidate.

3. Detailed instructions for submission of additional nominees. These instructions outlined in the Bylaws are as follows: Additional candidates may be placed in nomination by petition of 50 or more voting members. Said petition must be submitted to the chairman of the Nominating Committee before the stated deadline. Names of such nominees, if eligible, shall be included on the election ballot.

- V. Candidates placed in nomination by petition. If any petitions are received nominating additional candidates:
 - A. Be sure that at least 50 voting members have signed the petition.
 - B. Check eligibility of the candidate.
 - C. Include name on election ballot.

- VI. Preparation and mailing of Election Ballots.
 - A. Prepare election ballot
 - 1. The heading should state: 20xx SC Public Health Association Official Ballot
 - 2. The instructions should state: Mark the line next to your choice on the Ballot. Place the completed Ballot in the envelope marked BALLOT and seal envelope. Place the Ballot envelope in the return addressed envelope and sign your name on the line indicated. (NOTE: Unsigned return addressed envelopes will not be counted.) Mail your completed Ballot to arrive no later than XX/XX/XX. The deadline for returning ballots is most important.
 - 3. The body of the Ballot should list the name of the office, how many people to vote for and provide a space for marking your choice.
 - 4. Request mailing labels for the current year members (only current-year members are eligible to vote) from the Office of the Executive Director. Request a listing of those members who will receive the ballot. Obtain mailing envelopes, ballot envelopes and return envelopes from the Office of the Executive Director.
 - B. Mail out ballots to all voting members at least thirty days prior to the Annual Meeting.

- VII. Return of Ballots
 - A. The Office of Executive Director will collect the return ballots and turn them over to the nominating committee Chairperson periodically as requested by the Chairperson.
 - B. The Nominating Committee Chairperson will check the validity of returned ballots: It is suggested that this be done everyday or two until the deadline for ease of operation. However, it can all be done after the deadline for returning the ballots.
 - 1. Compare the signature on the return envelope with the list of members who received ballots.
 - 2. Check off the voting member's name on the list to insure only one vote from the member.
 - 3. Throw out any unsigned or illegibly signed envelope.
 - 4. Throw out any ballot received after the deadline.

- VIII. Tabulation of Ballots
 - A. The Chairperson will call a meeting of the Nominating Committee. At least four members must be present to tabulate ballots. Ballots will be tabulated in accordance with Roberts Rules of Order (Revised).
 - B. After throwing out all invalid ballots, open and stack all valid ballots.
 - C. One member will call out the name marked for each office on each ballot.
 - D. Three members will separately tally the number of votes for each nominee.
 - E. The count tallied by the three members, are to agree or be reconciled before considering the count correct.

F. The count should confirm a majority of votes cast. If not received by any one candidate, when more than two (2) candidates are voted upon, the two (2) candidates receiving the most votes will be voted upon by written ballot at the annual meeting.

IX. Report of the Nominating Committee

The Nominating Committee Chairperson will prepare and present a report for the annual business meeting of the Association.

X. News Release

Send newly elected officers and Council Members photos along with an appropriate article to the Office of Executive Director for preparation of a news release.

PAST PRESIDENTS' ADVISORY COMMITTEE

I. Responsibilities of the Committee:

This Committee acts in an advisory capacity to the Governing Council to lend guidance and advice and may be assigned special projects by the President.

The Chair will serve as Chair of the Constitution and Bylaws Committee.

II. Composition of the Committee:

A. The Immediate Past President shall serve as Chairperson.

B. The Past Presidents' Advisory Committee shall consist of the Past Presidents of the Association.

III. Duties of the Committee:

A. Serve on other committees as assigned by the President.

B. Assist with monitoring of the SCPHA Strategic Plan.

C. Provide assistance with special projects/activities as requested by the President.

D. Act as historians for the Association.

E. Develop Retention Schedule for maintenance and archiving of Association documents.

PROGRAM COMMITTEE

I. Responsibilities of the Committee:

This Committee shall be responsible for planning the program for the Annual Meeting of the Association.

II. Composition of the Committee:

The Committee shall consist of a Chairperson appointed by the President and one representative from each section of the Association designated by the Section Chairperson. The President or Program Committee Chairperson may appoint additional committee members.

III. Duties of the Committee Chairperson:

- A. The Committee Chairperson will call a meeting of the Committee as soon after July 1st as possible to:
 - 1. Develop an Annual Meeting theme in collaboration with the President.
 - 2. Develop the meeting format and program agenda.
 - 3. Assign specific tasks related to program development and speaker selection.
- B. Meet as often as necessary to have program outline completed by December 1st and participants committed by February 1st.
- C. Provide the program outline to Convention Coordinators and Public Information Committee for distribution by February 1st.
- D. Assemble all information for the printed program no later than March 1st. Ensure all information is updated from the past Program document, including Award recipients and the Past President's list
- E. Work closely with the Convention Coordinator(s), Convention and Standing Committees as appropriate in preparation for the Annual Meeting.
- F. Provide the Properties Chairperson a list of audio-visual equipment required by speakers no later than the April Convention Coordinators meeting.
- G. Report to Governing Council at each meeting on the status/progress of the Program.
- H. Assure the printing and distribution of the Annual Meeting programs.
- I. Prepare the Registration Brochure/***The Bulletin*** in conjunction with the Convention Coordinators. Forward the document to the Public Information Chair for publication by February 1st. Work with Public Information Chair to secure news media coverage for the Annual Meeting.
- J. The Committee obtains biographies, text of presentations and photos of the primary convention speakers for Chairperson. In collaboration with Convention Coordinators and Public Information Committee, Program Chairperson prepares releases before, during and after the Annual Meeting.
- K. Arranges photographic coverage of the Annual Meeting.

- L. In conjunction with the Registration Committee, prepares Moderator packets to include speaker bios, sign-in sheets and supplies for each session at the Annual Meeting.
- M. In conjunction with the printing vendor, establish a Program publication timeline. Monitor committee activities to ensure compliance with deadlines.

**Subcommittee of Program Committee
CONTRIBUTED PAPERS COMMITTEE**

I. Responsibilities of the Committee:

This Committee shall be responsible for solicitation, review and selection of abstracts to be presented at the Annual Meeting.

II. Composition of the Committee:

A. The Chairperson of the Committee is appointed by the President and is typically from the Norman J. Arnold School of Public Health, University of South Carolina.

B. The President should appoint four (4) additional members in collaboration with the Committee Chair.

III. Duties of the Committee:

The Committee members shall assist the Chairperson in:

A. Establishing a timeline and criteria for the selection process. The criteria will be documented and publicized.

B. Sending out notices calling for contributed papers. Request the Office of the Executive Director to send an e-mail notice to the membership.

C. Reviewing and selecting presentation abstracts to be presented verbally and via poster at the Annual Meeting. The reviewers will document the review and selection process. Records will be maintained for five years.

D. Securing a moderator for the session.

E. Notifying the selected presenters of their selection and coordinating their travel and presentation arrangements.

F. Working with the Program and Exhibits Committee and Convention Coordinator(s) in securing space to accommodate poster sessions.

G. Confirming the number of tables needed for presentations with Exhibits Committee Chair at least six (6) weeks prior to the Annual Meeting.

H. Confirming the number of presenters, their equipment needs and attendance at other convention events with Convention Coordinator at least thirty (30) days prior to the Annual Meeting.

PUBLIC HEALTH MONTH COMMITTEE

I. Responsibilities of the Committee:

The Public Health Month Committee shall be responsible for planning activities for the annual Public Health Month Celebration.

II. Composition of the Committee:

This Committee shall consist of:

- A. The Vice President as Chairperson, a representative from each section designated by the Section Chair and other members as the President and Vice President may wish to appoint.
- B. Other public and private agencies/organizations committed to achieving healthier communities as identified by the President, Vice-President and/or Governing Council.
- C. The Chairperson will appoint members or subcommittees to plan and implement public health month activities/events (reception, essay contests, volunteer recognition awards, golf tournament, etc.).
- D. Two (2) Members-at-Large will serve on the committee, assisting in specific tasks as assigned by the President and/or Vice President in recognizing Public Health Month.

III. Duties of the Committee:

- A. Plan, develop and implement statewide public health month activities/events.
- B. Actively coordinate with area Regions and the DHEC State Health Education Director to identify local contacts and to encourage local activities.
- C. Solicit community partners to support public health month activities, fund-raising or in-kind contributions.
- D. Coordinate with Resolutions and Public Information Committees to develop the Proclamation for Public Health Month and present to Governing Council for approval no later than the February meeting.
- E. Prepare and submit an article to the editor of The Bulletin for release.
- F. Arrange for photography at the event.
- G. Report on Public Health Month Activities at the annual Business Meeting.
- H. Evaluate and report on Public Health Month activities and make recommendations for next year at the June Governing Council meeting.

PUBLIC INFORMATION COMMITTEE

I. Responsibilities of the Committee:

The Public Information Committee shall be responsible for developing a program of public information for and about the Association, its activities and publications.

II. Composition of the Committee:

This Committee shall consist of a Chairperson appointed by the President, one representative from each section of the Association designated by the Section Chairperson and other members as the President or Chairperson may wish to appoint. The Public Information Committee Chair currently serves as Editor of *The Bulletin*.

III. Duties of the Committee:

A. Work in collaboration with the Office of Executive Director to publish *The Bulletin*:

1. The Office of Executive Director is responsible for design, editing, layout, printing and mailing *The Bulletin*.
2. Meet with the President at the beginning of the fiscal year to decide on the number of issues to be prepared during the year.
3. Set copy and mailing deadlines for each issue.
4. Solicit regular features, proposed stories, articles, and section/committee reports, for each issue. Format for submitting articles can be found in Appendix 5.
5. Decide format, design, paper, etc. to be used.

B. Obtain photos and biographical sketches from the Nominating Committee of candidates for SCPHA office. Prepare news release in advance of the Annual Meeting so that articles can be released immediately after the announcement of election results.

C. Prepare quarterly news releases about public health issues to be disseminated through various media.

D. Coordinate with the Public Health Month Committee to identify regional liaisons for volunteer recognition, such as Pat on the Back Awards.

E. Submit at least one nomination for the Michael J. Suber Media Excellence Award to the Awards Committee by the designated time frame.

F. Coordinate with the Resolutions Committee Chair to process declarations and resolutions that are submitted to the South Carolina Governor's Office and/or Legislature for approval.

G. Update and maintain the Association's exhibit.

H. As soon as possible after the Annual Meeting, send clippings of news stories and duplicate photos to the Office of Executive Director.

RESOLUTIONS COMMITTEE

I. Responsibilities of the Committee:

This committee receives and reviews all resolutions presented by members, sections and committees and recommend to Governing Council acceptance or rejection. It, additionally, may prepare resolutions as directed by the Governing Council.

II. Composition of the Committee:

The Resolutions Committee shall consist of five members, with the chair appointed by the President.

III. Duties of the Committee:

- A. The Chairperson will initiate and receive all communications related to a particular resolution. The chairperson is responsible for acknowledging receipt of the proposed resolution and for prompt notification of final action taken. The chairperson, sponsor or designee must be present to speak on behalf of the resolution.
- B. Coordinate activities with other committees, such as Public Health Month, for declarations and resolutions introduced to the Governor's Office and/or South Carolina State Legislature for approval.
- C. Resolutions:
 - 1. Periodically receive and update Resolution Committee policies and procedures presented by members, sections, committees and the Governing Council.
 - 2. Receive and review all new resolutions as requested. Review past resolutions and make recommendations for updating.
 - 3. If, in the opinion of the Committee, a resolution as presented does not meet criteria as stated in IV, the resolution may be:
 - a. Returned for redrafting to the originating member, section, committee; or
 - b. Redrafted by the Committee prior to presentation to the Governing Council.
 - 4. After review of the resolution, recommend adoption or rejection by the Governing Council. The Governing Council may elect to act on the resolution or to present the resolution to the membership.
 - 5. Any resolution presented to the membership for two consecutive years without adoption will not be considered again without modification.
 - 6. All resolutions to be considered by the Governing Council at the Annual Meeting must be provided to the Resolutions Committee no later than the May Governing Council meeting.
 - 7. The Resolutions Committee assures that a file of submitted resolutions and their disposition is maintained.

IV. Resolution Criteria

A resolution is a statement that identifies and describes a timely and relevant public health issue and calls for a specific action, series of actions, or a principle endorsed by the Association and usually directed toward a specific external individual, organization or event. Resolution may be (1) policy or (2) non-policy in nature.

V. Format:

- A. There are four parts to a resolution: (1) Title, (2) Preamble, (3) Statement of the desired action, and (4) The desired disposition of the resolution.
 - 1. Title: Subject of the resolution
 - 2. Preamble: The Preamble should document the reasons for the proposed action. It must clearly and

concisely describe the problem, documents it impacts or importance and explain its relevance to public health and SCPHA. Citations are required for any data reference.

3. Statement of the desired action or Main Resolution: Each desired action should be stated in a single phrase using the present tense of the verb (i.e., “requests”, “notes”, “expresses”, etc.) and should be listed consecutively. The request for action must clearly and concisely state the step(s) sponsors would like SCPHA to take in an accompanying memo.
 4. Disposition: A statement indicating to whom the resolution will be directed and who will be responsible for its disposition. “A copy of this resolution will be...” Sponsors should (as appropriate) also estimate resources that would be required to carry out the recommendations.
- B. Length of Resolution: The entire resolution (including the preamble) should be no longer than one 8½ X 11 typewritten page.
- C. The author or contact person is referred to as the sponsor. The sponsor should be identified with an address, email address, and telephone number.
- D. Submission of resolutions: The Chairperson should submit resolutions, declarations, and other pertinent articles to the Public Information Committee Chair for publication in ***The Bulletin*** newsletter. The committee chairperson should send the same information to the Office of the Executive Director, as appropriate, for posting to the Association website.
- E. Memorials Resolution:
1. Secure a list of deceased members of the Association from the Office of the Executive Director, the Membership Chairperson and by a request for notifications from friends of deceased members through ***The Bulletin***.
 2. It is customary that the Association makes a financial contribution in memory of deceased members.
 3. Prepare a resolution to be presented at the annual business meeting of the Association in honor of the deceased after approval by the Governing Council.
 4. It is customary for the Resolutions Committee Chairperson to read the resolutions honoring deceased members at the Annual Meeting.
 5. Send a copy of the resolution to the next of kin after the Annual Meeting.
 6. Submit names and memorials to Public Info Committee for publication in ***The Bulletin***.

Pending: In January 2007, Governing Council directed this Committee to develop a process for Position Papers.

SCHOLARSHIP COMMITTEE

I. Responsibilities of the Committee:

This Committee is responsible for publicizing the scholarships, receiving nominations, selecting potential scholarship recipients and recommending potential scholarship recipients to the Governing Council.

II. Composition of the Scholarship Committee:

Members of the Scholarship Committee shall consist of individuals in good standing in the South Carolina Public Health Association (SCPHA) and shall include, but not be limited to a representative from each of the following areas:

- A. The President-elect who shall serve as chair of the committee
- B. Two Members-at-Large
- C. The Treasurer
- D. A representative from the Norman J. Arnold School of Public Health, University of South Carolina

III. Description of the Scholarships:

Two scholarships are authorized:

- A. The Public Health Scholarship
- B. The Malcolm U. Dantzler Scholarship

IV. Awards Criteria:

A. The Public Health Scholarship

- 1. A recipient of the Public Health Scholarship must:
 - a. Be a student of an accredited School of Public Health and have documentation of at least six (6) hours of study remaining before graduation (may include students working on their thesis or practicum).
 - b. Be a current member in good standing in the Association during the year in which the scholarship application is made.
- 2. Demonstrate high academic and professional promise. Achieve and maintain an academic performance of 3.5 or better.
- 3. Exhibit significant commitment to the public health profession through volunteer and professional activity as indicated by the following activities:
 - a. Involvement in community activities
 - b. Involvement in scholarly activities
 - c. Participation in professional and/or student organizations.

B. The Malcolm U. Dantzler Scholarship

A recipient of the Malcolm U. Dantzler Scholarship must:

- 1. Be a current member in good standing in the Association for at least the year in which the scholarship application is made.

2. Be enrolled in a course of study leading to a degree in a health-related field and have documentation of at least six (6) hours of study remaining before graduation (may include students working on their thesis or practicum).
3. Demonstrate high academic and professional promise. Achieve and maintain an academic performance of 3.5 or better.
4. Exhibit significant commitment to the public health profession through volunteer and professional activity as indicated by the following activities:
 - a. Involvement in community activities
 - b. Involvement in scholarly activities
 - c. Participation in professional and/or student organizations.

IV. Application for Scholarship:

Applicants may apply for scholarships themselves or be nominated by professionals in the field. Applications and nominations are to be mailed to the chair of the Scholarship Committee. Scholarship application forms must be postmarked no later than the deadline established by the Scholarship Committee.

V. Duties of the Committee:

- A. The Scholarship Committee members are to provide the criteria for each scholarship and application forms to members of the Association on or before January 1st of each year through Governing Council Member assistance, ***The Bulletin***, Section Chairs, and at the Winter Conference.
- B. The Scholarship Committee Chair will review all scholarship applications for the minimum requirements. Once the applications have been accepted, they will be distributed to the Scholarship Review Committee.
- C. Vote of the Scholarship Committee members may be by mail ballot or at a meeting called by the Chair.
- D. Final recommendations for Scholarship awards are to be made to the Governing Council at the April meeting.
- E. Scholarship recipients will be notified by the President of the Association and invited to receive their scholarship award at the awards presentation during the Annual Meeting.
- F. Notify Convention Coordinator if the recipient and/or guests will be attending.

CONVENTION COMMITTEES

Purpose: The Convention Committees carry out the functions of the annual meeting. These Committees include:

- Early Bird Reception
- Entertainment
- Exhibits
- Marshals and Pages
- Properties
- Registration

The Chairs work with the Convention Coordinators to plan and deliver the responsibilities of their respective committees to produce a successful annual meeting for the membership.

The Convention Coordinators will work with the Convention Committee Chairs to ensure all annual meeting activities are coordinated with other SCPHA committee chairs including, but not limited to, Awards, Contributed Papers, Program, Scholarships, and Silent Auction which play a primary part in the Annual Meeting activities.

I. Composition of Convention Committees Coordinators and Chairs:

The President shall appoint Convention Coordinator(s), usually with previous experience planning similar events. The Coordinators may designate additional members to assist in planning the Annual Meeting.

The President will select all Convention Committee Chairs. The Convention Committee Chairs and the President will recruit a sufficient number of members in good standing to assist in completing the tasks of their committees. A list of members who have indicated specific committee interests, obtained from the Office of the Executive Director (OED), may be used to recruit committee members.

- A. The Properties Chair should be someone experienced in the operation of audiovisual equipment and similar equipment.
- B. The Registration Chair should have at least one-year experience as co-chair of the committee. The Chair shall select at least one co-chair.
- C. The Marshals and Pages Chair should have at least one-year experience as co-chair of the committee.

II. Duties of all Convention Committee Coordinators, Chairs and/or Members:

- A. Maintain Association membership by timely payment of dues.
- B. Attend Convention Planning meetings scheduled by the Convention Coordinators. If unable to attend, provide representation.
- C. Present updates at the meetings and for Governing Council upon request. Provide other committee information as requested, such as membership listing to the Office of the Executive Director. Decisions should be coordinated with the President.
- D. Prepare and submit a Budget Request Form, reflecting the committee financial needs, to the Convention Coordinators by the designated deadline. This information will be incorporated into the Annual Meeting Budget Request submitted to the Treasurer for Governing Council approval in the fall.
 - 1. Basis for the budget will include financial and attendance history from prior meetings, current membership fees, past registration fees, actual cost from the last annual meeting, and similar data.
 - 2. Registration fees will be set simultaneously using the same data referenced in II.D.1.
 - 3. Upon Governing Council approval, the Coordinators and Chairs will operate the committees and planning activities within the allocated budget amounts.

- E. Order supplies needed for the Annual Meeting at least 6-8 weeks prior to the conference. Maintain records and receipts to account for all expenses. Submit a Disbursement Form to the OED in accordance with procedures referenced in the Appendices.
- F. Meet before the end of the term with the new Committee Chair to ensure a smooth transition into the new year. Transfer all records, procedures, and supplies to the new chair.

CONVENTION COORDINATOR(S)

I. Responsibilities of the Coordinators:

The Convention Coordinators shall be responsible for all planned activities that occur in conjunction with the Annual Meeting, prior to, during and after the event. They will coordinate these events through meetings, e-mails, telephone calls and/or other means with the respective Convention Committee Chairs.

II. Duties of the Convention Coordinators:

A. Meetings:

1. Select a lead person from among the Convention Coordinators, to coordinate and monitor all meetings and activities involved in planning and executing the annual meeting.
2. Call a meeting of all Coordinators, Convention Committee Chairs and all other Chairs as soon after the new term begins to establish a meeting schedule, deadlines, due dates and planning process for the event.
3. Conduct meetings with at least monthly with Convention Chairs and meet with others to plan the annual meeting. Meeting notes will be kept to track progress and for reporting purposes.
4. Schedule and lead annual site visit meeting with facility staff.

B. Communication:

At least one (1) Coordinator will attend all Program Committee meetings to report Convention Committee progress. At least one (1) Coordinator will attend Convention Committee meetings upon request of the respective Chair(s). At least one (1) Coordinator will attend all Governing Council meetings to report on Convention Committee progress.

C. Interaction/Coordination with Annual Meeting Facility:

1. Monitor contract terms for compliance and work with facility staff to ensure good communication and successful completion of all functions at the facility.
2. Prepare resume for all functions of the Annual Meeting at the facility. Coordinate equipment rental, menus and all other needed services at the meeting.
3. Serve as liaison between meeting facility and Governing Council.
4. Solicit bids and select facility contract at least every five (5) years.
5. Sign contracts for services, such as security, facility set up and entertainment.

D. Coordination with Program and Convention Committees:

1. Coordinate with the Program Committee Chair(s) to ensure speakers' costs are met without loss to the Association.
2. Coordinate speaker travel and equipment needs with appropriate committees and facility staff.
3. Work with all Convention Committee Chairs regarding committee needs and responsibilities. Negotiate with facility to meet same needs, where necessary.
4. Assist in seeking sponsors to cover convention costs when possible.

E. Ensure Convention Committees meet all deadlines and duties towards a successful annual meeting.

EARLY BIRD RECEPTION COMMITTEE

I. Responsibilities:

This committee is responsible for planning the evening social gathering for those members and/or exhibitors who arrive prior to the opening session of the Annual Meeting. Early Bird attendees often include people who are attending pre-conference training and Convention Committee members to prepare for exhibits, registration, etc.

II. Duties of the Committee:

- A. Solicit food/drink donations and sponsorships for Early Bird Reception.
- B. Purchase and/or pick up food/drink items not provided by the facility or donors.
- C. Set-up and clean up room where reception is held, if not done by facility staff.
- D. Coordinate menu with Convention Coordinators and facility staff.
- E. Coordinate themes, entertainment and decorations with Entertainment and Exhibits Committees and Convention Coordinators.

ENTERTAINMENT COMMITTEE

I. Responsibilities:

This committee depends on the Convention Coordinator(s) for information regarding the number of events to be planned, event timing committee budget. This Committee is responsible for all planned event entertainment at the Annual Meeting.

II. Duties of the Committee:

- A. The Chairperson will call a meeting of the committee by November. Using any input from the convention coordinator(s) and/or the President, decide on an entertainment theme, the type of entertainment and how many events are needed for the time frame. Entertainment is to be planned so there will be no overlap with any program agenda. Since the Convention Coordinator(s) work closely with the Program Committee, the Coordinator(s) can assist with scheduling information.
- B. Select and book entertainment as early as possible.
- C. The Chairperson may designate committee members to coordinate various tasks and activities, such as decorating, outside events and evening entertainment. These committee members are responsible for all planned activities related to the event, including, but not limited to publicity, coordinating activities, decorating and obtaining prizes.
- D. The President may request that the Chairperson make a report to Governing Council or may receive the information through the Convention Coordinator(s). Decisions of the Committee must be coordinated with the President and the Convention Coordinators.
- E. Members of the Entertainment Committee should arrive at the Annual Meeting site at least one day in advance of the meeting to carry out final duties.
- F. Committee members will solicit prizes for the outdoor events and funds to cover expenses related to entertainment at annual meeting events.

EXHIBITS COMMITTEE

I. Responsibilities of the Committee:

The Exhibits Committee takes some direction from the Convention Coordinator(s). This Committee seeks out Companies, Associations, and Organizations to exhibit their products and/or services at the Annual Meeting of the Association.

II. Duties of the Committee:

- A. The Chairperson is to request from the Office of the Executive Director, a list of Association members who are interested in serving on a committee. Basic committee membership should be selected from this list.
- B. Approximately seven months prior to the Annual Meeting, the Chairperson and/or designated committee members are to mail letters of invitation (on SCPHA stationery) and contracts to the potential exhibitors. The letters of invitation should specify a date for returning the contract (approximately three months prior to the meeting). The contract is to include the following information:
 - 1. Meeting dates and location
 - 2. Fees
 - 3. Booth size and specifications
 - 4. Options for sponsorship of social and educational events
 - 5. Request for door prize donations
 - 6. Options for advertising in the printed program
- C. The Chairperson will call a meeting of the full committee at least five months prior to the Annual Meeting to make plans and assignments for preparations of the Annual Meeting. Items to consider include a theme, decorations, booth set-up, i.e., draping, etc., breaks and hospitality, recognition of new and long-term exhibitors, methods and materials for door prizes, etc.
- D. The Chairperson will meet with the Convention Coordinator(s) and hotel representative at the Annual Meeting site to discuss hotel arrangements for exhibitors' functions, etc, about three months in advance of the Annual Meeting. The Convention Coordinator(s) will inform the Chairperson of this meeting date.
- E. Three months prior to the Annual Meeting, a second letter is to be mailed to prospective exhibitors who have not responded.
- F. Maintain file of potential exhibitors names, addresses and responses and executed contracts. Record and send checks from committed exhibitors to the Treasurer for deposit. Confirm that the treasurer receives checks.
- G. Provide Program Chairperson with a list of committed exhibitors, their company logos, advertisements, and any other information that is to be included in the printed program approximately two (2) months prior to the meeting.
- H. Prepare a list of exhibitors for the Registration Committee Chairperson so that registration packets can be prepared for exhibitors (one month prior to the meeting).

- I. Three weeks prior to the Annual Meeting, prepare work assignments roster for committee members, to include:
 - 1. Assignments for decorating;
 - 2. Assisting exhibitors with set-up and removal of exhibits;
 - 3. Serving during breaks, and
 - 4. Scheduling someone at the exhibit hall at all times during the meeting to assist exhibitors and handle door prizes, etc.

- J. Send thank you letters to participating exhibitors within three (3) weeks following the meeting.

MARSHALS AND PAGES COMMITTEE

I. Responsibilities of the Committee:

This committee assists the Convention Coordinators, prior to and during the Annual Meeting, to assure harmony and proper decorum during the meeting. General responsibilities may include monitoring phone/message center, furnishing transportation and providing overall assistance at all meeting sessions and functions.

II. Composition of the Committee:

The President appoints the Chairperson. The President and the Chairperson shall appoint additional Committee members.

III. Duties of the Committee:

A. Before the Annual Meeting:

1. The Committee Chair will call a meeting of the committee approximately one month before the Annual Meeting for committee orientation and to distribute a tentative schedule of assignments.
2. The Committee Chair will call an onsite meeting on the afternoon prior to the beginning of the conference activities to finalize assignments and for orientation.

B. During the Annual Meeting:

1. Marshals will provide transportation to and from the airport or other transportation terminal for visiting speakers and participants.
2. One marshal should be stationed at the Governing Council meeting.
3. Two or more marshals should be stationed at each plenary or general session meeting.
4. One or more marshals should pick up any unclaimed Moderator and/or Speaker packets from the Registration Desk 15 minutes prior to the session and deliver to the assigned meeting room(s).
5. One or more marshals will staff the Information Booth and/or telephone/message center for inquiries and emergency messages. The Marshal will convey messages to individuals or post them on a message board as necessary. The booth should be monitored from approximately 8:00 AM until 5:00 PM during the first three (3) days of the conference and on from 8:00 AM until the meeting closes on the last day.
6. Two or more marshals will take up tickets from attendees of social functions when tickets have been issued, i.e. meals, receptions, etc., to ensure that uninvited, unauthorized, and non-paying individuals do not participate in activities supported by the association finances or individual financial participation.
7. Two or more marshals shall pass out literature, evaluation forms, etc. to meeting attendees and take up completed forms, etc. as necessary.
8. Marshals will assist with seating and ushering as necessary at all meeting sessions.
9. Marshals will send faxes and make photocopies as needed. They will have access to the SCPHA facility account to cover this cost and not incur out of pocket expenses to complete this task.
10. Marshals will resolve disturbances or perform other duties required to maintain decorum.
11. Marshals will distribute any conference packets after final closing of Registration Desk.

PROPERTIES COMMITTEE

I. Responsibilities of the Committee:

This Committee is responsible for obtaining the audiovisual equipment required by the speakers/presenters at the Annual Meeting; for set up and break down before and after each session; and for operation of the equipment for the speaker/presenter if requested.

II. Composition of the Committee:

The President appoints the Chairperson. An individual experienced in the operation of audiovisual equipment should chair this committee. The President and Chairperson shall appoint additional Committee members.

III. Duties of the Committee:

- A. The Chairperson will receive written information concerning audiovisual equipment required by the speakers/presenters from the Program Chair person no later than six (6) weeks prior to the Annual Meeting. The Chair will contact the Program Chair two (2) weeks prior to the meeting to ensure all equipment needs have been relayed to and secured by the committee.
- B. The Chair will ensure all committee members are trained in set up, use and break down of the equipment.
 - 1. Borrow as much equipment as possible to reduce equipment rental costs.
 - 2. Arrange for transportation of borrowed equipment to and from the Annual Meeting.
 - 3. Provide extra extension cords, multiple outlets; light bulbs and other spare parts are available through out the meeting.
 - 4. Have at least one extra overhead projector; slide projector, LCD projector and microphone available in case of an unexpected request or equipment failure.
- C. Provide markers, flip charts, masking tape, duct tape, etc. to presenters.
- D. Committee members may be present during sessions in which audiovisual equipment is used to assist with equipment operation if necessary or requested.
- E. In collaboration with Convention Coordinators, store equipment in a secure room provided by the conference facility.

REGISTRATION COMMITTEE

I. Responsibilities of the Committee:

This Committee is responsible for registration of all people attending the Annual Meeting.

II. Composition of the Committee:

The President appoints the Chairperson. The President and Chairperson shall appoint additional committee members. The Chairperson is responsible for choosing at least one (1) co-chair. The Chairperson should have served at least one year as co-chair of this committee. This committee shall consist of approximately ten (10) members.

III. Duties of the Chairperson are to:

- A. In conjunction with the Convention Coordinators, update the Registration Form and establish a registration fee schedule, along with a pre-registration deadline and late fees. Once approved, the Form will be distributed through appropriate channels to the membership.
- B. Maintain Registration Committee information such as a list of committee members, contact information, meeting and work schedules, expenses, receipts and disbursement requests. Maintain supply box for the on-site Registration Table.
- C. Meet 6-8 weeks prior to the conference to discuss assignments and future meetings. This communication may occur by e-mail and/or face-to-face.
- D. Obtain Registered Participants' Information binder, nametags, and packets from the Office of the Executive Director on the Friday prior to the annual meeting. These documents, along with any other information provided by the Executive Director will be distributed at the conference to the appropriate individuals.
- E. Schedule time for committee members to prepare registration materials prior to the start of annual meeting events. Provide on-site coverage from approximately 8 a.m. – 5 p.m. the first two days and from 8 a.m. to Noon the third day. Post a copy of the schedule at Registration.
- F. Daily collect and transfer any on-site registration forms and payments to the Treasurer. Report registration numbers and meal ticket needs, if applicable, including any changes to the Convention Coordinators daily.

IV. Duties of the Committee are to:

- A. Assist the Chair in obtaining incentives for registration bags when possible. Notify the Program Chairperson of these items for vendor recognition in the Program Book.
- B. Meet as scheduled by the Chair to prepare packets and other materials for Registration. Place packets in designated boxes alphabetically. Maintain the packets at the Registration Table.
- C. Work Registration at scheduled date(s) and time(s) to register participants and distribute registration packets.

NOTE: The Office of the Executive Director processes all registrations upon receipt; provides registration packets, nametags, and related information prior to the meeting; processes refunds and maintains all registration information. For specific guidance, see the Office of Executive Director Section of this manual.

SPECIAL COMMITTEES

I. Responsibilities of a Special Committee:

Special and/or Ad Hoc Committees may be appointed by the President and/or Governing Council to achieve a specific goal or carry out a short term project which is not the responsibility of a standing committee.

II. Composition of a Special Committee:

The President with the approval of Governing Council shall appoint the Chairperson and members of a special committee.

III. Duties and examples of special committees:

A. The duties of a special committee are to be established by the President and/or Governing Council at the time of its creation and are to be organized to accomplish the goal/objective of the committee in a timely manner.

B. Winter Conference Committee:

1. This Committee shall consist of a Chairperson appointed by the President, a representative of the continuing Education Committee, a representative from each section of the Association designated by the section chair, and other persons the Chairperson shall appoint.
2. This Committee will be responsible for planning a mid-year workshop that will be a timely topic of interest to the Association membership. General continuing education credits will be made available with the concurrence of the Continuing Education Committee. The Committee shall charge a fee for attendance; seek the support of the Association sections and outside sponsors, so that the workshop will be self-supporting.

C. Silent Auction Committee:

1. This Committee shall consist of a Chairperson appointed by the President. The Chairperson will select a co-chair (if desired) and other Committee members/ volunteers.
2. A silent auction is conducted at the annual meeting and/or at other times and places as decided by the Committee. Items to be used for the auction are solicited verbally or by written request by committee members and other Association Members. The items are displayed, tagged and an estimated value assigned to assist bidders. Forms and sample solicitation letters are available from the Office of Executive Director. The Chairperson shall develop a schedule of workers and assign time slots for each person to work during the auction. At the end of the auction, the workers should collect the money for the winning bids. All money (cash, checks) and the bid forms shall be given to the Chairperson for safekeeping. The Chairperson shall reconcile the funds to the bid forms and report the results of the auction as soon as possible. Thank you letters will be sent to all persons who contributed items for the auction within two (2) months after the auction.

D. Sponsorship Committee

1. **Composition of the Committee:** The Donors and Sponsors Committee should be composed of a chairman appointed by the President, along with the President-Elect and Treasurer. Its function shall be to annually review and propose changes, if needed, to the levels of donors/sponsors as approved by the Governing Council. Further, the Committee shall annually review and propose changes, if needed to the benefits that the various levels of donors/sponsors would receive for supporting the Association.

2. Responsibilities of the Committee: To review annually and propose changes to the levels and benefits received by donors/sponsors participating in the Donor/Sponsors program.
3. Duties of the Committee:
 - a. Review the levels established by the Governing Council and propose changes to Governing Council.
 - b. Review the benefits package and proposed changes to Governing Council, if needed.
 - c. Report to the Governing Council regarding the findings of the Committee. A timeline for reporting progress will be established by the Committee.
 - d. Research others avenues of revenue production from donors/sponsors.
 - e. All contributors' names from other committee should be given to the chair for development of a registry of names in order to prevent duplication of notification to potential donors/sponsors.

Appendices

1. SCPHA Membership Form
2. Budget Request Form
3. Reimbursement Form and Instructions
4. Sample Governing Council Officer Nominations Form
5. Format for Submitting Articles for the Newsletter
6. Legislator of the Year Nomination Form and Criteria