

## **Association of Accredited Public Health Programs (AAPHP)**

### **Bylaws**

#### **Article # 1: Name of the Organization**

The name of this incorporated organization is the "Association of Accredited Public Health Programs." The acronym for the organization is AAPHP.

#### **Article # 2: Statement of Mission**

The Association of Accredited Public Health Programs (AAPHP) supports, represents, and advances current and emerging accredited public health programs in preparing a competent public health workforce and advancing the science and practice of population-based health.

The related goals and objectives of this mission focus on supporting acquisition and retention of CEPH accredited public health degree programs, and the professional development needs of faculty and students within these programs.

**Goal 1: Promote the value of CEPH-accredited public health programs that prepare competent public health practitioners, leaders and scholars at the graduate and undergraduate levels.**

Objective 1: Facilitate access to resources for accredited public health programs to acquire or maintain CEPH accreditation.

Objective 2: Encourage and support application for accreditation by non-accredited graduate and undergraduate public health programs who have applied to begin the accreditation process.

**Goal 2: Promote professional development of faculty, staff, and students within academic public health.**

Objective 1: Promote educational, professional, and collaborative opportunities.

Objective 2: Create linkages with public and private sector organizations.

**Goal 3: Advance academic public health through advocacy.**

Objective 1: Advocate for accredited public health programs to CEPH.

Objective 2: Represent accredited public health programs on agency governing bodies that develop, monitor, and evaluate professional and academic standards and competencies.

Objective 3: Promote the interests of accredited public health programs to funding agencies.

### **Article # 3: Location**

The Association will be located at 375 Chipeta Way, Suite A, Salt Lake City, Utah 84108. The Association address is to be determined by a majority vote of the Executive Board, providing that a minimum of two thirds vote on a motion to change location. Archives of the Association will be maintained at the Association headquarters as determined by the Executive Board.

### **Article # 4: Membership**

**Institutional Membership** is open to CEPH-accredited public health programs upon payment of dues.

**Associate Membership** is open to programs and institutions seeking or considering CEPH accreditation upon payment of dues.

The representative to the Association shall be the person designated by the Institution as the Director/Coordinator of the program or someone designated by the Director/Coordinator. The Institution acting through the Director/Coordinator of the accredited program also shall appoint one additional representative to the Association, thereby giving each institution two representatives to the Association.

Institutions may withdraw membership from the Association by written notification to the President/Executive Director. Failure to pay annual dues will result in membership becoming inactive until dues are current.

### **Article # 5: Voting**

To be active and eligible for voting, an institution must be CEPH accredited or seeking CEPH accreditation and up-to-date on membership dues. Each active institution is entitled to two votes for actions requiring membership approval (the director/coordinator or designee and the appointed additional representative – see article #4).

For an AAPHP action that needs member approval to be eligible for a vote, notice must be provided to member programs at least 30 days in advance.

For votes conducted at in-person meetings or via teleconference, participating eligible representatives of member programs will constitute a quorum, with approval requiring a simple majority except for changes to bylaws, which will require approval by at least two-thirds of the quorum. E-mail may be used for voting purposes as needed.

#### **5.1 Electronic Voting**

Any action required or permitted by the bylaws in place, to be taken by the Executive Board and all sub-committees thereof, at a meeting, or by resolution may be taken without a meeting in which polling may occur electronically and a majority of votes so cast will approve the action.

In instances necessitating the polling of the membership, the Executive Board can request the use of

electronic voting.

## **Article # 6: Officers**

### **6.1 Officer Positions**

The Association has the following officers:

1. President
2. President – elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Members-at-Large (up to 5)
7. President Emeriti members

### **6.2 Term of Service**

The officers, except for the positions of President, President-Elect, and Immediate Past President, will be elected for two-year terms on a staggered basis by the Association representatives. In even numbered years, an election will be held to elect the Secretary and up to three Members-at-Large. In odd numbered years, an election will be held to elect the Treasurer and up to three Members-at-Large. The positions of President, President-Elect, and Immediate Past President shall each serve for a one year term, or until their successor is elected. The President-Elect will assume the position of President after the completion of the President's one year term. The President will serve as Immediate Past President for one year after completion of the one year term. The Immediate Past President will become President Emeritus after the completion of the Immediate Past President one year term. The positions of President-Elect, President, and Immediate Past President will be limited to one consecutive term. If an office becomes vacant, a special election will be held to complete the term of office vacated.

Proviso: The transition to one year terms for the President-elect, President, and Past President positions will begin with the January, 2016 election of the President-Elect position.

### **6.3 Duties**

The duties of the officers will be as follows:

1. President
  - Convene the Association
  - Provide leadership to the Executive Board
  - Chair meetings of the Board after developing the agenda
  - Help guide and mediate Board actions with respect to organizational priorities and governance concerns
  - Represent the Association

## 2. President-Elect

- Perform the duties of the President when the President is not available
- Assist the President in completing duties

## 3. Immediate Past President

- Spearhead each election cycle
- Chair ad hoc committees as necessary
- Develop and implement officer transition plans
- Orient new Board members to the Association and their duties
- Handles all advocacy letters as AAPHP's Advocacy Champion

## 4. Secretary

- Record the minutes of the meetings
- Ensure minutes are distributed to members shortly after each meeting

## 5. Treasurer

- Assist the Executive Director in preparing the annual budget and presenting the budget to the Board for approval
- In conjunction with the Executive Director, provide an annual report of the financial status to the Association members
- Ensure development and Board review of financial policies and procedures
- Chair the Membership Committee
- Other duties as assigned

## 6. Presidents Emeriti

- Provide consultation to existing Executive Board members as it relates to the organizational mission, goals, and objectives
- Participate in Executive Board meetings and strategic planning sessions as non-voting members, as invited

## 7. Members-at-Large

- Attend Board meetings and other meetings of the Association
- Volunteer for assignments and complete them on time
- Stay informed about Board matters, prepare for meetings, and review minutes/reports
- Build a collegial working relationship with other Board members
- Represent the interests of member programs
- Chair and/or participate on ad hoc committees

## **Article # 7: Meetings**

The Association shall meet annually at the American Public Health Association meeting and at other times to be determined by the Executive Board. Periodic telephone conference calls also will be used to conduct the business of the Association.

**7.1 Conduct of Meetings.** The Board President (or the President-Elect in the absence of the President) shall call meetings of the Executive Board to order and shall act as chair of the meetings. In

the absence of the Secretary, the presiding officer may appoint any Board member present to act as secretary of the meeting. Meetings of the Executive Board and all committees may be conducted in person or via telephone or other electronic conferencing.

### **Article # 8: Executive Board**

The Executive Board will consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer, and Members-at-Large. The Executive Board shall act on behalf of the Association in between meetings of the Association.

### **Article # 9: Finances**

- The institutional membership dues will be established by a majority vote of the Executive Board.
- Membership dues are for 12 months and shall be payable annually by January 1 of each year. Dues may be prepaid at the discretion of the member.
- A budget report showing income and expenses by budget category shall be submitted to the Association annually.
- The Association will use the calendar year as its fiscal year.

### **Article #10: Committees**

The Association has three standing committees:

- Scholarship Committee
- Membership Committee
- Professional Development Committee

Ad hoc committees will be convened as deemed necessary by the Executive Board.

Committee membership shall be open upon recommendation (or endorsement) by an Executive Committee member to faculty, staff, and students of member institutions, as well as practitioners.

### **Article # 11: Executive Director**

The Executive Director is responsible for the day-to-day operations of the organization, which includes managing committees and staff. The Executive Director works under the general oversight of the Executive Board.

- The Executive Director has the right to attend and participate at all meetings of the board, , but shall have no voting powers
- The Executive Director shall be an ad-hoc member of all committees
- Duties of the Executive Director include
  - Assisting the Treasurer in preparing the annual budget
  - In conjunction with the Treasurer, providing an annual report of the financial status to

- the Association members
- Managing the finances of the Association
- Maintaining records of all financial transactions
- Maintaining functional records of the Association and ensuring effective management of such records
- Being familiar with the Association's legal documents (articles, bylaws, IRS letters, etc.) to note in meetings, as applicable
- The Executive Board can designate other duties as necessary

#### **Article # 12: Association Staff**

Staff employed by the Association will report to the Association's Executive Director who will report to the President. Staffing decisions will be made by the Association's Executive Director.

#### **Article # 13: Parliamentary Authority**

The Association will use Robert's Rules of Order, Newly Revised, as the parliamentary authority for Association, Executive Board, and member business meetings.

Any changes to these bylaws that are editorial in nature (such as correction of typos, or improving sentence structure without changing meaning or intent) may be made by the Secretary and approved by the Executive Board.