

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

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

The Association of Accredited Public Health Programs 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 and maintain CEPH accreditation.

Objective 2: Encourage and support application for accreditation by non-accredited graduate and undergraduate public health programs.

**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 in Salt Lake City, Utah, address 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: Institutional Membership**

**Institutional Membership** is open to CEPH-accredited Public Health programs 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. Failure to pay annual dues will result in membership becoming inactive until dues are current.

**Associate Membership** is open to programs and institutions considering CEPH accreditation that have formally requested applicant status. Associate members are welcome to participate as non-voting members in meetings. Associate members also receive meeting notices and other announcements. Associate members may participate on Association committees with a vote.

**Affiliate Membership** is open to programs not currently seeking CEPH accreditation, but wish to further the quality of public health training and education. Affiliate members are welcome to participate as non-voting members in meetings. Affiliate members shall also receive meeting notices and other announcements.

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

To be active and eligible for voting, an institution must be CEPH accredited 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 by-laws, 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 Committee 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 Committee can request the use of electronic voting.

## Article # 6: Officers

### Section #1

The following shall be the officers of the Association:

- a) President
- b) President – elect
- c) Immediate Past President
- d) Secretary
- e) Treasurer
- f) Members-at-Large (up to 4 5 total)
- g) President Emeriti members

To be eligible, nominees must be from full member institutions. In addition, one at-large member will represent the interests of public health practice and one at-large member will represent the interests of academic program quality assurance.

### Section #2

The officers, except for the positions of President, President-Elect, and Past President, will be elected for two-year terms on a staggered basis by the Association representatives. The positions of President, President-Elect, and 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 one year term. The President will serve as Past President for one year after completion of the one year term. The Past President will become President Emeritus after the completion of the one year term. The positions of President-Elect, President, and Past President will be limited to one consecutive term.

Candidates for office must be from the Association Representatives. Except for the positions of President, President-Elect, and Past President, individuals will be limited to two consecutive terms of office for the same office. In even numbered years, voting will be held to elect the President-elect, 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 Executive Committee shall be comprised of the President, President-Elect, Secretary, Treasurer, and one Member-at-Large, elected by the Executive Board, who may make decisions

and conduct business on behalf of the Executive Board between meetings of the Executive Board.

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.

### Section #3

The duties of the officers will be as follows:

- a) The President: The duties of the President will be to:
  - 1) Convene the Association;
  - 2) Provide leadership to the Executive Committee;
  - 3) Chair meetings of the Board after developing the agenda;
  - 4) Conduct meetings;
  - 5) Help guide and mediate Board actions with respect to organizational priorities and governance concerns;
  - 6) Represent the Association;
  - 7) Monitor financial planning and financial reports;
  - 8) Play a leading role in fundraising activities;
  - 9) Speak on behalf of the Association;
  - 10) Evaluate annually the performance of the organization in achieving its mission;
  - 11) Functions as the chief executive officer of the Association;
  - 12) Maintain approved and official documents and archives of the Association; and
  - 13) Performs other responsibilities assigned by the Board.
  
- b) The President - elect: The President - elect shall:
  - 1) Perform the responsibilities of the President when the President cannot be available;
  - 2) Represent the Association in the absence of the President;
  - 3) Report to the Board's President
  - 4) Assist the President in completing the duties of the President;
  - 5) Work closely with the Chair and other staff;
  - 6) Participate closely with the Chair to develop and implement officer transition plans;
  - 7) Perform other responsibilities as assigned by the Board;

- 8) Assume the duties of President when the new President-elect is selected.
- c) The Past President; The Immediate Past President shall:
- 1) Chair the nominations committee; and
  - 2) Chair Ad Hoc committees as constituted by the Executive Committee.
    1. As committee chair, the Immediate Past President:
      1. Sets the tone for the committee work;
      2. Ensures that members have the information needed to do their jobs;
      3. Oversees the logistics of committee's operations;
      4. Reports to the Board's President;
      5. Reports to the full Board on committee's decisions/recommendations; and
      6. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- d) The Secretary: The Secretary shall:
- 1) Record the minutes of the meetings;
  - 2) Ensure minutes are distributed to members shortly after each meeting;
  - 3) Maintain functional records of the Association and ensure effective management of organization's records;
  - 4) Be sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
- e) The Treasurer: The Treasurer shall:
- 1) Manage finances of the organization;
  - 2) Administer fiscal matters of the organization;
  - 3) Maintain records of all financial transactions;
  - 4) Provide an annual report of the financial status to the Association members; and
  - 5) Ensure development and board review of financial policies and procedures.
- f) President Emeritus members shall be all Past Presidents of the Association, and shall:
- 1) Provide consultation to existing Executive Board members as it relates to our organizational mission, goals and objectives; and
  - 2) Be invited to participate in Executive Board Business and Planning Meetings as non-voting members.

- g) The Members-at-Large: The up to five Members-at-Large shall:
- 1) Regularly attend board meetings and important related meetings;
  - 2) Perform duties as assigned in support of Association mission and goals;
  - 3) Volunteer for and willingly accept assignments and completes them thoroughly and on time;
  - 4) Stay informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports;
  - 5) Get to know other committee members and builds a collegial working relationship that contributes to consensus;
  - 6) Be an active participant in the committee's annual evaluation and planning efforts;
  - 7) Communicate with the general membership to provide their input into Executive Committee leadership decision-making; and
  - 8) Participate in fundraising for the organization.
  - 9) Serve on at least one standing committee of the Association.

### **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 or the Association. Periodic (e.g., monthly) telephone conference calls also will be used to conduct the business of the Association.

**7.1 Conduct of Meetings.** The Board President, and in his/her absence, the President-elect), and in their absence, any Chairs chosen by the Board members present, shall call meetings of the Executive Board to order and shall act as chair of the meeting. In the absence of the Secretary, the presiding officer may appoint any Board Member or other persons present to act as secretary of the meeting. Meetings of the Executive Board and all sub-committees thereof, may be conducted by telephone or other electronic conferencing.

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

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

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

- a) The institutional membership dues will be established by a majority vote of the Executive Board.
- b) 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.

- c) A budget report showing income and expenses by budget category shall be submitted to the Association annually.
- d) The Association will use the calendar year as its fiscal year.

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

Committee Chairs will be appointed by the President, subject to approval by the Executive Board. Committee members shall be appointed by the Committee Chair, subject to Executive Board approval. Committee members (non-voting status) can include delegates and/or faculty/staff from our full member programs of AAPHP. The following shall be the standing committees of the Association:

1. Scholarship Committee
  2. Membership Committee
  3. Advocacy Committee
  4. Professional Development
  5. Communications Committee
  6. Nominating Committee
  7. Conference Planning Committee
  8. Bylaws Committee
- a) Ad hoc committees will be appointed as determined to be necessary by the President, the Executive Board or the Association.
  - b) Committee membership shall be open to faculty and students of member institutions, and practitioners.

### **Article # 11: Association Staff**

Staff employed by the Association will report to the Association's Executive Director who will report to the President. In the absence of an Executive Director, the President will serve as the Association's Executive Director, who shall report to the Executive Board. Staffing decisions will be made by the Association's Executive Director.

### **Article # 12: Parliamentary Authority**

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