

Public Health Prevention Service Alumni Association By-laws

Article 1: Mission

The mission of the Public Health Prevention Service (PHPS) Alumni Association is to provide support for both PHPS Alumni and current PHPS fellows through ongoing professional development.

Article 2: Vision

The vision of the PHPS Alumni Association is to support both PHPS Alumni and PHPS fellows to establish a national network of public health professionals.

Article 3: Membership

Section 1: Alumni Member

Alumni are past PHPS fellows who have completed 3 years of the Public Health Prevention Service program and have paid their annual dues. Only members who have completed the full 3 years of the PHPS Program shall have the right to run for Executive Committee office. All Alumni members have the right to vote in elections.

Section 2: Honorary Members

Honorary members are members who have been invited to be a part of the PHPS Alumni Association because of their contributions towards the success of the PHPS Program and the advancement of the public health field. Honorary members will not have voting rights and cannot run for office in the Executive Committee. Honorary members do not have to pay dues.

Section 3: Associate Members

Anyone who is interested in supporting the mission and vision of the PHPS Alumni Association is eligible for Associate membership. Associate members will not have voting rights and cannot run for office in the Executive Committee. Associate members must pay dues.

Article 4: Membership Dues

All members of the PHPS Alumni Association are required to pay dues of \$25 annually.

Membership dues paid by August 1st ensure membership status until July 31th of the next year.

Those paying their dues any time between August 1st and July 31th of the following year will be given membership status for the time remaining before the next dues collection date. Dues will be used to support a newsletter, mailings, and other Alumni Association activities to be determined. A person may become a lifetime member by contributing a one-time due of \$350.

Article 5: Executive Committee

Section 1: Titles and Terms of Executive Committee Members

The Executive Committee of the PHPS Alumni Association shall consist of five elected officers. The offices are President, Vice-President, Treasurer, Secretary and Member at Large. Each elected officer will serve a term of two years. Only Alumni Members are permitted to hold an office on the Executive Committee. Alumni Members may serve up to two consecutive terms in any single office. One person from the Executive Committee will serve as liaison with the Liaison Committee and attend their meetings as a non-voting member. This person will be chosen when the Executive Committee is formed.

In order to stagger departures from the committee, there will be an exception to the two year term for the first slate of Executive Committee members. The Vice-President and the Secretary will serve a one-year term for the first year of the Alumni Association's existence.

Section 2: Duties and Responsibilities of the Elected Officers

1. The following is a list of the positions and responsibilities of the Elected Officers:

President:

- Shall participate and preside at Executive Committee meetings and conference calls
- Shall administer and be responsible for general activities of the Association
- Shall be a voting member

Vice-President:

- Shall participate in Executive Committee meetings and conference calls
- Shall preside over Executive Committee meetings and conference calls in the President's absence
- Shall be a voting member

Treasurer:

- Shall coordinate and oversee financial records for the Association
- Shall report on the financial status of the Association, as requested by the Executive Committee
- Shall participate in Executive Committee meetings and conference calls
- Shall be a voting member

Secretary:

- Shall be responsible for oversight of all official Association records
- Shall participate and record minutes of all Executive Committee meetings and conference calls, or appoint someone to do so in his/her absence
- Shall coordinate communication between the Executive Committee, General Membership and the CDC Foundation
- Shall be a voting member
- Shall be responsible for membership recruiting

Member at Large

- Shall be responsible for general activities of the Association as requested by the Executive Committee
- Shall participate in Executive Committee meetings and conference calls
- Shall be a voting member

2. If an elected officer decides to step down, he/she must submit a written resignation to the PHPS AA. A request for a volunteer to complete the term will then be submitted to the Alumni members through email. If there is more than one volunteer, an email election will be completed.

Section 3: Quorum

1. Three Executive Committee members shall constitute a quorum.
2. If a quorum is not present, items shall be discussed by the Executive Committee members in attendance, but voting must be suspended until a quorum can be convened.

Section 4: Voting

1. A simple majority among the quorum is required to pass a recommendation.
2. In the case of a tie, the President shall call for one of two actions:
 - a. discussion of the item and re-vote
 - b. table the item until the matter is called for a re-vote
3. Four-fifths vote by the Executive Committee is required to pass amendments to by-laws.

Article 6: Nominations and Elections

1. All Alumni members of the PHPS Alumni Association are eligible to be nominated or to self-nominate themselves to serve on the Executive Committee, with the exception of any alumnus who is coordinating the nominations and elections process. The Nominations and Elections Coordinator is ineligible for election to the Executive Committee.
2. The immediate Past-President of the PHPS Alumni Association will coordinate the nominations and elections process. If the immediate Past-President wishes to run for a position on the Executive Committee, then the President shall appoint another member of the PHPS Alumni Association to serve as the Nominations and Elections Coordinator. This individual will be ineligible for election to the Executive Committee.
3. Members of the Executive Committee shall be elected by October 30th of each calendar year. Nominations due October 15th. For the PHPS Alumni Association's inaugural year, members of the Executive Committee shall be nominated by .
4. The nominations and elections process will occur as follows:
 - a. The Nominations and Elections Coordinator will request nominations for all the positions on the Executive Committee which are up for election. The call for nominations will be sent to all current members of the PHPS Alumni Association.
 - b. All nominations should be returned to the Nominations and Elections Coordinator by a specified date to be determined by the coordinator.
 - c. The coordinator contacts the nominees for acceptance.
 - d. The coordinator distributes a voting ballot to all Alumni members of the PHPS Alumni Association listing those who have accepted their nomination.
 - e. Members of the PHPS Alumni Association will vote for one person for each office. Ballots must be returned to the coordinator by a specified date.
 - f. The candidate receiving the highest number of votes for each position will serve as a member of the Executive Committee.
 - g. In the case of a tie, the coordinator will ask PHPS Alumni Association members to re-vote for the top candidates.
 - h. Upon completion of the elections process, the Nominations and Elections Coordinator will announce the elected Executive Committee members to all members of the PHPS Alumni Association, current Prevention Specialists, PHPS program staff, and other interested parties.
5. In the event that a member of the Executive Committee vacates his/her seat prior to the completion of the term, the nominations and elections process will be repeated using the same guidelines as listed above.

Article 7: Amendments

These by-laws may be amended at any regular or special open meeting or conference call of the Executive Committee. Any Alumni member may submit in writing a proposed amendment to any member of the Executive Committee. All proposed amendment will be shared with all Association members. A discussion and vote on the amendment shall be held at the next meeting of the Executive Committee. By-law changes require a four-fifths majority vote by the Executive Committee.

Amendment I: Change in Membership Dues Collection Year – Article 4

Article 4 shall read:

All members of the PHPS Alumni Association are required to pay dues of \$25 annually. Payment of membership dues ensures membership status for one year from the date received. Dues must be current at the time of Executive Committee elections in order for Alumni members to be eligible to vote in the election. Dues will be used to support a newsletter, mailings, and other Alumni Association activities to be determined. A person may become a lifetime member by contributing a one-time due of \$350.

Amendment II: Coordination with PHPS Program and PHPS Liaison Committee –Article 5 Section 1

The sentences:

One person from the Executive Committee will serve as liaison with the Liaison Committee and attend their meetings as a non-voting member. This person will be chosen when the Executive Committee is formed.

Shall be replaced by:

The Executive Committee will request that the PHPS Program and the PHPS Liaison Committee each designate a representative to serve as a liaison to the Alumni Association. These liaisons will participate in Alumni Association meetings as non-voting members.

Amendment III: Duties and Responsibilities of the Elected Officers – Article 5 Section 2

The Treasurer's duties shall read:

- Shall coordinate and oversee financial records for the Association
- Shall save and store all financial records and, upon completion of the term of office, shall transmit these records to the succeeding Treasurer
- Shall report on the financial status of the Association, as requested by the Executive Committee
- Shall participate in Executive Committee meetings and conference calls
- Shall be a voting member
- Shall be responsible for dues solicitation

The Secretary's duties shall read:

Secretary:

- Shall be responsible for oversight of all official Association records
- Shall save and store all meeting agendas, meeting minutes, membership forms and newsletters and, upon completion of the term of office, shall transmit these records to the succeeding Secretary
- Shall participate and record minutes of all Executive Committee meetings and conference calls, or appoint someone to do so in his/her absence

- Shall coordinate communication between the Executive Committee, General Membership and the CDC Foundation
- Shall be a voting member
- Shall be responsible for membership recruiting

Amendment IV: Resignation of an elected officer – Article 5 Section 2 number 2

This paragraph shall read:

If an elected officer decides to step down, he/she must submit a written resignation to the PHPS Alumni Association Executive Committee. The vacancy will be filled as specified by Article 6 number 5.

Amendment V: Nominations and Elections – Article 6

Article 6 shall read:

Article 6: Nominations and Elections

1. All Alumni members of the PHPS Alumni Association are eligible to be nominated or to self-nominate themselves to serve on the Executive Committee, with the exception of any alumnus who is coordinating the nominations and elections process. The Nominations Coordinator is ineligible for election to the Executive Committee.
2. The immediate Past-President of the PHPS Alumni Association will coordinate the nominations and elections process. If the immediate Past-President wishes to run for a position on the Executive Committee, or is unable to serve as Nominations Coordinator, then the current President shall appoint another member of the PHPS Alumni Association to serve as the Nominations Coordinator. This individual will be ineligible for election to the Executive Committee.
3. Members of the Executive Committee shall be elected by August 30th of each calendar year, and will begin serving their terms by September 30 of each year. Nominations will be due by July 1st of each calendar year.
 - 3a. In the event that the date of elections must be changed, the Executive Committee will decide by 3/5 majority whether current officers will serve shorter or longer than two year terms. An election must be held at least once every 18 months.
4. The nominations and elections process will occur as follows:
 - a. The Nominations Coordinator will request nominations for all the positions on the Executive Committee which are up for election. The call for nominations will be sent to all current Alumni members of the PHPS Alumni Association.
 - b. All nominations should be returned to the Nominations Coordinator by a specified date to be determined by the Coordinator.
 - c. The Coordinator contacts the nominees for acceptance.
 - d. The Executive Committee distributes a voting ballot listing those who have accepted their nomination to all past PHPS fellows who have completed three years of the Public Health Prevention Service program.
 - e. Only Alumni members of the PHPS Alumni Association who have paid annual dues are eligible to vote for one person for each office. Ballots must be returned to the address designated by the Executive Committee by a specified date.
 - f. The candidate receiving the highest number of votes for each position will serve as a member of the Executive Committee.
 - g. In the case of a tie, the current Executive Committee President will ask Alumni members to re-vote for the top candidates.
 - h. Upon completion of the elections process, the current Executive Committee

President will announce the elected Executive Committee members to all members of the PHPS Alumni Association, current Prevention Specialists, PHPS program staff, and other interested parties.

5. In the event that a member of the Executive Committee vacates his/her seat prior to the completion of the term, the vacancy will be filled by a special election according to the nominations and elections process detailed above. In the case of such a special election, the Nominations Coordinator will set the timelines for nominations and elections.

Amendment VI: Executive Committee, Article 5, Section 2

The Vice-President's duties shall read:

- Shall participate in Executive Committee meetings and conference calls
- Shall preside over Executive Committee meetings and conference calls in the President's absence
- Shall serve as Alumni Association Liaison to the Public Health Prevention Service Liaison Committee
- Shall be a voting member

The Secretary's duties shall read:

- Shall be responsible for oversight of all official Association records
- Shall participate and record minutes of all Executive Committee meetings and conference calls, or appoint someone to do so in his/her absence
- Shall coordinate communication between the Executive Committee, General Membership and the CDC Foundation, including service as Web Site Liaison
- Shall be a voting member

The Member at Large's duties shall read:

- Shall be responsible for general activities of the Association as requested by the Executive Committee
- Shall participate in Executive Committee meetings and conference calls
- Shall coordinate Alumni Association membership and recruitment activities
- Shall be a voting member