

BYLAWS
HEALTH ADMINISTRATION SECTION
WEST VIRGINIA PUBLIC HEALTH ASSOCIATION

ARTICLE I

The name of the organization shall be the Health Administration Section of the West Virginia Public Health Association (WVPHA).

ARTICLE II

OBJECT

To establish a framework for organizing the administrative members of the West Virginia Public Health Association, and others involved in the provision of health services in an administrative capacity, in order to promote professional administrative and management principles, effective communication network, and aid in meeting common goals. This organization shall support the goals of the parent organization, the WVPHA.

ARTICLE III

MEMBERSHIP

1. Any member of the West Virginia Public Health Association, who serves in an administrative capacity, as defined by job function, is eligible for membership in the Health Administration Section.
2. Annual membership dues are due and payable to the Health Administration Section September 30 of each year and are good for one year. Annual dues of the Section shall be ten dollars (\$10.00) per year. Anyone eligible for membership, who pays a registration fee for the section to attend the annual meeting at WVPHA conference, shall be considered a member who has paid dues

ARTICLE IV

OFFICERS

1. The elected officers of the Health Administration Section shall be President, President Elect, Vice President, and Secretary/Treasurer. All officers shall take office following their election at the West Virginia Public Health Association (WVPHA) Conference each year. Terms of office shall be one year.
2. It shall be the duty of the President to preside at all meetings of the Health Administration Section and to supervise and direct the business of the Health Administration Section. The President shall serve as an ex-officio member on all committees, except the nominating committee, and shall appoint a chair and members of all committees, except the audit and nominating committees. In case of death or resignation of the President, the President Elect shall fill the unexpired term
3. It shall be the duty of the President Elect to act in the absence of the President. The President

Elect shall assume such duties as the President may assign. In the case of death or resignation of the President Elect, the Vice President shall assume the office of President Elect, and the Executive Council shall appoint an active member in good standing to fill the vacant position of Vice President. The President-Elect shall serve as chair of the Program Committee.

4. It shall be the duty of the Vice President to act in the absence of the President Elect. The Vice President shall assume such duties as the President may assign. In the case of death or resignation of the Vice President, the Executive Council shall select an active member in good standing to fill the unexpired term until the next election of officer to the Section. The Vice President shall serve as chair of the Membership and Audit Committees.

5. The Secretary/Treasurer shall keep the minutes of all Section meetings and be the custodian of all books and records. He/She shall supervise the financial records of the Section and disburse funds of the Section, maintain and report to the membership records of all financial transactions, and pay all bills of the Section by check. Checks are to be countersigned by the President or President Elect. In the event of the death or resignation of the Secretary/Treasurer, the Executive Council shall select an active member in good standing to fill the unexpired term. The Secretary/Treasurer may serve unlimited terms, as long as they are nominated and elected each year.

7. Election of the Section officers shall be conducted at the Section's meeting held concurrently with the WVPHA Conference. The election shall be conducted by secret ballot. Each member in good standing with the Section shall have the right to vote for the candidates for elected office. Ballots may be mailed to the membership at least thirty (30) days prior to the first day of the annual meeting. Ballots may be returned to the chair of the Nominating Committee at least one week prior to the date of the election, or brought to the conference and turned into the Nominating Committee at the Section Business Meeting. Ballots will also be available at the business meeting. Measures shall be taken to insure each qualified member casts only one (1) ballot.

ARTICLE V

MEETINGS

1. Meetings of the Section shall be held at least once per year. A Meeting shall be held at the annual meeting of the West Virginia Public Health Association Conference. Other meetings may be held at a time and place to be specified by the Section President.

2. The Section Secretary/Treasurer shall notify the membership in writing at least thirty (30) days prior to each meeting.

3. Special meetings of the Section shall be called by the President as needed. The general membership shall be notified in writing by the Section Secretary.

4. A simple majority of members present and voting shall constitute a quorum for the transaction of business at any general or special meeting of the Section. The President, President Elect, or Vice President shall be present to preside over the meeting. In the absence of the President, President Elect, or Vice President, the Secretary shall preside.

ARTICLE VI

EXECUTIVE COUNCIL

1. The Executive Council shall consist of the elected officers, appointed officers, committee chairs, and the Immediate Past President.
2. The Executive Council shall be the governing body of the Health Administration Section between meetings.
3. A majority of the members of the Executive Council, one of whom shall be the President, the President Elect, or Vice President, shall constitute a quorum for the transaction of business at any meeting of the Council
4. All members of the Executive Council shall be entitled to one vote on the Council.
5. The Executive Council shall meet at least twice each year. One meeting shall be a transitional meeting to be held within sixty (60) days after the WVPHA annual conference.
6. The Executive Council shall ratify all appointed officers and all committee appointments. The Council shall also make other appointments as provided for in the Bylaws.
7. The Executive Council shall receive from the Bylaw Committee any proposed amendments for consideration and approval. All Bylaw changes must be approved by the general membership at an annual meeting. Suggested changes are to be presented to the membership at least thirty (30) days prior to the meeting.

ARTICLE VII

COMMITTEES

1. The standing committees of the Section shall be the **Audit, Awards, Bylaws, Membership, Newsletter, Nominating, Legislative, and Program.**
2. In the event of a vacancy of a chair or member of a standing committee, the President or Executive Council shall appoint a member in good standing to fill the vacancy by the next scheduled meeting of the Section.
3. The President or Executive Council shall make all committee appointments within sixty (60) days of taking office. There may be three or more members on each committee. Appointments shall be for the term of one year.
4. The **Audit Committee** shall audit the accounts of the Section annually. A statement of the financial condition of the Section shall be submitted and filed with the Executive Council. The Vice President shall serve as chair of this committee, and the Executive Council shall appoint the other two members.

5. The **Awards Committee** shall be responsible for the selection of individuals to be honored by the Section for outstanding and meritorious service to the Section or to Public Health. The awards are to be presented to the recipients during the annual or spring meeting. Criteria for awards and the process for nomination of an individual shall be established by the committee and approved by the Executive Council. The Chair of the Awards Committee shall serve on the WVPHA Awards and Hall of Fame Committee.

6. The **Bylaws Committee** shall make a continuing study of the rules and regulations governing the Section. The committee shall receive recommendations from the membership of the Section and shall consider all proposals for possible submission to the Executive Council and to the general membership for their action.

7. The **Legislative Committee** shall inform the members of the Section on matters of legislation by reviewing proposed legislation, surveying the membership as to interest, preparing position statements, requesting hearings, and speaking for the Section.

8. The **Membership Committee** shall strive to recruit as members of the Section members of WVPHA who serve in an administrative capacity. The Vice President shall serve as chair of this committee.

9. The **Newsletter Committee** shall be responsible for preparation of the Section Newsletter. The Newsletter shall be published as directed by the Executive Council.

10. The **Nominating Committee** shall be appointed by the Executive Council. The Nominating Committee shall select at least one qualified nominee for each elected office. The committee shall secure acceptance of each nominee prior to publishing their names. The names of the candidates shall be furnished to the membership at least thirty (30) days prior to the election. The Immediate Past President of the Section shall be chair of the nominating committee.

11. The **Program Committee** shall be responsible for the program and arrangements for the meetings of the Section. The committee shall work closely with the President on the program and arrangements for all general membership meetings. The President Elect shall serve as chair of the program committee.

12. Other committees and membership thereof may be appointed at the discretion of the President and ratification of the Executive Council of the Section.

13. A majority of the members of any standing or special committee shall constitute a quorum for the transaction of business at any committee meeting.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The Parliamentary Authority shall be Robert's Rules of Order Newly Revised for all matters not covered in these bylaws.

ARTICLE IX

AMENDMENT TO BYLAWS

These bylaws can be amended at any meeting of the Health Administration Section by a two-thirds (2/3) vote of the members present and entitled to vote, provided that notice of the proposed amendment has been submitted in writing to the bylaws committee for consideration, approved by the Executive Council, and mailed to members eligible to vote at least thirty (30) days prior to the voting date.

Original Bylaws	January 15, 1992
Amended	September 1993
Amended	September 2001
Amended	September 2014