

**PROFESSIONAL CLERICAL SECTION
Of the
WEST VIRGINIA PUBLICHEALTH ASSOCIATION**

**OPERATING CODE
(PREFACE)**

The committees listed below are included with the duties of the officer responsible for said committees.

They are not listed separately under Standing Committees.

COMMITTEE OR COUNCIL	OFFICER RESONSIBLE
Executive Council	President
Program Committee	President Elect
Membership Committee	Vice President
Budget Committee (Established at the discretion of the current President)	Vice President
Advisory Committee	Past President
Registration Committee	Treasurer
Illness, Distress & Memoriam Committee	Chaplain
Standing Committees	
Association Committees	
Special Committees	

Operating Code of the Professional Clerical Section

Appendix A

Exhibit 1

Awards (four Exhibits)

Data needed for Professional Clerical Award -
Outstanding Service Award

Exhibit 2

Guidelines for Professional Clerical Award
Exhibit 3 Guidelines for Outstanding Service
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Appendix B

Boss of the Year Award

Appendix C

Guidelines for Installation of Officers

Appendix D

Mission Statement

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Duties of Officer and Committee Chairs

Duties of the Officers

PRESIDENT

It will be the duty of the President to:

1. Serve as official representative of the Section; supervise and direct the business of the Section; preside at meetings of the Section, or authorize the President Elect, Vice President or other officer to preside in the event she/he is unable to be present.
2. Attend meetings of the Executive Council of the Association, or authorize the President Elect, Vice President or other officer to represent her/him in the event that she/he is unable to be present.
3. Serve as Chairman of the Executive Council of the Section* and ex-officio on all committees, with the exception of the Nominating Committee.
 - a. The Executive Council will consist of all current year officers and Committee Chairmen, as well as those members appointed to serve on any committee of the Executive Council of the Executive of the West Virginia Public Health Association. The immediate Past President, should she/he for some reason not be the Chairman of the Advisory Committee, will also be a member of the Executive Council. Members of the Executive Council will pay their Section dues before the 1st regular meeting.
 - b. This Council will have and exercise all the authority and duties of the Section.
 - c. Should the office of Vice President or Treasurer become vacant, it is the duty of the Executive Council to appoint a member to fill the vacancy for the remainder of the term; should the office of President or President-Elect become vacant, the Council will appoint a person to fill either vacancy only in the event the next advancing office is also vacant.
 - d. This Council should meet at least four times a year; more often if deemed necessary by the Section President. Two of these meetings may be attended in person or via conference call, video conference or other electronic means.
 - e. It will be the duty of the Executive Council to plan the Conference meeting and approve the Seminars offered by the Employee Benefits Committee.
 - f. The Council may offer suggestions and assistance to the various committee chairmen through these meetings.
 - g. The name(s) of Section members nominated for office in the West Virginia Public Health Association will be submitted to the Section's Executive Council for approval. Not more than one Professional Clerical Section member will be nominated by the Section for any one office in the Association.

4. Advise President-Elect on all matters relating to the Section in order that she/he will be prepared to assume responsibility of the office of President I the event of her/his absence.
5. Become familiar with the duties of all officers and committee chairmen and ascertain duties are carried out in a proper manner. Provide each officer and committee chairman with a copy of the Operating Code and By-Laws and duties of her/his office or committee.
6. Appoint a Secretary to serve during the current term of office.
7. Appoint a Chaplain to serve during the current term of office.
8. May establish a Budget Committee, if felt necessary.
9. Appoint a member to serve on the Hall of Fame Committee of the West Virginia Public Health Association Executive Council. Appoint an alternate to serve in the event the first appointed member cannot attend a meeting called by the Association's committee chairman.
10. Appoint a member to serve on the Legislative Committee of the West Virginia Public Health Association. Appoint a member to serve as alternate in the event the first appointed member is unable to attend a meeting called by the Association's committee chairman.
11. Appoint a Chairman to all committees, except those chaired by an officer as stated in their list of duties.
12. Appoint a Chairman and member of Special Committees, as needed.
13. Participate on General Program Committee of the Association.
14. Report to the Executive Council of the West Virginia Public Health Association, the plans, scope and policy of the Section, not to include financial information unless specifically requested.
15. Present "Boss of the Year" award at the annual banquet.

In the event this officer cannot attend a meeting of the Executive Council, it is her/his responsibility to notify the person who is to represent her/him or send a report to the meeting.

PRESIDENT-ELECT

It will be the duty of the President-Elect to:

1. Perform the duties of the President in her/his absence and assist the President when requested to do so.
2. Serve as Chairman of the Program Committee, fulfilling the following duties.
 - a. Obtain meeting rooms for the annual meeting and make arrangements for any equipment needed.
 - b. With the help of the committee members, plan the program for the annual meeting; which program will be in keeping with objectives of the Section and in conference with the Association's general program theme.

- c. Submit the program content to the Executive Council for approval before information is submitted to the President of the West Virginia Public Health Association for inclusion in the Association's program book. This program information should be submitted to the President of the West Virginia Public Health Association two months prior to the annual meeting or as requested. If a separate program for the Professional Clerical Section activities, not including the luncheon is prepared, it will be completed within her/his work area or the work facility of another committee member at a minimum cost to the Section.
3. Serve as member of the Association's Conference Planning and Local Arrangements Committee.
4. Be responsible for purchasing the gift(s) for the speaker(s). Reimbursement will be made from the Section treasury.
5. Succeed to the office of President at the end of the Annual Meeting, following her/his term as President-Elect, or at any time the office of President should become vacant for any reason without other election.

In the event this office cannot attend a meeting of the Executive Council, it is her/his responsibility to notify the person who is to represent her/him or send a report to the meeting.

VICE PRESIDENT

It will be the duty of the Vice President to:

1. Perform the duties of the President-Elect in her/his absence and assist the President and/or President-Elect when requested to do so.
2. Act as Ex-Officio member of all Standing Committees.
3. Serve as Chairman of the Membership Committee, fulfilling the following duties:
 - a. Send pertinent information to membership with a reminder that dues are payable on January 1 of each year.
 - b. Send a notice to "Tid-Bits" for inclusion in the Spring Edition of the newsletter regarding membership in the Section.
 - c. Appoint members to the committee to help with mailing of membership application cards to all clerical personnel at the beginning of the new year (during January).
4. Succeed to the office of President-Elect at the end of the annual meeting following her/his term as Vice President, or at any time the Office of President Elect becomes vacant for any reason, without other election.

In the event this officer cannot attend a meeting of the Executive Council, it is her/his responsibility to notify the person who is to represent her/him or send a report to the meeting.

PAST PRESIDENT

1. Serve in an advisory capacity to the current President. If the immediate Past President is not available to serve, then the most recent available Past President will assume these duties.
2. Serve as Chairman of the Advisory Committee, which will consist of Past Presidents of the Section which are still active in the Public Health field, or if retired, still maintain and interest in the West Virginia Public Health Association. The member of this committee will be eligible to attend any meeting the Executive Council. Only those holding an office or Committee Chair will be eligible to vote. This Committee will:
 - a. Study and evaluate the programs of the Section in relation to its present and projected programs; submit to the Executive Council or general membership, recommendations for continuation and/or changes in present activities and submit proposals for new ideas and suggested changes in the future. They will stand ready to offer assistance to the current President, when requested.
 - b. Conduct the “Boss of the Year” contest (see Appendix B). The Advisory Committee Chairman will be responsible for obtaining an appropriate certificate and/or award, as well as a crown for the Boss of the Year.
 - c. Decide 60 days prior to the Annual Meeting, the recipients(s) of the Professional Clerical Award and Outstanding Service Award, if any. The names of the nominee(s) will be submitted to the Chairman of the Advisory Committee by the Awards Committee immediately following the latter’s deadline of June 30.
3. Call a committee meeting prior to the first business meeting of the Section at the Annual Conference for the purpose of discussing pertinent items of business, such as amendments to the Bylaws and/or Operating Code. A report of this meeting will be given at the annual business meeting, by the Advisory Committee Chair.
4. Appoint one of the Past Presidents to serve as Secretary for this meeting to write a report for inclusion in the Section minutes. A copy of said report will also be sent to “Tid-Bits” for inclusion in the first issue following the annual meeting.
5. Be responsible for purchase of a plaque with engraved metal plate and gavel for the outgoing President’s gift. The Chairman’s gift is given to the Vice President who presents it to the outgoing President at the annual luncheon. The cost of the plaque will be paid by the Section.
6. The Past President will be in charge of installation of officers during the annual conference luncheon. (Appendix C – Exhibit 1)
7. Call a meeting within at least 60 days following the annual meeting for the purpose of discussing the By-Laws and Operating Code with incoming and outgoing officers and committee chairmen. The members of the Advisory Committee should be in attendance at this meeting.
8. Serve as chairman of the Budget Committee (if such committee is established by the current President), fulfilling the following duties:
 - a. Appoint one to three members to serve in conjunction with the Treasurer on the Committee.

- b. Establish a budget for the current year showing projected income (and sources) as well as expenditures for the year.
- c. Present the budget to the Executive Council for approval at their first meeting after the transitions meeting.

In the event this officer cannot attend a meeting of the Executive Council, it is her/his duty to notify the person who is to represent her/him or send a report to the meeting.

TREASURER

It will be the duty of the Treasurer to:

1. Maintain custody of all funds and securities of the Section and will be accountable for same. Pay out monies on approval of the President (less than \$100), or as requested by the Executive Council.
2. Receipts are required for all payments made by the Treasurer. Two signatures (Treasurer, President, or President-Elect) must be on each check.
3. Makes weekly deposits of all monies collected, including membership dues.
4. Present a detailed Treasurer's report at each Professional Clerical Section Executive Council meeting to each member in attendance.
5. Maintain up to date and accurate list of paid members and retirees and keep this list for five years.
The Treasurer will give a copy of this list to all officers and committee chairmen. The "Tid-Bits" Chairman will be informed of membership changes prior to the mailing of each issue.
6. Be responsible for the maintenance of adequate books of account and present financial statements of receipts and expenditures as directed to the Executive Council.
7. Be responsible for sending each new member a copy of the By-Laws and the informational booklet along with her/his membership card.
8. Provide an accurate accounting of the treasury to the Section President no later than 30 days following the annual meeting. A detailed report is to be included in the first issue of "Tid-Bits" after the annual meeting.
9. Serve as Chairman of the Registration Committee with the following duties:
 - a. Appoint a co-chairman to this committee to be approved by the President.
 - b. Be responsible for all registration activities at the annual meeting and clerical seminars.
10. Serve as Ex-Officio member of the Ways & Means Committee.
11. The Treasurer may attend the meeting of the Audit Committee. In the event she/he cannot attend the audit, she/he will be available for contact by telephone or fax during the meeting.

In the event this office cannot attend a meeting of the Executive Council, it is her/his responsibility to notify the person who is to represent her/him or send a report to the meeting.

SECRETARY (an appointed office)

It will be the duty of the Secretary to:

1. Attend and record the minutes of all Section meetings called by the President. An additional copy will be sent to the Chairman of the Historian and Scrapbook Committee, in addition to her/his personal copy.
2. Be prepared to attend the West Virginia Public Health Association Executive Council meeting, in the event that the President, President-Elect, or Vice President cannot attend.
3. Perform all Secretarial duties as directed by the President, President Elect, and/or Vice President.
4. Review minutes of previous year's annual meeting and any meetings called by the President within the year, for any motions passed by the membership and/or the Executive Council, which relate to the Section's By-Laws and/or Operating Code and notify the Section President so that she/he may advise the By-Laws/Operating Code Committee to revise any section affected.
5. Have charge of such books and documents as the Executive Council will determine.
6. Notify all members, prior to Annual Meeting, of expenses which will be incurred while attending said meeting, such as dues of both the Section-and the Association; registration fees, banquet, luncheon, tickets, and room rate, if known. This can be done by publication in the Conference issue of "Tid-Bits".
7. Prepare copy of official minutes of the Section and present to President within 30 days after Annual Meeting.

In the event this officer cannot attend a meeting of the Executive Council, it is her/his responsibility to notify the person who is to represent her/him or send a report to the meeting.

CHAPLAIN: (an appointed office)

It will be the duty of the Chaplain to:

1. Open meeting with a prayer, when requested by the President of the Section.
2. Serve as a member of the illness, Distress and Memoriam Committee.
3. Coordinate with Illness, Distress and Memoriam Committee to send get well cards, sympathy cards, or other appropriate acknowledgment where needed. In the event of the death of a current President or Past President of the Professional Clerical Section, flowers or a monetary contribution to charity of choice, should that be the desire of the family of the deceased, be given or sent, not to exceed \$50.00. Also, a single red rose will be placed in the coffin with the deceased, or in the deceased's hand. If the family agrees, with the appropriate card showing it is from the Professional Clerical Section. Should the individual that has died not be in the vicinity of the Chaplain, she/he or a member of the Executive Council may contact someone in that vicinity and request they order flowers or check with family to determine if they would rather give a contribution to a charity. Also, the single rose should be purchased and taken to the funeral home.

In the event of the death of any other member of the Professional Clerical Section, the single rose will be provided as indicated above.

All cards and acknowledgments will be sent in the name of the Professional Clerical Section and the expense involved will be reimbursed from the Section treasury.

4. Prepare a memorial service for any deceased Section member, whose death occurred since the last annual meeting, to be presented during the Section's luncheon meeting at the annual conference.

Duties of the Standing Committees

Audit

1. This committee will include the immediate Past President and at least one member will have a background in financial management. (I.e. knowledge of bookkeeping or work has included fiscal/financial duties).
2. It is the duty of the Chairman of the Audit Committee to notify the Treasurer of the date, time and place for the proposed Audit Committee meeting. In the event the Treasurer cannot attend the meeting, she/he will be available for contact by telephone or fax during said meeting.
3. It is the duty of the Committee to verify proper documentation is included and proper procedures are followed. The duty of this Committee is to verify balance in the treasury against revenue and expenditures and prepare a report for the Treasurer and the President within 60 days of the annual meeting.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Awards

1. This committee will be responsible for selection of eligible individuals who will receive service awards. These eligibility requirements are found in Appendix A – Exhibit 4 – Service Awards.
2. The Awards Chairman will notify the Program Chairman of the West Virginia Public Health Association of the current year's recipients of service awards of twenty years or more so that information can be included in the Association's conference program.
3. To be eligible for a service award, the individual must be a paid member of the Section during the current year and four previous years. This committee will advise any member who wished to be restored as being eligible for an award that she/he can pay for only one missed year during the previous five year period.
4. The Awards Chairman will submit the names of the recipients of the service awards, with appropriate acknowledgment, to "Tid-Bits" for publication in the first issue to be printed after the annual conference.

5. Each new member's time should be verified upon joining the Professional Clerical Section and added to the records of the Awards Committee. All service shall count toward time for a service award, including classified and exempt.
6. The Awards Committee will accept nomination of members to receive the Professional Clerical Award (Appendix A: Exhibits 1 & 2). This award will be presented to a member of the Section who has been outstanding in accomplishment, dedication and contribution to her/his profession.
7. The Awards Committee will accept nomination of individuals to receive the Outstanding Service Award (Appendix A: Exhibits 1 & 3). This award will be presented to an individual who has helped the Clerical Section above and beyond the call of duty. The recipient need not be a member of the Professional Clerical Section.
8. The Awards Committee will be responsible for submitting an article to be published in the first edition of "Tid-Bits".
9. After selection of the above two award recipients, if any, by the Advisory Committee, it is the responsibility of the Awards Committee to select and purchase a plaque, tray or other award and have it suitable engraved.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Bylaws/Operating Code:

1. Chairman of the committee will request a copy of the minutes from the Secretary within one month of the annual meeting. Any amendments shown by the minutes as being passed should then be included in the revised copy of the By-Laws and/or Operating Code.
2. A copy of the amendments passed will be sent to the "Tid-Bits" Chairman for inclusion in the first issue; any proposed amendments to be voted on at the Annual Conference will be included in the conference issue.
3. A copy of the newly amended By-Laws and appropriate amended sections of the Operating Code will be sent to the Section President, who in turn, will provide copies to new officers and committee chairmen and make copies available to any member upon request.
4. The Chairman will accept suggestions for amendments from the officers, committee chairmen and general membership and may likewise offer suggestions for amendments. These proposals will be reviewed by the Executive Council and those considered to be appropriate will be printed in the Conference issue of "Tid-Bits" to be voted on at the business meeting at the annual conference.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Conference Luncheon:

1. Responsibilities will include selection of the location where the luncheon is held, menu and favor.
This Chairman will be responsible for preparing the program for the Section's Annual Luncheon Meeting to include menu, announcement of newly elected officers, and installation of officers, memorial services, outgoing Presidential award, and presentation of the gavel to New President, awards, and speaker information. This program will be completed within the individual's working facility or facilities of another committee member, at a minimum cost to the section.
2. May request that each member attending the annual meeting contribute a door prize, valued at not less than \$10.00.
3. Responsible for drawing for door prizes to be given away at the annual luncheon.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Employee Benefits:

1. This committee will meet and work with various Health Department administrative offices, to implement and act as a vehicle to establish training programs for clerical workers/clerical management personnel.
2. This committee will be responsible for developing seminars, in-service staff meetings, assist in organizing on-site in-service training, and establish in-service program resources, present clerical in-services programs and other related areas beneficial to the Section.
3. If feasible, plan and hold an in-service training seminar at least once per year for the purpose of offering continuing education resources to employees at the State level, the county and regional health departments and state hospitals. This training is not to be limited to clerical personnel. The registration fee for this seminar will be flexible but with a minimum of \$10.00. An increased fee may be charged when felt necessary by the Executive Council.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Historian/Scrapbook Committee:

1. This committee will be responsible for keeping the Section's scrapbook up to date with pictures, memorabilia, etc. and display these in an appropriate location during the annual meeting for the membership's review.
2. This committee is responsible for the storage of the historical, scrapbooks, memorabilia, etc.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Nominating:

1. The Nominating Committee should prepare a slate of two candidates for each office and present the slate to the Advisory Committee at least 45 days prior to the annual meeting. In the event two candidates are not on the slate presented, the Executive Council and/or the Advisory Committee may place additional names on the ballot.
2. The Nominating Committee should present a slate of two candidates for each office, including a profile for each by mail to the membership at least 30 days prior to the annual meeting with a return date within 15 days. The returned ballots will contain the name of the voter on the envelope. The voters' names will be checked against a master list of members and the unopened envelopes will then be deposited in a locked ballot box. They will remain there until time to count them at the annual meeting. The President will hold the key until that time.
3. The Nominating Committee will make ballots available at the Annual Meeting to those members who did not vote by mail following instructions spelled out in the By-Laws, Article 1 – Officers and Committees, Section 1 – Election of Officers.
4. If there is only one name for each office on the ballot, it will not be mailed to the membership, but the names and profile of those running for office will be placed in the fall issue of “Tid-Bits”. A motion will be made by the nominating committee at the annual meeting to accept the names as presented and the nominees shall be elected to office by acclamation.
5. An appointed committee consisting of a member of the Nominating Committee and two past presidents will be appointed by the President to count the ballots. The results of the election are given to the President, who will announce the new officers at the annual luncheon, during which they will be formally installed.
6. The chairman of the Nominating Committee will be the Section's representative on the Nominating Committee of the Association.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Professional Clerical “Tid-Bits”:

1. Responsible for publication of the Section's newsletter, titled “Professional Clerical Tid-Bits” also known as “Tid-Bits”.
2. There will be a spring issue, which is to include:
 - a. Message from the President.
 - b. Copy of the minutes of the annual business meeting.
 - c. Treasurers' report
 - d. Copy of any amendments to the By-Laws if changes were made, proposed changes to be voted upon by mail or at the next annual business meeting.
 - e. Report from committee chairman, where pertinent.
 - f. Information regarding the midyear seminar.
 - g. Information regarding eligibility for service awards. There will also be an article listing the names of the previous year's recipients of these awards, submitted by the Awards Committee Chairman.

- h. Information regarding nominations for the Professional Clerical Award and Outstanding Service Award. There will also be an article listing the names of the previous year's winners, if any, of these awards, submitted by the Awards Committee Chairman.
 - i. Information regarding nominations for "Boss of the Year" contest. There will be an article, which could include the winning letter, regarding the previous year's recipient of this award, submitted by the Advisory Committee.
 - j. Application for membership.
 - k. May contain news, information, etc. from the general membership.
3. There will be a Conference issue, to be published at least one month before the Conference, which may contain a, e, and j above in addition to pertinent conference information (program, luncheon, banquet, conference fees, lodging costs, and/or a map including direction for getting to the conference site.
 4. Issues will be distributed by the chair to the Executive Council via email and after approval, will be posted to the web site. The President, or another officer, will then notify membership that the issue is available on the web. This notification will go to;
 - a. Each member of the Section whose dues have been paid.
 - b. Copies may be mailed to the attention of the clerical staff at state and local health departments at the discretion of the Executive Council to encourage clerical personnel to join the Section.
 - c. Email or send a hard copy to any retired (life) members still active in the Section.
 - d. A copy of the Historian, in addition to her/his personal copy.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Reception:

1. This committee will select a theme for an annual reception to be held the evening prior to the evening of the annual banquet. Each section can assist with the reception; however, it is the responsibility of the Reception Committee of the Professional Clerical Section to organize said reception.
2. The WVPHA Executive Council will select the menu and cost associated with these refreshments will be paid by the West Virginia Public Health Association.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Ways and Means:

1. A registration fee of a minimum of \$20.00 will be charged to persons registering to attend the Professional Clerical Section activities, except where waived for Life Members. These monies collected to be used for general expenses of the Section.

2. Bazaars may be held at the Annual Conference in conjunction with or just prior to the annual reception, at the annual seminar(s) in “free” hours and at other times and places during the year deemed necessary and feasible, Items for sale can consist of crafts, and/or” white elephants” donated by the membership or other interested persons, and/or items purchased for resale.
3. Other fund raising activities may consist of raffles, “party plan” sales, food items (candy, hot dog, soup, etc) sales, clothing (t-shirts, etc) sales. These activities may be held at any time during the year.
4. All bazaar/fund raising activities will have the approval of the Executive Council.
5. The Treasurer will be ex-officio member of the Ways and Means Committee and all monies from any fund raising activities will be turned over to her/him within 24 hours of the completion of the event.

In the event this chairman cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Scholarship Committee:

1. The Chairman shall be selected by the President and appointed by the Council of the Section, shall assume office upon appointment or within 60 days of the close of the annual meeting and shall serve for one year.
2. At least two additional members of the section shall be appointed to serve on this committee.
3. The chair shall mail the scholarship application out with the first issue of the “Tid-Bits’ after January 1 of each year.
4. Will review each scholarship application for completeness, correctness, deadlines, and eligibility.
5. Shall have a committee meeting prior to the annual conference to decide on awards each year and shall give the name of awards to the Treasurer so they will be able to make reservations and write a check for up to two nights of lodging.

In the event this chairman cannot attend and Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Association Committees

Hall of Fame:

A member will be appointed to serve one year and is a member of the Professional Clerical Section Executive Council. An alternate is also appointed to serve one year. This committee submits names of any Professional Clerical Section member(s) the Section’s Executive Council votes worthy of induction into the Hall of Fame; attend meetings of the West Virginia Public Health Association Hall of fame Committee. Keeps Professional Clerical Section Executive Council informed of any pertinent information.

In the event this appointed member cannot attend an Executive Council meeting, it is her/his duty to send a representative or a report to said meeting.

Legislative:

Appointee is to attend the West Virginia Public Health Association Legislative Committee meetings and is a member of the Professional Clerical Section Executive Council and keeps council informed of Committee activities. Submit any Professional Clerical Executive Council legislative matters to the Committee. If appointed member cannot attend a meeting of the committee, an alternate is appointed to attend in her/his place.

If the appointee cannot attend a Professional Clerical Section meeting, it is her/his duty to send a representative or a report to said meeting.

Nominating:

The Chairman of the Professional Clerical Nominating Committee will serve as a member of the Association's Nominating Committee. She/he will submit the name(s) of any Professional Clerical Section member the Section's Executive Council votes worthy of serving on the Executive Council or the West Virginia Public Health Association.

If the Chairman cannot attend a meeting of the committee, it is her/his responsibility to send a representative or a report and shall do the same if she/he cannot attend a Professional Clerical Section Executive Council meeting.

Special Committees:

Any short term committees felt necessary would be placed under Special Committees. This Chairman will also be a member of the Professional Clerical Section Executive Council. They may be removed from the Operating Code after their function is satisfied.

Amending Operating Code:

Any segment of this Operating Code of the Professional Clerical Section, West Virginia Public Health Association, may be rescinded or amended, as the need arises, by majority vote of the members of the Executive Council, during the regularly scheduled council meeting.

Amendments and changes by Executive Council up to November 2010

Operating Code

Appendix A – Exhibit 4

Service Awards

Purpose:

To recognize those members who have been employees of the Health Department, Bureau for Public Health, or associated facilities for at least five years.

Eligibility:

To be eligible for a service award, an individual must have been a paid member of the Association and the Professional Clerical Section for the previous five years, having attained eligibility prior to July 1st.

An award will be given to eligible members beginning with five years and at five year intervals thereafter. All employment with public health shall be considered for an award, classified and exempt.

Award:

The award will be a framed certificate depicting the Section Logo (the scroll and quill design) for five years service and at five year intervals thereafter. The recipient's name and years of service will be on the award.

Beginning with 20 years of service and at five year intervals thereafter, the award will be a "disk" (charm, pin, or other suitable award), with the recipient's initials engraved on the front and the initials "PCS", the year awarded and the number of years service engraved on the back.