

**HEALTH ADMINISTRATION SECTION
BY-LAWS**

ARTICLE I

Definition

The name of this body shall be the Health Administration Section and shall be referred to as HAS throughout these By-laws.

ARTICLE II

Objectives

The objective of HAS shall be:

1. To provide a recognized section for those APHA members who are engaged in health administration roles in public health.
2. To promote professionalism in the field of public health administration.
3. To provide a forum for discussion and training on issues related to public health administration.

ARTICLE III

Membership

Section 1

There shall be two types of membership, namely:

1. Active Membership
2. Retired Membership

Section 2

Any person who is currently a member of APHA and employed in a field which performs health administration functions may be an active member.

Section 3

Retired membership may be conferred upon any APHA member retired from the field of health administration.

ARTICLE IV

Dues

Section 1

Annual dues for each type of membership in the Section shall be established by the active membership of the HAS by a majority vote.

Established dues rates will stand as permanent until proper action of the General Session has been recorded.

Section. 2

Dues for members shall be payable each year on January 1 to expire December 31.

ARTICLE V

Officers

Section 1

The officers of the Section shall be Chairperson, Vice-chairperson, Secretary, Treasurer, and Parliamentarian; serving one-year terms.

Section 2

Any active member of the Section in good standing shall be eligible to hold office in the Section.

The only exception shall be in the event that the Vice-Chairperson, elected as an active member, converts to retired status during the ensuing year. In this event the Vice-Chairperson, in retired status, shall assume the duties of Chairperson at the conclusion of the annual meeting and serve as Chairperson for the normal term of office.

ARTICLE VI

Duties of Officers

Section 1

The duties of officers shall be such as are implied by their titles and which usually pertain to their perspective offices together with such other duties as are specified in these By-laws, or may in addition from time to time, be delegated to them by the Executive Committee.

Section 2

The Chairperson shall be Chairman of the Executive Committee, and shall preside at the Annual Business Meeting of the Section and shall appoint all committees and chairpersons thereof except those assigned to specific offices in the By-laws.

The Chairperson shall represent the HAS on the APHA Executive Council.

Section 3

The Vice-Chairperson shall assume the duties of Chairperson at the conclusion of the annual meeting. The Vice-Chairperson shall carry out the primary responsibilities of preparing for assuming the office of Chairperson, and shall serve as Chairperson of the Program Committee and shall perform such other duties as may be assigned by the Chairperson, and shall also be the ranking officer in the absence of the Chairperson.

Section 4

The Secretary shall have custody of all records and papers, give notice of time, place and purpose of all meetings, take and make available minutes of all meetings, and conduct the correspondence of the HAS.

Section 5

The Treasurer shall have charge of all funds of the Section and shall deposit same in the Arkansas Public Health Association bank account. The Treasurer shall report the financial condition of the Section at the Annual Meeting and shall also prepare an annual financial statement. Disbursement shall be made by check of the Arkansas Public Health Association. A membership roster will be kept by the treasurer.

Section 6

The Parliamentarian shall use "Roberts' Rules of Order" revised, as a Parliamentary authority for all matters of procedure not specified by the By-laws.

Section 7

In the event of a vacancy in any office, the Executive Committee shall appoint an active member to complete the term of office.

ARTICLE VII

Executive Committee

Section 1

The Executive Committee of HAS shall consist of all officers listed in Article V, Section 1.

Section 2

An Executive Committee member who is not present at a meeting may be represented by a proxy in writing. This letter shall be submitted to the Chairperson of the meeting for inclusion with the records of the meeting.

Section 3

The Executive Committee shall have the same rights, powers, privileges and duties as are generally conferred upon executive committees. They shall include the following:

- a) Conduct and carry on the affairs and business of the Section.
- b) Provide ways and means of financing activities of the section and increasing resources available to it.
- c) May provide bond for the Section Treasurer.
- d) Provide for auditing the accounts of the Section as deemed advisable.
- e) Provide for the management of the Annual Meeting, in cooperation with APHA Executive Council and its committee Chairs, held during the year of the Executive Committee's tenure and shall assure selection of the date and location of future meetings.
- f) Provide any rules and regulations needed for the purpose of carrying out these By-laws in cases not specifically covered herein.

Section 4

A quorum of the Executive Committee shall consist of 2/3 of the Executive Committee members.

ARTICLE VIII

Annual Meeting

Section 1

There shall be at least one Annual Meeting of the HAS to be held concurrently with APHA.

Section 2

There shall be a General Assembly, constituting the Annual Business Meeting, held during the Annual Meeting, which shall include, but shall not be limited to the following:

- a) The procedure of election of officers.
- b) The Treasurer's report.
- c) Committee reports.
- d) Action on resolutions.
- e) Action on correctly submitted amendments to the By-laws.

ARTICLE IX

Voting Privileges and Election of Officers

Section 1

The privilege to vote is conferred upon active membership only.

- a) Voting on all matters of business with the exception of election of officers may be by voice vote, absentee ballot or mail.
- b) Voting on the election of officers may be by voice vote or absentee ballot.

Section 2

The HAS shall elect annually, a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.

- a) Active members may be nominated for office from the floor by another active member or by a slate of nominees presented by the Nominating Committee.
- b) All officers shall be elected by a majority vote of the voice votes cast by the General Assembly and absentee ballots.
- c) If the Vice-Chairperson is unable to assume the duties of the Chairperson, as described in Article VI, a Chairperson will be elected.

ARTICLE X

Committees of the Section

Section 1

All committee Chairpersons shall be appointed by the Chairperson, with the exception of the Chairperson of the Program Committee.

Section 2

All committee Chairpersons shall give either a written or an oral report at each HAS Executive Committee Meeting and at annual meetings.

Section 3

Functioning Committees of the HAS may include:

- Resolutions
- Bylaws
- Legislative
- Membership
- Program
- Nominating

Section 4

The Resolutions Committee may consist of at least three active members. It shall be the duty of the Committee to consider all resolutions and to present at the General Assembly a report upon each resolution accompanied by the recommendation of said Committee as to action to be taken by the General Assembly.

- a) Resolutions shall, for the purpose of this Article, be interpreted to mean a written item on a subject or section that is to be considered at the General Assembly which shall become a part of the permanent records of said General Assembly.
- b) Resolutions must be approved by a majority vote in order to stand adopted by the Section.
- c) The Section shall not take action upon any resolution dealing with any questions except those that are consistent with the professional interest of the Section.
- d) Resolutions proposing amending the By-laws shall not be accepted as such, but shall be referred to the By-laws Committee for preparation as proposed amendments.
- e) Resolutions adopted by the General Assembly shall be presented to APHA as resolutions at the annual meeting.

Section 5

The Legislative Committee may consist of at least three active members. It shall study legislation, existing and proposed, which affects Health Administration and recommend appropriate action by the Section. It shall foster and support legislation of federal, state and local levels that will enhance the professional standing of the Health Administration Section. It shall cooperate with other professions and other organizations in supporting or opposing measures of mutual interest.

Section 6

The Bylaws Committee shall consist of at least three active members. It shall gather any necessary Bylaws changes, prepare them and circulate them according to Article XI.

ARTICLE XI

Amendments to the Bylaws

Section 1

These Bylaws may be amended by a majority vote of the active members present in the General Assembly, at which time such proposed amendments are submitted to a vote.

Section 2

As a prerequisite to the adoption of any amendment, the proposed amendment must be submitted:

- a) By the Executive Committee, or
- b) By a By-laws Committee appointed by the Chairperson.

Section 3

In any event, a proposed amendment shall be accompanied by a statement indicating the official action by the Executive Committee or Bylaws Committee that initiated the proposed Bylaws changes.

Section 4

The Bylaws Committee shall give notice of proposed amendments to the By-laws by mailing each member of the Section the text of each proposed amendment at least 30 days prior to the General Assembly, at which such proposed amendments are to be submitted to vote.

Section 5

The By-laws Committee shall make recommendations concerning proposals for amending the By-laws submitted to it and shall so report to the Executive Committee.

ARTICLE XII

Procedures not Covered

Section 1

In all matters of procedure not covered by these Bylaws, the provisions set forth in the latest revised edition of "Roberts' Rules or Order" shall be followed.

ARTICLE XIII

Section Affiliation with Arkansas Public Health Association

Section 1

The HAS is a recognized Section affiliated with the Arkansas Public Health Association and shall conduct all business matters in accordance with these By-laws and those of the Arkansas Public Health Association.

- Amended May 7, 1998
- Amended May 27, 2004
- Amended May 11, 2006
- Amended May 10, 2007
- Amended May 11, 2017