

BY LAWS
PROFESSIONAL CLERIAL SECTION
Of the
WEST VIRGINIA PUBLIC HEALTH ASSOCIATION

ARTICLE 1 – NAME AND OBJECTIVE

Section 1 – Name

The name of this organization shall be the Professional Clerical Section, hereinafter, referred to as the Section, organized as a constituent of the West Virginia Public Health Association, subject to the rules and regulations of the Association.

Section 2 – Objective

The objective of the organization shall be to bring together persons employed in or retired from the clerical aspects of Public Health, whether it is on the state, regional, county or hospital levels, to attain the following:

- A. To promote interest and active participation in this Section of the WVPHA and attain recognition of the Section as a vital organ of the Association;
- B. To promote better communication between the clerical staff and other disciplines of public health;
- C. To promote continuing education for the members. (In-service training)

ARTICLE II – MEMBERSHIP

Section 1 – Classification

- A. Active Member – any person interested in the clerical aspects of public health, is a member in good standing of the WVPHA, shall be eligible for the membership upon payment of annual dues.
- B. Former Member – a former member shall be reinstated upon payment of current annual Association and Section dues.

- C. Life Member – any person who was a member of the Section at the time of retirement is eligible to be a Life Member.

Section 2 – Duties of members

It shall be the duty of each member to promote the objectives of the Section wherever and whenever feasible. If elected or appointed to an office or committee, it shall be the member's duty to make sure she/he is knowledgeable of the duties of the office or committee and carry out said duties to the best of his/her ability.

Section 3 – Privileges

- A. Anyone who has registered for conference and paid any section dues may attend lunch in any section. To be eligible for the PCS gift and any PCS door prize you must have registered with PCS section at conference. Exception: Speakers and guests. Section meetings at the annual conference and functions: i.e. bazaar, reception, etc. are open to others.
- B. Section dues, registration fees and the cost of the annual luncheon ticket shall be waived for Life Members. However, a reservation must be made in advance of the luncheon date. A Life Member may request reimbursement of expenses incurred while serving as an office, chairman or member of a committee.
- C. A life (retired) member may claim mileage only for an Executive Council Meeting. Mileage will be reimbursed up to \$20.00 for trips over 50 miles (one way).
 - a. The Executive Council must approve any request for reimbursement.
 - b. A life member may apply for a scholarship to conference and if approved by the Executive Council the expenses shall be paid as outlined on the application.

ARTICLE III – DUES AND EXPENDITURES

Section 1 – Dues

The dues of active members shall be \$5.00 per year, if paid before July 1st. After July 1st, the dues for active members shall be \$10.00. Dues for new members shall remain \$5.00 for the entire year. WVPHA dues must be paid before the Section due can be accepted.

Section 2 – Expenditures

- A. Money collected shall be used to defray expenses of the Section as authorized by the President up to \$100.00. Expenditures exceeding \$100.00 must have the approval of the Executive Council
- B. Expenses of the Section President or representative to attend Executive Council meetings and the annual meeting will be paid from the Section treasury when such meetings are held away from his/her official headquarters; provided the Section has the money and his/her office cannot pay said expenses. However, said expenses shall not include a suite at the annual meeting unless the Executive Council deems it.
- C. The names of the Treasurer and the President shall be on the bank signature card. The Executive Council may authorize additional names to be on the card.

ARTICLE IV – OFFICERS AND COMMITTEES

Section 1 – Election of Officers

- A. Any person nominated for an office shall have been a member of the Section for three years.
- B. The Nominating Chair shall present by mail a slate of nominees to the Executive Council at least 45 days prior to the Annual Conference. 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.
- C. The Nominating Committee shall present by mail a slate of two candidates for each elective office to the membership at least 30 days prior to the annual meeting; with a return date within 15 days. A profile of each candidate shall be included. Qualifications of the candidates shall have been verified by the Advisory Committee and approved by the Executive Council. The returned ballots shall contain the name of the voter on the envelope. The voters' name shall be checked against a master list of members, and the unopened envelopes shall be deposited in a locked ballot box. They shall remain there until time to count them at the annual meeting. The President shall hold the key until that time.
- D. Members who did not vote by mail shall have the opportunity to do so at the annual meeting. The locked ballot box and master list of members shall be attended by a committee of three members, and placed in a designated area prior to the business meeting. Members voting at the Annual Meeting shall have their names verified by a ballot box attendant before the ballot is placed in the locked ballot box.

- E. In the event two candidates cannot be found for either office, the Nominating Committee will present the slate with the names they have to the membership at the annual meeting. There shall be no nominations from the floor.
- F. There shall be no write-in candidates allowed on the ballot. Voting will end 15 minutes after the close of the business meeting.
- G. A committee of three members, consisting of a member of the Nominating Committee and two past presidents, shall be appointed by the President to count the ballots. The results of the election shall be given to the President, who will announce the new officers at the annual luncheon. The new officers shall be formally installed at the luncheon.

Section 2 – Officers – Names

- A. The elected officers of the Section shall be President, President Elect, Vice President, Past President and Treasurer.
- B. The appointed officers of the Section shall be Secretary and Chaplin.
- C. The officers shall be elected as follows:
 - a. The Vice President shall be elected to a one year term and shall advance to the office President Elect the following year, and the year following, advance the office of President. At the end of the term as President that person shall be the immediate Past President, and shall serve as Chairman of the Advisory Committee.
 - b. The Treasurer shall be elected to an unlimited term, subject to review each year. However, it is mandatory the Treasurer be re-elected each term. The office shall have access to the bank facility as set by Executive Council. No elected officer, other than the Treasurer shall serve more than two consecutive terms.
- D. The appointed officers may be reappointed or replaced at the discretion of the President.

Section 3 – Vacancy during Term of Office

- A. If a vacancy occurs in the office of President, the President-Elect shall fill the unexpired term and the following full term of office.
- B. If a vacancy occurs in the office of President Elect, the Vice President shall fill the unexpired term and the following full term of office.

- C. If a vacancy occurs in the office of Vice President, The Executive Council shall appoint a Past President to fill the unexpired term until the next election of the Section. If a Past President is not willing to serve, then another member shall be appointed.
- D. If a vacancy occurs in the office of Treasurer, the Executive Council shall appoint a Treasurer to serve until the end of the term.
- E. If a vacancy occurs in the appointed offices of Secretary or Chaplain, the current Section President shall appoint a new Secretary or Chaplain to serve the remainder of the term.

Section 4 – Standing Committees

The Chairmen of the Standing Committees shall be appointed by the President. These standing committees shall be:

- A. Audit
- B. Awards
- C. By Laws/Operating Code
- D. Conference Luncheon
- E. Employee Benefits
- F. Historian/Scrapbook
- G. Nominating
- H. Professional Clerical “Tid Bits”
- I. Reception
- J. Scholarship to Conference
- K. Ways and Means

Duties of the Standing Committees shall be stated in the Operating Code.

Section 5 – Special Committees

Special Committees may be appointed by the President as needed. The need for such committees may be suggested in form of a motion by the Executive Council or Advisory Committee.

Duties of Special Committees shall be detailed in the minutes of the meeting at which committee was appointed and said committee may be disbanded by motion at any meeting of the Executive Council or general membership when their duties have been executed and there is no longer a need for such committee. Records of such committees may be kept on file in the minutes of the meeting during which such committee was formed, activities reported, and/or subsequent disbandment takes place.

ARTICLE V – Meetings

Section 1 – Annual

An annual meeting of the Section shall be held concurrently with the annual meeting of the Association.

Section 2 – In-Service Training Seminar

At least one annual In-Service Training Seminar may be held for the purpose of offering continuing education resources to employee at the state, county or regional health department level, as well as state hospital employees.

These seminars shall not be limited to clerical employees.

Section 3 – Committee Meetings

The President shall call meetings of the Executive Council at least four times a year, and shall hold these meetings in conjunction with the Executive Council meetings of the Association when feasible. Two of these meetings may be attended in person or via conference call, video conference or other electronic means.

The current Past President shall call an Advisory Committee meeting prior to the first business meeting at the annual Conference to discuss pertinent items of business. Other meetings may be called as needed.

Other committee chairmen shall call meetings of their committee as needed and preferable in conjunction with other meetings of the section.

Section 4 – Meeting for transfer of Duties

A meeting shall be called by the Immediate Past President in conjunction with the new President within 60 days following the Annual Meeting. The purpose of the meeting shall be to discuss duties as listed in the By Laws and Operating Code with the incoming

and outgoing officers and committee chairs. All immediate past officers and committee chairs should be in attendance at this meeting.

ARTICLE VI – QUORUM

A quorum for an Executive Council meeting shall be six members; two of whom must be elected officers.

A quorum for the business meeting at the Annual Conference shall be those in attendance and voting.

ARTICLE VII – RULES OF ORDER

The parliamentary procedures governing the deliberations of the Section shall be Roberts Rules of Order, when procedures are not covered by these By Laws.

ARTICLE VII – AMENDMENTS TO BY LAWS

These By Laws may be amended by a two-thirds affirmative vote of the members voting by mail, electronically, in person, or at regularly scheduled meetings of the Section, provided proposed amendments have been presented in writing to the By Laws Committee for consideration and approved by the Executive Council. Any proposed amendments shall be incorporated into the By Laws within thirty days following the return mailing deadline, or the meeting at which they were adopted.

ARTICLE IX – ADOPTION

These By Laws, when adopted, shall replace all previous existing By Laws and shall be effective from date of adoption.

Includes amendments adopted in September 1999, May 2000, September 2000, April 2001, April 2002, September 2002, September 2005, July 2010, November 2010 and June 2013.