Support to create an “Affiliate” organization category within UPHA

Whereas the Utah Public Health Association (UPHA) since its inception in 1916, is a leader in public health advocacy, improving public health practice and providing professional development opportunities for members and the public health community; and

Whereas UPHA is the largest public health organization in Utah and is an affiliate of the American Public Health Association; and

Whereas UPHA members include professionals from a broad cross section of public health occupations as well as community leaders and citizens who are committed to improving the health of Utahns; and

Whereas UPHA’s goals are to promote a healthy environment, advocate sound public health policy, promote services that address personal health needs, inform the community about public health issues, and support the public health workforce; and

Whereas UPHA’s success depends on volunteer support; and

Whereas UPHA needs to expand its membership, resources and reach into the community to accomplish the goals and to become more influential in advocacy efforts; and

Whereas there has been interest expressed by allied health organizations to affiliate with UPHA in common goals and interests;

Be it therefore resolved that:

UPHA consider creating an “Affiliate Organization” category, allowing for Organizations which are created with similar interests and are founded on the same general objectives and goals as UPHA, to join under the UPHA umbrella; and

During 2012, the UPHA Officers and Board be directed to study and create guidelines and a mechanism whereby such Organizations may petition and enter into a Memorandum of Understanding to become an “Affiliate” to UPHA; and

Should an Organization desire to become an Affiliate during this study period, the Officers and Board be allowed to use that Organization’s petition as a pilot to work through the development of agreements and working relations; and

At the 2013 Annual Business Meeting of the Association, the necessary bylaws changes and policy statements/guidelines, creating this organizational change, will be formally presented to the membership for adoption.

Respectfully submitted by:

Officers and Board of UPHA
ARTICLE IX. Constituent and Affiliated Groups.

Section 1. Sections.

A Section is a membership unit that represents one or more major public health disciplines or public health programs.

A. Composition and Officers. Each Section shall elect its own officers and shall name its respective Section Committees. The right to be nominated, hold office or to serve as a member of a Section Council or as Chair of a committee in a Section shall be limited to the members who affiliate with such Section. To be eligible to run for a Section office, the individual’s membership must be current as of February 1.

B. The Sections shall conduct elections according to the following procedure.

i. The Section Chair, with the advice of the Section Council, shall appoint a Committee on Nominations from the members with an affiliation with the Section at least six months before each annual meeting. The Section Secretary shall be a member of such Committee.

ii. Not less than ninety days prior to the annual meeting, the Committee on Nominations shall submit to the membership of the Section either by mail or by electronic or other media format transmission in an official publication of the Association, the names of preferably two or more members as nominees for the appropriate Section offices, the Section Council, and the Governing Council.

iii. If submitted within thirty days after such publication, the Section Committee on Nominations shall add to the list any additional nominations which carry the signature of at least twenty-five members with affiliation in the Section. When two or more persons are nominated for the same position, voting shall be by mail or by electronic or other media formatted ballot sent no less than thirty days before the annual meeting to all members with affiliation in the Section.

iv. Election shall be by a majority of the members voting in the mail or electronic or other media formatted ballot or, in the absence of a ballot, those present and voting at the annual meeting at a regularly called business meeting of the Section. In the latter instance, the Section shall make rules and procedures for accepting written proxies.

C. The officers of each Section shall be a Chair, Chair-elect, the Immediate Past Chair, and a Secretary.

D. New terms shall begin and old terms shall expire at the close of annual meetings. After five consecutive years in any elective Section office, an officer shall be ineligible to reelection to that office during one Association year.
E. The Chair, or in her/his absence the Chair-elect, shall preside at meetings of the Section.

F. The Secretary shall keep the minutes and other records of the Section, and shall transmit to the Executive Director of the Association a copy of the minutes of both the business and scientific sessions as soon as practicable after the close of the annual meeting. When unable to be present at the meeting, he/she shall thoroughly instruct the Secretary-elect or a substitute in the event the Section has no Secretary-elect, as far in advance of the meeting as possible.

G. A Secretary-elect may assist the Secretary in her/his duties.

H. There shall be a Section Council composed of the officers of the Section, and six members, the latter to be known as the elective members. Depending on Section practice, each of the Officers shall hold their office for a term of one-year or a term of two-years. Each of the Section Councilors shall be elected for a term of three years. Each of the Section Governing Councilors shall be elected for a term of two years according to the Article V Governing Council Composition, Sections 1 and 2. When a Section is first established, the Section Council shall elect a full complement of members and assign staggered terms to the positions so that two members shall be newly elected each year. The Action Board representative shall be an ex officio voting member of the Section Council.

I. The duties of the Section Council shall be:

i. To make general recommendations in relation to the annual meeting program.

ii. To act on Section membership and on Section policies.

iii. To formulate rules of procedure for the Section.

iv. To consider and transmit to the Governing Council resolutions originating in the Section. Only resolutions approved by the Governing Council shall be published as representing the policy of the Association.

v. To advise on the publication of papers and reports presented at the Section meetings.

vi. To advise the Executive Board with respect to the Association and membership of the Action Board, the Science Board, Councils, Task Forces, and Standing Committees.

J. If a vacancy occurs more than ninety days prior to the opening date of the annual meeting among the members of a Section Council, the Council shall designate a
new member to serve until the next meeting of the Section, at which time the vacancy will be filled by election as provided in B of this Section.

Section 2. Intersectional Council.
A. There shall be an Intersectional Council (ISC) whose function will be:
i. To represent the interests and common concerns of the Sections in matters relating to Section administration to the Executive Board and other elements of APHA.
ii. To facilitate relations between the Sections and other relevant bodies of the Association.
iii. To assist the Sections in their internal management and in intersectional communication;
iv. To report to the Governing Council on its activities and deliberations.

B. The members of the ISC shall consist of the current Chair, Chair-elect and immediate past Chair of each Section, the members of the ISC Steering Committee, and one representative from the Student Assembly. Each Section shall have one vote on all matters, including elections, brought before this Council.

C. The ISC shall meet once a year in conjunction with the Annual Meeting of the APHA. The election of Steering Committee members shall take place before the Annual Meeting.

D. Between Annual Meetings, the affairs of the ISC shall be conducted by a Steering Committee consisting of eight members: six members elected by the ISC, the immediate past Chair (ex officio), and one member appointed by the Executive Board as part of the appointment process. Those members of the ISC eligible for election to the Steering Committee shall be Section Chairs, Chair-elects, and immediate past Chairs, two of which shall be elected annually. Elected members shall serve for a period of three years in staggered terms. The Board-appointed member shall serve for a period of three years. No appointed member of the Steering Committee may serve again as an appointed member until after at least one year following expiration of a full year term.

The Steering Committee shall review and comment on applications for SPIGS and Forums and submit these comments to the Executive Board.

E. Officers of the ISC shall be elected by the Steering Committee from among its members at the Annual Meeting, and shall consist of a Chair, a Chair-elect, an immediate past Chair, and a Secretary, all of whom shall serve a one-year term. The Chair of the ISC shall serve as a member of the Executive Board ex officio.
without vote. The Steering Committee shall elect the Chair-elect from the second-year elected members. The Steering Committee shall elect the Secretary from its elected members. No officer may hold more than one office. The Executive Board appointee is not eligible to serve in the leadership of the ISC.

F. A vacancy in the office of Steering Committee Chair shall be filled by the Chair-elect who shall assume the duties of the Chair. A vacancy in the office of Steering Committee chair-elect shall be filled by a first-year or second-year elected member. A vacancy in the office of Steering Committee Secretary shall be filled by an elected member. A vacancy in an elected position shall be filled by the Steering Committee from nominations submitted by Section Chairs. A vacancy in the appointed position shall be filled by the APHA Executive Board.

Section 3. Affiliated Associations.
A. A state or territorial public health Association or similar association, including more or less than a state, and organized for the same general objects as the American Public Health Association, may be elected by a three-fourths vote of the Governing Council as an Affiliated Association. Not more than one such association shall be admitted from the same area.

B. An association applying for affiliation shall submit a copy of its constitution and bylaws, its last annual accounting of income and expense, a roster of its members, and such other evidences of its qualifications as may be required. Each Affiliated Association shall submit annual information as directed by the Executive Board.

C. The Executive Board shall consider all applications for affiliation and questions regarding continued affiliation and report its recommendations to the Governing Council.

Section 4. Committee on Affiliates.
A. There shall be a Committee on Affiliates (CoA) whose functions shall be:
i. To study, recommend, monitor, and coordinate the ways in which APHA can strengthen Affiliated organizations;

ii. To study, recommend, monitor, and coordinate the ways in which Affiliated organizations can strengthen APHA;

iii. To study, recommend, monitor, and coordinate the ways in which APHA/Affiliated organization relationships can be strengthened.

iv. To report to the Governing Council upon its deliberations.

B. The CoA shall consist of the Regional Affiliate Representatives, the members of the leadership, and the Executive Board appointed members. The Affiliate Representatives to the Action Board are ex-officio members.
i. Ten of the CoA voting members shall represent the state affiliates that are located within the HHS federal regions (Regional Representatives). The Affiliate Representatives to the Governing Council (ARGCs) within each region are eligible for selection to the position of Regional Representative, by the ARGCs within each region. The Regional Representatives shall serve a two-year term on the CoA. Even-numbered regions shall select their representatives in even-numbered years and odd-numbered regions shall select their representatives in odd-numbered years.

ii. The CoA Chair, Chair-elect, Secretary and immediate past Chair shall be voting members of this body.

iii. Three voting members shall be appointed by the Executive Board and shall include one representative from the Student Assembly and one state affiliate executive director or equivalent staff person. Each of the appointed members shall serve for a period of two years in staggered terms except that the Student Assembly appointment is for a one-year term.

iv. The three Affiliate Representatives on the Action Board shall be ex officio voting members of the CoA.

C. The CoA shall meet once a year in conjunction with the annual meeting of the APHA. The CoA shall also convene a midyear meeting. Business may be conducted by an in-person meeting, conference call or other media.

D. The leadership of the CoA shall consist of a Chair, Chair-elect, Secretary and an immediate past Chair that serve a one-year term and are voting members.

i. The Chair shall serve as an ex officio member of the Executive Board without vote.

ii. The Chair-elect shall be nominated and elected from among the entire voting membership of the CoA and shall have served as a member of the CoA for one full year by the beginning of his or her term as Chair-elect. The nomination and election shall take place during a CoA meeting at the APHA annual meeting. The Chair-elect shall become the chair and then the immediate past chair for a three-year term in the leadership.

iii. The Secretary shall be nominated and elected from among the entire voting membership of the committee at the annual meeting.

Section 5. Student Assembly.

The Student Assembly represents and serves students of public health and other health-related disciplines by connecting individuals who are interested in working together on public health and student-related issues.
A. Membership in the Student Assembly shall be restricted to APHA members. All full-time student members of APHA shall be members of the Student Assembly, unless they request not to be members. Membership in the Student Assembly is independent of membership rights as stated in Article III.

B. Student Assembly officer election procedures and Student Assembly officers, terms, and duties shall be consistent with Sections as described in Article IX Section 1.

C. The Chair of the Student Assembly shall serve as an ex officio non-voting member of the Executive Board and of Governing Council. The Student Assembly shall have representation on the Science Board, Action Board, Education Board, Intersectional Council, Committee on Affiliates, American Journal of Public Health Editorial Board, and The Nation’s Health Advisory Committee. These representatives shall be selected using the appointment process consistent with Article VI.

**Section 6. Unaffiliated.**
Unaffiliated members may organize, elect officers, and participate in Councils, after which provisions of Section 1 Paragraph B of this Article may be utilized in nominating and voting for Governing Council members.

**Section 7. Special Interest Groups.**
A Special Interest Group (SPIG) is a membership unit that has the intention of becoming a Section. An application to form a SPIG shall be presented to ISC Steering Committee for review and comment, and then to the Executive Board for approval. A SPIG shall be time limited according to Governing Council policy.

**Section 8. Forums.**
A Forum is composed of members who are working together on a specific issue or topic that is important to public health, crosses disciplinary and Section or Special Primary Interest Group (SPIG) boundaries, requires expertise that may reside in more than one Section or SPIG, and supports APHA’s mission. A Forum may be established whenever a group of members petitions the Intersectional Council, which reviews the application and forwards its recommendation to the Executive Board for approval or disapproval. A Forum shall be time limited according to Governing Council policy except that the Executive Board may extend it.

**Section 9. Caucuses.**
The Executive Board may recognize a caucus, which has fifteen or more APHA members, and may include other non-APHA members. A caucus has a publicly stated purpose that promotes identified public health issues; and, it shares in identified benefits from its association with APHA. The Chair of an eligible Caucus as determined by the Executive Board is an ex officio member of the Governing Council without a vote. Each Caucus may select an alternate representative to the Governing Council. An alternate must be a member of the Caucus and a current member of APHA.