

HANDBOOK
EASTERN DISTRICT
NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

ENVIRONMENTAL HEALTH SECTION

PREAMBLE

This handbook is designed as an adjunct to the Bylaws of the Eastern District North Carolina Public Health Association, Inc., Environmental Health Section. It in no way replaces nor overlaps the Section Bylaws.

MEMBERSHIP

Active Membership

Membership shall be limited to Registered Sanitarians (Environmental Health Specialists), Environmental Health Specialist Interns and other Environmental Health professionals as approved by the Membership Committee who work or reside within the Eastern District geographic area (55 counties as defined by EDNCPHA Bylaws) or unaffiliated counties. Due are assessed by the Executive Committee according to the Section Bylaws in the amount of \$5.00 per member.

Student Membership

Students enrolled in accredited schools of Environmental Health shall be granted free membership but will not have voting privileges.

PAST CHAIRPERSON

1. Shall be a member of NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.
2. Serves as Chairperson of the Nominating Committee and presents the recommended slate of officers at the Annual Business meeting.
3. Acts as advisor to the Officers and the Executive Committee.
4. Serves as the Section Historian. Keeps and updates Section scrapbook/photo album. Makes scrapbook/photo album of the previous year's meeting available at Executive Committee meetings and all albums available at the Annual Meeting.

CHAIRPERSON

1. Shall be a member of NCPHA, NCPHA-EHS, EDNCPHA, EDNCPHA-EHS.
2. The term of office shall be one year.
3. Presides at all meetings of the Eastern District Environmental Health Section when business is conducted.
4. General Duties and Responsibilities: acquires a working knowledge of parliamentary law and procedures and, a thorough understanding of the Bylaws and Handbook of the EDNCPHA and the EDNCPHA-EHS.
5. Meetings
 - a. Conducts first meeting by September 1st. Purpose of first meeting is to orient all officers to duties and responsibilities, assign members and chairs to committees, review audit report, and initiate projects and matters brought to the attention of the Executive Committee by the membership at the Annual Business Meeting.
 - b. Prepares an agenda for the Executive Committee Meetings and Annual Business Meeting.
 - c. Provides the Executive Committee with a complete list of all committees and their chairpersons at the second meeting of the new fiscal year.
 - d. Utilizes the most current edition of Robert's Rules of Order to preside over all meetings.
6. Appoints a Sergeant at Arms for the EDNCPHA and a Sergeant at Arms for the Section.
7. Appoints a member to serve on the EDNCPHA Scholarship Committee.
8. Serves as ex-officio member of all standing committees except the Nominating Committee.
9. Appoints special Ad Hoc Committees as deemed necessary.
10. Appoints replacements to the standing or special committees to serve unexpired terms of office.
11. Serves as an Executive member, according to the NCPHA-EHS Bylaws, to the Executive Committee of the NCPHA-EHS. Representation shall begin at the close of the next Annual NCPHA-EHS Meeting after succeeding to the Chair.

VICE - CHAIRPERSON

1. Shall be a member of NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.
2. Assumes the duties of the Chairperson during the absence of the Chairperson.
3. Succeeds automatically to the Chairperson any time the Chairperson is unable to complete the full term of office.
4. Serves as Chairperson of the Program Committee:
 - a. Calls meetings of the Program Committee.
 - b. Reviews previous Annual Meeting programs.
 - c. Delegates responsibilities for contacting program speakers and obtaining curriculum vitae on speakers.
5. Prepares program for the Section's Educational Program and business meeting. Business meeting agenda shall be provided by the Chairperson. Upon approval of the Executive Committee have programs printed.
6. Submits expenses of speakers, etc. to the Executive Committee for approval prior to confirmation of program if expense exceeds \$150.00. (Speakers can be reimbursed for mileage at **cents a mile and can be taken to lunch at the Section's expense).
7. Obtain and/or insure that all necessary audio-visual equipment (screens, projectors, extension cords, etc.) are set-up as required by speakers.
8. Provide Chairperson with the room set-up for the Educational Program (number of seats, seat arrangement, head table and number of seats).
9. Prepares and mails thank-you letters to program speakers within two weeks after the Annual Meeting.
10. Upon approval of the Nominating Committee and the members, assumes the chair at the end of the business meeting.
11. Obtains and presents plaque to out-going Chairperson at close of Annual Business meeting.
12. Serves as the Section Representative, according to the EDNCPHA Bylaws, to the Executive Committee. Representation shall begin at the close of the Annual EDNCPHA meeting after succeeding to the Chair.
13. Submits a copy of all correspondence to the Secretary for filing.
14. Approves exceptions to disbursements of budgeted funds up to the amount of \$100.00. All expenditures over \$100.00 shall require approval by the Executive Committee.

SECRETARY

1. Shall be a member of NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.
2. Records the minutes of the business meeting at the Section's Annual Meeting and distributes copies at the first meeting of the Executive meeting in the new fiscal year.
3. Takes notes at all Executive Committee meetings.
4. Correspondence:
 - a. Files original Section correspondence in a notebook for one year.
 - b. Purges the letter file once a year within 30 days following the close of the Section's business meeting, i.e., copies of letters requesting information, thank-you letters, etc.
 - c. Responsible for all correspondence as deemed necessary by the Chairperson.
5. Maintains a supply of Eastern District Environmental Health Section stationary and distributes upon request of the officers or committee members.
6. Coordinates and transfers all records and files to the incoming Secretary within 60 days following the close of the Annual business meeting. Said reports and files shall include all minutes of the Annual business meeting and Educational Program, and notes from the Executive Committee meetings of both the current year as well as the previous year.
7. Serves as Chairperson of the Bylaws and Handbook Committee. Calls a minimum of one meeting (at least three months prior to the Annual Meeting) of the committee to review the Bylaws and Handbook for changes as requested by the Executive Committee, the members, or as needed for clarification. The Secretary will provide a draft of the proposed Bylaw changes to the Executive Committee for approval prior to providing a written copy to the members. The Secretary will insure that the recommended changes are distributed to the members no less than 15 days prior to the Annual Business Meeting.
8. Provide Bylaws and Handbook Committee with minutes of the Executive Committee approving Bylaws changes and the minutes of the Annual Business Meeting approving bylaws changes by the membership.

TREASURER

1. Shall be a member of the NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.
2. Maintains all financial records of the Section and prepares them for audit within two weeks after the close of the fiscal year. Presents an audit report to the Executive Committee by the first Executive Committee meeting of the new fiscal year.
3. Shall disburse funds as approved by the Chairperson (up to \$100.00) or the Executive Committee.
4. Prepares the Treasurer's report.
5. Orders checks and bookkeeping supplies.
6. Obtains signature cards for the Treasurer's and Chairperson's signature from approved banking facility prior to the Annual Business Meeting.
7. Sends out membership applications to all persons eligible for membership within the Eastern District area.
8. Receives and deposits all membership dues.
9. Serves as ex-officio member of the Membership Committee.
10. Verifies that all EDNCPHA-EHS officers are members in good standing of the NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.
11. Shall surrender all financial records within two weeks of the completed audit providing adequate time to brief the incoming Treasurer of the Section on bookkeeping procedures.
12. Receives from the Scholarship Chairperson, the name of the recipient and the amount of the scholarship. Have check ready for the Scholarship Chairperson at the Annual Meeting.
13. Monies collected at the Annual Meeting shall be deposited within five business days of the close of the Annual Meeting.
14. Keeps a record of all Lifetime Members (provided by Membership Committee). Sends Lifetime member new membership card each year.

EXECUTIVE COMMITTEE

1. Acts with administrative authority and powers for the membership.
2. Reports all matter requiring action by the membership at each Annual Business meeting.
3. Attends all meeting called by the Chairperson.
4. Determines any and all fees required of the membership.
5. Fills vacancies in any elected office of the Section at a regular or special called meeting of the Executive Committee except as otherwise specified in the Handbook.
6. Shall be a member of NCPHA, NCPHA-EHS, EDNCPHA and EDNCPHA-EHS.

PROGRAM COMMITTEE

1. The Vice Chairperson serves as the Chairperson of this Committee.
2. Secures speakers for the Educational Program.
3. Informs the Section Chairperson well in advance of the Annual Meeting regarding:
 - a. Program format.
 - b. Desired room arrangements and PA and A/V system requests.
 - c. Anticipated attendance for the program and business meetings.
4. Decides upon an educational program for the Section's Annual Meeting that coincides with the EDNCPHA theme.
5. Communicates with speakers regarding speaking times, dates, and location.
6. Greets speakers upon their arrival at the Annual Meeting setting and presents speakers with name tags.
7. Secures reimbursement for speakers expenses incurred per preplanned agreement between the individual and the Executive Committee.
8. The Chairperson or his representative presents the speakers to the membership during the Annual Meeting.

NOMINATING COMMITTEE

1. The Chairperson of this committee shall be the Past Chairperson.
2. Presents a slate of officers at the Annual Business Meeting. The slate shall be composed of:
 - a. Chairperson
 - b. Vice - Chairperson
 - c. Secretary
 - d. Treasurer
3. Secures permission from each candidate to have his/her name placed in nomination.

NOTE: Nominees must be members of NCPHA, NCPHA-EHS, EDNCPHA, and EDNCPHA-EHS or become members within one month of becoming an officer.

4. Submits copies of slate of nominees to the Executive Committee no later than April 1st.

MEMBERSHIP COMMITTEE

1. The Treasurer shall serve as ex-officio member.
2. Prepare Membership Application for the current year.
3. Mail applications by June 30th to all counties within the Eastern District and affiliated agencies.
4. Order membership cards if necessary.
5. Maintain updated mailing list for Section mailings. At the end of the year prepare a final membership list.
6. Mail membership cards and receipts to members. Treasurer shall retain all applications. Retain applications for current and previous years only.
7. Membership application should be included in all issues of the newsletter.
8. Have membership applications available at Annual Business Meeting. Collect applications and dues from members applying during the Meeting.
9. Prepare a report of membership numbers for Annual Business Meeting and Executive Committee Meetings.
10. Administer the Lifetime Membership Program.

LIFETIME MEMBERSHIP

1. Requirements:
 - a. Be retired as of Dec. 31st of the previous year.
 - b. Be recognized as a past member of EDNCPHA-EHS.
2. Lifetime members are exempt from paying Section dues.
3. Lifetime members shall have the same membership privileges as regular members.
4. New Lifetime members will be recognized at the Annual Business Meeting.
5. Duties of the Membership Chairperson:
 - a. Assure that all eligible lifetime members are recognized.
 - b. Retain a list of Lifetime Members and their addresses and make sure that they receive all correspondence that regular members receive.
 - c. Mail current membership cards to each Lifetime member each year.
 - d. Prepare Lifetime Membership Certificates.

NEWSLETTER

1. Committee shall consist of an Editor or Co-Editors appointed by the Chairman.
2. Prepare Newsletter (two issues per year unless directed by the Executive Committee otherwise).
 - A. Content
 1. First Issue:
 - a. Names of Officers
 - b. Annual Meeting Events (Obtain photos, names of award and scholarship winners.
 - c. President's Report
 - d. Section news
 - e. Membership Application
 - f. ?
 2. Second Issue:
 - a. President's Report
 - b. Annual Meeting Agenda
 - c. Membership Application
 - d. Section News
 - B. Quantity:
 1. First Issue - Membership of past and present year
 2. Second Issue - Membership of present year
 - C. Printing:
 1. Contact printers for cost estimates
 2. Notify Executive Committee of printing cost estimates and approval.

AUDIT COMMITTEE

1. Audits the financial books each year within two weeks after the close of the fiscal year. Presents an audit report to the Executive Committee by September 1st. Presents the audit report to the membership at the Annual Meeting.
2. Reports on the following items:
 - a. Do all revenues have matching copies of receipts?
 - b. Are all disbursements made only with a bill or original invoice? All expenditures that don't have receipts (mileage reimbursements to speakers) require a note or receipt signed by two officers.
 - c. Confirm that all end-of-year balances on the Treasurer's report are correct.
 - d. Is the checkbook balanced?
3. Reports any problems and the corrective action immediately to the Chairman and the Executive Committee.

AWARDS COMMITTEE

1. The Committee shall annually select a qualified recipient for the "Trenton G. Davis" Award.
2. The Committee shall be composed of five members of the Section. The Committee shall include at least two former recipients of the award. It is customary that the last recipient of the award serve as the Chair of the committee.
3. The Committee shall publish availability of the award by the date set by the Executive Committee.
4. The Committee shall determine if an award is to be presented, and if so, to select the recipient from the nominations submitted either to the chair of the Committee or any of its members.
5. The Committee shall accept nominations for the award up to March 1st.
6. The Committee shall meet no later than March 15th to determine that a nominee meets the required criteria for the award and was a member in good standing for the previous year in the Section before the nominee may be considered for the award.
7. The Committee shall have the responsibility of making arrangements for securing a plaque for the recipient. Submit the itemized receipt or bill to the Treasurer for reimbursement or payment.
8. Criteria for the "Trenton G. Davis" Award:
 - a. Be a member in good standing of the Environmental Health Section, EDNCPHA.
 - b. Have performed professional duties in the field of environmental health above and beyond the usual employment requirements so as to elevate the professional status of the environmental health specialist especially activities which impact public health in the Eastern District membership area.
9. The Committee shall follow the guidelines (Appendix ?) as set forth by the establishing committee of the "Trenton G. Davis" Award.
10. The award shall be presented during the EHS-EDNCPHA Business Meeting by the Committee Chair or the Chair's designee.

SCHOLARSHIP COMMITTEE

1. The Committee shall consist of 4 members of the Section appointed by the Section Chairperson. The Committee members shall be composed of one former recipient, two Environmental Health Specialists currently employed within the Eastern District, and the Chairperson.
2. The term of office is for not more than two consecutive years.
3. The Chairperson shall not vote except to break a tie.
4. Submit copies of all reports to the Executive Committee.
5. Confers with the Executive Committee regarding the amount of money to be allocated for the scholarship. Chair of Committee verifies with McCall Brothers that scholarship will be available for the current year (prior to sending out applications).
6. Publishes availability of scholarship by mailing out notification letters and scholarship applications by day set by the Committee.
7. Use an application form (Appendix ?) to obtain pertinent information for the selection process.
8. Guidelines for The Ken Sigmon/McCall Brothers Environmental Health Scholarship:
 - a. The scholarship may be used for undergraduate or associate degree in environmental health, for certification in wastewater treatment operation, lead, etc. or other "continuing education" deemed appropriate by the Committee.
 - b. The applicant shall be employed in Environmental Health with the Eastern District.
 - c. The applicant shall submit evidence of acceptance or ability to be accepted from the institute of continuing education.
9. Consult with the Executive Committee to insure that all eligible members receive a copy of the letter and application for scholarship.

DOOR PRIZE COMMITTEE

1. Secures "items of interest" to be given away by drawing at the close of the Annual Business Meeting.
2. Purchases any items with the advice and approval of the Executive Committee.
3. Use innovative ideas to obtain door prizes other than ones paid for by the Section.
4. Hands out tickets for door prizes.
5. Sells 50/50 tickets before Educational Program Sessions and the Business Meeting for drawing for half the pot at the end of the Business Meeting.
6. Collects business cards for free membership for the following year. Winner is determined by drawing at the end of the Business Meeting. Submit name of winner to treasurer at end of business meeting.

BYLAWS AND HANDBOOK COMMITTEE

1. Reviews Section Bylaws to assure bylaws are not in conflict with EDNCPHA Bylaws.
2. Accepts all recommended bylaw changes for review. Initiates recommendations for bylaw changes as needed.
3. Presents proposals for bylaw changes to the Executive Committee.
4. Submit bylaw changes to the membership 15 days prior to the Annual Business Meeting.
5. Presents proposed and published bylaws changes to the membership at the Annual Business Meeting for action.
6. Incorporate all approved changes to the Bylaws and Handbook and distributes an updated copy to the Executive Committee at the first meeting of the new fiscal year.

NOTE:

It is recommended that each officer and committee chairman read the Bylaws and Handbook thoroughly each year to understand how their functions are defined. Also to make suggestions to the Bylaws and Handbook Committee if any changes need to be made in the Bylaws and Handbook.