

By Laws Committee Annual Report

Members: Sue Kahler, Chair, Sarah Weninger, Kylie Hall, Hollie Rodriguez, Dannie Pinnick

7/27/2022: Reviewed and discussed page 1 of NDPHA Constitution and By-laws. Changes were made to following items.

A. Article III- Membership

1. The number of classes to reflect the updated version
2. “Active” was changed to “Individual” to reflect the Wild Apricot System title of the memberships.
3. Life Member – changed “paid-up” to “individual”, (left with everyone reaching other organization’s definition for “Life Member”).
4. Organizational Member- change wording for clarity.

Assignment for next meeting on August 24th at 9 a.m.

1. Research other organization for “Life Members” and what the language they use to see if we can enhance NDPHA.
2. Review page 2 and bring discussion points.

Notes: Honorary Members voting, and dues is reflected in the By Law section.

Organizational Member - there are currently (4) Health Units; Steele (2 members), Foster (1 member), Sargent (1 member), Upper Missouri (2 members).

9/2/2022 – Reviewed and finalized page 1 of NDPHA Constitution.

Sue provided information on Life Members from other public health association affiliates. Life Members paid from \$750 to \$15.00.

A Comment was added that says “Add a Section in the By-Laws about voting. Membership Committee develops a **detail policy document with more explanation of each membership category.**

Sue will present the page 1 changes to NDPHA Governing Council on Sept. 12th. To vote on the changes.

Sept. 12th NDPHA Governing Council there was not enough time to present the changes.

November 1, 2022 – Sarah, Kylie and Sue attended the meeting.

Reviewed and discussed page 2 of NDPHA Constitution and By-Laws. Changes were made to following items.

Article V-Governing Council

1. Section 1: replaced representative with “chair(s), decided to keep two members-at-large to assist with task because of no Executive Director.
2. Section 6: add in filling vacancies – this is where we left off at.

Article – Affiliate Representation

1. Section 1: Use the language from Historian for the ARGC except for three year term. Kept the APHA membership requirement. To keep the language consistent.

Will send out a Doodle Poll for the next meeting before NDPHA Governing Council Meeting in December.

November 22, 2022 – Sarah, Kylie and Sue attended. Reviewed and discussed NDPHA Constitution and By-laws. Changes were made as follows.

Constitution

1. Article III- Membership – Section 7: was added about voting rights.
2. Article IV – Officers – Section 4: Updated the language for clarification. Added in the language about the President-Elect vacancy.
3. Article V- Governing Council – Section 6: added language on to address vacancy.

By-laws

1. Article IV – Committees – Section 6: change the word “sections” to “committee” to accurately reflect the information. Removed the work plan, goals and objectives because committees have set tasks.
2. Article VI- Section 4 – Change the language from Governing Council to general membership by a majority vote at Annual meeting.

December 12th at 11 a.m. by Teams. To go over the last page of the NDPHA By-Laws and justifications.

December 12, 2022 - Sarah, Kylie and Sue attended. Reviewed and discussed NDPHA Constitution and By-laws. Changes were made as follows.

Constitution

1. Sarah will contact Lindsey, APHA about is it a requirement to have a Constitution and By-Laws.
2. Add in comment about the reason for governmental agencies will not have a “Organizational Member” because of voting power and membership benefits/dues.
3. Article X- Removals and Resignations – there was discussion about if there was need to revoke an individual membership how would that be done. Sarah will do some research.

By-laws

1. Article VII – Elections – Section 3. Orientation was removed and comment indicating that it should be done in the Roles and Responsibilities document and prior position chair.
2. Article VIII- Newsletter – was removed because this has not been done for several years and does not need to be in the By-Laws.
3. Article IX- Amendment of By-Laws was moved to Article VIII
4. Article X was changed to Article IX and changed from Executive Director to “Association Staff”. To be more general.

Notified that we can combine the Constitution into the By Laws as one document. The document was updated and titled “2023 Proposed Bylaws”.

January 23, 2023 – Sue will present the combine Constitution with By Laws for NDPHA to Governing Council for review. It was approved to send to NDPHA General Membership before Annual Meeting on June 14th, 2023.

In May, an email was sent out to all NDPHA memberships to review the 2023 Proposed Bylaws located on the NDPHA website <https://www.ndpha.org/AnnualMeeting> before the NDPHA Annual Meeting on June 14th, 2023.