

# BYLAWS

## Indiana Association of Local Boards of Health (InALBOH)

### **ARTICLE I- NAME**

The name of the association shall be the “Indiana Association of Local Boards of Health.”

### **ARTICLE II- PURPOSE**

The mission of the Indiana Association of Local Boards of Health is to strengthen local boards of health through education, training, networking, advocacy, and technical assistance, thus enabling them to effectively support the core functions and the ten essential services of public health that promote and protect the health of their communities.

### **ARTICLE III- POLICY**

The policies of this association shall be determined by at least a majority vote of the voting members present and authorized to vote at any annual or special meeting. The Indiana Association of Local Boards of Health will operate as a special group within the Indiana Public Health Association. Nothing in these bylaws shall conflict with the bylaws of the Indiana Public Health Association. The function of the advisory board is to guide and oversee the function of the Indiana Association of Local Boards of Health. Decisions of the advisory board may need to be approved by the Indiana Public Health Association Board of Directors.

### **ARTICLE IV- MEMBERSHIP**

#### ***Voting Membership Categories***

#### **Section 1 – Regular Members**

Every board of health established pursuant to *Indiana Code 16-20. Local Health Departments*, shall be eligible for membership (member board). Such membership shall be conditional on the payment of dues as established by the Advisory Board. Each member board shall be entitled to name two board members as voting members of the association. For the annual meeting each member board will inform the Indiana Association of Local Boards of Health of the voting members attending.

#### **Section 2 – Individual Members**

Individual membership shall be open to all members of a local board of health in Indiana. Current members of a board of health that holds a membership in the association are individual members without payment of dues. If two or more individual members of a particular local board of health join the association as individuals, these individuals will vote as if a member board and will be entitled to not more than two votes. All other individual members shall pay dues. Individual members shall be eligible to serve as officers and have all the other responsibilities and privileges of association membership.

## ***Non-voting Membership Categories***

### **Section 3 – Associate Members**

Associate membership shall be open to all former board of health members, students, and others who are committed to the association's goals and purposes. After payment of associate membership dues, associate members shall have all the responsibilities and privileges of association membership except that they may not vote at annual meetings of the association and they may not serve as officers.

### **Section 4 – Organizational Members**

Organizational membership is open to members of other boards interested and invested in the health of communities, including but not limited to, municipal or county agencies, commission or councils. After payment of organizational membership dues, organizational members shall have all the responsibilities and privileges of association membership except that they may not vote at annual meetings of the association and they may not serve as officers.

### **Section 5 – Sponsor Members**

Any private or public for profit or not-for-profit agency, organization or corporation committed to the Association's mission and objectives shall be eligible for sponsor membership. After payment of sponsor membership dues, sponsor members shall have all the responsibilities and privileges of association membership except that they may not vote at annual meetings of the association and they may not serve as officers.

## **ARTICLE V- MEETINGS**

### **Section 1 – Annual Meeting**

There shall be an annual meeting of the voting members of the association on such date and place as the advisory board shall determine. Notice of such date and place shall be mailed to the address of each member board and each individual member at least thirty days prior to the time appointed for the meeting.

### **Section 2 – Special Meeting**

Special meetings of the voting members of the association may be called by the president of the advisory board or by written petition of fifteen member boards. Written notice of any special meeting shall be provided to each member board and each individual member no less than fifteen days prior to the time appointed for the meeting and such notice shall state the purpose for which the meeting is called.

### **Section 3 – Quorum**

Quorum for the annual meeting and any special meeting shall consist of the voting members present at the meeting.

## Section 4 – Emergency Meetings

The president shall have the authority to call emergency meetings of the advisory board when an issue of importance to the association needs to be addressed.

## **ARTICLE VI- OFFICERS**

### Section 1- Election

The elected officers of the association shall be president, president-elect, and secretary/treasurer. After the initial election, all officers except the president shall be elected annually by a majority vote of the voting members of the association present and voting at the annual meeting. Only members of boards of health are eligible to hold elected office.

### Section 2 – Term

Each elected officer shall take office immediately following election. The term of the president shall be one year. The president-elect shall succeed the president for a term of one year. The secretary/treasurer shall serve one year.

### Section 3 – Vacancies

Vacancies in any office shall be filled for the balance of the term by the advisory board at any regular or special meeting.

### Section 4 – Duties

- A. President—The president shall be the chief officer and shall preside at meetings of the association and of the advisory board. He/she shall appoint all committees and shall fill by appointment all vacancies occurring in committees. The president shall be the representative to the IPHA Board of Directors or his/her designee.
- B. President- elect—The president-elect shall provide the president with any assistance required and shall serve as president in case of temporary absence or disability of the president. The individual serving in this position will succeed the current president when his/her term expires. If for some reason the individual serving in this position should resign or become ineligible to serve as the successor to the president, the advisory board shall select a member of the board to serve in this position. Thus maintaining continuity in the leadership of the board.
- C. Secretary/treasurer – The secretary/treasurer shall maintain the records of the association and shall be responsible for all correspondence and notices pertaining to the meetings and recording of all official actions of the association. As secretary, he/she shall sign with the president all contracts and legal documents authorized by the association. As treasurer he/she shall have charge and custody of all funds and securities of the association and shall deposit moneys, securities and other valuable effects in the name of the association in

such depositories as may be designated by the advisory board for that purpose. Disbursement of the association funds will be by check and initiated by the treasurer. The treasurer shall make a financial report at the annual meeting and when called upon by the president or advisory board. The treasurer shall collect annual dues, keep a list of the properties of the association and generally devote his/her best efforts in advancing the interest of the association. The books of the association shall be audited at the discretion of the advisory board and/or the IPHA board of directors. The treasurer or any other person entrusted with the handling of funds or properties of the association, shall, at the discretion of the advisory board, furnish at the expense of the association, a fidelity bond approved by the board in such amounts as the board shall prescribe.

## **ARTICLE VII - ADVISORY BOARD**

### Section 1 – Members

The advisory board shall consist of the following, and shall serve for a period of one year:

1. The officers of the association: President, President-elect, and Secretary/Treasurer.
2. Two representatives at-large, who shall be elected by the voting members of the association from nominations representative, insofar as possible, of the membership and diverse geographical areas of the state.

### Section 2 – Authority

The advisory board shall have supervision and direction of the affairs of the association between annual meetings of the members. All actions of the advisory board shall be subject to review by the voting members at any annual or special meeting, and may be subject to approval by the Indiana Public Health Association Board of Directors.

### Section 3 – Meetings

The advisory board shall hold a regular meeting immediately following the annual meeting of the association and at such other times as may be called by the president or upon the request of a majority of its members. Notice of all meetings of the advisory board shall be sent by mail or e-mail to each member of the advisory board at least fifteen days in advance of such meeting.

### Section 4 – Quorum for Advisory Board Meeting

A quorum shall consist of no less than 3 board members present or, in the event of vacancies, a majority of the remaining elected officers and representatives.

## Section 5 – Vacancies

In the event of a vacancy occurring on the board by reason of death, resignation or otherwise, the advisory board shall appoint a replacement member to serve out the unexpired term.

## **ARTICLE VIII - DUES**

The advisory board, with the approval of the Indiana Public Health Association Board of Directors, shall determine the amount of annual dues for the various categories of membership.

## **ARTICLE IX- COMMITTEES**

The Advisory Board may, from time to time, create such standing or ad hoc committees as may be necessary or appropriate to carry out the purposes and programs of the association. Members of each such committee shall be appointed by the president, with approval of the Advisory Board, for a period required to execute its commission and in no case longer than one year without reappointment. The members of such committees need not be voting members of the association but shall be from member boards. A committee shall be appointed to review the bylaws and make recommendations for changes at a minimum of every two years or as needed.

## **ARTICLE X- FISCAL YEAR**

The fiscal year of the association shall begin on January 1 of each year and end on the immediately following December 31.

## **ARTICLE XI- PARLIAMENTARY AUTHORITY**

All meetings of the association and the advisory board shall be governed by Robert's Rules of Order, newly revised, except where they are inconsistent with the standing rules and orders of the association or are contrary to any existing laws of the State of Indiana.

## **ARTICLE XII- ADMENDMENTS**

These by laws may be amended by a vote of two-thirds of the voting membership of the association present at any annual or special meeting of the association provided that each member board of the association shall have been sent a copy of the proposed amendment not less than thirty days prior to the meeting. Any amendment adopted shall become effective immediately unless otherwise specified in the amendment.