

# **EASTERN DISTRICT**

NORTH CAROLINA

PUBLIC HEALTH ASSOCIATION

**BYLAWS**

**AND**

**HANDBOOK**

2013-2014

## TABLE OF CONTENTS

### I. BYLAWS

Article I	Name	4
Article II	Purpose	4
Article III	Membership	4
Article IV	Officers	5
Article V	Meetings	5
Article VI	Committees and Constituent Sections	6
Article VII	Dues	10
Article VIII	Finances	10
Article IX	Parliamentary Authority	10
Article X	Amendments	11

### II. HANDBOOK

A.	Preamble	12
	Membership	12
B.	Officers:	
	President	13
	President-Elect	15
	Vice-President	16
	Secretary	17
	Treasurer	18
	Immediate Past-President	20
C.	Committees:	
	Executive Committee	21
	Constituent Sections /Section Development	22
	Section Chairperson	23
	Audit Committee	24
	Finance Committee	24
	Local Arrangements Committee	24
	Program Committee	26
	Nominating Committee	27
	Scholarship Committee	28
	Awards Committee	30
	Special Awards Committee	32
	Bylaws and Handbook Committee	33
	Publicity Committee	34
	Registration Committee	35

Exhibits Committee	38
Entertainment Committee	39
Door Prize Committee	39
Sponsors Committee	40
Hospitality Committee	40
Legislative Committee	40
Membership Committee	41
Time and Place Committee	43
Newsletter Committee	44
Special Projects Committee	45
Sergeant-at-Arms Committee	45
Retention Schedule	46

D. Appendices

Map of Eastern District Counties	I - 48
List of Fifty-Five (55) Counties in EDNCPHA	II - 49
Sample Invitation Past President's Functions	III - 50
EDNCPHA Past Presidents	IV - 51
Program Information Form	V - 54
Function Sheet	VI - 55
Food and Bar Function	VII - 56
Sample Section Report	VIII - 57
EDNCPHA Letterhead	IX - 58
EDNCPHA Logo	X - 59
Guidelines for Paying Officer's Expenses	XI - 60
Installation Pledge	XII - 61
Installation Certificate	XIII - 62
Scholarship Guidelines	XIV - 63
Scholarship Application	XV - 64
Sample Announcement of Awards	XVI - 65
Nomination for Awards	XVII - 66
Sample Individual Achievement Award	XVIII -67
Sample Public Health Award	XIX - 68
Sample Career Achievement Award	XX - 69
Sample Pre-Registration Form	XXI - 70
Sample Letter Announcing Exhibit Space	XXII - 71
Sample Exhibit Application	XXIII -72
Sample Exhibit Contract	XXIV - 73
Sample Membership Application	XXV - 74
Sample Membership Card	XXVI - 75
Sample Life Member Application	XXVII -76
Sample Life Member Certificate	XXVIII -77
Sample Fund Request/Receipt Form	XXIV - 78

# **BYLAWS**

## **EASTERN DISTRICT**

### **NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**

#### **ARTICLE I**

##### NAME

This organization shall be known as Eastern District North Carolina Public Health Association, hereafter referred to as Eastern District.

#### **ARTICLE II**

##### PURPOSE

To support the North Carolina Department of Health and Human Services, the North Carolina Department of Environmental Health and Natural Resources and the North Carolina Public Health Association, Inc., hereafter referred to as NCPHA, in protecting and promoting the public and personal health of the citizens of Eastern North Carolina.

To promote a closer working relationship between and within local health departments and allied agencies.

#### **ARTICLE III**

##### MEMBERSHIP

The Eastern District is comprised of the fifty-five (55) counties of North Carolina lying east of and including Caswell, Orange, Chatham, Moore and Anson.

Persons who work or reside within the Eastern District geographical area (55 counties), and others who have a serious interest in Public Health and who support the purposes of Eastern District are eligible to be members.

## **ARTICLE IV**

### **OFFICERS**

#### Section A.

The Officers of the Eastern District North Carolina Public Health Association shall be a President, a Vice-President, a President-Elect, a Secretary, a Treasurer and the Immediate Past President. The Slate of Officers shall be members of Eastern District in good standing and are elected for a term of one year.

#### Section B.

These officers shall be elected at the Annual Meeting following the presentation of a slate of candidates and nominations from the floor. The new officers shall assume office at the end of the installation ceremony. Vacancies in office shall be filled as specified in the Eastern District Handbook.

#### Section C.

Officers of the Eastern District shall perform the duties described in the Parliamentary Authority and in the Handbook.

#### Section D.

All officers, except the President-Elect, Secretary, and Treasurer, upon expiration of their term of office, shall surrender all property in their possession pertaining to their respective offices to the newly-elected officers.

The Treasurer and Secretary will refer to their specific duties in the Handbook regarding their time frame for surrender of property.

## **ARTICLE V**

### **MEETINGS**

#### Section A. Annual Meeting

An Annual Education Meeting shall be held during the spring or early summer, with a definite date and place designated by the Executive Committee.

#### Section B. Other Meetings

Other meetings may be called by the President, or upon the request of the Executive Committee, or upon written request of fifty (50) members of the Eastern District. A thirty (30) day written notice is required to notify the membership and will be sent to all current members of Eastern District NCPHA.

Section C. Quorum

A Quorum of the membership shall be those present at any duly called general meeting.

Section D. Order of Business

The business shall be conducted according to the most recent revision of Robert's Rules of Order.

## **ARTICLE VI**

### **COMMITTEES AND CONSTITUENT SECTIONS**

The President shall serve as an ex-officio member of all committees except the Nominating Committee.

Section A. Executive Committee

The Executive Committee shall be composed of the Immediate Past-President, the President, the Vice President, the President-Elect, the Secretary, the Treasurer, and the Chairpersons of the Constituent Sections and shall have full voting rights during Executive Committee meetings. The Chairpersons of the Standing Committees shall serve as ex-officio members and shall have full voting rights during open sessions, but not during Executive Committee meetings.

The Executive Committee shall meet a minimum of three (3) times during the year.

A majority of the members of the Executive Committee shall constitute a quorum.

Section B. Standing Committees

The Standing Committees of the Association shall perform the functions specified in the Parliamentary Authority and the Handbook.

1. Audit

The membership of the Committee shall consist of three (3) members who are not elected officers or members of other standing committees, appointed by the President.

2. Finance

The membership of the Committee shall consist of five (5) members: the Chairperson, who is the Treasurer of Eastern District; the Chairpersons of the Program and Scholarship Committees; the President; and Past Treasurer.

3. Local Arrangements

- a. The membership of the committee shall consist of one (1) person, the Chairperson, who is appointed by the President.
- b. The Chairperson may appoint as many sub-committees as deemed necessary and the Chairpersons of each sub-committee shall serve as a member of the Local Arrangements Committee.

4. Program

The membership of the Committee shall consist of five (5) members: the Chairperson, who is the President-Elect; three (3) members of the Executive Committee, appointed by the President-Elect; and the Health Director, or his/her representative, of the host health department.

5. Nominating

The membership of the Committee shall consist of: the Chairperson, who is the Immediate Past-President of Eastern District, and the immediate Past Chairperson of each constituent section.

6. Scholarship

- a. The membership of the Committee shall consist of: the Chairperson, who is appointed by the President, and representatives from each section shall be appointed by the Section Chairperson.
- b. The term of office shall be one (1) year in length.

7. Awards

The membership of the Committee shall consist of five (5) members: the Chairperson, appointed by the President, and four (4) members who are appointed by the Chairperson.

8. Bylaws and Handbook

The membership of the Committee shall consist of three (3) members: the Chairperson, who is the Vice-President, and two (2) members who are appointed by the Chairperson.

9. Publicity

The membership of the Committee shall consist of two (2) or more members appointed by the President, one of whom shall be able to alter the website as directed by the President.

10. Registration

The membership of the Committee shall consist of four (4) members: the Chairperson, who is appointed by the President, and three (3) members appointed by the Chairperson.

11. Exhibits

The membership of the Committee shall consist of two (2) members: the Chairperson, who is appointed by the President, and one (1) member appointed by the Chairperson.

12. Entertainment

The membership of the Committee shall consist of two (2) members: the Chairperson, who is appointed by the President, and one (1) member appointed by the Chairperson.

13. Legislative

The membership of the Committee shall consist of one (1) member, who is appointed by the President.

14. Time and Place



The membership of the Committee shall consist of three (3) members: the Chairperson, who is appointed by the President, the Immediate Past-President, and one (1) member appointed by the Chairperson.

15. Membership

The membership of the Committee shall consist of five (5) members: the Chairperson, who is the Treasurer, the Vice President, the Chairperson of the Registration Committee and two (2) members appointed by the Chairperson.

16. Door Prize

The membership of the Committee shall consist of two (2) Co-Chairpersons, who are appointed by the President and other members as needed appointed by the Co-Chairpersons.

17. Hospitality

The membership of the Committee shall consist of the Chairperson, who is appointed by the President and other members as needed appointed by the Chairperson.

18. Sponsors

The membership of the Committee shall consist of a Chairperson, who is appointed by the President and other members as needed appointed by the Chairperson.

19. Sergeant-at-Arms

The membership of the Committee shall consist of a Sergeant-at-Arms and a Deputy Sergeant-at-Arms, who are appointed by the President and one (1) member from each Section appointed by the Section Chairperson.

20. Special Projects

The membership of the Committee shall be two (2) Co-Chairpersons, who are appointed by the President and other members as needed appointed by the Co-Chairpersons.

21. Newsletter

The membership of the Committee shall consist of the Chairperson, who is appointed by the President and other members as needed appointed by the Chairperson.

## 22. Other Committees

Special Committees may be appointed by the President of Eastern District as the need arises. This shall be done in collaboration with the Executive Committee when time permits.

## Section C. Constituent Sections

The Eastern District shall have the following Constituent Sections: Health Directors, Public Health Nurses, Environmental Health, Management Support, Communicable Disease, Dental Health, Health Education, Social Work, Nutrition, Laboratory, Physician Extenders, Home Care, and Animal Control. Any other section may be developed upon petition from specific health disciplines as defined in the Handbook.

### **ARTICLE VII**

#### DUES

Dues are assessed by Eastern District. The amount of dues is set by the Executive Committee.

### **ARTICLE VIII**

#### FINANCES

All funds received shall be deposited to the credit of the Eastern District NCPHA in depositories approved by the Executive Committee with the fiscal year beginning July 1 and ending with June 30.

### **ARTICLE IX**

#### PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order shall be the Parliamentary Authority for the Eastern District.

Section Bylaws shall conform with the Bylaws adopted by the Eastern District and not be in conflict with the Bylaws of NCPHA.

## **ARTICLE X**

### **AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of those present in person and voting at any Annual Meeting, provided that notice of the proposed amendment and the time of voting have been given in writing to the Secretary and transmitted to the membership of Eastern District at least fifteen (15) days before the Annual Meeting.

**EASTERN DISTRICT BYLAWS REVISED EFFECTIVE May 9, 2012**

# **HANDBOOK**

## **EASTERN DISTRICT**

### **NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**

#### **PREAMBLE**

This HANDBOOK is designed as an adjunct to the Bylaws of the Eastern District North Carolina Public Health Association. It in no way replaces nor overlaps with the Bylaws. It is essential that each office and committee Chairperson closely study both the HANDBOOK and the Section Bylaws if the function of the office is to be efficiently executed.

#### **MEMBERSHIP**

Persons who work in public health or reside within the Eastern District geographical area (55 counties-see Appendix I and Appendix II) and others who have a serious interest in Public Health and who support the purposes of Eastern District are eligible to be members. Dues are assessed and the amount set by the Executive Committee.

## **PRESIDENT**

1. Shall be a member of NCPHA and EDNCPHA.
2. The term of office shall be one year.
3. Presides at all meetings of Eastern District 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 Eastern District.
5. Meetings
  - a. Conducts first Executive meeting by September 1<sup>st</sup>.
  - b. Prepares an agenda for the Executive Committee and Annual Business meetings.
  - c. Provides the Executive Committee with a complete list of all committees and their chairpersons at the first meeting of a new fiscal year.
  - d. Utilizes the most current edition of Robert's Rules of Order to preside over all meetings.
6. Appoints a Parliamentarian for Executive Committee and Annual Business meetings.
7. Serves as ex-officio member of all standing committees except the Nominating Committee.
8. Appoints the Chairpersons of all committees and members of certain committees as specified in the Bylaws, Article IV and VI.
9. Appoints special or Ad Hoc Committees as deemed necessary.
10. Appoints replacements to standing or special committees to serve unexpired terms of office.
11. Serves as Affiliate Representative, according to NCPHA Bylaws, to the Governing Council of NCPHA. Representation shall begin at the close of the next Annual NCPHA meeting after succeeding to the Presidency.
12. Submits a copy of all correspondence to the Secretary for filing.

13. Approves exceptions to disbursement of budgeted funds up to the amount of \$1,000.00.
14. Signs contract for Annual Meeting site as approved by the Executive Committee.
15. Gives a copy of the signed contract to Association Secretary and Treasurer to be filed as part of current year's minutes and financial records.
16. Sends invitations for Past President's Breakfast/Luncheon (See Appendix III).
17. Keeps an updated list of EDNCPHA Past Presidents and current mailing addresses.

## **PRESIDENT-ELECT**

1. Shall be a member of EDNCPHA
2. Serves as Chairperson of the Program Committee:
  - a. Calls meetings of the Program Committee
  - b. Reviews previous Annual Meeting programs
3. Obtains approval from Executive Committee for Annual Meeting theme and format.
4. Develops programs for general sessions.
5. Coordinates general sessions with section programs of Annual Meeting.
6. Obtains mailing list from Membership Committee Chairperson and coordinates with Newsletter Chairperson to insure that the program is available through the Association web site.
7. Delegates responsibilities for:
  - a. Contacting general session speakers.
  - b. Obtaining curriculum vitae on general session speakers.
  - c. Welcome by local officials and opening prayer.
  - d. Other activities as deemed necessary
8. Prepares the official program for the Annual Meeting and following approval of the Executive Committee, ensures programs are prepared for distribution.
9. Submits expenses of speakers, etc. to the Executive Committee for approval prior to confirmation of program if program exceeds budgeted amount.
10. Has final approval on the recommendation of the Time and Place Committee for site of Annual Meeting.
11. Submits report, oral and written, at the end of the business meeting on the last day of the Annual Meeting.
12. Prepares and mails thank you letters to general session speakers, other invited guests, and host county representative(s) within two weeks after the Annual Meeting.
13. Assumes the Presidency at the end of the installation of officer's ceremony.

14. Serves on the Finance Committee.
15. Makes reservations for officers at Annual Educational Conference. See Appendices V-VII for examples of Room Reservation, Program Information, and Function Forms.
16. Distributes copies of Section Report form (Appendix VIII) to Section Chairpersons at Executive Committee meeting held prior to Opening General Session of the Annual Meeting.

### **VICE PRESIDENT**

1. Shall be a member of EDNCPHA
2. Assumes the duties of the President during the absence of the President.
3. Succeeds automatically to the Presidency any time the President is unable to complete the full term of office.
4. Serves as Chairperson of the Bylaws and Handbook Committee. Calls a minimum of one meeting of the Bylaws and Handbook Committee to review the Bylaws and Handbook for needed changes.
5. Obtains award for outgoing President.
6. Will be responsible for maintaining all Eastern District Bylaws and Handbooks – Three (3) hardcopies for use and electronic copies for the Executive Committee.



## **SECRETARY**

1. Shall be a member of EDNCPHA
2. Records the minutes of the general sessions at the Eastern District Annual Meeting and distributes copies at the first meeting of the Executive Committee in the new fiscal year.
3. Records the minutes of each Executive Committee meeting and sends electronically minutes to the Executive Committee members prior to the subsequent Executive Committee Meeting.
4. Correspondence:
  - a. Mails a copy of all Eastern District correspondence sent and received to the President.
  - b. Files original Eastern District correspondence in a notebook for one year.
  - c. Purges the letter file once a year within thirty (30) days following the close of the Annual Meeting, i.e., copies of letters requesting information, thank you letters, etc.
5. Coordinates and transfers all records and files to the incoming Secretary within sixty (60) days following the close of the Annual Meeting. Said reports and files shall include all minutes of the Annual Meeting and Executive Committee meetings of both the current year as well as the previous year.
6. Records Minutes of Annual Awards Banquet of Eastern District, to include all award recipients.

## **TREASURER**

1. Shall be a member of EDNCPHA.
2. Maintains all financial records of the Eastern District and prepares them for audit by the close of the fiscal year (June 30th).
3. Disburses funds as approved by the budget, to include officers' expenses for the Annual Meeting--exceptions shall be approved by the President (See Appendix XI).
4. Serves as Chairperson of the Finance Committee.
5. Prepares the financial report.
6. Provides technical assistance to the Chairperson of the Registration Committee, in receiving and depositing funds for the Eastern District utilizing a one-write system.
7. Orders checks, day-sheets and disbursement logs.
8. Obtains signature cards for Treasurer's and President's signature from approved banking facility.
9. Gives fidelity bond in such a sum as is fixed by the Executive Committee. The fee for this bond shall be paid by Eastern District.
10. Surrenders all financial records upon completion of the audit and tax return, but no later than August 31, providing adequate time to brief the incoming Treasurer of Eastern District on bookkeeping procedures.
10. Serves as Chairperson of the Membership Committee.
11. Receives and deposits all membership dues.
12. Receives money from the Exhibits Chairperson, deposits and returns receipts to the Exhibits Chairperson for distribution at the Annual Meeting.
13. Receives from the Scholarship Chairperson, the names of the recipients, the amount of the scholarship and the school the recipient will be attending. Have checks ready for the Scholarship Chairperson at the Annual Meeting. Scholarship winner checks will be made out jointly to the recipient and the school they attend.

14. Contact the cashier of the school by phone and also in writing to designate how the funds are to be used. It is recommended that funds be used for fees, books, and supplies for the upcoming semesters or quarters as needed. Any funds not used by the student for any reason will be returned to EDNCPHA.
15. Monies collected at the Annual Meeting shall be deposited by the Treasurer within five (5) business days of the close of the Annual Meeting.
16. Provide change money to the Special Projects Committee at the Annual Meeting. Collect all monies from the Special Projects Committee at the end of the Annual Meeting.

## IMMEDIATE PAST-PRESIDENT

1. Shall be a member of EDNCPHA.
  2. Serves as Chairperson of the Nominating Committee.
  3. Acts as advisor to the Officers and Executive Committee.
  4. Responsible for installation of officers and presentation of pledge and certificate at the Annual Meeting (See Appendices XII and XIII).
  5. Plans and conducts an orientation session for newly elected officers prior to June 30<sup>th</sup>.
  6. Serves as a member of the Time and Place Committee.
  7. Serves as Association Historian. Keeps and updates association scrapbook/photo album. Makes scrapbook/photo album of previous year's meeting available at Executive Committee meetings and all albums available at Annual Meeting.
- 
1. Responsible for exhibit board at all functions including, but not limited to, NCPHA, EDNCPHA and Western NCPHA.

## EXECUTIVE COMMITTEE

1. Acts with administrative authority and powers for the membership.
2. Reports all matters requiring action by the membership at each Annual Meeting or special called meeting.
3. Attends all meetings called by the President.
4. Determines any and all fees required of the membership.
5. Fills vacancies in any elected office of Eastern District at a regular or special called meeting of the Executive Committee except as otherwise specified in the Handbook.
6. Shall be a member of EDNCPHA.

## CONSTITUENT SECTIONS

As of May 9, 2012 the Constituent Sections of the Eastern District are: Health Directors, Public Health Nurses, Environmental Health, Management Support, Communicable Disease, Dental Health, Health Education, Social Work, Nutrition, Laboratory, Physician Extenders, Home Care, and Animal Control.

### *CONSTITUENT SECTION DEVELOPMENT*

In order to acquire Section status, a written application defining the purpose of the Section and a copy of the proposed bylaws of the Section must be filed with the Secretary of the NCPHA through the President of Eastern District. The application must be signed by a minimum of twenty-five (25) persons who would become members of the Section.

Additional Sections may be created at any Annual Meeting by a majority vote of the members of the Eastern District, upon recommendation of the Executive Committee, following its receipt of an application and appropriate section bylaws.

No Section bylaws shall be in conflict with the bylaws of the Eastern District.

Section shall elect section officers and submit a written report by the end of the last business session at the Annual Meeting.

Any special project which would involve reference to, or participation by the NCPHA shall not be undertaken by any Constituent Section until it is submitted to, and approved by, the Executive Committee of Eastern District.

## SECTION CHAIRPERSON

1. Attends the Executive Committee meetings.
2. Works closely with the Program and Local Arrangements Committee in planning programs and determining section meeting space.
3. Plans program for section to include timely topics of interest to compliment the overall theme.
4. Arranges for section speaker (s), speaker accommodations, and door prizes.
5. Requests section allocations from the Treasurer in writing as needed by using the Funds Request Form. Money is allotted for each section to be used for educational purposes within each fiscal year budget. Any unused funds and/or receipts will be returned to the Treasurer before the close of the Annual Meeting.
6. Introduces or makes arrangements to introduce section speaker.
7. Conducts business session of respective section.
8. Updates bylaws of each section to comply with Eastern District Bylaws and submits a revised copy to the President and Chairperson, Bylaws and Handbook Committee.
9. Obtains approval from the Executive Committee for proposed projects. Any project which would involve reference to or participation by, the NCPHA or Eastern District shall not be undertaken by any Constituent Section until it is submitted to, and approved by, the Executive Committee of Eastern District.
10. Submits a report at the end of the Closing General Session to the President or Secretary including names, addresses, telephone numbers of Section Officers, and appointee to the Scholarship Committee (See Appendix VIII).
11. Appoints Scholarship Committee representative and Sergeant-at-Arms representative according to Bylaws and Handbook.

## AUDIT COMMITTEE

1. Audits the financial books each year after the close of the fiscal year, but no later than August 31. Presents an audit report to the Executive Committee at the first Executive Committee meeting. 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?
  - c. Are all end of year balances on the Treasurer's report, also called an end of year balance sheet correct?
  - d. Is the checkbook balanced?
3. Reports any problems and the corrective action immediately to the President and the Executive Committee.

## FINANCE COMMITTEE

1. Prepares a balanced budget for the new fiscal year.
2. Submits a balanced budget for Executive Committee approval at the first meeting of the Executive Committee in the new year.

## LOCAL ARRANGEMENTS COMMITTEE

### Local Arrangements, Hospitality and Entertainment

1. Works closely with the President-Elect in all phases of planning and implementation of the plans.
2. Sends copies of all correspondence initiated by the Local Arrangements Committee to the Program Committee Chairperson and Secretary.
3. Confers directly with the hotel management personnel after consultation with the Program Chairperson regarding:
  - a. Selections of menu and agreement re: Cost of luncheon (or other mealtime) meetings.



- b. Details surrounding: Serving of food, arrangement of room and speaker's table, PA system, date, time, attendance anticipated, designation of meeting rooms and deadline for meal ticket purchase.
  - c. Arranges for extra chairs in room for those who wish to attend the meeting but not the meal function.
4. Makes provision for a centerpiece to be used during the Annual Meeting (s), if desired.
  5. Serves as official hosts/hostesses and supervises all physical arrangements throughout the Annual Meeting.
  6. Provides for collection of banquet tickets prior to the function.
  7. Chairperson submits itemized bills to the Treasurer at the close of the Annual Meeting.
  8. Assists the Program, Sponsors and Hospitality Chairpersons with the Past President's Reception/Luncheon.
  9. A room shall be provided at the Annual Meeting by the Association for the Local Arrangements Committee Chairperson.

### Entertainment

1. Discusses entertainment request with Executive Committee.
2. Secures entertainment after receiving approval from Executive Committee.
3. Coordinates with the Program Committee regarding time and place of entertainment functions.
4. Completes Funds Request Form and submits to Treasurer for payment for all entertainment.
5. Withholds payment if performance is not satisfactory until approval by Executive Committee.
6. Provides Wednesday night and/or Thursday night entertainment.
7. Confers with Treasurer as to funds available for entertainment.

## Hospitality

1. Works with organizations or individuals to provide hospitality rooms or social functions at the Annual Meeting.
2. These functions should not conflict with scheduled Association activities.
3. Works with the President and Program Chairperson to plan and provide refreshments for the Spotlight on Exhibitor's Reception generally held on Wednesday evening of the Annual Education Conference.

## PROGRAM COMMITTEE

1. The President-Elect serves as Chairperson of this Committee.
2. Coordinates planning with Local Arrangements Committee.
3. Confirms with President and Executive Committee room arrangements at the Annual Meeting site.
4. Secures speaker(s) for the Annual Meeting.
5. Informs the Chairperson of the Local Arrangements Committee, well in advance of the Annual Meeting, regarding:
  - a. Program format.
  - b. Number to be seated at speaker's table at each meeting.
  - c. Desired room arrangements and PA system.
  - d. Number of guests for luncheon or other mealtime functions.
  - e. Anticipated attendance for each Section meeting.
6. Decides upon a program topic/theme for the Eastern District Annual Meeting.
7. Communicates with speaker(s) and/or special guests regarding their reservations for lodging. Secures reservations as indicated.
8. Meets speaker(s) at transportation terminal or greets upon their arrival at Annual Meeting setting.
9. Secures reimbursement for speaker(s) expenses incurred per preplanned agreement between the individual and the Executive

Committee.

10. Chairperson submits an itemized account of expenses to the Treasurer immediately following the close of the Annual Business Meeting.

### NOMINATING COMMITTEE

1. The Chairperson of this committee shall be the Immediate Past-President of Eastern District.
2. The Past-Chairpersons from each Section shall serve on this committee.
3. Presents a slate of officers at the Annual Business Meeting. The slate shall be composed of:
  - a. Vice-President
  - b. President-Elect
  - c. Secretary
  - d. Treasurer

\*NOTE: The President-Elect by virtue of election in the preceding year automatically succeeds to the Presidency. However, should the President-Elect resign prior to the Annual Meeting or decline to succeed to the Presidency, the Nominating Committee shall nominate a person to fill the office of President.

\*NOTE: Traditionally, Vice President should be given the opportunity to move into the office of President-Elect.

4. Secures permission from each candidate to have his/her name placed in nomination.

\*NOTE: Nominees shall be members of EDNCPHA. Exception: nominees for President shall also be members of NCPHA.

5. Submits copies of the slate of nominees to the Executive Committee no later than February 1st.

## SCHOLARSHIP COMMITTEE

1. The Committee shall consist of a member from each section appointed by the Section Chairperson and a Chairperson appointed by the President. The Chairperson is not to be chosen from the Section Representatives.
2. The term of office is for one year.
3. The Chairperson of the Committee serves on the Finance Committee.
4. Submits copies of all reports to the Executive Committee.
5. Confers with the Executive Committee regarding the amount of money to be allocated for scholarships.
6. Publishes availability of scholarships (See current mailing list) by mailing or sending electronically out notification letters and scholarship applications by date set by Committee. Follow guidelines established. (See Appendix XIV).
7. Uses an application form to obtain pertinent information for the selection process. Interviews of references may be solicited by the Committee (See Appendix XV).
8. Guidelines to be used for selection:
  - a. Four categories:
    - (1) Graduate: Doctorate or Masters Degree program; must be a Public Health Worker.
    - (2) Undergraduate: BS or BA Degree; must be a Public Health Worker.
    - (3) Technical or Two (2) Year program: Two (2) year Technical Degree; must be a Public Health Worker.
    - (4) Scholarship for Children of Public Health Employees.
  - b. If no candidate applies or is qualified for a category, the Committee shall have the discretion to award the money to another category upon approval of the Executive Committee.

- c. One candidate is selected in each category by a majority of the Committee members present, unless the financial need of the candidate selected is less than the funds available for the scholarship. In such case, the remainder of the funds may be awarded to a second individual in that category.
  - d. Holds a meeting (date to be set by the Chairperson of the Committee) to make a final decision.
9. Reports to the Executive Committee the recipient(s) and the amount given to each recipient. An alternate recipient(s) may be recommended in the event the primary nominee(s) does not accept the award(s) or fulfill the requirements.
10. Maintains current mailing lists to include all local health departments, State and Regional office in the Eastern District, paid members of the Association and others who request applications.
11. Administration of scholarship payments:
  - a. All scholarship funds will be administered by the school the recipient is attending.
  - b. The check will be made payable to the individual and the school.
  - c. The Treasurer of EDNCPHA will contact the cashier of the school by phone and in writing to designate how the funds are to be used. It is recommended that the funds be used for books, fees and supplies for the upcoming semesters or quarters as needed. Any funds not used by the student for any reason will be returned to EDNCPHA.
  - d. When the applicants are notified that they have been chosen to receive a scholarship, they will be notified at that time that the funds will be administered by the school, and that the check will be made jointly to the individual and the school. They will also be asked to submit a complete address of the Cashier's Office of the school.
12. Keep applications for two (2) years. Purge every three (3) years.
13. If a recipient does not continue in school and money was left at the school, the money will revert to the General Fund of Eastern District.

## AWARDS COMMITTEE

1. Publishes availability of awards in EDNCPHA Newsletters. Provides award applications in at least one publication available on the EDNCPHA web site and electronic Newsletter (See Appendices XVI and XVII).
2. Reviews and selects recipient/recipients in each category.

- a. Stacy Covil Outstanding Individual Achievement Award
- b. Outstanding Career Achievement Award
- c. Outstanding Public Health Award

\*NOTE: A recipient may not be selected for each category if there are no nominations or the Committee does not select a recipient from the nominees. More than one award may be given in each category if deemed appropriate by the Awards Committee.

3. Criteria for evaluation of Eastern District awards:

**A. Stacy Covil Outstanding Individual Award:**

- 1) The nominee has demonstrated outstanding achievement in a specific health-related project, program, or activity within the last two (2) years.
- 2) Priority will be given to selecting an individual who has been instrumental in providing significant local, regional, or state impact, or the potential for such impact, as a result of implementing the project, program, or activity.
- 3) The nominee shall be a member of EDNCPHA in good standing for the previous year. However, if the nominee is retired, membership in good standing is not required.

**B. Outstanding Career Achievement Award:**

- 1) The nominee should have significant achievements during a career.
- 2) The career of the nominee is characterized by exemplary and sustained service to Public Health.
- 3) The nominee shall be a member of EDNCPHA in good standing for the previous year. However, if the nominee is retired, membership in good standing is not required.

- C. Outstanding Public Health Award:
- 1) The nominee for this award should have health programming which is considered creative, innovative, efficient and effective.
  - 2) The health programming should have demonstrated involvement, community impact, and has been or is planned to be an ongoing effort. The nominee shall be a local department or a program in a local health department or some other local, regional, or state agency involved in public health activities in geographical area included in the Eastern District, NCPHA.
4. The awards shall be presented during the EDNCPHA Annual Awards Banquet. The awards shall be presented by the Committee Chair or the Chair's designee.
  5. Submits an itemized bill to the Treasurer for payment.

### SPECIAL AWARDS COMMITTEE

1. Presents Outstanding Service Awards to an individual(s) or Group(s) for outstanding contributions to Eastern District.
2. Presents a framed certificate for sustained service to Eastern District by an individual, exhibitor or sponsor.
3. Presents other special awards if requested by the Executive Committee.
4. Prepares and frames a certificate with the signature of the President and the Chairperson of the Special Awards Committee affixed and the seal of EDNCPHA embossed on a gold seal and applied thereon.
5. Submits an itemized bill to the Treasurer for payment.
6. In the event of an Honorary Life Membership Award, submits name and address of recipient to Membership Chairperson. These recipients will be given a Life Membership Card at the time the award is presented.

## BYLAWS AND HANDBOOK COMMITTEE

1. Reviews Section Bylaws as submitted to assure these bylaws are not in conflict with EDNCPHA Bylaws. If the changes are not in conflict, submit to the Executive Committee for approval. Send written report to the Section Chairperson.
2. Accepts all recommended bylaws changes for review. Initiate recommendations for bylaws changes as needed. Eastern District Section bylaws or association bylaws are not required to be submitted to or approved by NCPHA.
3. Present proposals for bylaws changes to the Executive Committee.
4. Submit bylaws changes to the membership fifteen (15) days prior to the Annual Meeting.
5. Present 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 post the revised documents on the EDNCPHA website prior to the first Executive Committee meeting of the new fiscal year. Minutes of the Executive Committee will contain all approved changes in the Handbook and the minutes of the Annual Business Meeting will have any bylaws changes approved by the membership.
7. Maintain a copy of each Section's Bylaws and the Association for the Executive Committee. Request at the first Executive Committee meeting copies of any changes that were made in any of the bylaws of the sections.

\*NOTE: IT IS SUGGESTED THAT EACH OFFICER, SECTION CHAIRPERSON, AND COMMITTEE CHAIRPERSON 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.



PUBLICITY COMMITTEE  
Publicity and Special Projects

*PURPOSE:* It shall be the responsibility of this Committee to advise and inform all interested individuals, civic groups, allied associations and organizations, and news media of the meeting of the Eastern District, of our purpose and our agenda through the EDNCPHA website.

1. Works closely with the host department and Program Chairperson for news.
2. Works with the Awards Committee to confidentially prepare publicity for use immediately after the Annual Meeting. Press releases should be sent to the newspapers that serve the home counties of the recipients.
3. Arranges for a photographer to be present at all General Sessions and the Awards Banquet and any other function that the President deems necessary.
4. Confers with the President as to funds available.
5. Places all pictures received from photographer in a photo album/scrapbook and delivers to the Immediate Past-President within thirty (30) days following the Annual Meeting.
6. Website Sub-committee: The membership of the Committee shall consist of three (3) members: The Chairperson, who is the Webmaster, and two (2) members appointed by the Chairperson.

The responsibilities of this sub-committee are:

- a) Update the website as necessary
  - b) Determine content and presentation of the website.
7. Uses the website for notifications, newsletters, and promotion of EDNCPHA.

Special Projects

1. Investigates potential merchandise to offer. Committee will bring suggestions to the Executive Committee for their input.
2. Determines which items to purchase, procures them and determines at what prices to offer them for sale.
3. Maintains an inventory of merchandise on hand at all times throughout the year.

4. Requests from the Treasurer in writing by submitting the Funds Request Form and invoice, payment for merchandise procured.
5. Maintains accountability of monies generated and monies spent with regards to special projects and submits a written report to the Treasurer within two weeks after the Annual Meeting.
6. Reports to the Executive Committee actions taken by the Special Projects Committee.

### REGISTRATION COMMITTEE

1. Receives from the Finance Committee a list of registration fees that have been set for the Annual Meeting. Confers with the Program Chairperson about mailing deadlines.
2. Prepares and distributes pre-registration procedures upon approval of the Executive Committee. Obtains a mailing list from the Membership Chairperson. If possible the pre-registration information will be placed in the Newsletter.
3. Handles on-site registration.
4. Secures a physical set-up that facilitates registration easily and with speed.
5. Maintains a supply of receipts, name tags, ribbons and associated office supplies for pre-registration and registration.
6. Receives and receipts all money for pre-registration and on-site registration. Registration Chairperson makes deposits and forwards the bank copy of the deposit slip and the corresponding ledger sheet to the Treasurer. Use a separate ledger for each deposit made. Retain a copy of the deposit slip and the corresponding ledger sheet for registration records.
7. Sends all membership applications received with registration to the Membership Chairperson.
8. On the Friday before the Annual Meeting, contacts the Membership Chairperson to give her/him any last minute names of persons who have paid their membership dues so a list can be compiled for registration to have on-site as a means to check paid memberships.
9. Submits recommendations to the Executive Committee for changes and/or improvements in registration and method of pre-registration.

10. Chairperson is bonded in such a sum as is fixed by the Executive Committee. The fee is paid by Eastern District.
11. Registration refunds, less cost of banquet ticket, are given only when requested in writing.
12. REGISTRATION CHAIRPERSON RESPONSIBILITIES:
  - a. Appoints three or more members to the Registration Committee.
  - b. Serves on the Membership Committee.
  - c. Coordinates persons working with registration.
  - d. Sets up pre-registration and registration procedures.
  - e. Collects pre-registration fees.
  - f. Presents recommendations for approval to the Executive Committee.
  - g. Disseminates decisions from the Executive Committee to the Registration Committee for:
    - (1) Registration fee
    - (2) Policies concerning exhibitors, sponsors, speakers for section meetings and speakers for general sessions registration (including banquet).
  - h. Contacts Local Arrangements Committee for supplies and equipment needed at the registration area.
  - i. Prepares and distributes to the Executive Committee members their respective registration packets.
  - j. Prepares name tag for participants and inserts in plastic badge holder. Tapes ribbons to appropriate name badges for officers and other Executive Committee members, speakers, exhibitors, etc. Types name for folder or envelope, encloses badge and registration receipt and other pertinent materials. Alphabetizes folders or envelopes in boxes.
  - k. Numbers banquet tickets before dispensing in the registration packets. Confirm the number of banquet tickets sold and give to the Program Chairperson. The following persons receive free banquet tickets:

Scholarship Winners

Exhibitors: Need to hold total number of commercial exhibitors tickets for Exhibits Chairperson. One ticket will be offered but not automatically given. Tickets left after the exhibits are set-up can be sold.

- l. Alphabetizes registration forms received and takes to the Annual Meeting. They may be needed for verification or confirmation. Gives to the Membership Chairperson at the close of the meeting. They may also be needed to confirm membership information.
  - m. Sets up registration desk at Annual Meeting. Have name tags, programs and other information available for on-site registration.
  - n. Requests in writing from the Treasurer using the Funds Request Form, \$200.00 prior to the beginning of registration.
  - o. Obtains a safe deposit box in the hotel for money and receipts.
  - p. Compiles a count of persons, pre-registered and registered at the Annual Meeting, number of banquet tickets and attendance for a final report to be given at the Closing General Session.
  - q. Registration Chairperson and the Treasurer shall meet at the close of registration to reconcile ledger sheets and receipts for deposit. Monies collected at the Annual Meeting shall be deposited by the Treasurer within five (5) business days of the close of the Annual Meeting.
13. EXECUTIVE COMMITTEE RESPONSIBILITIES TO THE REGISTRATION COMMITTEE:
- a. Consider recommendations from the committee and give instructions or approval of recommendations.
  - b. Give final decisions to the Chairperson of the Registration Committee concerning pre-registration and registration.
  - c. Prepare a list of sponsors, exhibitors, speakers (general sessions and sections) and special persons who will need a registration packet.
14. See Appendix XXI: Sample Pre-registration Form.

## EXHIBITS COMMITTEE

1. Obtains from Program Chairperson the number of exhibit spaces available at the Annual Meeting site and a map of the exhibit area.
2. Solicits exhibitors and obtains ads for the program booklet.
3. Seeks exhibitor/ads representing each section. Contact with Section Chairpersons is encouraged and needed.
4. Secures exhibit cost fee from the Executive Committee. The current fee for commercial exhibitors is \$ 300.00
5. The Educational Exhibit fee is \$50.00 per booth.
6. Space is given to educational exhibits only after all commercial exhibits have been accepted.
7. Cost for ads in the Program is to be set by the Finance Committee annually.
8. There is no one day exhibit fee. All exhibitors shall pay full price no matter how long they intend to exhibit.
9. No exhibitor will be allowed to exhibit if the fee has not been paid.
10. EDNCPHA has an agreement with NCPHA whereby NCPHA exhibits free at Eastern District's Annual Education Conference and EDNCPHA exhibits free at NCPHA's Annual Meeting.
11. Forwards all checks to the Treasurer of EDNCPHA for deposit. Receipts will be written by the Treasurer and sent to the Exhibits Chairperson to be distributed to the Exhibitors.
12. Exhibitors are allowed one free banquet ticket. The Chairperson of Exhibits will poll exhibitors as they set up to see if they want the ticket. It will not automatically be given.
13. Exhibitors, if they choose, are allowed five (5) minutes in appropriate Section meetings to discuss their products.
14. See Appendices XXII-XXIV for forms regarding exhibits and exhibitors.

## DOOR PRIZE COMMITTEE

1. Secures "items of interest" to be given away by raffle drawing during each general session and at the close of the Annual Meeting.
2. Purchases any items with the advice and approval of the Executive Committee.
3. Submits a written report to the Association at the Closing General Session.
4. Uses innovative ideas to obtain door prizes other than the ones paid for by Eastern District.

## SPONSORS COMMITTEE

1. Requests from various industries, their interest in agreement to sponsor a hospitality function.
2. Coordinates this entire event through the President, Program Chairperson, and Local Arrangements.

## LEGISLATIVE AWARENESS

1. Monitors legislation with the help of NCPHA's Legislative Committee.
2. Works closely with official and voluntary health agencies on matters relating to manpower, programs and appropriations which would enhance public health within the state.
3. Works closely with NCPHA in conducting studies and developing proposals pertaining to health legislation.
4. Reports at Executive Committee Meetings on all matters relating to public health legislation.

## MEMBERSHIP COMMITTEE

1. Prepares Membership Application for the current year. (See Appendix XXV).
2. Confers with the Newsletter Chairperson to see if application can be timely included in the Newsletter. If not, applications must be emailed by June 30, to all persons who were members the current year.
3. Receipts are used as membership cards.
4. Maintains updated mailing list for Association mailings. List should be typed in such a manner so that copy labels can be copied from the list. At the end of the year prepare a final membership mailing list. Retain a copy with membership information.
5. Mails receipts which will be used in the place of membership cards to members. Retain all applications
6. Confers with the Registration Chairperson to make sure all membership applications received with pre-registration are sent to the Membership Committee. Contacts Registration Chairperson on the Friday before the Annual meeting to obtain additional names of members that were not previously sent to the Membership Committee.
7. Prepares a list of current members for use by the Registration Committee on-site to confirm membership. Two (2) copies should be enough. Retains copy for membership files.
8. Membership applications should be included in all issues of the newsletter and on the website.
9. Receives from Registration at the end of the Annual Meeting all registration forms. These come in handy to complete membership information on application of persons who join at the Annual Meeting.
10. Prepares a report of membership numbers and report at each Executive Committee Meeting. Also have applications available at each meeting.
11. Gives names of Executive Committee members who have not paid their dues to the President.
12. Administers the Life Member Program.

## LIFE MEMBERSHIP

1. Requirements:
  - a. Be retired as of December 31<sup>st</sup> of the previous year.
  - b. Have worked in public health in local, regional or state position in the 55 counties that comprise Eastern District, NCPHA for 20 years and be a paid member of EDNCPHA.
2. Life Members are exempt from paying dues and registration at the Annual Meeting.
3. Life Members shall have the same membership privileges as regular members.
4. New Life Members will be recognized and presented a Life Membership certificate at the Annual Awards Banquet.
5. The deadline for applying for Life Membership shall be March 31<sup>st</sup> of each year. If applications are received after the deadline, they shall be accepted and processed the following year.
6. Duties of the Membership Committee Chairperson:
  - a. The Membership Chairperson shall make sure that applications for Life Membership are distributed to the membership at the beginning of the fiscal year. Applications should also be distributed to any group deemed necessary to reach the retirees in Eastern District. (See Appendix XXVII).
  - b. The Chairperson shall retain a list of Life Members and their addresses and make sure that they receive all correspondence that regular members receive.
  - c. The Chairperson shall give to the Registration Committee a list of all Life Members each year so that registration will be aware of who does not have to pay registration at the Annual Meeting.
  - d. Approve all Life Member applications.
  - e. Prepare Life Membership Certificates. (See Appendix XXVIII).
  - f. Contact new Life Members as to their selection and send them information regarding the Annual Meeting including registration form and hotel information. Confirms that they will be attending the banquet.
  - g. Recognize and present certificates to New Life Members at the Annual Awards Banquet.



## TIME AND PLACE COMMITTEE

1. Seeks possible sites/facilities for future Annual Meetings.
2. Meets with hotel/facility sales representatives for site inspection.  
Considers:
  - a. Cost of rooms per night (flat rate).
  - b. Number of complimentary rooms per guaranteed rooms.
  - c. Adequate meeting space for all meetings (at no charge).
  - d. Availability of desired meeting dates.
  - e. Banquet capabilities.
  - f. Exhibitor space.
  - g. Dining facilities.
  - h. Corkage fees.
  - i. Allowance of donated beverages (wine) and food on premises for meeting participants.
3. Presents recommendations of site to Executive Committee.
4. Following site approval by Executive Committee:
  - a. Secures contract from hotel (see old contracts).
  - b. Obtains current President's signature on contract.
  - c. Mails signed contract to hotel by deadline specified on contract.

## NEWSLETTER COMMITTEE

1. Committee shall consist of an Editor or Co-Editors appointed by the President.
2. Prepares Newsletter (two issues per year unless directed by the Executive Committee to publish additional issues).
  - A. Content: Official communications and section news
    1. First Issue:
      - a. Names of Officers
      - b. Annual Meeting Events (Obtain photos, names of award winners, scholarship recipients)
      - c. President's Report
      - d. Section news
      - e. Membership Application
      - f. Scholarship Information
      - g. Awards Information
    2. Second Issue: To be mailed or sent by e-mail no less than six weeks prior annual meeting.
      - a. President's Report
      - b. Annual Meeting Agenda
      - c. Registration Form
      - d. Membership Application
      - e. Section News
      - f. Scholarship Information
      - g. Hotel Information
      - h. Awards Information

## SERGEANT-AT-ARMS COMMITTEE

1. Co-chairpersons will be responsible for obtaining the name of each section's sergeant-at-arms and compiling list for use at annual meeting.
2. Assures that admission to general sessions is to registered participants only and that name badges are worn at all times.
3. Section sergeants-at-arms are to assure that admission to section meetings are to registered participants only.

## **Retention Schedule**

For historical purposes, before destruction of any Secretarial or Financial information, it is recommended that pertinent information to the Association be scanned and stored on two electronic storage devices. Upon verification of clarity, records may be destroyed. An electronic device with the copies shall be kept with the Secretary and Treasurer.

### Secretary:

Meetings File, Minutes: Any notes, memorandums and all other records or official minutes for all types of meetings.

#### Disposition Instructions:

- a. Transfer all un-scanned, signed minutes to electronic storage device.
- b. Scan any supporting documentation related to the minutes to electronic storage device.
- c. Retain in Secretary records one original set of minutes permanently.
- d. Minutes may be destroyed in office after approval of official minutes and scanned to electronic device.

### Treasurer:

Bank Statements, Deposit Slips and Reconciliation File:

#### Disposition Instructions:

- a. Destroy in office after three (3) years and when released from all audits, whichever occurs later.

Budget File. Records concerning the budget. File may include but not be limited to budget reports, request for funds, registration forms, membership applications, internal budgetary records, and other related records.

#### Disposition Instructions:

Destroy in office end of year (June 30) budget report when reference value ends.

Destroy in office remaining records after five (5) years or when released from all audits, whichever occurs later.

# APPENDICES

APPENDIX I

Page Reserved for Map of Eastern District Counties

**COUNTIES COMPRISING EASTERN DISTRICT**

**NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**

ANSON	GATES	ORANGE
BEAUFORT	GRANVILLE	PAMLICO
BERTIE	GREENE	PASQUOTANK
BLADEN	HALIFAX	PENDER
BRUNSWICK	HARNETT	PERQUIMANS
CAMDEN	HERTFORD	PERSON
CARTERET	HOKE	PITT
CASWELL	HYDE	RICHMOND
CHATHAM	JOHNSTON	ROBESON
CHOWAN	JONES	SAMPSON
COLUMBUS	LEE	SCOTLAND
CRAVEN	LENOIR	TYRRELL
CUMBERLAND	MARTIN	VANCE
CURRITUCK	MOORE	WAKE
DARE	NASH	WARREN
DUPLIN	NEW HANOVER	WASHINGTON
DURHAM	NORTHAMPTON	WAYNE
EDGECOMBE	ONslow	WILSON
FRANKLIN		

**APPENDIX III**

(DATE)

TO: Past Presidents and Executive Committee Members

FROM: (Name), President

The ()th Annual Meeting of the Eastern District North Carolina Public Health Association will be held at: (LOCATION), (DATE). Enclosed is a copy of the tentative agenda for the meeting.

A(Breakfast/Luncheon) will be held for Past Presidents and Executive Committee members and is planned for : (TIME), (DATE). I hope that you will be able to attend. Please return RSVP at the bottom of this letter indicating your attendance by (DATE).

The dedication and support of Public Health workers such as yourself have been instrumental in the success of this organization. Thank you for the part you continue to play. I hope to see you at this year's Annual Meeting.

(PRESIDENT'S NAME)  
(RETURN ADDRESS)

---

RSVP

I WILL ( ), WILL NOT ( ), BE ABLE TO ATTEND THE EDNCPHA PAST PRESIDENT'S, EXECUTIVE COMMITTEE (BREAKFAST/LUNCHEON) (DATE).

\_\_\_\_\_  
NAME

EASTERN DISTRICT NCPHA PAST PRESIDENTS

- \* Dr. L. E. King
- \* Mr. C. J. McCotter, Box 241, Bayboro, NC 28515
- \* Dr. J. L. Campbell, Wilson
- \* Mrs. Agnes Olmestead, Lumberton
- \* Dr. J. R. Black, Whiteville
- \* Dr. Quinton Cook, Wilmington
- Mr. W. H. Cranford, Wilmington
- \* Mrs. Davis Clark, Halifax
- Dr. M. F. Eyerman, 1244 Arbor Road #444, Winston-Salem, NC 27104
- Mrs. Margaret Neal Snell, Rt. 4, Box 4374, Donna, TX, 78537
- \* Mr. J. S. Canaday, Fayetteville
- Mrs. Frances E. Sellers, Fayetteville
- Mrs. Maye S. Myers, 804 S. Taylor St., Goldsboro, NC 27530
- Dr. Verna Barefoot, 2504 Old Cherry Point Rd., New Bern, NC 28560
- Mr. Ghurman Ange, P.O. Box 212, Jamesville, NC 27846
- Mr. Van Jenkins, Fayetteville
- Mrs. Martha Jacob, 1012 Schall Place, Jacksonville, NC, 28540
- Mrs. Terry Lawler, ECU Sch. of Medicine, Greenville, NC 27834
- Mr. Eddie Pierce, Rt. 3, Box 635, Hertford, NC 27944
- Mr. Joe Powner, 9057 Rockville Rd., Indianapolis, IN, 46234

Dr. Richard Murphy, 203 Kenilworth Dr., Greenville, NC 27834

\* Mrs. Lottie Daw, 2113 Wooland Ave., New Bern, NC 28560

Ms. Jane Matthis, Fayetteville Regional Office, Fayetteville, NC 28301

\* Mrs. Helen Ray, Smithfield

Ms. Patricia O'Leary Cunningham, Fayetteville

Mr. Bill McQueen, 5903 Hunting Ridge, Hope Mills, NC 28348

\* Mr. Jess Berman, 211 Autumn Chase Drive, Raleigh, NC 27613

Mr. Robert S. Parker, 313 Beech Cliff Court, Winston-Salem, NC 27104

Ms. Terri Capps, Sutton Rt. 2, Box 327, Smithfield, NC 27577

Mr. Jim Higdon, 103, Sloan Drive, Greenville, NC 27834

Mr. Frankie Barnes, CDC, Epidemiology Program Office, Atlanta, GA, 30333

Ms. Debra Springer, Wake Co. Dept. of Health, Raleigh, NC 27620

Mrs. Deborah J. Warren, 195 Sandy Ridge Road, Dunn, NC 28334

\* Mr. Harry Whitley, 102 Southridge Dr., Greenville, North Carolina 27858

Mr. Bobby Fulcher, Wake Co. Dept of Health, Raleigh, NC 27620

Mrs. Delance Ellis, 7359 NC 91 Hwy, Walstonburg, NC 27888

Ms. Susan O'Brien, 1033 Newburg Circle, Raleigh, NC 27603

Mrs. Margaret Allsbrook, Halifax Co.

Mr. Michael U. Rhodes, Greene County, Snow Hill, NC

Mrs. Rosemary P. Goddard, 205 Comfort Road, Richlands, NC 28874

Mrs. Debra Harris, 3709 Marion Court, Wilson, NC 27896

Mrs. Debora Holliday Barmann, Craven Co Health Dept, New Bern, NC 28561



Mrs. Eunice Inman, 117 Pebblebrook Drive, New Bern, NC 28562

Ms. Laura Gammons, 317 Antebellum Drive, Havelock, NC 28532

Mrs. Djuana Register, Bladen Co Health Dept, Elizabethtown, NC 28337

Mrs. Nita Britt, Retired, Wayne Co Health Dept, Goldsboro, NC

Mr. Wayne Raynor, Retired, Fayetteville, NC 28301

Mrs. Mary Jane Sauls, Harnett Co Health Dept, Lillington, NC 27546

Ms. Emily Smathers, Division of Environmental Health, Raleigh, NC 27699

Mr. George O'Daniel, Onslow Co Health Dept, Jacksonville, NC 28540

Mr. John Peebles, Communicable Disease Branch, Raleigh, NC 27699

\* Mr. James Roosen, Wayne Co Health Dept, Goldsboro, NC 27530

Mr. William Smith, Robeson Co Health Dept, Lumberton, NC 28360

Mr. Scott Harrelson, Craven Co Health Dept, New Bern, NC 28562

Ms. Kristi Nixon, DHHS, Edenton, NC

\* DECEASED

**EASTERN DISTRICT**

NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

PROGRAM INFORMATION FOR ANNUAL EDUCATION CONFERENCE

DATE: \_\_\_\_\_

SECTION: \_\_\_\_\_

CHAIR PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

SECTION MEETING: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TIL \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_

SPEAKER (S): \_\_\_\_\_

ROOM ARRANGEMENT: (CONFERENCE, THEATER, ETC.) \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ HEAD TABLE: YES NO: NUMBER \_\_\_\_\_

WORKSHOP: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TIL \_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_

SPEAKER (S): \_\_\_\_\_

ROOM ARRANGEMENT: (CONFERENCE, THEATER, ETC.) \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ HEAD TABLE: YES NO: NUMBER \_\_\_\_\_

MAIL FORM TO: EDNCPHA PRESIDENT- ELECT (PROGRAM CHAIRPERSON)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: SECTION CHAIRPERSON ARE RESPONSIBLE FOR MAKING HOTEL RESERVATIONS, PAYING FOR MEALS FOR THEIR GUEST SPEAKERS AND PAYING FOR RENTAL ON ANY EQUIPMENT USED.

PLEASE SUBMIT INFORMATION FORM PRIOR TO: (DATE) \_\_\_\_\_

EASTERN DISTRICT

NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

FUNCTION SHEET

MEETING: \_\_\_\_\_  
\_\_\_\_\_

ROOM: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ROOM SET-UP AND NUMBERS: \_\_\_\_\_  
\_\_\_\_\_

HEAD TABLE AND NUMBERS: \_\_\_\_\_  
\_\_\_\_\_

A.V. EQUIPMENT NEEDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOOD FUNCTION: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EASTERN DISTRICT

NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

FOOD AND BAR FUNCTION

TYPE OF EVENT: \_\_\_\_\_  
\_\_\_\_\_

ROOM: \_\_\_\_\_

TIME: \_\_\_\_\_

BAR: \_\_\_\_\_

FOOD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER TO BE SERVED: \_\_\_\_\_

PAYMENT: \_\_\_\_\_

SPECIAL NEEDS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EASTERN DISTRICT**

**NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**

**NOMINATING COMMITTEE**

(MOST RECENT PAST-CHAIRPERSON WHO IS AVAILABLE TO SERVE)

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (WORK): \_\_\_\_\_

(HOME): \_\_\_\_\_ (FAX): \_\_\_\_\_

EACH NEW SECTION CHAIRPERSON Shall APPOINT A REPRESENTATIVE TO THE FOLLOWING EDNCPHA COMMITTEE. THESE REPRESENTATIVES Shall SERVE FOR A ONE YEAR TERM DURING THE FISCAL YEAR OF EDNCPHA.

**SCHOLARSHIP COMMITTEE**

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (WORK): \_\_\_\_\_

(HOME): \_\_\_\_\_ (FAX): \_\_\_\_\_

**SERGEANT-AT-ARMS COMMITTEE**

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE (WORK): \_\_\_\_\_

(HOME): \_\_\_\_\_ (FAX): \_\_\_\_\_

\*\*\* HOME TELEPHONE NUMBER IS OPTIONAL

**APPENDIX IX**



**APPENDIX X**



**GUIDELINES FOR PAYING OFFICERS' EXPENSES**

Officers' expenses will be paid/reimbursed according to the following criteria:

1. Meals:

Not to exceed \$35.00/day.  
Receipts must be presented for reimbursement.  
Not to include alcoholic beverages

2. Room:

Contracted cost to the Association for one room for each officer. No in-room movies or personal calls will be paid for by EDNCPHA.

3. Travel:

Current state mileage reimbursement rate for travel from worksite to the Annual Meeting and return to the worksite (based on odometer readings).

4. Registration:

All registration fees and awards banquet ticket expenses are waived for all officers.

5. Phone expenses during the year. (To include Local Arrangements Chairperson).

6. Expenses incurred by the President while exhibiting at NCPHA.

7. Refreshments for Executive Committee Meetings.



**APPENDIX XII**

**OFFICERS PLEDGE  
EASTERN DISTRICT NORTH CAROLINA PUBLIC HEALTH ASSOCIATION**

LEADER: You have been chosen to serve as an officer of Eastern District North Carolina Public Health Association for the 20\_\_ associational year. You are to be congratulated for your appointment to a leadership position. Before this assembly, do you now acknowledge the responsibility and trust placed in you by the members of this Association?

RESPONSE: WE DO

LEADER: Do you now promise to execute the duties of your office in a timely and responsible manner ever mindful of the importance of this Association and its membership?

RESPONSE: WE DO

LEADER: Do you now promise to faithfully abide by the Bylaws and other policies of the Association and do you now promise to promote fairness, good-will, and mutual understanding between and among members of the Association?

RESPONSE: WE DO

LEADER: Do you now promise to represent the Association in a responsible manner and to be a credit to the Association in thought, word, and deed ever mindful of the fact that your words and deeds are a reflection of this body?

RESPONSE: WE DO

LEADER: Do you now accept your appointment as an officer in the Association and before these witnesses acknowledge your official appointment to said office?

RESPONSE: WE DO

SIGNED: \_\_\_\_\_  
(Officer)

\_\_\_\_\_  
(Installing Officer)

DATE: \_\_\_\_\_

**Page Reserved for Installation Certificate**

## APPENDIX XIV

### GENERAL GUIDELINES FOR SCHOLARSHIP COMMITTEE

- A. The following criteria is essential for an applicant to be considered as eligible:
1. A resident of the 55 counties comprising EDNCPHA.
  2. Presently employed in public health. Definition of public health employment: the applicant must be employed either full- or part-time in a position under the auspices of a county Board of Health or the Department of Environment and Natural Resources, or the Department of Health and Human Services.
  3. Must indicate an intent to work in public health following completion for the education or training for which the scholarship is sought.
  4. Must be accepted or enrolled at an accredited educational institution in a graduate or undergraduate study in a public health discipline. (Can also include the prerequisite to the above degrees)
- B. Awards for public health training shall not be limited to study in a school of public health, but shall be for a regular academic program in an accredited educational institution which should advance the individual's competence in public health work.
- C. The total of the award(s) should not exceed the amount of funds available in the current Scholarship Fund and should be divided equally among categories.
- D. The applicant(s) must have indicated intent to work in public health in the Eastern District following completion of training. Applications should be submitted to the Scholarship Committee by the deadline set by the committee.
- E. If the applicants have the above criteria, the Committee may consider the following:
1. Potential contribution of service to the people of Eastern NC
  2. Reasons for seeking additional training.
  3. Relationship of program of study to expectation
  4. Financial need.
  5. References and recommendations.
- F. A letter of acceptance from the school the applicant is attending or will be attending must accompany the application.

EASTERN DISTRICT  
NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

Application for Scholarship Award

Scholarships shall be awarded to present employees in public health residing in the fifty-five counties comprising the Eastern District of NCPHA for graduate study, undergraduate study, or technical/associate degree or certification in a public health discipline for the academic year 20\_\_/20\_\_. Awards are not limited to study in a School of Public Health but may be for regular academic programs in an accredited educational institution which advance the individual's competence in public health.

Applicants must:

- a. Submit evidence of acceptance at an accredited educational institution.
- b. Indicate intent to work in public health following completion of training.
- c. Be a current member of the Eastern District North Carolina Public Health Association.

The Scholarship Committee will consider the following:

1. Potential contribution of service to the people of Eastern North Carolina.
2. Reasons for seeking additional training.
3. Relationship of program of study to career expectations.
4. Financial need.
5. References and recommendations.

ANNOUNCEMENT  
OF  
EASTERN DISTRICT NORTH CAROLINA PUBLIC HEALTH ASSOCIATION INC. AWARDS

The Eastern District North Carolina Public Health Association, Inc. announces the availability of three awards to be presented each year during the Annual Meeting.

We ask that you carefully consider potential candidates from your agency. Today, there is far too little opportunity to recognize our many outstanding public health professionals. You can change that with just an hour of your time to nominate an employee or department. Please take time to nominate and forward a nominee for our consideration. We have had on a few occasions only one or two nominations from our association. Yet, there are so many deserving persons. Thank you in advance for taking time to nominate a deserving person or health department.

The categories are:

Stacy Covil OUTSTANDING INDIVIDUAL ACHIEVEMENT AWARD

The EDNCPHA member nominated for this award should have demonstrated outstanding achievement in a specific health related project, program, or activity within the past two years. Priority will be given to selecting an individual who has been instrumental in providing significant local, regional, or state impact or the potential for such impact, as a result of implementing the project, program or activity.

OUTSTANDING CAREER ACHIEVEMENT AWARD

The EDNCPHA member nominated for this award should have significant achievements during a career which is characterized by exemplary and sustained service to public health.

OUTSTANDING PUBLIC HEALTH AWARD

The agency or program nominated for this award should have health programming which is considered creative, innovative, efficient, and effective. Also, the health programming should have demonstrated community involvement, community impact and has been or is planned to be an ongoing effort.

\*\*In order for your nomination to receive consideration, it should be submitted in narrative form not to exceed two single-spaced typed pages to:

CHAIRPERSON OF AWARDS COMMITTEE  
EASTERN DISTRICT NORTH CAROLINA PUBLIC HEALTH ASSOCIATION, INC.

The deadline for receiving nominations for these three awards will be \_\_\_\_\_.  
Nominations postmarked after this date will not be accepted.

**Page Reserved for Nomination for Awards**

**Page Reserved for Sample Individual Achievement Award**

**Page Reserved for Sample Public Health Award**



**Page Reserved for Sample Career Achievement Award**

**EASTERN DISTRICT NCPHA ANNUAL EDUCATION MEETING**

**TITLE**  
**May X, 20\_\_**  
**PLACE**

**NAME:** \_\_\_\_\_  
 (Please print name as preferred on Name Tag)

**AGENCY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_  
**SECTION AFFILIATION:** \_\_\_\_\_

.....  
**FULL CONFERENCE PRE-REGISTRATION, MEMBER \$90.00 \_\_\_\_\_**  
 (Registration fees include banquet and all other conference-sponsored functions)

**FULL CONFERENCE PRE-REGISTRATION, NON-MEMBER \$ 120.00 \_\_\_\_\_**  
 (Registration fees include banquet and all other conference-sponsored functions)

**FULL CONFERENCE ON-SITE REGISTRATION, MEMBER \$ 95.00 \_\_\_\_\_**  
 (Registration fees include banquet and all other conference-sponsored functions)

**FULL CONFERENCE ON-SITE REGISTRATION, NON-MEMBER \$- 130.00 \_\_\_\_\_**  
 (Registration fees include banquet and all other conference-sponsored functions)

**ONE DAY PRE-REGISTRATION, MEMBER \$ 45.00 \_\_\_\_\_**

**ONE DAY PRE-REGISTRATION, NON-MEMBER \$ 75.00 \_\_\_\_\_**

**ONE DAY ON-SITE REGISTRATION, MEMBER \$ 50.00 \_\_\_\_\_**

**ONE DAY ON-SITE REGISTRATION, NON-MEMBER \$ 80.00 \_\_\_\_\_**

**\*STUDENT REGISTRATION (Full Time only) – ONE-HALF THE ABOVE FEES \_\_\_\_\_**

**\*LIFE MEMBER REGISTRATION – NO CHARGE**  
 (Includes dues, registration, banquet, and all other conference-sponsored functions)

**BANQUET TICKETS (available for one-day registration or guests) \$25.00 \_\_\_\_\_**

**TOTAL ENCLOSED: \$ \_\_\_\_\_**

.....  
**Registration Forms MUST be mailed no later than <DATE>**  
**Applications received without payment will be considered incomplete and returned.**  
**Refunds will not be available until 2 weeks after Annual Meeting.**

**REGISTRATION FEES:**  
**MAIL TO:**  
 Traci Bruce  
 Robeson County Health Department  
 460 Country Club Rd.  
 Lumberton, NC 8360

**MEMBERSHIP DUES: \$25.00**  
**MAIL TO:**  
 Djuana Register  
 Treasurer, EDNCPHA  
 PO Box 189  
 Elizabethtown, NC 28337

**(Make all checks payable to: EDNCPHA)**

## EASTERN DISTRICT

## NORTH CAROLINA PUBLIC HEALTH ASSOCIATION

DATE

\_\_TH ANNUAL EDUCATIONAL CONFERENCE

THEME

It's time! Time for three days of meetings, workshops, peer exchange, product vendors, and networking with lots of old public health friends and hopefully new public health friends. Our public health family consists of nurses, environmental health specialists, health directors, health educators, laboratory personnel, physician extenders, social workers, etc. They work in local health departments, state health offices, universities, and private organizations.

We will be meeting at the \_\_\_\_\_ (name of hotel or other meeting location and city)\_\_\_\_\_. The dates will be \_\_\_\_\_. We have planned our program to allow participants to visit the exhibitors. Exhibits may be set up Tuesday, (date) from (time) and Wednesday, (date) from (time). Wednesday exhibit hours are (time). Wednesday evening, exhibitors are invited to a (function, time) Thursday morning, date, EDNCPHA will be sponsoring a (function) from (time) with door prizes being given away. Exhibits will continue to be open through (time). Then reopen from (time).

Please make reservations directly with the hotel. EDNCPHA has secured a room rate of (rate) for (single, double, etc.) at the (hotel). You may reserve a room by calling (telephone numbers). You must give them the group name: EASTERN DISTRICT NORTH CAROLINA PUBLIC HEALTH ASSOCIATION.

Advertisements can be purchased for publication in the program. Costs are as follows: Full page (\$); half page (\$); and one quarter page (\$). (SEE ADVERTISEMENT SECTION)

All applications and contracts must be received with payment, no later than (date). This will ensure you space in the program. Please review the contract for details regarding fees, cancellations, refunds, and other rules/regulations. If you wish to participate, please complete and submit to: (NAME, ADDRESS OF EXHIBITS CHAIRPERSON).

**EASTERN DISTRICT PUBLIC HEALTH ASSOCIATION  
(Year) Annual Conference  
(Location)  
(Dates)**

**EXHIBITOR/SPONSOR COMMITMENT FORM**

Company/Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact E-mail Address \_\_\_\_\_  
 Contact Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 Name(s) of Booth Attendants \_\_\_\_\_  
 \_\_\_\_\_

*The EDNCPHA is hereby requested and authorized to reserve exhibit space for our use during the (Year) Annual Educational Conference to be held (Dates and Location). It is understood and agreed that space will be assigned on a first-come, first-serve basis and the association management reserves the right to assign exhibitors to the best space for the benefit of the exhibitor or the betterment of the exhibition. We understand that full payment is due with the Exhibitor Commitment Form. We agree to abide by the terms and rules of the exhibition set forth and agree that when signed by an authorized agent of the exhibitor and countersigned by EDNCPHA, this Exhibitor Commitment Form becomes a contract.*

Authorized Signature \_\_\_\_\_

**Exhibit Fees** – Please Check:

- Exhibit Booth ... Cost \$300.00
- Exhibit Booth – Educational/Non-Profit Organization ... Cost \$ 50.00

**Will access to an electrical outlet be required?**  Yes  No

**Advertisement Fees** (Ad will be in Conference Program) – Please Check:

- Full Page (5 1/2" x 8 1/2") ..... Cost \$100.00
- Half Page (5 1/2" x 4 1/4") .... Cost \$ 75.00
- Quarter Page (2 3/4" x 2 1/8") ... Cost \$ 50.00

**Note:** If you purchase an advertisement, please include your ad layout in photo ready format with this contract (must be received no later than **April 1, (year)**). The deadline for exhibit commitments is **April 20, (year)**.

**Sponsorship Levels** – Please Check:

- Bronze ... \$250 contribution  Silver ... \$500 contribution  Gold ... \$1,000 contribution

**Hospitality/Door Prize/Donation:**

Indicate how you will participate: \_\_\_\_\_

TOTAL OF CHECK ENCLOSED \_\_\_\_\_

Make check payable to EDNCPHA and **mail to:**

Amy Peebles  
 DHHS- Communicable Disease Branch  
 1902 Mail Service Center  
 Raleigh, NC 27699-1902



**EDNCPHA EDUCATIONAL CONFERENCE  
EXHIBITORS TERMS AND RULES OF THE EXHIBITION**

- ❖ The Eastern District North Carolina Public Health Association. Exhibitors may begin setting up exhibits between 3:00 and 5:00pm on Tuesday Afternoon. The exhibit area will open at 9:00am and will close on Thursday, at 12:00pm (at which time exhibits maybe removed.)

Exhibit Booth Fee: The cost of a single booth is \$300.00. Educational non-profit organizations cost is \$50.00.

Size of Exhibit Area: The size of the exhibit space will be approximately 8’ X 10’. This is a draped table with chairs.

Immunity to EDNCPHA from Liability: EDNCPHA shall not be liable for losses or damage to the property or person of the exhibitor, its agents, employees or guests as a result of theft, fire or for any reason whatsoever. The exhibitor agrees to completely indemnify and hold EDNCPHA harmless against the claims of any person whomsoever arising out of the acts or omission of the exhibitor, its employees, agents, and guests.

Compliance with Law: The exhibitor agrees to comply with and abide by all laws, rules and regulations and ordinances established by EDNCPHA, \_\_\_\_\_(Conference location)\_\_\_\_\_, and all federal, state and local governmental organizations and agencies.

Aisle Space: No aisle space may be used for display and no exhibitor may display beyond the perimeters of his assigned exhibit booth.

Displays and Equipment: Exhibits must not be of such size or arrangement as to obstruct the view of, or in any manner, interfere with other exhibits. EDNCPHA reserves the right to reject or prohibit any exhibit or portion thereof, which in its opinion, is not in keeping with the character of the exhibition.

Attendant: The exhibitor shall have an attendant on duty **at all times** and in charge during the hours the exhibition is open.

Cancellations: Cancellations received **in writing** to \_\_\_\_\_(Contact Information)\_\_\_\_\_ will be entitled to a **100%** refund, after that, refunds will be prorated. There will be no refunds for cancellations after April 15,xxxx.

Make checks payable to **EDNCPHA** and return to: \_\_\_\_\_(Contact Information)\_\_\_\_\_



MEMBERSHIP APPLICATION

STAY INFORMED, VISIT WWW.EDNCPHA.COM
MEMBERSHIP YEAR: JULY 1, 20XX – JUNE 30, 20XX
ANNUAL DUES: \$ 25.00

NAME: \_\_\_\_\_

\_\_\_\_\_ New Member If new, recruited by: \_\_\_\_\_
\_\_\_\_\_ Renewal Previous Name (if remarried, etc.): \_\_\_\_\_

Present Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Make check or money order payable to EDNCPHA and mail to:

Djuana Register, Treasurer
Bladen County Health Department
P.O. Box 189
Elizabethtown, NC. 28337

EDNCPHA is composed of thirteen (13) Sections. An individual must be a member of EDNCPHA to qualify for membership in a Section. Please circle the Section or Sections to which you wish to belong.

- Animal Control
Physician Extender
Health Education
Home Care
Social Workers
Dental Health
Environmental Health
Management Support
Health Directors
Nursing
Nutrition
Laboratory
HIV/STD

\*\*\*\*\*
Will you be eligible for Life Membership \_\_\_\_\_ Yes \_\_\_\_\_ No (Life Membership requires retirement as of December 31, 2011, twenty years of service in public health, and be a paid member of EDNCPHA)

If you will be eligible, complete this section and return to the Treasurer by March 1, 2012

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Page Reserved for Sample Membership Card**

EASTERN DISTRICT  
NORTH CAROLINA PUBLIC HEALTH ASSOCIATION  
APPLICATION FOR LIFE MEMBERSHIP

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMPLOYMENT HISTORY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS TRUE AND ACCURATE.

\_\_\_\_\_  
(SIGNATURE)



PLEASE RETURN FORM TO: Current Treasurer

- REQUIREMENTS FOR LIFE MEMBERSHIP:
- 1. BE RETIRED AS OF DECEMBER 31 OF THE PREVIOUS YEAR.
  - 2. HAVE WORKED IN PUBLIC HEALTH IN LOCAL, REGIONAL, OR STATE POSITION IN THE 55 COUNTIES THAT COMPRISE EDNCPHA for 20 years and be a paid member of EDNCPHA.

DEADLINE FOR APPLYING IS MARCH 31. IF THE APPLICATION IS NOT RECEIVED BY THE DEADLINE, IT WILL BE ACCEPTED AND PROCESSED THE FOLLOWING YEAR.

ALL NEW LIFE MEMBERS WILL BE RECOGNIZED AND PRESENTED A LIFE MEMBERSHIP CERTIFICATE AT THE ANNUAL MEETING.

LIFE MEMBERS ARE EXEMPT FROM PAYING DUES AND REGISTRATION AT THE ANNUAL EDUCATIONAL CONFERENCE AND WILL RECEIVE A BANQUET TICKET WITH REGISTRATION. LIFE MEMBERS SHALL HAVE THE SAME MEMBERSHIP PRIVILEGES AS REGULAR MEMBERS.



**Page Reserved for Sample Life Member Certificate**



EASTERN DISTRICT  
North Carolina Public Health Association

FUND REQUEST/RECEIPT FORM

SECTION/COMMITTEE \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_

PAYABLE TO \_\_\_\_\_  
Name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

PURPOSE \_\_\_\_\_

---

REQUESTED BY \_\_\_\_\_ DATE \_\_\_\_\_

CASH ADVANCE REQUESTED  YES  NO

DATE CHECK ISSUED \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

AMOUNT \_\_\_\_\_ ISSUED BY \_\_\_\_\_  
Treasurer

AFTER THE CONFERENCE, RECEIPTS/INVOICES AND/OR SURPLUS FUNDS NEED TO BE ATTACHED TO THIS REQUEST AND RETURNED TO THE TREASURER.

RECEIPT TOTALS: \_\_\_\_\_

RETURNED FUNDS: \_\_\_\_\_

RETURNED \_\_\_\_\_  
SIGNATURE DATE

RECEIVED BY: \_\_\_\_\_  
TREASURER DATE