



Indiana's SACCHO

State Association of County and City Health Officials

By-Laws

Indiana Association of Public Health Physicians and Local Health Departments Organization, Inc.

Article I

Name

This organization shall be known as the Indiana Association of Public Health Physicians **and** Local Health Departments Organization, Incorporated. ***The organization shall be commonly known as Indiana's SACCHO. SACCHO stands for State Association of County and City Health Officials.***

Article II

Purpose

The purposes of the Indiana SACCHO are to advocate for local health departments and work as a team member with county and city governmental organizations, advocate for legislation that benefit the health of Indiana residents, encourage collaboration among local health departments, foster quality improvement for health departments, support local health departments as they address local public health problems, emergencies, disasters and bioterrorism, to provide training and education to health officers and health department staff, and to serve as an informational resource to local health departments and local boards of health.

Article III

A Not for Profit Organization

Section 1. *Not for Profit.* This corporation shall not engage in any activity by which profit may or shall accrue to any director or member thereof and the best interest of the corporation shall only embrace the means necessary to carry out the corporation ends.

Section 2. *Tax Exempt Contributions.* The nature and purpose of the activities in which the corporation will engage in relation to education and to scientific work are consistent with the tax exempt provisions of the Internal Revenue Department. Contributions or donations by individuals, agencies, etc., are therefore tax deductible within the definition of the ***Internal Revenue Service (IRS)***

Section 3. *Address.* The business office address of the corporation shall be established by the Board of Directors.

Section 4. *Fiscal Year.* The fiscal year of this corporation shall start January 1 of each year and end December 31 of each year.

Section 5. Financial Statement. Within sixty (60) days after the close of the fiscal year, a financial statement for the corporation consisting of a statement of financial conditions and a statement of the results of its operations shall be presented **electronically or by mail or face to face** to the Board of Directors by the **Executive Director/Secretary- serving as the fiscal agent and mailed or sent electronically to the paid members.**

Article IV

Election of Officers and Elections

Section 1. Officers and Elections. The officers of the corporation shall be a **president, a president-elect, and a treasurer and must be health officers serving in health departments that have paid the annual dues.** The officers shall be elected at the annual business meeting and serve for a term of **two** years. Officers may be elected to successive terms.

Article V

Directors and Election

Section 1. Directors and Election. There shall be at least (9) directors **who must be health officers and** whose terms shall be on a staggered term basis with three elected for one year, three elected for two years, and three elected for three years, and thereafter elected for three years. Directors shall be elected at the annual business meeting. Directors may be elected for successive terms. **There shall also be two to four directors elected to the board from other agencies including but not limited to the Schools of Public Health in Indiana, local health department staff, or other public health related agencies. Such additional board members may be asked to perform a specific function, such as serving as a legislative liaison, and other needs as identified. Presidents revert to an additional two-year term on the Board of Directors upon election of a new president. Interim elections may be conducted as needed due to unforeseen circumstances, such as the inability of an officer to fulfill his/her term for any one of a variety of reasons, including but not limited to health, family circumstances, retirement as health officer, work load, or death.**

The Board of Directors and Officers may hire an Executive Director/Secretary to conduct and manage the day-to-day affairs of the organization. Duties include but are not limited to serving as the fiscal agent and conducting all business related to record-keeping; minutes; receipt and disbursement of funds; overseeing the website; organizing and planning training and education; keeping Continuing Medical Education records associated with training; maintaining regular contact with local health departments, NACCHO, the board and officers; conducting correspondence; establishing the bank account for the organization; and any other duties as agreed upon. Such employment will be on a Form 1099 consulting basis as opposed to an employer/employee basis requiring a W-2 form.

Section 2. Board Composition. The Board composed of the directors and elected officers shall manage the affairs of the corporation, approve budgets, instrument policy, legislative action, and develop education and training programs. **All board members are entitled to vote on any association business. Voting may be in person at meetings or electronically via email or surveys.**

Section 3. Nominating Committee. A nominating committee shall be appointed by the president. Such nominating committee shall prepare a slate of officers and directors for election at the **fall** business meeting. **Prior to the fall meeting, the slate will be distributed electronically to all paid members for**

their vote. Each paid health department shall have two votes: that of the health officer and that of an employee selected by the health officer to vote on behalf of all employees. The results will be presented to the Board of Directors for voting and to those in attendance at the business meeting and finalized at that meeting.

Section 4. Voting Member. Voting members shall be composed of health officers, ***whose health department dues have been paid , board of directors members and officers, and one staff member selected by the health officer from each paid health department to represent the vote of all employees. Additional Board of Director members, such as representatives from the Schools of Public Health and local health departments or other public health agencies are also voting members.*** Voting members will vote on all issues and election of officers and directors. ***Issues requiring a vote will be distributed electronically to paid members as well as be presented in face-to-face meetings.***

Article VI Membership

Section 1. Membership. Membership *eligibility* shall include all local health department (physician) health officers, professional and support employees appointed by the health officer and approved by the local board of health. Local board ***of health*** members shall also be ***eligible for membership. Paid membership entitles those health officers and each designated health department staff member to vote on all issues pertinent to the business of the organization. Local board of health members will be non-voting members. Membership will be confirmed by completion of the appropriate membership form.***

Section 2. Affiliate Memberships. The Indiana Association of Public Health Physicians and Local Health Departments Organization, Incorporated, ***commonly referred to as Indiana's SACCHO,*** may include organizations or agencies, businesses, ***post secondary students in schools of public health, faculty from schools of public health,*** or other appropriate entities as ***affiliate*** members. ***The Officers and Board of Directors may establish an annual fee for affiliate members.***

Section 3. Requirements. All health officers shall be qualified as practitioners of medicine with a degree of doctor of medicine or doctor of osteopathy and licensed by the State Board of Medical Registration. All professional employees shall meet educational requirements established by the local board of health.

Section 4. Affiliation. ***The corporation will affiliate with the National Association of County and City Health Officials (NACCHO) and*** may affiliate with other governmental or health agencies.

Article VII Meetings

Section 1. Meetings. The Board of Directors shall meet at least three times per calendar year, ***in the spring, summer, and fall. When possible such meetings will be conducted on the evening prior to the regularly scheduled business meetings. The meetings may be conducted face-to-face, via conference call, or other electronic means.*** Special meetings may be called by the president giving at least five (5) days' notice to each Director.

Section 2. *Special Meetings.* Special meetings of the board of directors may ***also*** be called by the president ***upon*** petition signed by ***three*** board members. The president will give at least five (5) days' notice to each Director.

Section 3. *Membership Special Meetings.* A special meeting of the voting members may be called by a petition signed by twenty (20) voting members.

Section 4. *Quorum.* A simple majority of Directors in attendance shall constitute a quorum for the transaction of business and the action of the majority of directors present at a meeting shall be the action of the Board of Directors. Directors may participate in a meeting in person ***or via electronic means.*** The corporate office ***will maintain*** verification of his/her membership status.

Section 5. *Annual Business Meeting.* The annual business meeting of the voting members of the corporation shall be ***at the fall-meeting*** to elect officers and directors and for transaction of such other business as may be properly brought before the meeting. The hour of the day ***is to be*** specified by the president in concert with the directors. ***Business will be conducted at each of the three meetings (spring, summer, fall) with appropriate electronic notification of all paid members.***

Section 6. *Notices.* Notices of the ***three annual*** meetings and ***any*** special meetings shall be sent ***electronically or by mail if necessary*** to each voting member. The notice shall be sent not less than thirty (30) days before the meeting.

Article VIII Voting

Section 1. *Voting.* Voting members of the Indiana Association of Public Health Physicians ***and*** Local Health Departments Organization, Incorporated, ***commonly known as Indiana's SACCHO,*** may vote on any business coming before the organization. Voting membership is defined as ***the health officer and delegated health department employee from*** those health departments that paid their dues for the current year, ***along with the non-health department board of directors members.***

Section 2. *Non-voting members.* ***Non-voting members are defined as the health officer and designated health department employee from health departments that have not paid their dues for the current year, members local boards of health, and persons associated with affiliate organizations.***

Article IX Dues and Fiscal Year

Section 1. *Dues.* The ***health officer/health department/local board of health*** dues are established as agency dues on a sliding scale basis and shall be set by the Board of Directors ratified by membership, based on the population served. Under no circumstance shall dues be less than \$100.

Section 2. *Payment of Dues.* Payment of dues shall coincide with the fiscal year beginning on January 1 and ending on December 31 of each year. ***Dues may be paid for the next fiscal year prior to the end of the current fiscal year. Dues notices will be sent from the corporate office by the Executive Director/Secretary by October 31 of the current year for the next fiscal year.***

**Article X
Committees**

Section 1. *Committees.* There shall be standing committees as follows: nominating, auditing, and such others as may be deemed necessary by the Board of Directors. Such committees shall be appointed by the president following the annual business meeting.

**Article XI
Amendments**

Section 1. *Amendments.* ***These by-laws may be amended. Voting on the proposed amendments may be conducted at any regular Board of Directors meeting and the subsequent business meeting. A majority of those present will constitute a quorum for the vote. The by-laws will then be electronically transmitted to all paid members for their sustaining vote with a voting deadline provided. Following that membership vote, a final record will be made of the adoption of the amended by-laws, the date recorded, and the amended by-laws will be filed with the appropriate governmental agencies.***

By-laws Adopted October 14, 2015

Bold-faced font indicates changes which were made to the by-laws adopted in 2007.