Membership Categories
The Dues schedule for each Membership category shall be as follows and accrue for twelve months from the date of receipt except in the instance of a Lifetime Membership. As of 2013, the membership cycle runs from June 1-May 30.

a) Individual $40
b) Affiliate $30
c) Student $15
d) Retiree $15
e) Lifetime Per vote of the Board
Accounting and Control

a) The Treasurer shall maintain an annual budget that seeks to preserve a minimum $15,000.00 equity in the sum total of all cash accounts of the Association.

b) All check drafts of the Association, exceeding $1500.00, shall require two signatures.

c) The Past President and Treasurer shall jointly review the bank statements, reconciliation reports, deposit records, and check register of the Association on quarterly basis, or more often as needed.

d) The Association shall cause to be performed an external audit of Association financial records at least once every three years, as funds are available. In years where an external audit is not performed, the Past President will perform an internal audit.

e) The fiscal year spans from July-June and the IRS Tax Form 990 is due each year by May 15 or earlier. The Treasurer may present the budget for the calendar year, fiscal year or board year, depending on the desire of the board.

Affiliate Agreements

a) A Colorado Society for Public Health Education (COSOPHE) and Public Health Nurses Association of Colorado (PHNAC) representative will attend and actively participate in CPHA board meetings.

b) A COSOPHE and PHNAC representative will provide the CPHA board with updates on COSOPHE business and activities.

c) A COSOPHE and PHNAC representative will communicate CPHA business and activities to the COSOPHE and PHNAC board.

d) A COSOPHE and PHNAC representative will seek opportunities to partner with CPHA on promoting shared advocacy priorities, increasing membership to COSOPHE, PHNAC and CPHA, and offering joint continuing education events.

Annual Association Business Meeting and Annual Conference

a) All Annual Association Meetings shall be held in a smoke free jurisdiction and facility.

b) Political leaders such as mayors, councilors and commissioners from the county in which the Annual Association Meeting is convened shall receive an invitation to address the Membership at that meeting.

c) The Conference Planning Committee is directed to buy and use recycled products for all conference materials whenever feasible and use sustainable “green” practices when available.
d) Notice of the Annual Association Meeting shall occur at least six weeks in advance of the opening date of the meeting.
e) The Professional Education Committee is directed when feasible to use “Dietary Guidelines for Americans” when planning meal functions.
f) CPHA, PHNAC and COSOPHE will annually agree to form a partnership to produce the annual Public Health in the Rockies Conference (Conference) by signing an annual agreement.

PURPOSE

The intent of this Conference policy is to delineate the primary responsibilities of, and benefits to, each Affiliate organization for the planning and implementation of the Conference. This partnership functions to support the business and professional educational needs of the respective memberships of each organization and public health practitioners, generally. Furthermore, having a vested interest in the health and well being of the people of the Rocky Mountain region, each Affiliate organization enters into this partnership with the agreement that each will utilize its best efforts to develop and promote a high-quality Conference.

GENERAL UNDERSTANDING

i. The Colorado Public Health Association will serve as the lead organization and fiduciary for the planning and implementation of the Conference. The Board of the Association will provide general financial and oversight support to the Conference planning process and review and sustain major financial decisions of the Conference planning committee including the negotiation of the Conference facility contract, the budget, and the distribution of revenues to the Affiliates.

ii. A Conference planning committee is formed in the Association’s Bylaws for the purposes of producing the Conference. The Directors of Professional Education of the Association shall serve as the Conference chairs.

iii. If an Affiliate withdraws from planning prior to the end of the Conference, such withdrawal releases the remaining Affiliates from any financial obligation to the withdrawing party including, but not limited to, disbursements due to the Affiliate at the end of the Conference program. Early withdrawal does not, however, release the withdrawing party from any financial obligation to the remaining Affiliates due to fund short falls at the end of the program.
AFFILIATE RESPONSIBILITIES

i. Each Affiliate shall have as a major organizational goal, to support and sustain the Conference.

ii. Each Affiliate shall participate in major decisions regarding the viability, purpose, and direction of the Conference.

iii. Each Affiliate shall actively market and promote the Conference to its membership.

iv. Each Affiliate shall contribute financial resources to the Conference, if the need arises, including but not limited to any fund shortfalls at the completion of the program.

v. Each Affiliate agrees to appoint at least one, and no more than two, representatives to the Conference planning committee. The appointed representatives will, by their agreement to serve, participate in and be accountable for the full year of planning activities. The Conference Planning Committee may, at its discretion, add additional members to the planning committee.

vi. Affiliate representatives to the planning committee will agree to attend all regularly scheduled planning meetings, as reasonably possible, and accept delegated duties as mutually agreed to by the Conference planning committee.

vii. Each Affiliate will be responsible for paying a share of any funding shortfall that exists at the end of the Conference. The formula for calculating each Affiliate’s share of any funding shortfall is as follows: (5% of funding shortfall) + (remainder of shortfall after shortfall base is calculated, proportioned by Affiliate member composition of total Conference attendance)

AFFILIATE BENEFITS

i. Each Affiliate will receive equal representation in all promotional and informational materials for the Conference.

ii. Each Affiliate will receive a discount registration rate for its active membership.

iii. Registration fees will be waived for up to two Affiliate delegates to the planning committee. At its discretion, the Conference planning committee may also waive or reimburse other costs associated with participation on the planning committee.

iv. Each Affiliate will be an equitable beneficiary of any net proceeds generated from the Conference. Funds shall be distributed on a “base”
“prorate” basis relative to the Affiliate membership composition of the Conference attendance. Until revised in this policy, the formula for sharing revenues will be: (5% of net revenues) + (remainder of net revenues after base is calculated, proportioned by Affiliate member composition of total attendance)

Non-Discrimination

a) This policy applies to all CPHA employees, volunteers, members, clients, and contractors. CPHA adopts a policy to promote and provide equal opportunity for all persons regardless of sex, race, color, ethnicity, national origin, creed, religion, socio-economic status, marital status, disability status, physical size or characteristics, sexual orientation, gender identity, gender expression, age, political conviction, political party affiliation, veteran status, or military obligations in the areas of employment, volunteering, contracting, and services.

b) This policy applies to volunteer, board, and member recruitment as well as hiring, terminations, selection of outside vendors, use of contractors and consultants, and interactions with the general public.

Conflict of Interest

a) No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with CPHA. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

b) Any member of the Board or Committee shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Social Media

Requests from other organizations

a) Requests from other organizations for letters of support, agreements, and memberships shall be presented to the board and the decision regarding such request will be made and/or ratified by the full board.
Legislative and policy agenda and protocols

a) CPHA will have a Legislative Agenda that advances public health policy issues. This Agenda will include 2-5 top priority legislative items and up to 10 legislative topics to monitor. The Legislative Agenda will guide the activities of the Public Health Policy Director, the Public Health Policy Committee, and contract lobbyist.

b) Process for developing CPHA Legislative Agenda:
   i. Initial Process: The CPHA Board of Directors will review, discuss, and decide on a Legislative Agenda in the fall of each year during an Annual Retreat or board meeting.
   ii. Primary Protocol: The CPHA Board of Directors shall have the authority to make changes or additions to the CPHA Legislative Agenda at the monthly Board meetings.
   iii. Urgent Protocol: If issues or bills of concern arise between Board meetings that were not considered in the original Legislative Agenda, the Public Health Policy Director, Board President, and President Elect shall decide how to amend the Legislative Agenda, and give authority to the contract lobbyist to act accordingly. If there is an issue about which of these three Directors are unable to reach adequate consensus, or that requires additional information to make a more informed decision, they may choose to refer the issue to the Board of Directors for a decision. If time permits and the three Directors determine it is necessary, the President may call an emergency meeting of the Board of Directors for this purpose. (Note: If this urgent protocol is utilized, the Board of Directors shall be notified via email within one week, and shall ratify any such decision at its next Board meeting.)
   iv. An Active Public Health Policy Committee would allow a third protocol between the primary and urgent protocols, such as a secondary protocol. For example:
   v. Secondary Protocol: If issues or bills of concern arise between Board meetings, the Public Health Policy Committee shall meet and decide upon an addition or change to the Agenda for the specific issue or bill. The decision shall be ratified by the Board at their next regularly meeting, but action may begin based on the new agenda prior to the Board's next meeting.

CPHA Name and Logo

a) Ownership of Name and Logo. The Association’s name and logo are the exclusive property of CPHA. A member does not retain the right to use this trademark simply because he/she is a member of CPHA. CPHA reserves the right to refuse use of the name and/or logo to any individual or entity.
b) Approval of CPHA’s Board of Directors is required for use of the CPHA name or logo for:
   i. Any event;
   ii. Any event organized by either a commercial or not-for-profit meeting organizer that will be promoted beyond an CPHA's membership; or
   iii. Any publication (print or electronic);
   iv. Any publication (print or electronic) involving an organization other than CPHA.

Past President’s Club
a) The purpose of the Colorado Public Health Association (CPHA) Past-President's Club is social, with opportunities provided to share ideas and to stay in touch. Under this concept, former CPHA leaders remain involved; can offer expertise, and a historical perspective, especially when difficult decisions arise. Club members also offer support (e.g., communications, suggestions, encouragement, etc.) to current board members.

b) With past presidents sharing their experiences, expertise, and knowledge, CPHA members may be motivated and inspired to run for an officer position and gain the knowledge and experience required to become a future CPHA president.

c) CPHA members who have served as President are automatically members of the club.

d) The President Elect acts as a liaison for club members, bringing suggestions, opinions, and information to the former Presidents and the current CPHA Board of Directors. The President Elect also calls together members, keeps up-to-date contact information, takes notes, and assists in the preparation of the Club meetings.

e) The Immediate Past-President provides guidance; serves as a resource to Club officers and members; and promotes the Club's efforts to become a Distinguished Club.

Appendix A- Decisions by email protocol
a) A Board Member may make a motion by email by sending it to the President. The email to the President states “the President would entertain a motion to…”

b) If the President states she/he would entertain a motion, then a Board Member responds by making a motion via email and sending it to all the Board Members.

c) President states the motion, who made the motion, and asks “Is there a second to the motion?” sending the question to all Board Members via email.

d) A Board Member responds by sending an email message to all Board Members stating I second the motion to …. (stating the full motion again)

e) The President sends an email to all Board Members saying, “The motion made by __________ to…… has been seconded by __________.” “Is there any discussion?”
f) The majority of the Board Members respond to the President by email saying I have no points to make during the discussion or making a point during the discussion and sending the communication to all Board Members via email.
g) The President states, “I have received email messages from the majority of the Board Members regarding their opportunity to participate in the discussion. “Would you like to continue the discussion or would someone like to call the question?”
h) Discussion continues if Board Members send email messages discussing the motion to all Board Members.
i) Discussion ceases if the Board Members or the President receives an email message stating, “I call the question.”
j) If the President receives a message calling the question first, the President sends an email to all Board Members stating, “…has called the question.” All those in favor say “yes”, all those opposed say “no”, all those abstaining say “abstain.”
k) When the majority of the Board Members have sent an email to the President voting yes, the President sends an email to all Board Members stating, “the motion made by ___________ and second by __________ to…… has passed.”
l) When the majority of the Board Members have sent an email to the President voting no or abstaining from the vote, the President sends an email to all Board members stating. “The motion made by ________ and seconded by _________ to…… has failed.”
m) After the President receives all of the Board’s votes, the President sends another email stating how the entire Board voted on the motion for the record.
n) The Secretary records the motion, maker of the motion, Board Members’ votes and the final decision in minutes dated the day of the final summary of the votes and files the minutes in chronological order with all meeting minutes.
o) The secretary reports in the reading of the minutes for approval at the following Board meeting the details of the motion for the Board’s formal approval regarding the record about the Board’s decision.

Appendix B- Additional Duties for Officers and Directors

a) All Members of the Board shall make a personal, tax-deductible financial contribution to the Association at least once each fiscal year.

b) All Members of the Board shall attend the Board meeting following the end of their term to assure continuity in the transition of responsibilities to a new Board Member. Board members should work with new board members as needed.

c) Board of Directors:
   i. Appoint members of committee by the second board meeting following the Annual Meeting.
ii. Obtain records of the Committee from the previous chair and submit records to the subsequent incoming chair.

iii. Prepare and submit reports of the Committee’s activities to the President before each Board meeting of as deemed necessary by the Board.

iv. Prepare an annual report and submit to the President 30 days prior to the Annual Meeting.

d) Additional duties of the President Elect
i. Perform the duties of the President if the President is unable to perform his or her duties for any reason.

ii. Serve as the Association’s representative to the Public Health Alliance of Colorado.

iii. Be responsible for and represent the bylaws committee jointly with the immediate past-president.

iv. Update and maintain the bylaws, policies and procedures of the Association.

v. Facilitate and serve as the organizational liaison to the Past-Presidents club.

vi. Facilitate the transition to a new President Elect upon the conclusion of term.

e) Additional duties of the Past President
i. Review bank statements, reconciliation reports, deposit records, and check register of the Association on quarterly basis, or more often as needed with the Treasurer.

ii. Be responsible for the Nominations committee.
   a. Develop annually a slate of nominees for each of the awards granted by the Association according to the objectives and guidelines for awards.
   b. Prepare a slate of candidates for elected offices becoming vacant at the next annual meeting with no less than two candidates for each office.
   c. Maintain a record of those persons having received each of the awards granted by the Association.

iii. Be responsible jointly with the President Elect for the bylaws committee.

iv. Orient and mentor the newly elected student committee chairperson.

v. Facilitate the transition to a new Past President upon the conclusion of term.

f) Additional duties of the APHA Affiliate Representative to the Governing Council
i. Attend APHA Governing Council Meetings.

ii. Represent the Association at all APHA Governing Council meetings held at the APHA annual conference, or via telephone during the term.

iii. Forward the position of the board on resolutions and other matters to APHA’s Governing Council.

iv. Regularly report of the activities of the American Public Health Association to the Board.

v. Vote on issues at the APHA Governing Council meetings as directed by the CPHA Board.
vi. Be the liaison from CPHA to APHA for informational items, or other communication to and from CPHA and APHA.

vii. As needed, and as chosen by other members of Region VIII (Utah, So. Dakota, No. Dakota, Montana, Wyoming and Colorado), serve as Regional Representative to the Committee on Affiliates. This is a 2-year term, chosen by the Regional Affiliate Representatives and involves additional meetings during the year (conference calls and/or paid travel to APHA), and COA meetings at APHA Convention.

viii. Facilitate the transition to a new APHA Affiliate Representative to the Governing Council.

g) Additional duties of the Secretary
i. Keep minutes of all Board and Executive committee meetings and be custodian of the records and the seal of the Association.
ii. Maintain the official records of the Association including the corporate seal, bylaws, policies and procedures, minutes, approved resolutions, Membership roster, Board membership history, logo, and award winner history.
iii. Prepare all notices of the Association in accordance with the provisions of the bylaws.
iv. Be the custodian of current copies of the approved By-laws of the Association, and affiliated organizations.
v. Be the custodian of the Association's policy and procedure manual.
vi. Ensure that the articles of incorporation are kept current with the Secretary of State.
vii. Facilitate the transition to a new Secretary upon the conclusion of term.

h) Additional duties of the Treasurer
i. Have responsibility for all funds and securities of the Association.
ii. Deposit funds, create drafts upon those funds on behalf of the Association, deposit all funds in the name of the Association and carry out the financial transactions of the Association upon approval of the Board.
iii. Create and submit for Board approval an annual budget for the Association at least 30 days prior to the end of the preceding fiscal year.
iv. Submit a complete financial statement monthly for Board review and annually for internal or external audit.
v. Maintain copies of auditor's reports of the Association.
vi. Collect and process Association dues in collaboration with Membership Committee. Be responsible for and represent the Budget & Finance Committee.
vii. Collaborate with the Senior Director of Professional Education and provide them with a copy of a completed audit, a check register and up-to-date
viii. Review financial information regarding all financial transactions related to the annual conference, bank statements, reconciliation reports, and check register of the Association on quarterly basis, or more often as needed with the Past President.
ix. Assure that obligatory registrations, permits and other filings with the Colorado Secretary of State and Internal Revenue Service are maintained.
x. Facilitate the transition to a new Treasurer upon the conclusion of term.

i) Additional duties of the Directors of Professional Education
   i. The Senior Educational Chair role (prior to the conference):
      a. Schedule and conduct meetings of the planning committee
      b. Conduct site visits
      c. Review the contract, meet with the president for signature
      d. Ensure that team leads are completing tasks and provide assistance when requested
      e. Provide monthly updates to the CPHA Board
      f. Submit names of potential committee members to the President for appointment consideration.
      g. Facilitate the transition of the Junior Educational Chair to the Senior Educational Chair upon the conclusion of term.

   ii. The Junior Educational Chair role (prior to the conference):
      a. Assist the Senior Chair
      b. Provide other training opportunities to the members
      c. Facilitate the transition to the Junior Educational Chair upon the conclusion of term.

j) Additional duties of the Director of Public Health Policy
   Develop in conjunction with the legislative contractor/staff general plans, budget, and coordinate arrangements to:
   i. Identify public health-related legislative, regulatory and policy issues of importance to the Board of Directors, the Committees, and the Membership.
   ii. Develop a legislative agenda. The Legislative Agenda will guide the activities of the Public Health Policy Director, Public Health Policy Committee, and contract lobbyist.
   iii. With assistance and collaboration of the legislative contractor, advise the Board on legislative, regulatory, and policy matters.
   iv. Establish and enact policies for determining CPHA levels of support and action protocols for public health-related legislative, regulatory and policy issues of importance to the Board of Directors, the Committees, and the Membership.
v. Submit names of potential committee members to the President for appointment consideration.

vi. Maintain regular communication with the members of the Policy Committee.

vii. With the assistance of the Policy Committee members, the Board of Directors, the Committees, and the Membership determine CPHA “Levels of Support” for public health-related legislative, regulatory and policy issues of importance to the Board of Directors, the Committees, and the membership.

viii. Identify and promote opportunities for collaboration with other public health partners on projects such as advocacy training, development of public health-related legislative, regulatory and policy issues.

ix. Encourage information dissemination concerning legislation, regulations, and policies of importance in local, state and national levels through the newsletter and/or other media to the membership.

x. Encourage and solicit resolutions pertaining to public health-related issues in Colorado from the Board of Directors, the Committees, and the Membership to be acted upon at the Annual Meeting.

xi. With assistance and collaboration of the President and the Board of Directors, prepare resolutions for the Annual Meeting pertaining to public health-related issues in Colorado.

xii. Present proposed resolutions to the Board prior to presentation at the Business Session of the Annual Meeting.

xiii. In addition to the Secretary, be a custodian of resolutions passed by the Membership and be responsible for making such resolutions easily available to the membership.

xiv. Facilitate the transition to a new Director of Public Health Policy upon the conclusion of term.

k) Additional duties of the Director of Membership

i. Develop a yearly plan to promote the organization and increase/maintain membership.

ii. Promote membership in the Association using systematic methods to reach all potential members.

iii. Promote membership throughout the State by collaborating with other public health organizations/associations.

iv. Coordinate with the Alliance to process membership applications and renewals.

v. Collaborate and cooperate with Directors and Officers to promote membership.

vi. Process membership applications and dues when received by new and renewing members, maintain and submit current membership roster to the Secretary.

vii. Manage the renewal process, including mailing membership renewal notifications, to the membership in conjunction with the Treasurer.
viii. Develop and maintain lists of influential citizens of Colorado who should be kept aware of the principles, purposes and activities of the Association.

ix. Evaluate brochures/applications, membership cards and promote membership.

x. Submit names of potential committee members to the President for appointment consideration.

xi. Facilitate the transition to a new Director of Membership upon the conclusion of term.

l) Additional duties of the Director of Students
   i. Receive mentoring and orientation from the immediate past president.
   ii. Promote student participation in the association from all related disciplines/academic programs.
   iii. Select candidates for committee chairperson to be selected at the annual meeting with assistance from the immediate past president.
   iv. Promote the mission of the Colorado Public Health Association at student/school events and activities.
   v. Submit names of potential committee members to the President for appointment consideration.
   vi. Facilitate the transition to a new Director of Students upon the conclusion of term.

m) Additional duties of the PHNAC Representative
   i. Be approved by the Board and represent an occupational discipline, a program area or other organization with a strategic role in public health.
   ii. Have a minimum number of members as determined by the Board or be dissolved.
   iii. Provide representation on the Board of Directors by the Chair or an official representative and be entitled to one vote in Board action.
   iv. Be open to all members of the Association.
   v. Maintain all records and reports of the affiliate organization to submit to incoming officers.
   vi. Follow the guidelines in the bylaws and any special rules of the Association when conducting the business of the affiliate organization.
   vii. Abide by the affiliate agreement.
   viii. Facilitate the transition to a new PHNAC Representative upon the conclusion of term.

n) Additional duties of the COSOPHE Representative
   i. Provide regular reports on COSOPHE business and activities.
   ii. Provide regular reports to COSOPHE board/members on CPHA business and activities.
   iii. Seek opportunities to partner on advocacy, continuing education, and
recruit new members.

iv. Facilitate the transition to a new COSOPHE upon the conclusion of term.

o) Additional duties of Members-At-Large
i. Determine a focus area to support the board, which may include communications, serving as a liaison to higher education,