

BYLAWS
OF THE LABORATORY/EPIDEMIOLOGY SECTION OF THE
WEST VIRGINIA PUBLIC HEALTH ASSOCIATION

Revised September 23, 1999

ARTICLE I

NAME

The name of the section shall be the Laboratory/Epidemiology Section of the West Virginia Public Health Association(WVPHA).

ARTICLE II
PURPOSE

The purpose and objectives of the Section shall be to:

- A. Encourage high laboratory performance standards.
- B. Encourage high performance standards for epidemiology workers.
- C. Create awareness of laboratory and epidemiology issues in relationship to West Virginia Public Health Association.
- D. Support the need for continuing education of laboratory and epidemiology personnel.
- E. Promote cooperation between laboratory and epidemiology personnel and with Allied disciplines and organizations interested in improving the health of West Virginia citizens.
- F. Support the goals of the West Virginia Public Health Association.

**ARTICLE III
MEMBERSHIP**

Section 1. The membership of this section shall consist of those persons who work in
The disciplines of laboratory and epidemiology or any other person
interested in the science of laboratory and epidemiology.

All members shall be members in good standing of the West Virginia
Public Health Association.

Section 2. Annual membership dues are due and payable to the Laboratory/Epidemiology
Section of January 1, of each calendar year.

Annual dues of the Section shall be \$5.00 or \$7.00 after April 1 per year.

**ARTICLE IV
NOMINATIONS**

At the annual meeting of the Public Health Association, the Vice President will present to
the Laboratory/Epidemiology Section a slate of qualified nominees for each elected office
for confirmation by vote. The acceptance of each nominee must be secured prior to
having their names published. Additional nominations upon advanced nominee approval
will be accepted from the floor at the section meeting before the vote.

The Vice President shall also submit a list of appointees to the various Public Health
Association Committees.

ARTICLE V
OFFICERS

- Section 1. The elected officers of this section shall be the President, Vice President and Secretary. All officers shall take office following their election at the West Virginia Public Health Association Annual Conference. Terms of office shall be one(1) year for the Secretary/treasurer. The Vice-President will serve for one(1) year, become President for one(1) year, and will serve as Past-President the final year.
- Section 2. Only members of the Laboratory/Epidemiology Section are eligible to hold office in this section.
- Section 3. It shall be the duty of the President to preside at all meetings of the Laboratory/Epidemiology Section and to supervise and direct the business of the Laboratory/Epidemiology Section. In case of death or resignation of the President, the Vice President shall fill the unexpired term. The President shall represent the section on the Executive Council of the West Virginia Public Health Association.
- Section 4. It shall be the duty of the Vice President to act in the absence of the President. The Vice President shall assume such duties as the President may assign. In case of death or resignation of the Vice President, the Executive Council shall select an active member in good standing to fill the unexpired term until the next election of officers to the Laboratory/Epidemiology Section.

Section 5. The Secretary shall keep minutes of all Section meetings and be the custodian of all books and records. The Secretary shall assume such other duties as the President may assign. In the event of death or resignation of the Secretary, The Executive Council shall select an active member in good standing to fill the unexpired term. The Secretary shall supervise the financial records of the membership of the Laboratory/Epidemiology Section; disburse funds of the Laboratory/Epidemiology Section; and maintain and report to the membership records of all financial transactions, and present audit records to the Lab/Epi members for review at the annual meeting.

Section 6. The immediate Past President shall serve as an advisor to the current President; and serve on the Executive council of the Laboratory/Epidemiology Section.

ARTICLE VI
MEETINGS

Section 1. Meetings shall be held at the Annual Conference of the West Virginia Public Health Association and at other times selected by the Executive Council.

Section 2. Special meetings may be called by the President as needed. The general Membership shall be notified by the Section Secretary.

Section 3. A simple majority of members present and voting shall constitute a quorum for the transaction of business at any general or special meeting of the section. The President or Vice President shall be present to preside over the meeting. In the absence of the President or Vice President, the Section Secretary shall preside.

ARTICLE VII
EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of the elected officers, and the Immediate Past President.

- Section 2. The Executive Council shall be the governing body of the Section between meetings
- Section 3. A majority of the members of the Executive Council, one of whom shall be The President or Vice President shall constitute a quorum for the transaction of Business at any meeting of the Council.
- Section 4. The Executive Council shall review and make proposed amendments to the Bylaws for consideration and approval by the Section membership.

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

The Parliamentary Authority shall be Robert's Rules of Order Newly Revised for all matters not covered in these Bylaws.

**ARTICLE IX
AMENDMENT TO BYLAWS**

These Bylaws can be amended at any meeting of the Laboratory/Epidemiology Section by a two-thirds(2/3) vote of the member present and entitled to vote, provided that notice of the proposed amendment has been approved by the Executive Council, and mailed to members eligible to vote at least thirty (30)days prior to the voting date. The Executive Council may approve a mail ballot for a vote on amending the Bylaws. On mailed ballots, approval of amendments requires a two-thirds (2/3) vote of the returned ballots.