

# **CONSTITUTION AND BYLAWS OF THE GOLDEN GATE BRANCH OF THE**

## **COMMISSIONED OFFICERS ASSOCIATION OF THE U.S. PUBLIC HEALTH SERVICE, INC.**

### **Preamble**

Whereas, the advancement of public health knowledge and the elevation of the professional standards and efficiency of public health workers in general, and the promotion of the interests and welfare of the United States Public Health Service and its officers in particular, are objectives to which we subscribe, and

Whereas, the Commissioned Officers Association of the United States Public Health Service, Inc. has, for many years, actively and earnestly labored on behalf of these purposes, and

Whereas, we approve of the work of the Association and believe that the effectiveness and usefulness of its efforts can be further extended by the formation of local Branches: be it

Resolved, that we constitute such a Branch of the Commissioned Officers Association and pledge ourselves to advance public health knowledge and practice, in every possible way, and to make this Branch an outstanding example of cooperative endeavor, subscribing fully to the objectives and purposes of the national Association as set forth in its Constitution.

## **Constitution**

### **Article One: Name**

The name of this Branch shall be the Golden Gate Branch (GGB) of the Commissioned Officers Association (COA) of the United States Public Health Service (USPHS), Incorporated. The branch shall be comprised of members primarily from the San Francisco Bay area of California.

### **Article Two: Objectives and Purposes**

The purposes of the Branch include: to further the aims of the COA of the USPHS, Inc. by extending its activity in the designated areas, to obtain for the Commissioned Officers of the USPHS assigned to this area the advantages of affiliation with an organization of high ideals, to furnish a medium for the Commissioned Officers of the area to contribute their individual and collective efforts along lines of value to public health workers in general, and to encourage proper and helpful relationships between the Commissioned Officers of the USPHS, their respective professions, other public health workers, and the community. The Branch and its individual members shall be guided in their activities by the objectives of the COA of the USPHS, Inc. as outlined in the Constitution of said Association.

### **Article Three: Members**

The membership of this Branch shall consist of the following classifications, each of which must be in good standing of the national COA:

#### Section One: Active Membership.

Commissioned Officers of the USPHS on active duty in the geographic area represented by this Branch, who are not members of any other local Branch of the Association, and who signify their intention of adhering to the Constitution of the parent body and subscribe to the principles announced in the Preamble, Constitution and Bylaws adopted by this Branch, are eligible for active membership in this Branch. Active members are entitled to vote and hold office.

#### Section Two: Honorary Membership.

The Surgeon General and any individual having held the Office of Surgeon General may be an honorary member. Persons who make a distinguished contribution to the public health profession may also be eligible for honorary membership. Such persons may be nominated by any Branch member in good standing and may be elected to honorary membership if three-fourths of Branch members responding by electronic or hard copy ballots affirm the nomination. Honorary members have the privileges of active members, except holding office or voting.

#### Section Three: Associate Membership.

Commissioned Officers of the USPHS on inactive status residing within the San Francisco Bay Area are eligible for associate membership. Associate members have the privileges of active members, except holding office or voting.

## Section Four: Retired Membership.

Retired officers of the USPHS, residing in the San Francisco Bay Area, are eligible for retired membership. Retired members may vote and hold office.

## **Bylaws**

### **Article One: Eligibility**

Commissioned Officers of the USPHS, Regular or Reserve, on active duty or retired, who after considering the objectives of the national and local Association and the obligations of the Constitution and Bylaws, subscribes to them, shall be eligible for membership. Persons whose names have been dropped from the national COA roll of members for non-payment of dues may be readmitted after having reapplied with the usual fee. Such persons may be readmitted, without reapplication, on payment of all back dues, from the time when they first joined the Association.

### **Article Two: Governing Body**

The governing body of this Branch shall be known as the Executive Committee and shall consist of the President, Vice President, Secretary and Treasurer. The positions of Vice President, Secretary and Treasurer may be combined, depending on the needs of the Branch; however, the Executive Committee shall have at least three members.

## **Article Three: Committees**

Special committees may be formed by members of the Executive Committee, through majority vote of members at a Branch meeting, or positive responses through electronic balloting.—Standing committees may be nominated by Branch members in good standing and approved by majority vote at a Branch meeting or through electronic balloting and are as follows.

### **Section One: Membership Committee.**

Consists of at least two (2) members, including Chairperson, who direct the maintenance and development of the membership of the Branch.

### **Section Two: Recruitment Committee.**

Consists of at least two (2) members, including the Chairperson, who direct the recruitment activities of the Branch.

### **Section Three: Special Events Committee.**

Consists of at least two (2) members, including the Chairperson, who direct the organizing of special functions or events for the Branch.

### **Section Four: Committee on Professional Relations.**

Consists of at least two (2) members, including the Chairperson, who direct the work of developing relationships between Branch members and allied health professions in the community. The Committee also reports at meetings on developments in the practice of the various professions

determined to be of interest to members.

Section Five: Executive Committee.

Shall consist of the President, Vice President, Secretary and Treasurer.

Section Six: Nominating Committee.

Consists of at least three (3) members appointed every two years by the Executive Committee and shall not include more than one Executive Committee member. This committee develops a slate of candidates for Branch officers from the Branch membership.

#### **Article Four: Meetings.**

Branch meetings shall be held at least quarterly, with such exceptions as the Executive Committee may designate.

#### **Article Five: Quorum.**

For conducting Branch business, a quorum is defined as at least ten percent of the Branch membership voting in person, by proxy, electronically, or by any combination of these three mediums.

## **Article Six: Dues and Assessments.**

The membership fee shall be ten dollars per year. Any change to these dues must be approved by a majority of the Branch members and communicated to the national COA.

COA members who transfer from another Branch to the GGB and are in good standing with dues paid at the previous Branch, will be entitled, for the balance of the fiscal year, to full membership rights in the GGB.

## **Article Seven: Fiscal Year.**

The fiscal year of the Branch will be from October 1 to September 30.

## **Article Eight: Election of Officers.**

The Nominating Committee shall develop a slate of candidates, to be communicated to the membership following procedures as outlined in these Bylaws. The Committee shall report the slate of nominees at least 45 days prior to the scheduled election day. Officers will serve for a period of two years or until successors are named. Special elections to fill vacancies may be called by the Executive Committee at a regularly scheduled meeting. The candidate receiving the highest number of votes for the office to which he/she is nominated shall be declared elected.

## **Article Nine: President.**

The President shall preside at meetings, serve as an ex-officio member of all standing committees, and perform such other functions as specified in the Bylaws.

#### **Article Ten: Vice President.**

In the absence of the President, the Vice-President shall assume the duties of the President and perform such other functions as specified in the Bylaws.

#### **Article Eleven: Secretary.**

The Secretary shall record the minutes of the meetings and upon approval by a quorum of the membership or by the Executive Committee, shall send reports of the same to national COA. The Secretary shall preserve, on file, all reports and papers presented to the Branch, and shall be charged with maintaining all necessary business and professional correspondence. The Secretary shall read all papers that the President asks to be read, and call and record ayes and nays whenever they are required to be called at Branch meetings. The Secretary shall notify Branch members at least twenty-one days in advance of the time and place of each meeting.

#### **Article Twelve: Treasurer.**

The Treasurer records the financial transactions of the Branch and disperses funds, as approved by the Executive Committee, to conduct the business of

the Branch. The Treasurer shall present a statement of the account of the Branch at quarterly Branch meetings. The Treasurer will also prepare an annual Branch statement of account to be certified by the Executive Committee or an auditor as appointed by the Executive Committee.

### **Article Thirteen: Order of Business.**

The order of business shall be as follows: (1) call to order; (2) introduction of members; (3) reading and adopting the minutes of the previous meeting; (4) Treasurer's report; (5) committee reports; (6) unfinished business; (7) new business; (8) reading of communications from the national COA (9) program; (10) nominations and elections; (11) plan for next meeting; (12) adjournment.

### **Article Fourteen: Amendments**

Propositions to alter or amend this Constitution shall be submitted in writing (either electronically or hard copy) at a Branch meeting or to the Executive Committee and may be voted upon at a Branch meeting or through electronic mail. When either three-fourths of the members present at a meeting approve or if three-fourths of respondents electronically approve a submitted proposition, it shall become a part of the Constitution. Electronic or hard copy notices of proposed changes shall be given to all members at least twenty-one days prior to balloting. The amended Constitution must then be submitted in writing to the national COA for final review and approval.