



APHEO

Association of Public Health Epidemiologists in Ontario

"to advance and promote the discipline and professional practice of public health epidemiology in Ontario."

CONSTITUTION

1.0 Name

The name of the association shall be "The Association of Public Health Epidemiologists in Ontario" (APHEO).

2.0 Mission

The mission of the association is "to advance and promote the discipline and professional practice of public health epidemiology in Ontario."

3.0 Goals

The goals of the association are:

- i. Increase the capacity of APHEO to advance and promote epidemiology in the public health system.
- ii. Promote professional opportunities for current and new public health Epidemiologists.
- iii. Support and advance knowledge exchange among public health Epidemiologists.
- iv. Develop and enhance linkages across policy, practice, training and research.
- v. Build and promote tools and resources that support the practice of public health epidemiology.

4.0 Membership

4.1 Criteria

Full members in good standing shall:

- i. Possess a graduate degree in epidemiology or equivalent*, AND
- ii. Have a primary job function of epidemiology: (monitor health status of one or more geographical areas; provide epidemiological support for disease outbreak, conduct health surveillance; do population health assessment and/or oversee any of these functions), AND
- iii. Be employed by a public health unit in Ontario, AND
- iv. Have paid their annual fee, AND
- v. Have been accepted by the Executive Committee.

*or be scheduled to complete degree requirements that year.

Affiliate members in good standing shall:

- i. Have an interest in public health epidemiology, AND
- ii. Have paid their annual fee.

Student members in good standing shall:

- i. Have an interest in public health epidemiology, AND
- ii. Are currently registered as a full-time or part-time student at a post-secondary institution, AND
- iii. Have paid their annual fee.

4.2 Fees

The fee for annual membership (January to December) shall be set each year by the Association. Membership must be renewed annually by the end of February.

4.3 Privileges

- i. Each member (full or affiliate) shall be entitled to receive:
 - a. Notification of all meetings and special events.
 - b. Access to minutes of all meetings.
 - c. Access to the constitution and all policies and procedures.
 - d. Membership on APHEOLIST listserve.
- ii. Each full member may cast one vote on all issues requiring a vote. Affiliate members are not eligible to cast votes.
- iii. Each member (full or affiliate) is eligible to participate in Association-initiated committees. Invitation to represent the Association on committees initiated by other agencies will be at the discretion of the Executive Committee.
- iv. Each full member is eligible to serve on the Executive Committee. Affiliate members are not eligible to serve on the Executive Committee.

5.0 Involvement of Non-Members

5.1 Attendance at Meetings

- i. Non-members may attend Association meetings. Non-members may be asked to leave portions of a business meeting at the discretion of the Chair.

6.0 Organization and Procedure

6.1 Executive

- i. The Executive Committee will consist of:
 - a. The President
 - b. The Vice-President
 - c. The Secretary
 - d. The Treasurer
 - e. The Representative to alPHa (Association of Local Public Health Agencies)

- f. Member at large
 - g. The Representative to OPHA (Ontario Public Health Association)
 - h. The Past President as a non-elected, non-voting member
- ii. The President, Vice-President, Secretary, Treasurer, and member at large will have terms of one (1) calendar year and may serve a maximum of four (4) consecutive years if re-elected. The Representatives to alPHA and OPHA will have terms of two (2) calendar years, in compliance with the constitutions of their respective organizations, and may serve a maximum of four (4) consecutive years if re-elected. The Past President will have a term of one (1) calendar year and may be requested to extend their term as required by the Executive Committee.
- iii. The responsibilities of the Executive are:
 - a. To organize and plan Association meetings.
 - b. To facilitate internal communication among the membership.
 - c. To liaise with provincial Ministries, bodies with whom
 - d. APHEO is a constituent member, and agencies or individuals whose aims are consistent with the Association.
 - e. To review and approve membership applications.
 - f. To review and recommend changes to the constitution as needed.
 - g. To fulfil those duties prescribed in the relevant Executive Committee job descriptions.
 - h. To maintain a policy and procedures manual and to update as needed
- iv. Eligibility for election to any Executive position is being a full member in good standing in the Association (with the exception of Nominating Committee members - see item v).
- v. The Executive will be elected once a year using the following procedures:
 - a. At the second to last meeting of the year, a Nominating Committee shall be struck to search for candidates for each Executive position where the elected term is ending or the position has become vacant.
 - b. The Nominating Committee shall include at least two non-Executive APHEO members in good standing and the Past-President.
 - c. The Nominating Committee shall submit the names of each candidate to the President 30 days prior to the final all-members' meeting of the calendar year.
 - d. If any position has more than one candidate, an election is called. The Nominating Committee shall send a notice of election by electronic mail to all APHEO members in good standing 30 days prior to the final all members' meeting of the calendar year. The Secretary shall provide an electronic list of email addresses to the Nominating Committee. The notice of election shall include a random number unique to each member. This number shall be used in voting to ensure anonymity while preventing multiple voting.

- e. Voting shall be done using an electronic form on the APHEO web site, which shall remain online until 5 days before the final all-members meeting of the calendar year.
- f. Results shall be tabulated and reported at the final all-members' meeting of the calendar year by the Nominating Committee.
- g. If any Executive member is unable to fulfill their duties, the position will be filled by a current Executive Committee member; if this is not possible, the Executive Committee will have the responsibility to appoint a full member to fulfill the role of the position until such time that the next election is called.

6.2 Voting on Motions

- i. The President or his/her designated chairperson shall call for a motion and a vote on business items as he/she sees fit. All changes and additions to the constitution require a vote.
- ii. Voting will occur through electronic methods and would require 25% of full members to cast a vote in order for a vote to pass/fail.
- iii. Motions must receive acceptance by more than fifty percent (>50%) of the eligible voters.
- iv. In the case of a tie vote, the President or his/her designated chairperson shall cast a deciding vote.
- v. Eligible voters are full members.
- vi. Proxy voting is not permitted.

6.3 Miscellaneous

- i. Ad hoc committees may be formed as needed. These committees shall provide a report at each meeting of the Association.

7.0 Meetings

Meetings will be held at least three times per year and will be chaired by the President or his/her designate.

Approved by the membership of the Association on August 29, 1994

Revisions 5.1.i.5/ 5.1.ii/ 5.1.iii.f approved August 25, 1995

Revisions 4.1.i/4.2/5/6.1.i.4/6.1.v/6.3i approved April 28, 1997

Revisions 6.1.iii.g approved February 12, 1999

Revisions to 5.1 ii approved November 16, 2001

Revisions to 6.1 v/c, v/d, v/e, v/f approved May 31, 2002

Revisions to 4.3 ii approved June 4, 2004

Revisions to 6.1.i/6.1.ii/6.1.v.a/6.1.v.d/6.1.v.e/6.2/6.2.vi approved Oct. 3, 2004

Revisions to 4.1/4.3/5.1/5.2/6.2.i,ii,v approved Dec. 3, 2004

Revisions to 6.1.ii/6.1.v.g approved Oct. 15, 2006

Revisions to 6.2/6.2.i/6.2.ii/6.2.v approved May 27, 2009

Revisions to 3.0/6.1.i approved by online vote Feb. 26, 2010

Revisions to 2.0/4.1ii/6.1if/6.1ii/6.1ii1 approved by online vote Nov 28, 2017