CONSTITUTION

1.0 Name

The name of the association shall be “The Association of Public Health Epidemiologists in Ontario”.

2.0 Mission and Incorporation

2.1 Mission

The mission of the association, herein referred to as “APHEO”, is “to advance and promote the discipline and professional practice of public health epidemiology in Ontario.”

2.2 Nonprofit Status

i. Effective July 5, 2023, “APHEO” is incorporated under the laws of Ontario, Canada, and is organized exclusively for charitable, educational, religious, and/or scientific purposes, as defined under the *Canada Not-for-profit Corporations Act.*
ii. APHEO shall not carry on any activities that are not permitted for a not-for-profit organization under the *Canada Not-for-profit Corporations Act.*
iii. No part of the income or assets of APHEO shall be distributed, directly or indirectly, to its members, directors, officers, or any private individual, except as reasonable compensation for services rendered or expenses incurred in carrying out the purposes of the organization.

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 OR be employed by an Indigenous regional health authority with a population health mandate 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.

Retired members in good standing shall:

iv. Have an interest in public health epidemiology, AND
v. Have previously been a full member of APHEO, AND
vi. Have renewed their membership using the Retired membership type, AND
vii. Have membership accepted by the APHEO Secretariat

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). In the event that APHEO is not a current Constituent member of OPHA, this position will be an additional Member-at-Large position.
    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 APHEO is a constituent member, and agencies or individuals whose aims are consistent with the Association.
    d. To review and approve membership applications.
    e. To review and recommend changes to the constitution as needed.
    f. To fulfil those duties prescribed in the relevant Executive Committee job descriptions.
    g. 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 Policy and Procedure with respect to the Executive Committee Nomination

process).

v. The Executive will be elected once a year using the Policy and Procedure with respect to the Executive Committee Nomination process.

6.2 Voting on Motions

i. The President or their designated chairperson shall call for a motion and a vote on business items as they see 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 their 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 once per year and will be chaired by the President or their designate.

8.0 Code of Conduct

APHEO is committed to maintaining a culture of integrity, respect, and accountability. This Code of Conduct serves as a guide to the ethical standards and behavioral expectations for all members associated with APHEO. By adhering to this code, we ensure that our mission and goals are upheld in all our activities. Please refer to APHEO's Policies and Procedures for additional related information.

8.1 Respect

ii. Treat all individuals with dignity and respect, regardless of their background, beliefs, or affiliations.
iii. Listen actively and consider different perspectives.

8.2 Professionalism

i. Uphold high professional standards in all interactions and activities.
ii. Represent APHEO accurately and positively in all communications and engagements, including all online communications and social media interactions.

8.3 Non-Discrimination and Harassment:

i. Prohibit all forms of discrimination, harassment, and bullying, including in all online and offline communications with other members.
ii. Report any forms of discrimination, harassment, and bullying to the Executive Committee.

8.5 Integrity and Accountability

i. Act with honesty and transparency in all dealings related to APHEO.
ii. Avoid conflicts of interest and disclose them promptly when they arise.
iii. Report any unethical behavior or concerns to the Executive Committee.

8.7 Compliance with Organizational Policies

i. Familiarize yourself with and adhere to all organizational policies and procedures.
ii. Seek guidance or clarification from the Executive Committee when in doubt about policy and/or procedure interpretation.

8.8 Enforcement

Violations of this Code of Conduct may result in disciplinary actions, up to and including termination of membership with APHEO. It is the responsibility of all individuals associated with APHEO to adhere to this code and report violations when they occur.

8.9 Acknowledgement

By joining or continuing to be associated with APHEO, you acknowledge that you have read, understood, and agree to abide by this Code of Conduct.

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
Revisions to 4.1iii/7.0 approved by online vote Mar 1, 2019
Revisions to 6.1iv/6.1.v/6.2/7.0 approved by online vote February 28, 2022
Revisions to logo/2.0/6.1.i, additions of 2.1/2.2/8.0-8.7 by online vote February 2, 2024
Revisions to 4.1 by online vote XX-XX-XXXX