



CONSTITUTION AND BYLAWS
GOLDEN GATE BRANCH OF THE
COMMISSIONED OFFICERS ASSOCIATION OF THE
U.S. PUBLIC HEALTH SERVICE

Revised and Adopted July 2018

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 of the Commissioned Officers Association (GGCOA) of the United States Public Health Service (USPHS).

Article Two: Mission

The GGCOA and its individual members shall be guided in their activities by the objectives of the Commissioned Officers Association of the U.S. Public Health Service, Inc., hereinafter called the National Association.

The mission of this branch includes the furtherance of the mission of the Commissioned Officers Association of the U.S. Public Health Service by extending the National Association's activity in the greater San Francisco Bay Area of California. In addition to advancing the aims of the National Association, the branch will carry out such functions as (1) providing a medium for Commissioned Officers that encourage the advancement their PHS careers and their respective professions; (2) fostering proper and helpful relationships among retired, active, and former officers of the USPHS Commissioned Corps; (3) promoting physical fitness, basic readiness, and community health through athletic activities; (4) protecting the rights and interests of

personnel of the USPHS; (5) increasing visibility of the USPHS in the community; and (6) serving the community and nation.

Article Three: Members

Membership shall focus on officers assigned to the greater San Francisco Bay Area, however potential members in other geographic locations who meet all other membership requirements shall not be excluded from membership.

Article Four: Governing Body

The governing body of the GGCOA shall be known as the Executive Committee and shall consist of the President, Immediate Past President, Vice President, Secretary (or Co-Secretaries as elected), and Treasurer. These positions shall also have equal voting power. The positions of Vice President, Secretary and Treasurer may be combined, and additional co-positions (such as Co-Secretary) may be elected depending on the needs of the branch.

Article Five: 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 and/or electronic survey methods. 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 Association for final review and approval.

Article Six: Dissolution Clause

Any action to dissolve the GGCOA must be approved by a two-thirds (2/3) vote of Executive Committee members present at a meeting called to specifically consider such action, for which prior written notice of at least seven (7) days has been issued to all Executive Committee members. If, at its own option, GGCOA shall cease to exist, all property real or personal shall be transferred to the National Association or its successor, after payment of all debts.

Bylaws

Article One: Membership

The membership of the GGCOA shall consist of the following classifications:

A. Active Membership:

Commissioned Officers of the USPHS on active duty who are current members of the National Association 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 the GGCOA, are eligible for active membership in this branch. Active members are entitled to vote and hold office.

B. Student Membership:

Any student, enrolled in a degree-granting program that can lead to a commission in the USPHS, is eligible for this category of membership, provided such individual is not otherwise on active duty in the Commissioned Corps of the USPHS. Such members shall not be entitled to vote or hold office.

C. 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 shall also be eligible for honorary membership. Nominations for honorary membership may be made by any branch member in good standing. The nominee will be elected to honorary membership if three-fourths of GGCOA members responding by electronic or hard copy ballots affirm the nomination. Such members shall not be entitled to vote or hold office.

D. Retired Membership:

Retired officers of the USPHS, who are current members of the National Association are eligible for retired membership. Retired members may vote and hold office.

E. Associate Membership:

Any individual who supports the Association and is not an active, inactive reserve, former or retired officer of the Commissioned Corps of the USPHS shall be eligible for this category of membership. Such members shall not be entitled to vote or hold office.

Article Two: General Membership Meetings

General membership meetings shall be held at least quarterly. Meeting locations will rotate around the San Francisco Bay Area, with at least two meetings a year held in San Francisco. Notification of meetings shall be provided a minimum of 21 days in advance, and be sent via the GGCOA listserv. Meeting dates may also be disseminated through other electronic means, such as posting on the organization's website, announcements or other social media pages.

For conducting branch business, a quorum must be met. For general membership meetings, a quorum is defined as at least ten percent of the branch membership present in person, by proxy, electronically, or by any combination of these three mediums.

Article Three: Dues and Assessments

A. Annual Dues

The membership fee shall be ten (\$10) dollars per year. Any change to these dues must be approved by a majority of the branch members and communicated to the national COA.

These dues will be paid in conjunction with the annual association dues to the National Association. The fiscal year for paid dues will begin on July 1 and end on June 30 of the following year.

B. Unpaid Dues

Any member whose dues are unpaid forfeits membership. Membership is reinstated upon payment of dues.

C. Transfer Between Local Branches

COA members who transfer from another branch to the GGCOA 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 GGCOA.

D. Honorary, Student or Associate Members

Honorary, Student or Associate members of GGCOA shall not be required to pay branch dues.

Article Four: Operational Area, Operational Year, Fiscal Year and Election Term

The operational area or “catchment area” for the GGCOA includes the Bay Area and portions of Central and Northern California. Counties in the operational area include San Francisco, San Mateo, Alameda, Contra Costa, Solano, Napa, Sonoma, Marin, Monterey, San Benito, Fresno, Inyo, Merced, Kings, Tulare, Madera, Mariposa and Stanislaus Counties. Active Duty and Retired officers residing outside the operational area may still affiliate with GGCOA.

The operational year of the branch shall be from July 1 to June 30.

The operational and fiscal year of the branch shall be from July 1 to June 30.

The election term for all Executive Committee officers is 2 operational years.

Article Five: Election of Executive Committee Officers

All active duty and retired USPHS Officers in good standing with the National Association and GGCOA that are assigned to the San Francisco Bay Area and are eligible to run for office.

Elections shall take place no later than February 15 of the year preceding the end of the election term for the current Executive Committee.

The Membership Committee will prepare the ballot and submit it to the membership by December 31 of every even year. Ballots must be returned by the date stated on the ballot. Ballots returned after the deadline will not be counted. Ballots shall be distributed to the GGCOA membership via the GGCOA listserv. The results of the election, as determined by the majority vote of those officers returning ballots, will be verified by the Membership Committee and announced to the membership.

In the event of a tie, a runoff shall be held within ten (10) business days of the posting of the results of the election. To break the tie vote, the names of the two (2) officers receiving the greatest number of votes shall be put forth to the GGCOA membership via the GGCOA listserv. The officer who receives the majority of the votes cast shall be declared the elected of the position. Alternatively, Executive Committee may vote to appoint co-positions, depending on the branch needs.

In the event the President is unable to complete his/her term of office, the Vice President will assume the Presidency. The Vice President who assumes the office of Presidency in this manner shall complete the term of office of the previous President. If this occurs during the first

eighteen (18) months of the GGCOA Executive Committee term of office, then a special election of the general membership will be held to fill the now open Vice President position. The newly elected Vice President will serve until the end of the regularly scheduled term of office. If this occurs during the last six (6) months of the GGCOA Executive Committee term of office, the new President will serve without a Vice President until the end of the Executive Committee term of office.

If the Vice President is unable to complete his/her term of office, during the first eighteen (18) months of the GGCOA Executive Committee term of office, then a special election of the general membership will be held to fill the now open Vice President position. The newly elected Vice President will serve until the end of the regularly scheduled term of office. If this occurs during the last six (6) months of the GGCOA Executive Committee term of office, the President will assume the roles of Vice President until the end of the Executive Committee term of office.

Should it arise that both the President and Vice President are unable to fulfill their terms, and if both leave office before either one can be replaced, then a special election will be held and a new President and Vice President will be elected. The Immediate Past President will serve as the acting President until new leadership is elected. The Immediate Past President will chair the Special Election Committee. This special election will be held without delay.

No officer can serve as President or Vice President unless elected by the membership. The Executive Committee may hold an internal election to fill vacancies for the Treasurer and Secretary who were unable to complete their term at any meeting of the Executive Committee. A majority quorum vote of the Executive Committee shall be required to elect an officer to fill the vacancy.

Article Six: Responsibilities and Expectations of the Executive Committee

A. Executive Committee Meetings

Executive Committee meetings shall be held at least monthly. The transaction of official business of the Executive Committee shall require a quorum of half (1/2) of the Executive Committee members. When an officer has a conflict of interest, they shall declare their conflict and abstain from voting.

B. Attendance

Executive Committee members are expected to attend all scheduled Executive Committee meetings, in person or by phone. Executive Committee members shall notify the President

and Secretary of any planned absences in advance and provide their report to their Co-Chair (if applicable) or the President. Members are permitted up to 4 excused absences from scheduled Executive Committee meetings during the operational year. More than 4 excused absences are grounds for review and possible removal or replacement of that individual by a two-thirds vote of the Executive Committee. Executive Committee members should make every effort to avoid unexcused absences.

Attendance records of the Executive Committee meetings will be maintained by the Secretary. Any member determined by the Secretary to not meet the attendance requirements described above will be brought to the attention of the President and Vice President. At their discretion, this issue may be placed on the next Executive Committee meeting agenda. Executive Committee members found to be in violation of this section will be notified of any pending action and extended the opportunity, at their option, to come before the remaining Executive Committee members at the next scheduled meeting to provide extenuating circumstances, if applicable, or indicate why they should not be replaced prior to a vote of the Executive Committee on the matter.

C. Executive Committee Voting Procedures

For Executive Committee votes to occur, quorum must be met. A motion must be made by the requesting Executive Committee member and seconded by another member. A member may decide to vote in the affirmative, negative, or abstain from voting. The motion will be passed if there is a majority vote to approve. If the vote is taken during an Executive Committee meeting, only votes cast by present members, either in person, by phone, by proxy, or by email prior to deadline will be counted. If not enough votes are received by the stated voting deadline due to lack of quorum, the deadline will be extended until a quorum is met.

D. Resignation Procedures

Any Executive Committee member who wishes to resign from his/her term of office is required to submit a formal letter to the President with at least two (2) weeks' notice to allow time to find a replacement.

E. Expulsion

Any Executive Committee member may be expelled for cause, including improper conduct, violation of the ethics of his/her profession, not meeting attendance requirements, and not fulfilling the duties of his/her position. Officers recommended for expulsion will have the opportunity to be heard in front of the Executive Committee. Expulsion will require

approval by a two-thirds vote of the Executive Committee.

F. Office Specific Expectations of the Executive Committee

President

- Presides at Executive Committee and general membership meetings
- Serves as an ex-officio member of all standing committees
- Appoints members to chair ad hoc and permanent committees
- Officially represents GGCOA in all matters relating to the National Association
- Signs all official correspondence for GGCOA; may delegate as necessary
- Approves newsletter for publication, information posted on the website and general membership email correspondence
- Appoints an officer who is not a member of the Executive Committee to perform an annual audit of the financial accounts of GGCOA
- Authorizes the Treasurer to sign or personally signs checks obligating GGCOA funds
- Assures that correspondence from the National Association is conveyed to the Executive Committee and the membership
- Provides written information for the GGCOA newsletter, as warranted
- Other duties as required

Vice President

- In the absence of the President, assumes all duties and functions of that office
- Serves as alternate liaison with the National Association and its board members
- Provides written information for the GGCOA newsletter, as warranted
- Reviews the Constitution and Bylaws of the GGCOA every two (2) years and provides a written report to the Executive Committee identifying any proposed changes
- Other duties and functions as requested by the President

Secretary

- Records all proceedings of the Executive Committee meetings; prepares written minutes for the Executive Committee
- Distributes notices of upcoming general membership meetings via the GGCOA listserv
- Distributes notices of upcoming Executive Committee meetings
- Maintains attendance records for all executive and general membership meetings

- At the request of the President, prepares official correspondence for all GGCOA activities
- Maintains official files of GGCOA activities
- Notifies the National Association of results of elections
- Develops a written agenda for all meetings to be approved by the President.
- Notifies the branch members at least twenty-one (21) days in advance of the time and place of each meeting
- Provides written information for the GGCOA newsletter, as warranted
- Updates the GGCOA listserv quarterly
- Manages the GGCOA listserv and distribution of announcements
- Prepares correspondence for signature by the President inviting guest speakers, confirming their participation, and sending thank you letters
- Creates and distributes thank-you letters for officers participating on GGCOA committees and events

Treasurer

- Collects all dues from the National Association on an annual basis
- Maintains the GGCOA funds
- Prepares checks for payments of all legitimate expenses incurred by GGCOA
- Signs all checks authorized by the GGCOA President (may be delegated authority by the GGCOA President to sign checks independently as necessary); responsible for change of signature authorization following Executive Committee elections
- Responsible for collecting funds from the membership for all GGCOA activities. Provides status of funds at Executive Committee meetings
- Maintains financial records according to professionally accepted standards
- Responsible for on-time payments (annually, quarterly, or otherwise) of items to keep GGCOA running
- Provides written information for the GGCOA newsletter, as warranted

Immediate Past President

- Provides guidance and assistance to the President and the Executive Committee in carrying out their duties and functions relating to GGCOA
- Will be for a term of one (1) operational year post Presidency
- Provides written information to the GGCOA newsletter, as warranted

Standing Committee Leads

- Serves on at least one (1) committee as a chair or co-chair
- Represent views of the membership at Executive Committee meetings
- Assist in the recruitment of members to the COA
- Assist in the dissemination of information to the membership
- Provide written information for the GGCOA newsletter, as warranted

Article Seven: Standing Committees

Standing committees are based on the needs of the branch, Surgeon General priorities, and needs of the National Association.

Standing committees may be formed by members of the Executive Committee, through majority vote of members at a branch meeting, or if a majority of respondents electronically approve through electronic balloting.

Standing committees can include but are not limited to:

A. Athletics

The Athletics Committee will assist GGCOA officers maintain their physical fitness and basic ready condition; encourage GGCOA officers to participate in activities that promote community health through personal fitness; and increase PHS officer visibility in the local community.

B. Community Engagement and Volunteer

The Community Engagement and Volunteer Committee will increase PHS officer visibility in the local community; build camaraderie between PHS officers by doing something meaningful for the community; and make a difference by contributing to public health solutions.

C. Membership and Social Engagement

The Membership Committee will strategize and execute plans to increase membership participation in GGCOA; devise ways to increase GGCOA membership; maintain awareness of membership needs; and promote fellowship through social events.

D. Military Engagement

The Military Engagement Committee will engage in and be a part of the local military community; build relationships with officers of other US military branches and; increase PHS officer visibility in the local community.

E. Surgeon General Priorities

The Surgeon General Priorities Committee will engage the membership in activities that support public health initiatives and priorities of the Office of the Surgeon General. Such initiatives can be found via the Surgeon General's Priorities website: <https://www.surgeongeneral.gov/priorities/index.html>.

Article Eight: Order of Business

The order of business shall be as follows: (1) call to order; (2) introduction of members; (3) reading and adopting of the minutes of the previous meeting; (4) reports from the President, Immediate Past President, Vice President, Secretary and Treasurer; (5) committee reports; (6) old business; (7) new business; (8) reading of communications for the National Association; (9) adjournment.

The Executive Committee signatures below certify that these bylaws were approved and adopted by the Golden Gate Branch of the Commissioned Officers Association.

President: LCDR Allen Applegate

Date

Vice President: LCDR Annie Lam

Date

Co-Secretary: CDR Gloria Rodrigues

Date

Co-Secretary: LCDR Rumany Penn

Date

Treasurer: CDR Rebecca McTall

Date