

**Membership Approve Date – November 3, 2011**

**Delta SOPHE Bylaws**

**Delta SOPHE States - Alabama, Louisiana, Mississippi**

**ARTICLE I - Name and Tax Status**

**Section A - Name**

This organization shall be known as the Delta Chapter of the Society for Public Health Education and may be referred to as Delta SOPHE.

**Section B - Tax Status**

Delta SOPHE shall not engage in any activity by which profit may or shall accrue to any director or member thereof, and the best interest of the organization shall only embrace the means necessary to carry out the corporate ends. Delta SOPHE is incorporated in the state of Mississippi.

**ARTICLE II - Purpose**

The Mission of Delta SOPHE is to provide leadership to the profession of health education and to contribute to the health of all people through advances in health education theory, research and practice and to promote public policy conducive to healthy lifestyles.

**ARTICLE III - Membership**

**Section A - Categories**

Membership in Delta Chapter of SOPHE shall consist of the following: Active Fellow, Student Fellow and Community Fellow.

**Section B - Eligibility**

1. Active Fellow - A health educator who possesses one or more of the following characteristics:

A professional with a graduate or undergraduate degree from a formal health education program, such as an individual with an undergraduate degree from a program approved by the SOPHE/AAHE Baccalaureate Program Approval Committee or a graduate school accredited by the Council on Education for Public Health;

A professional who is employed or is functioning in a health education capacity;

A faculty member of a health education program or health related program;

An individual who is employed in a health affiliated organization;

Persons functioning in a public health capacity.

Student Fellow - A person who is enrolled in a health related program or has an interest in public health. Applications for student membership must accompany a statement from a faculty member attesting to the status and expected date of graduation.

Community Fellow - Any community member interested in the mission and goals of the society is welcome to join the society. Applications for community fellows are accepted at all times.

### **Section C - Dues**

1. The Executive Committee shall establish dues of Active Fellows, Community Fellows and Student Fellows. Dues for all fellows shall be paid upon application and during the month of initial application every year thereafter.
2. New Fellows shall begin payment of dues upon application for membership and during the month of initial application every year thereafter.

### **Section D - Discontinuance and Reinstatement of Members**

Any member whose dues remain unpaid four (4) months after the billing date shall be dropped from membership after receiving written notice.

A former member, having withdrawn from Delta SOPHE while in good standing, may request reinstatement in writing.

The rights of a member to vote, and all rights, title, and interest, both legal and equitable, of a member in or to the Delta SOPHE Chapter or its property shall cease on the termination of her/his membership.

## **ARTICLE IV - Nominations and Election of Officers, Chapter Delegate and Appointment of Student Representative(s)**

### **Section A - Nominations**

A nominating committee, chaired by an elected person, shall submit a slate of officers in accord with Section A of Article V. All nominees must meet one of the following eligibility requirements:

1. Possess an undergraduate or graduate degree from a formal health education program that addresses the undergraduate or graduate competencies as defined by the National Commission for Health Education Credentialing, Inc., or a public health program.
2. Hold a current CHES certification;
3. Serve as a faculty member from a formal health education program, or public health program.
4. Have a minimum of 5 years experience in a health education or promotion position requiring the application of the undergraduate or graduate competencies as defined by the National Commission for Health Education Credentialing, Inc.

Eligibility of nominees will be determined by a majority vote of the Nominating Committee. Nominations will be accepted from the floor at the annual business meeting.

### **Section B - Election of Officers, and Chapter Delegate**

Officers and Chapter Delegate shall be confirmed by a majority vote of the members present at the annual business meeting.

### **Section C - Appointment of Student Representative(s)**

The Membership Committee shall nominate an undergraduate or graduate student with a declared major in health education/promotion, public health or related discipline. Election of student representatives (one from each state) shall be determined by a majority vote of student memberships. Students will serve as co-representatives and shall have one joint vote.

## **ARTICLE V - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of seven elected officers and up to three (3) student representatives.

### **Section A – Officers/Executive Committee**

1. The designated officer and length of term shall be:
  - a. President – a two (2) year term followed a two (2) year term as Past President.
  - b. President-elect – a one (1) year term followed by a two (2) year term as President
  - c. Past President – a two (2) year term following a two (2) year term as President.
  - d. Vice President - a two (2) year term.
  - e. Treasurer – a two (2) year term.
  - f. Secretary – a two (2) year term.
  - g. Chapter Delegate - a two (2) year term.
  
2. These officers shall serve on the Executive Committee and are authorized to act in the best interest of Delta SOPHE Chapter and its membership on issues where time is of the essence. A report of such action(s) shall be made to the President in writing and presented to the Executive Committee and to the Membership at the next official chapter meeting.

### **Section B – Duties**

- a. President – shall preside over all meetings of the Executive Committee and the Chapter and represent the Chapter in all interactions with the National SOPHE, other organizations, and the public. The President with concurrence from the Executive Committee shall appoint members to serve on standing and ad hoc committees. The president is required to be an active National SOPHE Member.
- b. Vice Presidents – shall assume the duties of the President in the event that the President is unable to do so, and perform other duties as assigned by the President.
- c. Secretary – shall take minutes of all meetings of the Executive Committee, regular membership meetings, and shall direct all correspondence to the appropriate recipients and respond to all correspondence as directed by the President. Minutes shall be presented to the President for approval prior to distribution to chapter membership.
- d. Treasurer(s) – shall collect all membership dues and other income, and create financial reports of income and expenditures. Financial reports shall be completed quarterly and submitted to the Executive Committee for review prior to distribution to chapter membership. An annual financial statement shall be completed and submitted to the Executive Committee and chapter membership.
- e. President Elect – shall perform such duties as assigned by the President.
- f. Past President – shall perform such duties as assigned by the President.
- g. Chapter Delegate – shall be the liaison between national SOPHE and the Delta Chapter. The responsibilities and requirements of the chapter delegate are to attend telephone and face to face house of delegate meetings, serve on national SOPHE committees for the house and be an active member of National SOPHE.
- h. All officers shall be members of the Executive Committee. The Executive Committee with appropriate committee chairs shall determine the immediate and long-range goals of the Delta SOPHE Chapter; identify current and future needs of the chapter; develop policies and plans for achieving goals and establish a framework for conducting business. The Executive Committee shall submit a written report and an audited financial statement annually to the membership.

### **Section C – Vacancies**

If an officer elected by the membership vacates office for any reason, the Executive Committee shall appoint a replacement to serve until the next election. All officers/Executive Committee Members are expected to

actively participate in Delta SOHPE Chapter. They must also attend at least fifty (50) percent of all regular committee meetings.

## **ARTICLE VI - Meetings**

### **Section A - Membership Meetings**

1. There shall be two meetings of the membership each year, one fall meeting, and one spring meeting. The fall meeting shall include the annual business meeting to install officers, hear annual committee reports, adopt resolutions and conduct other essential business.
2. The Executive Committee shall meet three times each year in person or via conference call prior to the regular chapter membership meetings. These meetings shall include a report from all standing and ad hoc committees and other business that require the attending of the Executive Committee.

### **Section B - Special Meetings**

The Executive Committee on petition of ten (10) members or five percent (5%) of the chapter membership may call special meetings of Delta SOPHE Chapter, whichever is larger. On such a call, the purpose or purposes of the special meeting shall be stated.

### **Section C - Quorum**

A quorum of the Executive Committee shall be five (5) members, one of whom shall be the President President-elect or Chapter Delegate.

### **Section D - Voting**

Each active fellow, student fellow and community fellow of Delta SOPHE Chapter shall be entitled to one (1) vote. All elections and changes to the Bylaws shall be decided by a majority of those voting, provided at least fifty (50%) of the membership has voted.

### **Section E - Proxy Voters**

At all meetings of the Executive Committee, absent Officers may appoint a proxy by writing to the presiding officer prior to their absence.

### **Section F - Open Meetings**

All meetings of the Executive Committee shall be open to interested members at any time.

## **ARTICLE VII - Committees**

### **Section A - Standing Committees**

The Executive Committee shall facilitate charge and maintain liaison with the following committees: Bylaws/Leadership, Communications and Publicity, Membership, Continuing Education, Advocacy, Nominating Committee, and Finance and Budget.

### **Section B - Ad Hoc Committees**

Ad hoc committees may be appointed from time to time by the President specifying the purposes, responsibilities, and time period of service.

## **Section C - Annual Reports**

All committees shall submit a written report to the President and Chapter Delegate annually. The committee chairs shall be responsible for making the report available to the Executive Committee and chapter members present at the annual business meeting.

## **ARTICLE VIII - Finances**

### **Section A - Fiscal Year**

The fiscal year of Delta SOPHE Chapter shall operate on a calendar basis, beginning January 1st and ending December 31st.

### **Section B - Expenditures and Deposits**

Expenditures of Delta SOPHE Chapter's funds shall be made only when specifically authorized by a vote of the Executive Committee. All monies received by Delta SOPHE Chapter shall be deposited to the account of the Delta SOPHE Chapter. The Executive Committee shall decide to whom authority shall be given for signing checks on behalf of Delta SOPHE.

### **Section C: Nature of Expenses**

Expenditures for Delta SOPHE Chapter shall be expenses that occur in conducting Delta SOPHE Chapter business. All receipts must be original and submitted to the Treasurer before reimbursement.

## **ARTICLE IX - Amendments**

### **Section A - Initiation**

The Executive Committee has the power to initiate any proposed amendments to these Bylaws for presentation to the chapter membership. However, any proposed amendments to these bylaws may be submitted to the Executive Committee through the Bylaws/Leadership Committee for consideration and/or vote by the chapter membership.

### **Section B - Method of Voting**

The Executive Committee Member shall mail such proposed amendments, with an absentee ballot, to all Members thirty- (30) days prior to the annual business meeting. Proposed amendments shall become operative immediately when approved by a majority vote of the members provided twenty-five percent (25%) of the membership have replied. Voting will take place at the annual business meeting and shall include absentee ballots received prior to the meeting. Voting by telephone or e-mail is allowed provided the executive board rules that the issue may be voted on in that manner.

## **ARTICLE X - Ethics**

### **Section A - Code of Ethics**

Delta SOPHE subscribes to the Health Education Professional Code of Ethics (copy enclosed).

## **ARTICLE XI - Professional Cooperation**

Delta will participate in coalitions and other collaborations which promote the purpose of Delta SOPHE.

**ARTICLE XII – Dissolution of Chapter**

Section A. In the event Delta SOPHE is dissolved, all assets shall be distributed to one or more private, non-profit organizations or associations supporting the interests of local public health. Designation of recipients shall be accomplished by vote of the Executive Committee.

**ARTICLE XIII – Redesignation of Chapter**

Section A. Delta SOPHE will re-designate with SOPHE as SOPHE requires.