

Delta SOPHE Bylaws

Last Membership Approval Date: November 3, 2011
Current Amendments as of April 2019

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 a commitment to equity, social justice, and the promotion of research, evidence-based practice and policy designed to promote public health.

ARTICLE III Membership

Section A- Categories

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

Section B - Eligibility

Active Fellow - A health educator who meets one or more of the following criteria:

- 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 that requires at least 25 semester credit hours (37 quarter hours) of course work specific NCHCEC Areas of Responsibility.
- 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 Member- 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 Member - Any community member interested in the mission and goals of the society is welcomed to join the society. Applications for community fellows are accepted at all times.

Section C - Dues

The Executive Committee shall establish dues of Active Members, Community Members and Student Members. Dues for all members shall be paid upon application. Membership is for one calendar year from the date of initiation (date on membership card).

Section D - Discontinuance and Reinstatement of Members

Any member whose annual membership fee remains unpaid at 2 months after the expiration will have membership terminated upon notification from Delta SOPHE.

The rights of a paid 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 a selected member, shall submit a slate of officers in accord with Section A of Article V. All nominees must be a current member of Delta SOPHE at the time of nomination and 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.

Eligibility of nominees will be determined by a majority vote of the Nominating Committee. Nominations will be accepted from the floor at the Spring 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 Spring 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 for Alabama – a two (2) year term
 - e. Vice President for Louisiana – a two (2) year term
 - f. Vice President for Mississippi - a two (2) year term.
 - g. Treasurer – a two (2) year term.
 - h. Secretary – a two (2) year term.
 - i. Chapter Delegate - a two (2) year term.
 - j. Student at large for Alabama – a two (2) year term
 - k. Student at large for Louisiana – a two (2) year term
 - l. Student at large for Mississippi – 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

- **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.
- **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.
- **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.
- **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.
- **President Elect** – shall perform such duties as assigned by the President.

- **Past President** – shall perform such duties as assigned by the President.
- **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.
- 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 SOPHE Chapter. They must also attend at least fifty (50) percent of all regular committee meetings (attendance can be either in-person or virtual participation).

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 member, student member and community member 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
- 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 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.