



By-Laws

Indiana Society For Public Health Education

By-Laws

ARTICLE I - Name and Tax Status

Section A - Name

This organization shall be known as the Indiana Chapter for the Society for Public Health Education and may be referred to as Indiana SOPHE or InSOPHE.

Section B - Tax Status

Indiana SOPHE has obtained United States Federal 501 (c)(3) Tax Status. Indiana 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.

ARTICLE II – Purpose

The primary mission of Indiana 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 and research, excellence in health education practice, and the promotion of public policies conducive to health.

ARTICLE III – Membership

Section A - Categories

Membership in Indiana SOPHE shall consist of: Professional Members, Student Members and Emeritus Members.

Section B - Eligibility

1. Professional Members - 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/promotion program.
 - A professional who is employed or is functioning in a health education/promotion capacity.
 - A faculty member of a health education/promotion program.
2. Student Members - a person who is enrolled full time in a health education/promotion program.
3. Emeritus Members – a member in good standing, who, upon retirement, submits a written request for a change of status.

Section C - Dues

1. New members must begin payment of dues upon submitting an application for membership.

2. Dues for Professional Members shall be determined by the Board of Directors, subject to approval of the membership at the fall business meeting.
3. Dues for Student Members shall be determined by the Board of Directors, subject to approval of the membership at the fall business meeting.
4. Dues for Emeritus Members shall be granted a reduction in dues; determined by the Board of Directors, subject to approval of the membership at the fall business meeting.

Section D - Discontinuance and Reinstatement of Active Membership

1. Membership in Indiana SOPHE is continuous unless a member's resignation is received prior to the end of the fiscal year. Any member whose dues remain unpaid for three months shall be dropped from membership after receiving written notice.
2. The rights of a member to vote, and all rights, title and interest, both legal and equitable, of a member in or to Indiana SOPHE or its property, shall cease on the termination of her or his membership.

ARTICLE IV – Nominations, Elections and Appointment of a Student Representative

Section A – Nominations

A nominating committee, chaired by the President, shall submit a slate of officers in accord with Section A of Article V. All nominees shall be a current member of Indiana SOPHE and must meet one of the following eligibility requirements:

1. Possess an undergraduate or graduate degree from a formal health education program that addresses the entry or advanced level competencies as defined by the National Commission for Health Education Credentialing, Inc.;
2. Hold a current CHES certification;
3. Serve as a faculty member from a formal health education program;
4. Have a minimum of 2 years experience in a health education position requiring the application of the entry or graduate level competencies as defined by the National Commission for Health Education Credentialing, Inc.
5. Have been a member of National SOPHE or any other designated SOPHE chapter for at least 2 years.

Eligibility of nominees will be determined by a majority vote of the Board members. Nominations will be accepted from the floor at the fall business meeting.

Section B - Election of Officers and Directors

Officers, Directors and Chapter Delegate shall be confirmed by a majority of the voting members provided twenty-five percent (25%) of the membership have voted. InSOPHE will provide voting opportunities via an electronic paperless process a minimum of 30 days prior to the annual fall business meeting.

Section C – Appointment of Student Representative

Any undergraduate or graduate student who is a full time student with a declared major in health education/promotion shall be nominated by the Board of Directors. Election of a student representative, or two (2) students serving as co-representatives, shall be determined by a majority vote of the Board members. Student co-representatives have one joint vote.

ARTICLE V - Board of Directors

Section A - Composition

The Board of Directors shall be composed of President, President-Elect, Past-President, Secretary, Treasurer, Chapter Delegate, three (3) Directors and one (1) student representative.

Section B - Officers/Directors

1. Terms of Office
 - a. President - a one-year term following a one-year term as President-Elect.
 - b. President-Elect - a one-year term, followed by a one-year term as President.
 - c. Past-President - a one-year term following the one-year term as President.
 - d. Secretary - a two-year term.
 - e. Treasurer - a two-year term.
 - f. Chapter Delegate – a two-year term.
 - g. Directors - a two-year term on a staggered term basis.
 - h. Student Representative - a one-year term.
2. The Board of Directors is authorized to act in the best interest of Indiana SOPHE and its membership on issues where time is of the essence. A report of such actions shall be made to the membership at the next business meeting.
3. Board members are expected to carry out the duties of their office and failure to do so can result in removal from the board with a two-thirds majority vote of the Board of Directors.

Section C - Duties

1. The President presides at all Board meetings and business meetings, appoints committees, assists in formulating programs, serves as the nominating committee chair, and must prepare an Annual Report for the Annual SOPHE Meeting and the Indiana SOPHE Fall business meeting.
2. The President-Elect presides at all meetings in the absence of the President and

serves as the Program Planning/Continuing Education committee chair and will prepare and submit all necessary documents for CHES continuing education contact hours.

3. The Past-President will serve as Bylaws/Leadership committee chair and will serve on the continuing education committee to assure that all necessary documents are completed for CHES continuing education contact hours.
4. The Secretary records and distributes the minutes of all meetings of the Board of Directors and Indiana SOPHE, and carries out correspondence.
5. The Treasurer accepts all money including dues and donations, and disburses money in payment of all expenditures approved by the Board of Directors. The Treasurer shall be responsible for submitting the appropriate annual reports to the Secretary of State's Office and the Indiana Department of Revenue. The Treasurer shall submit an annual report of the fiscal status of Indiana SOPHE at the Fall business meeting.
6. The Membership Director will serve as chair of the Membership committee.
7. The Communications Director will serve as chair of the Communications committee.
8. The Advocacy Director will serve as chair of the Advocacy committee.
9. The Chapter Delegate will represent InSOPHE at the National Midyear/Annual Board and House meetings, the National House conference calls and the National Chapter Development Committee.
10. The Student Representative(s) will coordinate student projects and serve as a liaison to the universities.
11. The Board of Directors will be responsible for maintaining and updating the policies and procedures manual for Indiana SOPHE.

Section D - Vacancies

If any Officer or Director elected by the members vacates office by reason of resignation, retirement, disqualification, death or any other cause, the Board of Directors shall appoint a replacement to serve until the next election.

ARTICLE VI – Meetings

Section A - Membership Meetings

1. There shall be two meetings of the membership each year, one spring meeting and one fall meeting. The spring business meeting shall include committee reports, resolution adoptions and to conduct other essential business. The fall business

meeting shall include officer installation, committee reports, resolution adoptions and to conduct other essential business.

2. There shall be quarterly meetings of the Board of Directors each year.

Section B - Special Meetings

Special meetings of Indiana SOPHE may be called by the Board of Directors on petition of ten (10) members or five percent (5%) of the members, whichever is larger. On such a call, the purpose or purposes of the special meeting shall be stated. At special meetings, no business shall be transacted except for that which is stated when the meeting was called.

Section C - Quorum

A quorum of the Board of Directors shall be five (5) members, one of whom shall be the President or President-Elect.

Section D - Voting

Each member, Professional or Student, of Indiana SOPHE 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 twenty-five percent (25%) of the membership has voted.

Section E - Proxy Voters

At all meetings of the Board of Directors, Board members may appoint a proxy by writing to the presiding officer prior to their absence.

Section F - Open Meetings

All meetings of the Board of Directors shall be open to interested members at any time.

Section G – Board member attendance

All board members are expected to attend the two business meetings and the designated board meetings. In the event that a board member misses two consecutive meetings, the board will issue a warning to the board member. If the same board member misses another meeting, then the board may dismiss the member from their position with a two-thirds majority vote.

Section H – Performance of duties

All board members are expected to carry out the duties of their offices and failure to do so can result in removal from the board with a two-thirds majority vote of the Board of Directors.

ARTICLE VII – Committees

Section A - Standing Committees

The Board of Directors shall charge and maintain liaison with the following committees: Bylaws, Communication, Membership, Program Planning/Continuing Education, and Advocacy.

Section B - Ad Hoc Committees

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

Section C - Annual Reports

All committees shall submit an annual written report to the President. The committee chairs shall be responsible for making the report available to members present at the Fall business meeting.

ARTICLE VIII – Finances

Section A - Fiscal Year

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

Section B - Expenditures and Deposits

Expenditures of Indiana SOPHE's funds shall be made only when specifically authorized by a vote of the Board of Directors or under a budget approved by the Board of Directors. All monies received by Indiana SOPHE shall be deposited to the account of the Indiana SOPHE. The Board of Directors shall decide to whom authority shall be given for signing checks on behalf of Indiana SOPHE.

Section C – Board of Directors Complimentary Membership

Upon expiration of their term, each member of the Board of Directors will be offered a complimentary year of single membership for the following membership year. If a member of the board does not serve for a full term, that member will not be eligible for the complimentary membership.

ARTICLE IX – Amendments

Section A - Initiation

Proposed amendments to these Bylaws may be initiated by the Board of Directors.

Section B - Method of Voting

The Board of Directors shall electronically communicate such proposed amendments to all Members thirty (30) days prior to any Indiana SOPHE 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 could take place electronically prior to the spring and/or fall business meeting.

ARTICLE X – Ethics

Section A - Code of Ethics

Indiana SOPHE subscribes to the Health Education Professional Code of Ethics.

ARTICLE XI - Professional Cooperation

Indiana SOPHE shall participate in coalitions and other collaborations which promote the purpose of Indiana SOPHE.

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