

**Policy and Procedure Manual  
&  
By-Laws**



*Revised July 2017*

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# **Policy and Procedures**

## **Section 1**

### **Introduction**

InSOPHE is a professional association made up of a diverse membership of health education professionals and students. InSOPHE promotes healthy behaviors, healthy communities, and healthy environments through its membership and partnerships with other organizations and universities. With its primary focus on public health education, InSOPHE provides leadership through a code of ethics, standard for professional preparation, research, and practice; professional development; and public outreach.

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## **Section 2**

### **Officers, Terms of Office, and Responsibilities**

Below is a summary of the responsibilities of the officers and board members as noted in the Indiana Bylaws, Article V, Sections B and C:

#### **I. President**

##### **A. Term**

1. One year term following year as President-Elect
2. Followed by one year term as Past-President

##### **B. Responsibilities**

1. Presides at all Board meetings and business meetings
2. Appoints committees
3. Assists in formulating programs
4. Serves as Nominating Committee chair
5. Prepares the Annual Report for submission to SOPHE
6. Works with the Chapter Delegate on Re-Designation for National SOPHE
7. Attends board meetings (held at least quarterly)
8. Update the five-year strategic plan on an annual basis
9. Facilitates creation of new five-year strategic plan within one-year of the expiration of the current five-year plan.

#### **II. President-Elect**

##### **A. Term**

1. One year term
2. Followed by one year term as President

3. Followed by one year term as Past-President

**B. Responsibilities**

1. Plan and facilitate the InSOPHE Fall Conference
2. Serve as the primary point of contact for the InSOPHE Board of Directors for Continuing Education opportunities
3. Attend events and meetings to cultivate collaboration and partnerships for future CHES/MCHES opportunities
4. Sit on continuing education committee
5. Organize and secure continuing education opportunities before forwarding to Continuing Education Director
6. Assist in the coordination and reporting of all information for CHES/MCHES CHECs according to procedures specified in the National SOPHE Continuing Education manual
7. Provide final continuing education report to National, including summary of evaluations and all appropriate fees when Continuing Education Director is unavailable
8. Collaborate with Continuing Education Director to keep InSOPHE Communications Director informed of developments by submitting items for publication in the InSOPHE newsletter
9. Submit recommendations or motions for action to the Board of Directors as needed
10. Submit a monthly and annual written report to the President. Make the report available to members present at the annual business meeting
11. Attend board meetings

**III. Past-President**

**A. Term**

1. One year term following year as President

**B. Responsibilities**

1. Serves as Bylaws/Leadership committee chair
2. Attends board meetings (held at least quarterly)
3. Prepares the Annual Report for submission to InSOPHE membership

**IV. Secretary**

**A. Term**

1. Two year term

**B. Responsibilities**

1. Records and distributes meeting minutes

2. Carries out correspondence duties
3. Attends board meetings (held at least quarterly)
4. Distribute electronic communication to membership (at least monthly)

## **V. Treasurer**

### A. Term

1. Two year term

### B. Responsibilities

1. Accepts all monies from dues and donations
2. Disburses approved expenditures
3. Submits annual fiscal status report
4. Submits appropriate reports to the Secretary of State's Office and the Indiana Department of Revenue
5. Attends board meetings (held at least quarterly)

## **VI. Chapter Delegate**

### A. Term

1. Two year term

### B. Responsibilities:

1. Represents InSOPHE at the National Midyear/Annual Board and House meetings
2. Participates on and represents InSOPHE on National House and National Development Committee conference calls
3. Reports all national SOPHE business to the board of directors
4. Works with the President on Re-Designation for National SOPHE
5. Attends all board meetings (held at least quarterly)

## **VII. Directors**

### A. Term

1. A two year term on a staggered term basis

### B. Responsibilities

1. Chair a standing committee (Advocacy, Communications, Continuing Education, and Membership)
2. Attends board meetings (held at least quarterly)

## **VII. Student Representative**

### **A. Term**

1. One year term

### **B. Responsibilities**

1. Represents the voice of student members
2. Attends board meetings (held at least quarterly)
3. Coordinate McKenzie award
4. Present at least once per semester (fall & spring) to health education students at his/her own university. This could be an Eta Sigma Gamma meeting or in a class with professor permission (or other).
5. 2. Work with the membership director to send a monthly email to student members only. This email can be about any relevant topic that students may find interesting (CHES exam prep, upcoming conferences, student member highlight).
6. 3. Prepare a monthly report for the board meetings and plan to attend meetings in person or by phone.
7. 4. Be a member of the fall workshop planning committee and develop at least one idea or presenter for the workshop.
8. 5. Prepare the McKenzie award application for each spring and fall distribution.

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## **Section 3**

### **Committees**

InSOPHE has two types of committees - standing and ad hoc committees. The standing committees are ones that continue from year to year, while the ad hoc committees will be convened by the Board of Directors for the purpose of completing a specific and short term task. The policies and procedures that govern each committee will be developed by the committee members.

#### **I. Standing Committees**

##### **A. Advocacy**

1. A Director will be elected by a majority vote of the membership.
2. The Advocacy Director will chair the Advocacy Committee.
3. Purpose - The purpose of the Advocacy Committee is to identify priority health issues related to health education and empower InSOPHE members to advocate for funding and science-based policies.

4. Responsibilities - The Advocacy Committee has the responsibility to:
  - a. Organize advocacy skill building opportunities when needed.
  - b. Work with the National SOPHE office for advocacy efforts on a state and local level.
  - c. Recruit committee members and coordinate communication.
  - d. Update a yearly advocacy plan based upon annual report results.
  - e. Identify and advocate for InSOPHE positions through policy makers, proposing legislation/regulations, writing letters to Congressional representatives and federal regulators on proposed policies, mobilizing InSOPHE chapters and members for information and action, media advocacy and other activities as appropriate.
  - f. Keep InSOPHE membership informed of developments by submitting items for publication in the InSOPHE newsletter.
  - g. Submit recommendations or motions for action to the Board of Directors.
  - h. Submit an annual written report to the President. The committee chair shall be responsible for making the report available to members present at the annual business meeting.
  - i. Review and recommend changes to update committee purpose as necessary.
  - j. Submit advocacy position statement(s) to the Board of Directors as they are developed.
5. Membership - The Committee will be comprised of those InSOPHE members who volunteer for such service.

## **B. Bylaws**

1. Chair - Past-President of InSOPHE
2. Purpose - The purpose of the Bylaws committee is to review bylaws annually and prepare any recommended changes to the Board of Directors for a vote of the InSOPHE membership.
3. Responsibilities - The Bylaws Committee has the responsibility to:
  - a. Review the Bylaws periodically to insure they are up to date.
  - b. Draft proposed changes to the bylaws for review by the Board of Directors and distribution to the membership.
  - c. Plan and implement the necessary procedures for conducting the balloting for a bylaws change.

- d. Keep InSOPHE membership informed of developments by submitting items for publication in the InSOPHE newsletter.
  - e. Submit recommendations or motions for action to the Board of Directors.
  - f. Submit an annual written report to the President. The committee chair shall be responsible for making the report available to members present at the annual business meeting.
  - g. Review and recommend changes to update committee purpose as necessary.
4. Membership - The committee will be comprised of those InSOPHE members who volunteer for such service.

**C. Communication**

- 1. A Director will be elected by a majority vote of the membership.
- 2. The Communication Director will chair the Communication Committee.
- 3. Purpose - The purpose of the Communication committee is to support communications between and among InSOPHE members to pursue InSOPHE's mission and strategic plan.
- 4. Responsibilities - The Communication Committee has the responsibility to:
  - a. Oversee the development, production, and distribution of the InSOPHE newsletter.
  - b. Oversee the development and maintenance of InSOPHE's web page, social networking sites, and links to other electronic sites.
  - c. Keep InSOPHE membership informed of developments by submitting items for publication in the InSOPHE newsletter.
  - d. Submit recommendations or motions for action to the Board of Directors.
  - e. Submit an annual written report to the President. The committee chair shall be responsible for making the report available to members present at the annual business meeting.
  - f. Review and recommend changes to update committee purpose as necessary.
- 5. Membership - The Committee will be comprised of those InSOPHE members who volunteer for such service.

**D. Program Planning/ Continuing Education**

- 1. CoChairs - President-Elect of InSOPHE and Continuing Education Director
- 2. Purpose - The purpose of the Program Planning/Continuing Education committee is to plan, implement, and evaluate continuing education opportunities and to plan

- programs for the annual meeting of InSOPHE. The committee is also responsible for addressing continuing education needs of InSOPHE members in concert with the objectives of the organization.
3. Responsibilities - The Program Planning/Continuing Education Committee has the responsibility to:
    - a. Determine and implement all details related to program topic, speakers, and final program; keep Board of Directors informed of progress.
    - b. Work with the Membership Committee and Communication Committee to notify the membership about upcoming meetings.
    - c. Develop program evaluation; collect and summarize findings and present to the Board of Directors.
    - d. Coordinate all information for CHES/MCHES CECHs according to procedures specified in the National SOPHE Continuing Education manual.
    - e. Supervise on site issues related to meeting registration and CHES/MCHES.
    - f. Provide the final continuing education report to National, including summary of evaluations, and all appropriate fees.
    - g. Keep InSOPHE membership informed of developments by submitting items for publication in the InSOPHE newsletter.
    - h. Submit recommendations or motions for action to the Board of Directors.
    - i. Submit an annual written report to the President. The committee chair shall be responsible for making the report available to members present at the annual business meeting.
    - j. Review and recommend changes to update committee purpose as necessary.
  4. Membership - The Committee will be comprised of those InSOPHE members who volunteer for such service.

#### **E. Membership**

1. A Director will be elected by a majority vote of the membership.
2. The Membership Director will chair the Membership Committee.
3. Purpose - The purpose of the Membership committee is to ensure that InSOPHE continually maintains a membership dedicated to the advancement of health for all people and the advancement of the health education/promotion profession.
4. Responsibilities - The Membership Committee has the responsibility to:
  - a. Retain current members.

- b. Recruit new members
  - c. Maintain a member data base that is accurate and current.
  - d. Produce an annual membership directory.
  - e. Ensure that the membership brochure is up-to-date.
  - f. Develop an annual Action Plan.
  - g. Track National SOPHE members from Indiana to maintain Chapter status.
  - h. Keep InSOPHE membership informed of developments by submitting items for publication in the InSOPHE newsletter.
  - i. Submit recommendations or motions for action to the Board of Directors.
  - j. Submit an annual written report to the President. The committee chair shall be responsible for making the report available to members present at the annual business meeting.
  - k. Review and recommend changes to update committee purpose as necessary.
5. Membership - The Committee will be comprised of those InSOPHE members who volunteer for such service.

## II. **Ad Hoc Committees**

### A. **Nominations**

- 1. Chair - President of InSOPHE
- 2. Committee membership shall be selected by the President.
- 3. Purpose - The purpose of the Nominations committee is to nominate InSOPHE members for office according to InSOPHE's bylaws.
- 4. Responsibilities - The Nominations Committee has the responsibility to:
  - a. Solicit the membership for nominations.
  - b. Review all nominees for eligibility to hold the office for which they were nominated.
  - c. Submit a slate of officers for InSOPHE office in accordance with the Bylaws.
  - d. Conduct the balloting process.
  - e. Count all ballots and report results at the annual business meeting.
  - f. Review and recommend changes to update committee purpose as necessary.

### B. **Awards Committee**

- 1. Chair - President of InSOPHE

2. Membership-All members of Board of Directors
  3. Purpose - The purpose of the Awards committee is to recognize and promote excellence in health education research, practice, and programs.
  4. Responsibilities - The Awards Committee has the responsibility to:
    - a. Develop a plan to encourage submissions to the committee, such as special mailings.
    - b. Evaluate award submissions against criteria and select awardees.
    - c. Correspond with nominees and award winners as well as those not selected by the committee.
    - d. Coordinate awards presentation at the appropriate InSOPHE meeting.
    - e. Solicit, review, create criteria, and recommend new awards for membership approval.
    - f. Periodically review criteria for awards and recommend any changes to the InSOPHE membership.
    - g. Submit recommendations or motions for action to the Board of Directors.
    - h. Submit an annual written report (as part of the Annual report developed by the President). The committee chair shall be responsible for making the report available to members present at the annual business meeting.
    - i. Review and recommend changes to update committee purpose as necessary.
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## **Section 4**

### **Policies**

#### **I. Use of Mailing List**

It is the responsibility of the President to decide on a case-by-case basis to determine if and when the mailing labels of the organization could be shared with others.

#### **II. Current Dues Structure**

Any change in dues will be recommended by the Board of Directors and submitted for a vote by the membership.

#### **III. Reimbursement Requests**

InSOPHE Board members who use their own finances to provide payment for services must complete the Reimbursement Request Form within 30 days for a full reimbursement. A description of the expenditure and the corresponding receipts are required. No payments will

be made prior to submission of receipts. Reimbursements of \$100 or more requires Board approval prior to purchase.

**IV. Expired Memberships**

Members will receive two reminders to renew their InSOPHE membership before receiving a final notice. The first reminder is sent a month before the membership expires. If payment is not received, a second reminder is sent during the month the membership expires. If payment is still not received, members are sent a final notice. Six weeks after sending the final notice, if a member has not renewed, they will be considered a former member of InSOPHE. It is at this time that access to the Members-Only section of the InSOPHE website is discontinued.

**V. Workshop Cancellation Policy**

Registration for all InSOPHE workshops is required seven days prior to the workshop. This cancellation date and policy will be identified in the registration form.

- A. If an attendee needs to cancel prior registration, s/he must provide a request for refund in writing and send it to the InSOPHE President-Elect email at [president.elect@insophe.org](mailto:president.elect@insophe.org).
  - 1. Requests received prior to the publicized cancellation date as listed will be given a full refund.
  - 2. Requests received after the cancellation date, but prior to the workshop will receive a refund of 50% of their registration fee.
- B. The attendee may select a substitute attendee to take his/her place. S/he must provide the substitution request in writing and send it to the InSOPHE President-Elect.
- C. If the attendee is a no show and does not submit a cancellation/refund request prior to or during the event to offer an excuse, no refund will be given.
- D. Attendees may petition the InSOPHE Board of Directors for a refund after the workshop in extenuating circumstances. Petitions must be received in writing no later than 30 days following the workshop.
- E. This policy will be listed on workshop registration forms.

**VI. National SOPHE Meetings Representation**

Indiana SOPHE agrees to budget up to \$1000 per year to assist the InSOPHE National Delegate or proxy to attend the Annual Meetings of SOPHE. All receipts shall be provided to the Treasurer for justification and reimbursement of meeting related expenses.

**VII. Advocacy – Position Statement**

- A. Position statements may be drafted and submitted to the Advocacy Director by any member in good standing using the established guidelines and template. {See attached: INSOPHE Position Statement Template }

- B. Advocacy Director will follow the established guidelines for review and Board approval of the position statement. It is expected that this process may take a number of weeks. {See attached: INSOPHE Position Statements: Submission and Approval Process} {See attached: Guidelines / Criteria For InSOPHE Position Statement}
- C. Position statements approved by the Board of Directors will be valid for a period of three years unless otherwise noted.
- D. Position statements will be posted on the INSOPHE website.
- E. Policy is to automatically withdrawal a position statement after three years unless the Board passes a motion to extend the position statement or if a revision is currently pending.
- F. The Advocacy Committee reviews currently approved position statements to determine if any should be updated or withdrawn on an annual basis.

#### VIII. **Bridging Education Initiative**

The Bridging Education & Practice Initiative was created by the InSOPHE Board of Directors to introduce students to the organization, the health education field, and professional development opportunities. Student participation in a state-wide organization benefits their professional development and provides networking opportunities that may lead them in their professional journey. The board of directors also recognizes that there may be future leaders for our organization in these students.

The goal is to have at least one “faculty liaison” at each university in the State of Indiana who bridges the gap between the board of directors and their student population. We ask that the liaison introduce InSOPHE to students each semester by:

- A. Showing the InSOPHE Orientation video during one of his/her classes
- B. Distributing the InSOPHE brochure to interested students
- C. Sharing the story of how getting involved in an organization positively affected his/her career
- D. Promoting continuing education opportunities and if possible arranging transportation of students to these events

With this partnership InSOPHE can continue to mentor students and provide them opportunities to learn outside of the classroom.

## Section 5

### **InSOPHE Five Year Strategic Plan**

Each designated year the Board will review/develop the InSOPHE five year strategic plan. This plan is a fluid document which may change as goals are met and additional goals are added.

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## Section 6

### **Minutes**

#### **I. Minutes, Membership Meetings**

Member minutes are maintained on a Google drive, a jump drive, online via the InSOPHE website and/or an external hard drive.

#### **II. Minutes, Board of Directors Meetings**

Board meeting minutes are maintained on a jump drive, online via the InSOPHE website, Drop Box, and an external hard drive.



# **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 education specialist 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. Transitional/New Professional Member- available to new professionals who have graduated within the last 24 months.
3. Student Members - a person who is enrolled full time in a health education/promotion program.
4. 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 Transitional/New Professional Member shall be determined by the Board of Directors, subject to approval of the membership at the fall business meeting.
4. Dues for Student Members shall be determined by the Board of Directors, subject to approval of the membership at the fall business meeting.
5. 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 notice from the Membership Director.
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 at least 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/MCHES 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 or related field 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, four (4) Directors and at least 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 a co-chair of the Program Planning/Continuing Education committee and will take the lead in planning the annual fall training and business meeting.
3. The Past-President will serve as Bylaws/Leadership committee chair.
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 and manage the membership database.
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 Continuing Education director will serve as a co-chair on the Program Planning/Continuing Education committee and will identify continuing education opportunities and prepare and submit all necessary documents for CHES/MCHES/CPH continuing education contact hours.
10. 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.

11. The Student Representative(s) will coordinate student projects and serve as a liaison to the universities.
12. 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 one annual meeting of the membership each year in the fall. 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 50% of the board +1 board member, 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.

### **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 business meeting 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 of the

members voting members. Voting could take place electronically prior to the 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.

Original 2000, Revised 12/02, 9/05, 9/07, 3/10, 8/12, 5/2013, 8/2014, 5/2017, 7/2017



# Appendices

## **Appendix A - SOPHE Obligations under American with Disabilities Act**

### **Overview (from Elaine Auld, SOPHE Executive Director, 6-12-00)**

As discussed on our SOPHE House of Delegates conference call on June 7, 2000, there has been interest with regard to SOPHE's (and its chapters') obligation to comply with the Americans with Disabilities Act (ADA). Although SOPHE supports the spirit of the law, the primary question relates to what are our organization's legal obligations. In one instance, a meeting attendee who is deaf insisted that a SOPHE chapter provide a signer at its continuing education meetings at the chapter's expense (\$500-600/meeting). Following is a brief interpretation of the ADA law, as provided by Manik Rath, an expert attorney in this area with SOPHE's legal counsel, McKenna & Cuneo.

### **Brief Interpretation of the ADA law**

Although there are many important provisions of ADA, Title III is primarily germane to our interests. Title III specifies that "[n]o individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases (or leases to), or operates a place of public accommodation." The ADA defines discrimination to include "a failure to make reasonable modifications in policies, practices, or procedures, when such modifications are necessary to afford such goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless the entity can demonstrate that making such modifications would fundamentally alter the nature of such goods, services, facilities, privileges, advantages, or accommodations."

The key phrase under the law is "reasonable modification" -- what is reasonable for an employer or facility to provide. The law does not obligate employers to provide any and all accommodations, but those that can be considered reasonable. "Reasonable accommodation" has been interpreted by the courts as taking into consideration any disruptive effects of providing such services/facilities, cost of accommodation, size of the organization and its operation, financial assets, etc. In the instance described above, the chapter did not have the financial assets to provide interpreters at its meetings. The proposed accommodation of having a signer would create a vast loss to the chapter relative to its budget and would very likely be considered unreasonable by any court.

SOPHE and its chapters are obligated, however, under ADA to offer some accommodation that is indeed reasonable. The regulations contemplate a dialogue, when necessary, to identify what a person's disability is and what accommodations may be required. For example, if providing a signer for a deaf member is so expensive as to render the entire meeting too costly to conduct, the chapter might agree to:

- √ Provide written materials from the conference,
- √ Help find a student interpreter at a local university, or
- √ Permit the member to tape record proceedings so that the interpreter can have someone sign the contents at his/her convenience.

The chapter should offer reasonable, possible accommodations for the person with a disability and, if possible, try to find a mutually acceptable option. The chapter, however, is not obligated to pay for an interpreter, when doing so would be so expensive as to render the entire meeting unaffordable.

Since neither SOPHE nor its chapters own the facilities where our meetings are held, we are not considered public access providers. In this case, the Adam's Mark Hotel, a hospital, or other meeting site are considered "public access" sites, and therefore must be ADA compliant. (Note: Although not legally required, it is National SOPHE's internal policy to only schedule meetings in facilities that are ADA compliant.) Also, in most cases, members who wish to attend SOPHE meetings are not employees of SOPHE, and hence SOPHE is not obligated as an employer to provide a reasonable accommodation in an employment setting.

## **Contact**

If you need additional assistance, you may contact SOPHE at [info@sophe.org](mailto:info@sophe.org) or 202-408-9804.

Approved by the InSOPHE Board of Directors 06-13-00

## **Appendix B- InSOPHE Responsibilities to National SOPHE**

In order for InSOPHE to be an active chapter of the Society for Public Health Education, Inc., the membership of InSOPHE must do the following:

### **A. Membership**

1. The InSOPHE membership must include at least fifteen (15) National SOPHE members.

### **B. Meetings**

1. Conduct at least one (1) meeting of its membership per year; it must include a business meeting.
2. Conduct at least one (1) professional continuing education meeting per year.

### **C. Continuing Education**

1. Maintain a continuing education committee that is responsible for assuring the quality of continuing education events and/or responsible for carrying out the CHES/MCHES event procedures.
2. Submit annually a report of all chapter continuing education activities to the National SOPHE Continuing Education Committee.

### **D. Delegates**

1. Send elected delegates to the meetings of the House of Delegates (SOPHE's Annual and Midyear meetings) and participate in bimonthly conference calls.
2. May nominate one (1) student member for a one year term to the House of Delegates. This person is appointed by the President.

### **E. Annual Report**

1. Prepare an annual report, which includes a report of continuing education activities, for the Annual SOPHE meeting.
2. Prepare a one page chapter-at-a-glance activities summary for distribution at the Annual SOPHE meeting.

## **Appendix C - Code of Ethics for the Health Education Professional (Short Version)**

### **PREAMBLE**

The Health Education profession is dedicated to excellence in the practice of promoting individual, family, organizational, and community health. The Code of Ethics provides a framework of shared values within which Health Education is practiced. The responsibility of each Health Educator is to aspire to the highest possible standards of conduct and to encourage the ethical behavior of all those with whom they work.

### **Article I: Responsibility to the Public**

A Health Educators ultimate responsibility is to educate people for the purpose of promoting, maintaining, and improving individual, family, and community health. When a conflict of issues arises among individuals, groups, organizations, agencies, or institutions, health educators must consider all issues and give priority to those that promote wellness and quality of living through principles of self-determination and freedom of choice for the individual.

### **Article II: Responsibility to the Profession**

Health Educators are responsible for their professional behavior, for the reputation of their profession, and for promoting ethical conduct among their colleagues.

### **Article III: Responsibility to Employers**

Health Educators recognize the boundaries of their professional competence and are accountable for their professional activities and actions.

### **Article IV: Responsibility in the Delivery of Health Education**

Health Educators promote integrity in the delivery of health education. They respect the rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to meet the needs of diverse populations and communities.

### **Article V: Responsibility in Research and Evaluation**

Health Educators contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, health educators do so in accordance with federal and state laws and regulations, organizational and

institutional policies, and professional standards.

**Article VI: Responsibility in Professional Preparation**

Those involved in the preparation and training of Health Educators have an obligation to accord learners the same respect and treatment given other groups by providing quality education that benefits the profession and the public.

## Appendix D - InSOPHE Awards

### Warren E. Schaller Distinguished Service Award

#### Warren E Schaller Distinguished Service Award

The Warren E. Schaller Distinguished Service Award is intended to be given to an InSOPHE member who had made outstanding contributions to the Chapter or the health education field. The award is not intended to be given to just to give an award, but rather to honor a truly deserving member.

The nominee should meet all of the following criteria:

- A current member of InSOPHE
- Must be currently practicing health education in Indiana.  
Health education is defined as someone who promotes, maintains, and improves individual and community health by assisting individuals and communities to adopt healthy behaviors. They collect and analyze data to identify community needs prior to planning, implementing, monitoring and evaluating programs designed to encourage healthy lifestyles, policies, and environments. May also serve as a resource to assist individuals, other professionals or the community, and may administer fiscal resources for health education programs.
- Has made contributions to InSOPHE or the health education field by research, speaking engagements, publishing documents, service work and/or volunteer work, etc.
- Participates in at least one InSOPHE related event within the last 12 months.
- Serves as a positive role model in their professional role.
- Demonstrates best practices within their professional role.

Nominations must be made by a current member of InSOPHE. Nominations must include two letters, one from the nominator and one from a supporting member (not the nominee). Self nominations are discouraged.

Nominations must be received by: June 30<sup>th</sup> of each year\_\_\_\_\_ (deadline)

Nominations and approval will be announced at the fall business meeting.

Nominee score:

0 – 6 Letters did not show enough evidence to award the nominee

6 + Letters showed enough evidence to award the nominee

In addition to the score, please vote:

Based on the rubric score, do you recommend/vote for this individual to receive the Warren E. Schaller award?

Nominations and letters of supports should be sent to:

Board of Directors  
Indiana Society for Public Health Education, Inc.  
P. O. Box 44407  
Indianapolis, IN 46244

## Warren E. Schaller Distinguished Service Award – Scoring Rubric

*The Warren E. Schaller Distinguished Service Award is intended to be given to an InSOPHE member who has made an outstanding contribution(s) to the Chapter, the health education field, or the profession. The award is intended to honor a truly deserving member.*

Nomination name: \_\_\_\_\_

Date reviewed: \_\_\_\_\_

Is this person a current member of InSOPHE?  Yes  No

Was the person nominated by a current InSOPHE member?  Yes  No

Does the nomination include a letter from the nominator  Yes  No

Does the nomination include a letter of support?  Yes  No

Was the nomination submitted by June 30th?  Yes  No

(Hold until next award cycle)

Award Criteria	1	2	3	NA/ 0	Total
Must currently be practicing health education in Indiana	Not evident in the nomination letters	Somewhat evident in the nomination letters	Clearly evident in the nomination letters	Unable to determine based on the nomination letters	_____
Has made contributions to InSOPHE, the health education field, or the profession	Not evident in the nomination letters	Somewhat evident in the nomination letters	Clearly evident in the nomination letters	Unable to determine based on the nomination letters	_____
Participated in at least one InSOPHE-related event in the past 12 months	Not evident in the nomination letters	Somewhat evident in the nomination letters	Clearly evident in the nomination letters	Unable to determine based on the nomination letters	_____
Serves as a positive role model in their	Not evident in the nomination letters	Somewhat evident in the nomination letters	Clearly evident in the nomination letters	Unable to determine based on the	_____

professional role				nomination letters	
Demonstrates best practices within their professional role	Not evident in the nomination letters	Somewhat evident in the nomination letters	Clearly evident in the nomination letters	Unable to determine based on the nomination letters	_____
<b>Grand Total</b>					

Based upon our discussion of this nominee and the letters of nomination/support, do you recommend this individual for the Warren E. Schaller award?

Yes       No

If no, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Warren E. Schaller Distinguished Service Award**

**NOMINATION FORM**

Name of nominee: \_\_\_\_\_

Business/School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Is nominee a current InSOPHE member? (circle)                      Yes                      No

Nominating member: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Business/School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I am a current InSOPHE member? (circle)                      Yes                      No

Nominations must include two (2) letters of support, one of which must be from the nominating member.

Please send the completed form and letters of support to:

Board of Directors  
Indiana Society for Public Health Education, Inc.  
P. O. Box 44407  
Indianapolis, IN 46244

Nominations must be received by: June 30<sup>th</sup> of each year

## Past Warren E. Schaller Distinguished Service Winners

1988	Beth Neilson	2003	No award given
1989	No award given	2004	No award given
1990	Kelly Bishop Alley	2005	Brenda Chamness
1991	No award given	2006	No award given
1992	Jan Ranger	2007	No award given
1993	No award given	2008	No award given
1994	No award given	2009	Jim McKenzie
1995	No award given	2010	No award given
1996	No award given	2011	No award given
1997	No award given	2012	No award given
1998	No award given	2013	No award given
1998	No award given	2014	No award given
1999	No award given	2015	No award given
<b>2000*</b>	No award given		
2001	No award given		
2002	No award given		

\* Prior to 2000, the awards were given by the Indiana Association of Health Educators.

## **James F. McKenzie Award**

### **James F. McKenzie Award**

To honor Dr. James F. McKenzie for his incredible work in health education in Indiana, InSOPHE offers the James F. McKenzie Award for Certified Health Education Specialists. This is intended to be given to an InSOPHE student member who is registered to take the M/CHES exam and displays his/her plans for using the credential to make an impact in the field of health education. The award includes reimbursement for the exam fee, following student documentation of successful passage of exam.

The applicant should meet the following criteria:

- Be a current InSOPHE student member
- Enrolled full time in a health education/promotion program.
- Fit the exam eligibility criteria as stated by the Nation Commission for Health Education Credentialing, Inc. <http://www.nchec.org/exam/eligible/ches/>

Applications must be made by a current member of InSOPHE. Nomination/recommendations must include the application form and the letter of support/nomination. In addition to completing the form, applications must include a 300-word statement. If self-nominating, this statement must address the following: How has your education affected your plans for the future as a health education specialist and how will becoming CHES/MCHES enhance your plans? If nominated by a professional, please address the following: Why do you feel that the nominee will make a difference in the field of health education in the future and make a qualified CHES/MCHES?

Applications/nominations must be submitted by the deadline indicated on the [InSOPHE website](#), prior to the student taking the M/CHES exam. Applications should be sent to <mailto:secretary@insophe.org>.

Secretary will compile applications and share with the board. Board members will review and score all applications prior to the next monthly meeting.

Highest scoring applicant on board review rubric will be notified of the board's decision and must submit M/CHES exam scores once they are available before exam fees will be reimbursed. Only the exam held closest to the application date will be considered for reimbursement for the award.

If the original awardee of the James F. McKenzie Award does not pass the exam, the runner-up of the award will be notified.

After the applicant has submitted passing M/CHES exam scores, all other applicants will be notified of not receiving the award.

## James F. McKenzie Award – Scoring Rubric

The James F. McKenzie Award is intended to be given to an InSOPHE student member who is registered to take the M/CHES exam and displays his/her plans for using the credential to make an impact in the field of health education.

Applicant name:

---

Date reviewed:

---

Is the applicant a current student member of InSOPHE?      \_\_\_Yes      \_\_\_No

Does the application include a letter of recommendation?    \_\_\_Yes      \_\_\_No

Was the application received prior to the application deadline?    \_\_\_Yes      \_\_\_No

<b>Award Criteria</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>NA/0</b>	<b>Total</b>
Demonstrates how education affected plans for future career	Not evident	Somewhat evident	Clearly evident	Unable to determine	_____
Demonstrates how M/CHES will enhance career plans	Not evident	Somewhat evident	Clearly evident	Unable to determine	_____
Application is well written	Not evident	Somewhat evident	Clearly evident	Unable to determine	_____
<b>Grand Total</b>					_____

# The James F. McKenzie Award for Master/Certified Health Education Specialists



## Application Instructional Check Sheet

Applicant must:

- Be a current InSOPHE student member
- Fit the exam eligibility criteria as stated at [www.nchec.org/exam/eligible/ches/](http://www.nchec.org/exam/eligible/ches/)
- Submit a 300 word letter of recommendation stating the following:
  - How your education has affected your plans for the future as a health educator
  - How becoming M/CHES will enhance your plans for the future
  - If from nominator, why do you feel that the nominee will make a difference in the field of health education
- Each scholarship is worth \$210.
- Those selected as award winners will pay for the exam up front and then seek reimbursement from the InSOPHE board by providing proof of passing the exam within two weeks of receiving test results.
- If test scores are not submitted after two weeks, a second nominee will be chosen for the award.
  - Submit completed applications *by the due date* to [secretary@insophe.org](mailto:secretary@insophe.org)
- Please contact [secretary@insophe.org](mailto:secretary@insophe.org) with questions

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First and Last Name of Applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of school (if applicable): \_\_\_\_\_ Academic  
major: \_\_\_\_\_

Name of person nominating (please note if self-nomination):

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Nominator phone number (if applicable): (\_\_\_\_) \_\_\_\_\_-

Nominator email address (if applicable):

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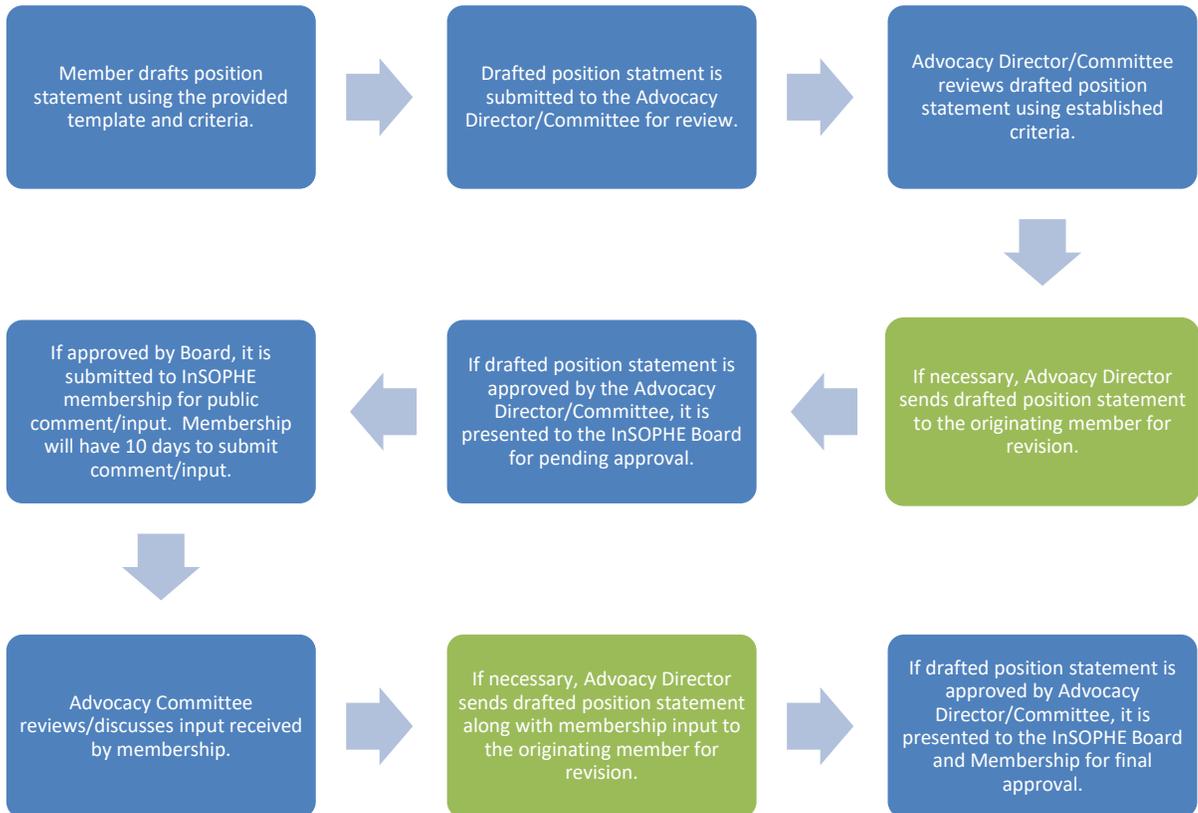
## Appendix E: InSOPHE Position Statements

<b>InSOPHE Position Statement Template</b>
<b>Indiana Society for Public Health Education</b>
(Enter title of paper, e.g., <b>POSITION ON Childhood Obesity</b> )
<p><b>1. <u>Introduction:</u></b></p> <ul style="list-style-type: none"><li>➤ <b>Statements as to the relevance of the position statement to InSOPHE mission, goals, and/or strategic plan</b></li></ul> <p><b>2. <u>Background:</u></b></p> <ul style="list-style-type: none"><li>➤ <b>Information on the subject matter and statement of the issue. Includes evidence from literature that supports the position.</b></li></ul> <p><b>3. <u>Position Statement</u></b></p> <ul style="list-style-type: none"><li>➤ <b>“It is the position of InSOPHE that_____.”</b></li></ul> <p><b>4. <u>References</u></b></p>

*(Adapted from the American Academy for Ambulatory Care Nursing)*

## Procedure for Submitting and Approving InSOPHE Position Statements

1. Member drafts a position statement using the provided template and criteria.
2. Drafted position statement is submitted to the Advocacy Director/Committee for review.
3. Advocacy Director/Committee reviews drafted position statement using established criteria.
  - a. If necessary, Advocacy Director sends drafted position statement to the originating member for revision. Repeat steps 2-3 as needed.
4. If drafted position statement is approved by Advocacy Director/Committee, it is presented to the InSOPHE Board for pending approval.
5. If approved by Board, it is submitted to InSOPHE membership for public comment/input. Membership will have 10 days to submit comment/input.
6. Advocacy Committee reviews/discusses input received by membership
  - a. If necessary, Advocacy Director sends drafted position statement along with membership input to the originating member for revision. Repeat steps 2-3 as needed.



7. If drafted position statement is approved by the Advocacy Director/Committee, it is presented to the InSOPHE Board and Membership for final approval.

<b><u>Author</u></b> Criteria for Writing Position Statement	<b>Guidelines / Criteria For InSOPHE Position Statement</b>	<b><u>Board</u></b> Criteria for Approving Position Statement
	Does this position statement support the mission and strategic plan of InSOPHE?	
	Does the position statement describe the importance and timeliness of this position to InSOPHE and Health Education profession?	
	Describe the issue (including relevant background information) that the position statement would address. What is the purpose of the position statement?	
	Is this position statement consistent with InSOPHE and SOPHE Standards (ethics of health education practice), public health principles, nationally recognized health education guidelines? Position Statement is not in conflict with any current InSOPHE or SOPHE position statement? (InSOPHE position must be aligned with SOPHE position.)	
	What client population or professional practice group will benefit from this position statement?	
	How will this position statement contribute to the continued growth of professionalism in health education?	
	What are the advantages and disadvantages to the development of this position statement? For example, are there political, financial, social or other implications outside of professional practice?	
	What is the recommended position to be taken?	
	What are the proposed usages of this position statement? (may be included in supporting documents)	

*(Adapted from the American Academy for Ambulatory Care Nursing)*