



Policies and Procedures

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Article I. Introduction

The Indiana Society for Public Health Education (InSOPHE) strives to provide and create an environment in which health education/health promotion professionals can meet, exchange ideas, develop relationships, and explore the latest trends in health education and health promotion, as well as to learn from other professionals in the field of public health education. InSOPHE provides members with the opportunity to build valuable connections throughout their careers, while expanding their knowledge through educational workshops and seminars.

The purpose of the Indiana Society for Public Health Education is to promote, encourage, and contribute to the advancement of the health of all people and to advance the health education/promotion profession through research, service, leadership, education, and distribution of appropriate materials.

Article II. Officers, Terms of Office, and Responsibilities

Following is a summary of the responsibilities of the officers and board members as noted in the Indiana by-laws, Article V, Sections B and C.

Section 2.01 President

- (a) Term
 - (i) *One-year term, following year as President-Elect.*
 - (ii) *Followed by one-year term as Past-President.*
- (b) Responsibilities
 - (i) *Presides at all board meetings and business meetings.*
 - (ii) *Appoints committees.*
 - (iii) *Assists in formulating programs.*
 - (iv) *Serves as Chair of nominating committee.*
 - (v) *Prepares annual report for submission to National SOPHE.*
 - (vi) *Works with Chapter Delegate on re-designation for National SOPHE.*
 - (vii) *Attends board meetings (held at least quarterly).*
 - (viii) *Updates five-year strategic plan on an annual basis.*
 - (ix) *Facilitates creation of new five-year strategic plan within one-year of the expiration of the current five-year plan.*

Section 2.02 President-Elect

- (a) Term
 - (i) *One-year term.*

(ii) Followed by one-year term as President.

(iii) Followed by one-year term as Past-President.

(b) Responsibilities

(i) Plans and facilitates InSOPHE Fall Conference.

(ii) Serves as primary point-of-contact for InSOPHE Board of Directors for continuing education opportunities.

(iii) Attends events and meetings to cultivate collaboration and partnership for future CHES®/MCHES® opportunities.

(iv) Attends continuing education committee meetings.

(v) Organizes and secures continuing education opportunities before escalating to Continuing Education Director.

(vi) Assists in the coordination and reporting of all information for CHES®/MCHES® continuing education contact hours consistent with procedures specific to the National SOPHE Continuing Education Manual.

(vii) Provides final continuing education reports to National SOPHE, including a summary of evaluations and all appropriate fees when Continuing Education Director is otherwise not available.

(viii) Collaborates with Continuing Education Director to maintain communication with Director of Communications for publication in the InSOPHE newsletter.

(ix) Submits recommendations or motions for action to the Board of Directors, as needed.

(x) Submits monthly and annual reports to the President. Makes reports available to members present at the annual business meeting.

(xi) Attends board meetings.

Section 2.03 Past-President

(a) Term

(i) One-year term, following year as President.

(b) Responsibilities

(i) Serves as Chair of by-laws/leadership committee.

(ii) Attends board meetings (held at least quarterly).

(iii) Prepares annual report for submission to InSOPHE members.

Section 2.04 Secretary

(a) Term

(i) Two-year term.

- (b) Responsibilities
 - (i) *Records and distributes meeting minutes.*
 - (ii) *Fulfills correspondence duties.*
 - (iii) *Attends board meetings (held at least quarterly).*
 - (iv) *Distributes electronic communications to InSOPHE members (at least monthly).*

Section 2.05 Treasurer

- (a) Term
 - (i) *Two-year term.*
- (b) Responsibilities
 - (i) *Accepts all monies from dues and donations.*
 - (ii) *Disburses approved expenditures.*
 - (iii) *Submits annual fiscal status report.*
 - (iv) *Submits appropriate reports to Office of Secretary of State and the Indiana Department of Revenue.*
 - (v) *Attends board meetings (held at least quarterly).*

Section 2.06 Chapter Delegate

- (a) Term
 - (i) *Two-year term.*
- (b) Responsibilities
 - (i) *Represents InSOPHE at national/mid-year/annual board meetings.*
 - (ii) *Participates and represents InSOPHE within National SOPHE and national development committee calls.*
 - (iii) *Reports all National SOPHE business to the Board of Directors.*
 - (iv) *Collaborates with President on re-designation for National SOPHE.*
 - (v) *Attends all board meetings (held at least quarterly).*

Section 2.07 Directors

- (a) Term
 - (i) *Two-year term on a staggered-term basis.*
- (b) Responsibilities
 - (i) *Chairs a standing committee (advocacy, communications, continuing education, and membership).*
 - (ii) *Attends board meetings (held at least quarterly).*

Section 2.08 Student Representative

- (a) Term
 - (i) *One-year term.*
- (b) Responsibilities
 - (i) *Represents the voice of student InSOPHE members.*
 - (ii) *Attends board meetings (held at least quarterly).*
 - (iii) *Coordinates the Dr. James F. McKenzie award.*
 - (iv) *Presence at least once per semester (fall and spring) to health education students at their own university. This may be an Eta Sigma Gamma meeting or in a course with professor permission (or other).*
 - (v) *Works with Membership Director to distribute monthly email to student InSOPHE members. This communication may include CHES® exam preparation, upcoming conferences, student InSOPHE member highlight, etc.*
 - (vi) *Prepares a monthly report for board meetings and plans to attend meetings in-person or virtually.*
 - (vii) *Contributes to fall planning workshops and develops at least one idea (or presenter) for the workshop.*
 - (viii) *Prepares the Dr. James F. McKenzie award application for each spring and fall (semester) distribution.*

Article III. Committees

InSOPHE has two (2) types of committees—standing and ad hoc committees. Standing committees are those that are renewed from year-to-year, whereas ad hoc committees are convened by the Board of Directors for the purpose of completing a specific, short-term task. Policies and procedures that govern applicable committees are to be developed by committee members.

Section 3.01 Standing Committees

- (a) Advocacy
 - (i) *Director is elected by a majority vote from the InSOPHE membership.*
 - (ii) *Advocacy Director chairs the advocacy committee.*
 - (iii) *Purpose*
 - 1) 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 evidence-based policies.
 - (iv) *Responsibilities*

- 1) Organizes advocacy skill-building opportunities.
- 2) Collaborates with National SOPHE office for advocacy efforts on a state and local level.
- 3) Recruits committee members and coordinates communication.
- 4) Updates yearly advocacy plan based on results from annual report.
- 5) Identifies and advocates for InSOPHE positions through policymakers, proposing legislation/regulations, writing letters to representatives and federal regulators on proposed policies, mobilizing InSOPHE chapters and members for information and action, media advocacy, and other activities, as appropriate.
- 6) Maintains InSOPHE member communications of developments by collaborating with Director of Communications for publishing in the InSOPHE newsletter.
- 7) Submits recommendations or motions for action to the Board of Directors.
- 8) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
- 9) Reviews and recommends changes to update the committee purpose, as necessary.
- 10) Submits advocacy position statement(s) to the Board of Directors as they are developed.

(v) *Membership*

- 1) The committee may be comprised of InSOPHE members who volunteer for such initiatives.

(b) By-Laws

(i) *The Past-President of InSOPHE chairs the by-laws/leadership committee.*

(ii) *Purpose*

- 1) The purpose of the by-laws/leadership committee is to review by-laws annually and prepare any recommended changes to the Board of Directors for a vote of InSOPHE members.

(iii) *Responsibilities*

- 1) Reviews the by-laws periodically to ensure they are up-to-date.
- 2) Drafts proposed changes to by-laws for review by the Board of Directors and distribution to InSOPHE members.
- 3) Plans and implements necessary procedures for conducting the voting of by-laws changes.
- 4) Maintains InSOPHE member communications of developments by collaborating

- with Director of Communications for publishing in the InSOPHE newsletter.
- 5) Submits recommendations or motions for action to the Board of Directors.
 - 6) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
 - 7) Reviews and recommends changes to update committee purpose, as necessary.
- (iv) *Membership*
- 1) The committee may be comprised of InSOPHE members who volunteer for such initiatives.
- (c) Communication
- (i) *Director is elected by a majority vote of InSOPHE members.*
- (ii) *Director of Communications chairs the communication committee.*
- (iii) *Purpose*
- 1) The purpose of the communication committee is to support communications between and among InSOPHE members to pursue the mission and strategic plan of InSOPHE.
- (iv) *Responsibilities*
- 1) Oversees the development, production, and distribution of the InSOPHE newsletter.
 - 2) Oversees the development and maintenance of the InSOPHE website, social networking websites, and hyperlinks to external websites.
 - 3) Maintains InSOPHE member communications of developments by publishing and distributing the InSOPHE newsletter.
 - 4) Submits recommendations or motions for action to the Board of Directors.
 - 5) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
 - 6) Reviews and recommends changes to update committee purpose, as necessary.
- (v) *Membership*
- 1) The committee may be comprised of InSOPHE members who volunteer for such initiatives.
- (d) Program Planning/Continuing Education
- (i) *Co-Chaired by President-Elect and Continuing Education Director.*
- (ii) *Purpose*

- 1) The purpose of the program planning/continuing education committee is to plan, implement, and evaluate continuing education opportunities and to plan programming for the annual meeting of InSOPHE; addresses continuing education needs of InSOPHE members in concert with objectives of the organization.

(iii) Responsibilities

- 1) Determines and implements criteria of programming initiatives, speakers, and final program; communicates progress to Board of Directors.
- 2) Collaborates with membership committee and communications committee to notify InSOPHE members about upcoming meetings.
- 3) Develops program evaluation; collects and disseminates findings to Board of Directors.
- 4) Coordinates continuing education contact hours for CHES®/MCHES® competencies according to National SOPHE Continuing Education Manual.
- 5) Supervises on-site issues related to meeting registration competencies and CHES®/MCHES® certification.
- 6) Provides continuing education report to National SOPHE, including summaries of evaluations and associated fees.
- 7) Maintains InSOPHE member communications of developments by collaborating with Director of Communications for distribution in InSOPHE newsletter.
- 8) Submits recommendations or motions for action to the Board of Directors.
- 9) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
- 10) Reviews and recommends changes to update committee purpose, as necessary.

(iv) Membership

- 1) The committee may be comprised of InSOPHE members who volunteer for such initiatives.

(e) Membership

(i) Director is elected by a majority vote of InSOPHE members.

(ii) Membership Director chairs the membership committee.

(iii) Purpose

- 1) The purpose of the membership committee is to ensure that InSOPHE continually maintains members dedicated to the advancement of health for all people and the advancement of the health education/promotion profession.

(iv) Responsibilities

- 1) Retains current InSOPHE members.
- 2) Recruits new InSOPHE members.
- 3) Maintains InSOPHE member database.
- 4) Ensures that InSOPHE membership brochure is up-to-date.
- 5) Develops annual action plan.
- 6) Tracks National SOPHE members from Indiana to maintain chapter status.
- 7) Maintains InSOPHE member communications of developments by collaborating with Director of Communications for distribution in InSOPHE newsletter.
- 8) Submits recommendations or motions for action to the Board of Directors.
- 9) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
- 10) Reviews and recommends changes to update committee purpose, as necessary.

(v) Membership

- 1) The committee may be comprised of InSOPHE members who volunteer for such initiatives.

Section 3.02 Ad Hoc Committees

(a) Nominations

(i) Chaired by President of InSOPHE.

(ii) President of InSOPHE selects committee members.

(iii) Purpose

- 1) The purpose of the nominations committee is to nominate InSOPHE members for office according to the by-laws of InSOPHE.

(iv) Responsibilities

- 1) Solicits nominations from InSOPHE members.
- 2) Reviews nominees for eligibility to hold the office for which the nomination is received.
- 3) Submit officers for InSOPHE office in accordance with by-laws of InSOPHE.
- 4) Conducts the balloting process.
- 5) Counts ballots and reports results at the annual business meeting.
- 6) Reviews and recommends changes to update committee purpose, as necessary.

(b) Awards Committee

(i) *Chaired by President of InSOPHE.*

(ii) *Purpose*

- 1) The purpose of the awards committee is to recognize and promote excellence in health education research, practice, and programming.

(iii) *Responsibilities*

- 1) Develops plans to encourage submissions to the committee, such as special mailings.
- 2) Evaluates award submissions against established criteria to select awardees.
- 3) Maintains correspondence with nominees, awardees, and those not selected by the committee.
- 4) Coordinates awards presentation at established InSOPHE meeting.
- 5) Solicits, reviews, establishes criteria, and recommends new awards for membership approval.
- 6) Reviews criteria for awards and recommends changes InSOPHE members.
- 7) Submits recommendations or motions for action to the Board of Directors.
- 8) Submits an annual report to the President. Committee Chair is responsible for making the report available to InSOPHE members at the annual business meeting.
- 9) Reviews and recommends changes to update committee purpose, as necessary.

(iv) *Membership*

- 1) All members of Board of Directors.

Article IV. Policies

Section 4.01 Use of Mailing List

The President of InSOPHE holds responsibility for determining if/when sharing the mailing labels of the organization is appropriate to external parties.

Section 4.02 Current Dues Structure

Changes in dues are to be recommended by the Board of Directors and submitted for a vote by InSOPHE members.

Section 4.03 Reimbursement Requests

The Board of Directors of InSOPHE who use personal monies to provide payment for services are expected to complete and submit the reimbursement request form within thirty (30) days for full reimbursement. A description of expenditures and associated receipts are required. No payments may be made prior to the submission of these deliverables. Reimbursements of $\geq \$100.00$ requires approval by the Board of Directors prior to purchase.

Section 4.04 Expired Memberships

InSOPHE members receive two (2) reminders to renew membership prior to receiving a final notice. The first reminder is sent a month before the expiration of InSOPHE membership. If payment is not received, a second reminder is sent during the month in which membership expires. If payment is not received, InSOPHE members are sent a final notice. Six (6) weeks after the final notice and membership is not renewed, the member becomes a *former* member of InSOPHE. It is at this time that access to the membership portal of the InSOPHE website is discontinued.

Section 4.05 Workshop Cancellations

Registration for all InSOPHE workshops is required seven (7) days prior to the workshop. The cancellation date and policy are identified in the registration form.

- If an attendee must cancel prior registration, they must provide a request for refund in writing to the President-Elect of InSOPHE.
 - Requests received prior to the publicized cancellation date (as listed) are processed for a full refund.
 - Requests received after the cancellation date—but prior to the workshop—are processed for a refund of fifty (50) percent of the registration fee.
- The attendee may select a substitute attendee to attend an event in their place. The InSOPHE President-Elect must be notified—in writing—of substitution requests.
- If an attendee is a no-show and does not submit a cancellation/refund request prior to—or during—the event to justify an excused absence, no refund is processed.
- Attendees may petition the Board of Directors of InSOPHE for a refund after a workshop in extenuating circumstances. Petitions must be received—in writing—no later than thirty (30) days following the workshop.
- This policy is listed on workshop registration forms.

Section 4.06 Representation of National SOPHE in Meetings

InSOPHE agrees to budget ≤\$1,000.00 per year to assist the chapter delegate or proxy of InSOPHE in attending the annual meeting(s) of National SOPHE. All receipts shall be provided to the Treasurer of InSOPHE for justification, reimbursement, and meeting-related expenses.

Section 4.07 Advocacy (Position Statement)

- Position statements may be drafted and submitted to the Advocacy Director of InSOPHE by any member in good standing by using the established guidelines and template.
- The Advocacy Director of InSOPHE will follow the established guidelines for review and approval of the Board of Directors for the position statement. It is likely that this process takes a number of weeks.
- Position statements approved by the Board of Directors are valid for three (3) years, unless otherwise noted.
- Position statements are posted to the InSOPHE website.

- Position statements are automatically withdrawn after three (3) years, unless the Board of Directors passes a motion to extend the position statement or if a revision is pending.
- The advocacy committee reviews position statements to determine if updates are needed or if withdrawal is needed on an annual basis.

Section 4.08 Bridging Education Initiative

The bridging education and practice initiative was created by the Board of Directors of InSOPHE to introduce students to the organization, the health education field, and professional development opportunities. Student participation in a state-wide organization benefits professional development and provides networking opportunities that may lead participants in their professional journey. The Board of Directors recognizes that there may be future leaders for InSOPHE among students.

This initiative is to have at least one faculty liaison at each university in Indiana. This representative bridges the gap between the Board of Directors and the student population. InSOPHE requests that the liaison introduces InSOPHE to students each semester by:

- Showing the InSOPHE orientation video during one of their classes;
- Distributing the InSOPHE brochure to interested students;
- Sharing the story of how getting involved in an organization positively affected their career; and
- Promoting continuing education opportunities and—if possible—arranging transportation of students to such events.

With this partnership, InSOPHE is better equipped to mentor students and provide opportunities to learn outside of a classroom setting.

Article V. InSOPHE Five-Year Strategic Plan

Each designated year, the Board of Directors of InSOPHE will review the five-year strategic plan for InSOPHE. This plan is a working document that reflects real-time goal progress.

Article VI. Minutes

Section 6.01 Minutes, Membership Meetings

InSOPHE member minutes are maintained on a shared network and the InSOPHE website.

Section 6.02 Minutes, Board of Directors Meetings

Meeting minutes of the Board of Directors of InSOPHE are maintained on a shared network and the InSOPHE website.



By-Laws

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Article I. Name and Tax Status

Section 1.01 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 1.02 Tax Status

InSOPHE has obtained United States Federal 501(c)(3) tax status. InSOPHE 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 InSOPHE 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 3.01 Categories

Membership categories of InSOPHE consist of professional members, student members, and emeritus members.

Section 3.02 Eligibility

(a) Professional Member

Professional members are categorized as health education specialists who possess one or more of the following characteristics:

- Graduate or undergraduate degree from a formal health education/promotion program;
- Employed or is functioning in a health education/promotion capacity; or
- Serving as a faculty member of a health education/promotion program.

(b) Transitional/New Professional Member

Transitional/new professional members are categorized as new professionals who have graduated within the last twenty-four (24) months.

(c) Student Member

Student members are categorized as persons who are enrolled in a full-time health education/promotion program.

(d) Emeritus Member

Emeritus members are categorized as InSOPHE members who are in good standing with the organization and—upon retirement—submit a written request for a change of status.

Article IV. Dues

- New members to InSOPHE must begin payment of dues upon applying for InSOPHE membership.
- Dues for professional members shall be determined by the Board of Directors of InSOPHE, subject to approval of the membership at the fall business meeting.
- Dues for transitional/new professional members shall be determined by the Board of Directors of InSOPHE, subject to approval of the membership at the fall business meeting.
- Dues for student members shall be determined by the Board of Directors of InSOPHE, subject to approval of the membership at the fall business meeting.
- Dues for emeritus members shall be granted as a reduction in dues, determined by the Board of Directors of InSOPHE and subject to approval of the membership at the fall business meeting.

Article V. Discontinuance and Reinstatement of Active Membership

- Membership in InSOPHE is continuous unless the resignation of a member is received prior to the end of the fiscal year. A member whose dues remain unpaid for three (3) months shall be dropped from membership after receiving notice from the Membership Director of InSOPHE.
- The rights of a member to vote—and all rights, title, interest—both legal and equitable—of a member in or to InSOPHE or its property—shall cease on the termination of their membership.

Article VI. Nominations, Elections and Appointment of Student Representative

Section 6.01 Nominations

A nominating committee, chaired by the President of InSOPHE, shall submit a slate of officers in accordance with Article V. All nominees shall be a current member of InSOPHE and must meet at least one (1) of the following eligibility requirements:

- Possess an undergraduate or graduate degree from a formal health education program that addresses the entry or advanced-level competences consistent with those set forth by the National Commission for Health Education Credentialing;
- Hold a current CHES®/MCHES® certification;
- Serve as a faculty member from a formal health education program;

- Have a minimum of two (2) years of experience in a health education position, requiring the application of the entry or graduate-level competences consistent with those set forth by the National Commission for Health Education Credentialing; or
- Have been a member of National SOPHE or any other designated SOPHE chapter for at least two (2) years.

Eligibility of nominees is determined by a majority vote of the Board of Directors of InSOPHE. Nominations are accepted from the floor at the fall business meeting.

Section 6.02 Election of Officers and Directors

Officers, directors, and chapter delegate(s) are to be confirmed by a majority of the voting members, provided that twenty-five (25) percent of the membership have voted. InSOPHE provides voting opportunities by an electronic process and a minimum of thirty (30) days prior to the annual fall business meeting.

Section 6.03 Appointment of Student Representative

An 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 of InSOPHE. Election of a student representative, or two (2) students serving as co-representatives, shall be determined by a majority vote of the Board of Directors of InSOPHE. Student co-representatives have one joint vote.

Article VII. Board of Directors

Section 7.01 Composition

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

Section 7.02 Officers/Directors

(a) Terms of Office

(i) President

One-year term, following a one-year term as President-Elect.

(ii) President-Elect

One-year term, followed by a one-year term as President.

(iii) Past-President

One-year term, following the one-year term as President.

(iv) Secretary

Two-year term.

(v) *Treasurer*

Two-year term.

(vi) *Chapter Delegate*

Two-year term.

(vii) *Directors*

Two-year term on a staggered basis.

(viii) *Student Representative*

One-year term.

The Board of Directors of InSOPHE are authorized to act in the best interests of InSOPHE and its members on issues in which time is of the essence. A report of such actions shall be made to InSOPHE members at the subsequent business meeting. Board members are expected to complete duties of their office; failure to do so may result in removal from the board with a two-thirds majority vote of the Board of Directors of InSOPHE.

(b) *Duties*

(i) *President*

The President of InSOPHE presides at all meetings for the Board of Directors and business meetings, appoints committees, assists in formulating programs, serves as the Chair of the nominating committee, and prepares an annual report for the annual SOPHE meeting and the InSOPHE fall business meeting.

(ii) *President-Elect*

The President-Elect of InSOPHE presides at all meetings in the absence of the President and serves as the Co-Chair of the program planning/continuing education committee. The President-Elect is the lead for the annual fall training and business meeting.

(iii) *Past-President*

The Past-President of InSOPHE serves as the Chair of the by-laws/leadership committee.

(iv) *Secretary*

The Secretary of InSOPHE records and distributes the minutes of all meetings of InSOPHE and its Board of Directors.

(v) *Treasurer*

The Treasurer of InSOPHE organizes the monies of InSOPHE (dues, donations, etc.) and disburses money in the payment of all expenditures approved by the Board of Directors. The Treasurer is responsible for submitting annual reports to the Secretary

of State and the Indiana Department of Revenue. The treasurer submits annual reports outlining the fiscal status of InSOPHE at the fall business meeting.

(vi) *Membership Director*

The Membership Director of InSOPHE serves as the Chair of the membership committee and manages the InSOPHE membership database.

(vii) *Director of Communications*

The Director of Communications of InSOPHE serves as the Chair of the communications committee.

(viii) *Advocacy Director*

The Advocacy Director of InSOPHE serves as the Chair of the advocacy committee.

(ix) *Continuing Education Director*

The Continuing Education Director of InSOPHE serves as Co-Chair of the program planning/continuing education committee and identifies continuing education opportunities. The Continuing Educator Director prepares and submits all required deliverables for CHES®/MCHES® continuing education contact hours.

(x) *Chapter Delegate*

The Chapter Delegate of InSOPHE represents InSOPHE at the national mid-year/annual board, national house conference, and the national chapter development committee meetings.

(xi) *Student Representative(s)*

The Student Representative(s) of InSOPHE coordinates student projects and serves as a liaison to universities.

(xii) *Board of Directors*

The Board of Directors of InSOPHE are responsible for maintaining and updating the policies and procedures manual for InSOPHE.

Section 7.03 Vacancies

Should an InSOPHE officer or director—elected by InSOPHE 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 VIII. Meetings

Section 8.01 Membership Meetings

- There shall be one (1) annual meeting of InSOPHE members in the fall. The fall business meeting shall include officer installation, committee reports, resolution adoptions, and conduction of essential business duties.

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

Section 8.02 Special Meetings

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

Section 8.03 Quorum

A quorum of the Board of Directors shall be fifty (50) percent of the board, plus one (1) board member, one of whom shall be the President or President-Elect of InSOPHE.

Section 8.04 Voting

Each member, professional or student, of InSOPHE shall be entitled to one (1) vote. All elections and changes to by-laws shall be decided by a majority of those voting.

Section 8.05 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 8.06 Open Meetings

All meetings of the Board of Directors shall be open to interested InSOPHE members at all times.

Section 8.07 Board Member Attendance

All board members are expected to attend business meetings and the designated board meetings. In the event that a board member misses two (2) consecutive meetings, the board issues a warning to the board member. If the same board member misses another meeting, the board may dismiss the member from their position with a two-thirds majority vote.

Section 8.08 Performance of Duties

All board members are expected to fulfill the duties of their offices; failure to do so may result in removal from the board with a two-third majority vote of the Board of Directors of InSOPHE.

Article IX. Committees

Section 9.01 Standing Committees

The Board of Directors of InSOPHE shall charge and maintain liaison with the by-laws/leadership, communication, membership, program planning/continuing education, and advocacy committees.

Section 9.02 Ad Hoc Committees

Ad hoc committees may intermittently be appointed by the Board of Directors of InSOPHE; these must be specified in purposes, responsibilities, and duration of service.

Section 9.03 Annual Reports

All committees shall submit an annual report the President of InSOPHE. The Chairs of each committee shall be responsible for making the report available to members present at the fall business meeting.

Article X. Finances

Section 10.01 Fiscal Year

The fiscal year of InSOPHE shall operate on a calendar basis, beginning January first and concluding on December thirty-first.

Section 10.02 Expenditures and Deposits

Expenditures of 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 InSOPHE shall be deposited into the account of InSOPHE. The Board of Directors shall decide to whom authority shall be granted for signing checks on behalf of InSOPHE.

Section 10.03 Board of Directors Complimentary Membership

Upon expiration of terms, the Board of Directors of InSOPHE are offered a complimentary year of single membership for the following membership year. If a member of the Board of Directors does not serve for a full term, the member is not eligible for complimentary membership.

Article XI. Amendments

Section 11.01 Initiation

Proposed amendments to these by-laws may be initiated by the Board of Directors of InSOPHE.

Section 11.02 Method of Voting

The Board of Directors of InSOPHE shall electronically communication proposed amendments to all InSOPHE members thirty (30) days prior to any InSOPHE business meeting. Proposed amendments shall become operative immediately when approved by majority of the voting members. Voting shall take place electronically prior to the fall business meeting.

Article XII. Ethics

Section 12.01 Code of Ethics

InSOPHE subscribes to the Health Education Professional Code of Ethics.

Section 12.02 Professional Cooperation

InSOPHE shall participate in coalitions and other collaborations commensurate with the purpose of InSOPHE.



Revision History

01/2000 Created

12/2002 Revised

09/2005 Revised

09/2007 Revised

03/2010 Revised

08/2012 Revised

05/2013 Revised

08/2014 Revised

05/2017 Revised

07/2017 Revised


01/2024 Revised



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Article I. Obligations under Americans with Disabilities Act

Section 1.01 Overview

Overview from Elain Auld (SOPHE Executive Director, June 12, 2000)

"As discussed on our SOPHE House of Delegates conference call on June 7, 2000, there has been interest regarding 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 our organization's legal obligations are. 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 (\$500.00-600.00/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 and Cuneo."

Section 1.02 Interpretation of Americans with Disabilities Act 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.

Section 1.03 Contact

External parties may contact National SOPHE at info@sophe.org or 202-408-9804.

Article II. InSOPHE Responsibilities to National SOPHE

In order for InSOPHE to remain an active chapter of the Society for Public Health Education, the membership of InSOPHE must hold accountable the following requirements.

Section 2.01 Membership

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

Section 2.02 Meetings

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

Section 2.03 Continuing Education

- 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.
- Submit an annual report of all chapter continuing education initiatives to the National SOPHE continuing education committee.

Section 2.04 Delegates

- Send delegates to the meetings of the house of delegates and participate in bi-monthly conference calls.
- May nominate one (1) student member for a one-year term to the house of delegates; this representative is appointed by the President of InSOPHE.

Section 2.05 Annual Report

- Prepare an annual report—which includes a report of continuing education initiatives—for the annual National SOPHE meeting.
- Prepare a one-page chapter-at-a-glance activities summary for distribution at the annual National SOPHE meeting.

Article III. Code of Ethics for the Health Education Professional

Section 3.01 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.

Section 3.02 Responsibility to the Public

The ultimate responsibility of a health educator 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.

Section 3.03 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.

Section 3.04 Responsibility to Employers

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

Section 3.05 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.



Section 3.06 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.

Section 3.07 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.



Warren E. Schaller Distinguished Service Award

(a) Overview

The Warren E. Schaller Distinguished Service Award is intended to be given to an InSOPHE member who has made outstanding contributions to the chapter or the health education field. The award is intended to honor a truly deserving member and may not always be awarded annually. The InSOPHE Board of Directors reserves the right to provide this award based on member nominations and other criterion.

(b) Nomination 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 research, mentorship, service work and/or volunteer work, etc.;
- Demonstrates best practices within their professional role;
- Serves as a positive role model in their professional role; and
- Participated in at least one InSOPHE-related event within the last twelve (12) months.

(c) Nominee Scoring

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.

Scores

6+ Letters showed enough evidence to award the nominee.

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

In addition to a score, the committee will answer the following question to determine candidate eligibility: "Based on the rubric score, do you recommend/vote for this individual to receive the Warren E. Schaller award?"

(d) Submission

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

(e) Scoring Rubric

Nominee Name	Date of Review
Is the nominee a current member of InSOPHE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the nomination from a current InSOPHE member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nomination include a letter of support from nominator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nomination include a letter of support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the nomination submitted by the thirtieth of June?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Award Criteria	1	2	3	N/A; 0	Total
Currently practicing health education in Indiana.	Not evident in nomination letters.	Somewhat evident in nomination letters.	Clearly evident in nomination letters.	Unable to determine based on nomination letters.	
Has made contributions to InSOPHE, health education field, or profession.	Not evident in nomination letters.	Somewhat evident in nomination letters.	Clearly evident in nomination letters.	Unable to determine based on nomination letters.	
Participated in at least one InSOPHE event in past \leq12 months.	Not evident in nomination letters.	Somewhat evident in nomination letters.	Clearly evident in nomination letters.	Unable to determine based on nomination letters.	
Serves as a positive role model in their professional role.	Not evident in nomination letters.	Somewhat evident in nomination letters.	Clearly evident in nomination letters.	Unable to determine based on nomination letters.	
Demonstrates best practices within their professional role.	Not evident in nomination letters.	Somewhat evident in nomination letters.	Clearly evident in nomination letters.	Unable to determine based on nomination letters.	
Grand Total					

Do you recommend this candidate for the Warren E. Schaller award? ☐ Yes ☐ No

If no, explain:

(f) Nomination Form

Name of Nominee

Business/School

Address

Telephone

Fax

Email Address

Is nominee a current InSOPHE member?

☐ Yes

☐ No

Nominating Member

Name of Nominating Member

Address

Telephone

Fax

Email Address

I am a current member of InSOPHE?

☐ 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, Indiana 46244

Nominations must be received by the thirtieth of June.

(g) Past Recipients

1988	Beth Neilson	2018	N/A
1989	N/A	2019	N/A
1990	Kelly Bishop-Alley	2020	N/A
1991	N/A	2021	N/A
1992	Jan Ranger	2022	N/A
1993	N/A	2023	N/A
1994	N/A		
1995	N/A		
1996	N/A		
1997	N/A		
1998	N/A		
1999	N/A		
2000	N/A		
2001	N/A		
2002	N/A		
2003	N/A		
2004	N/A		
2005	Brenda Chamness		
2006	N/A		
2007	N/A		
2008	N/A		
2009	Jim McKenzie		
2010	N/A		
2011	N/A		
2012	N/A		
2013	N/A		
2014	N/A		
2015	N/A		
2016	N/A		
2017	N/A		

Prior to 2000, awards were distributed by the Indiana Association of Health Educators.



James F. McKenzie Award

(a) Overview



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 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 documentation of successful passage of exam.

(b) Nomination Criteria

- Be a current InSOPHE member; and
- Fit the exam eligibility criteria as stated by the National Commission for Health Education Credentialing.

Applications must be made by a current member of InSOPHE.

Nomination/recommendations for this award must include the application form and a letter of support. The application form can be found [here](#). In addition to completing the application form, all applications must include a three hundred word statement.

If self-nominating, your statement must address the following:

- How has your education affected your plans for the future as a health education specialist?
- How will becoming certified enhance your future career plans?

Nominating an InSOPHE Member

If nominated by a professional, please address the following in your letter of support:

- Why do you feel that the nominee will make a difference in the field of health education in the future and make a qualified certified health professional?

(c) Submission

Applications and nominations must be submitted by the date of the final M/CHES application deadline for the spring and fall exams, prior to the student taking the exam. This date indicated on NCHEC's website and may be subject to change per year.

Applications should be submitted to communications@insophe.org.

Upon receipt of your application, the InSOPHE Secretary will compile all applications and share with the Board of Directors. Board members will review and score all applications using the scoring rubric prior to the next monthly meeting. The highest-scoring applicant 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.

(d) Scoring Rubric

Nominee Name	Date of Review
Is the nominee a current member of InSOPHE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the nomination from a current InSOPHE member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the nomination include a letter of support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the nomination submitted by the application deadline?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Award Criteria	1	2	3	N/A; 0	Total
Demonstrates how education impacted 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.	
Grand Total					

(a) Nomination Form

Name of Nominee

Address

Telephone

Email Address

Name of School (If Applicable)

Academic Major/Area of Study

Nominating Member

Telephone

Email Address

Article V. InSOPHE Position Statement Template

Section 5.01 Introduction

The introduction to position statements of InSOPHE should pertain to the relevance of the position of the mission, goals, and/or strategic plan of InSOPHE.

Section 5.02 Background

The background to position statements of InSOPHE should provide information on the subject matter and statement of the issue; includes evidence from literature that supports the position.

Section 5.03 Position Statement

"It is the position of InSOPHE that _____."

Section 5.04 References

Section 5.05 Submitting and Approving InSOPHE Position Statements

- InSOPHE member drafts a position statement using the provided template and criteria.
- Drafted position statement is submitted to the Advocacy Director for review.
- Advocacy Director reviews drafted position statement using established criteria.
- When drafted position statement is approved by the Advocacy Director, it is submitted to the Board of Directors of InSOPHE for pending approval.
- If approved by the Board of Directors of InSOPHE, the position statement is submitted to InSOPHE members for public comment/input. InSOPHE members have ten (10) days to submit comment/input.
- Advocacy committee and Advocacy Director reviews/discusses input received by InSOPHE members.
- When drafted position statement is approved by the Advocacy Director, it is submitted to the Board of Directors of InSOPHE for final approval.

Section 5.06 Guidelines/Criteria for InSOPHE Position Statements

Author Criteria for Writing Position Statement	Guidelines/Criteria For InSOPHE Position Statement	Board Criteria for Approving Position Statement
	Does this position statement support the mission and strategic plan of InSOPHE?	
	Does this position statement describe the importance and timeliness of this position to InSOPHE and the health education profession?	
	Describe the issue (including relevant background information) that the position statement aims to 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, etc.? Position statement is not in conflict with any current InSOPHE or SOPHE position statement? (InSOPHE position must align 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 uses of this position statement? (May be included in supporting documents.)	