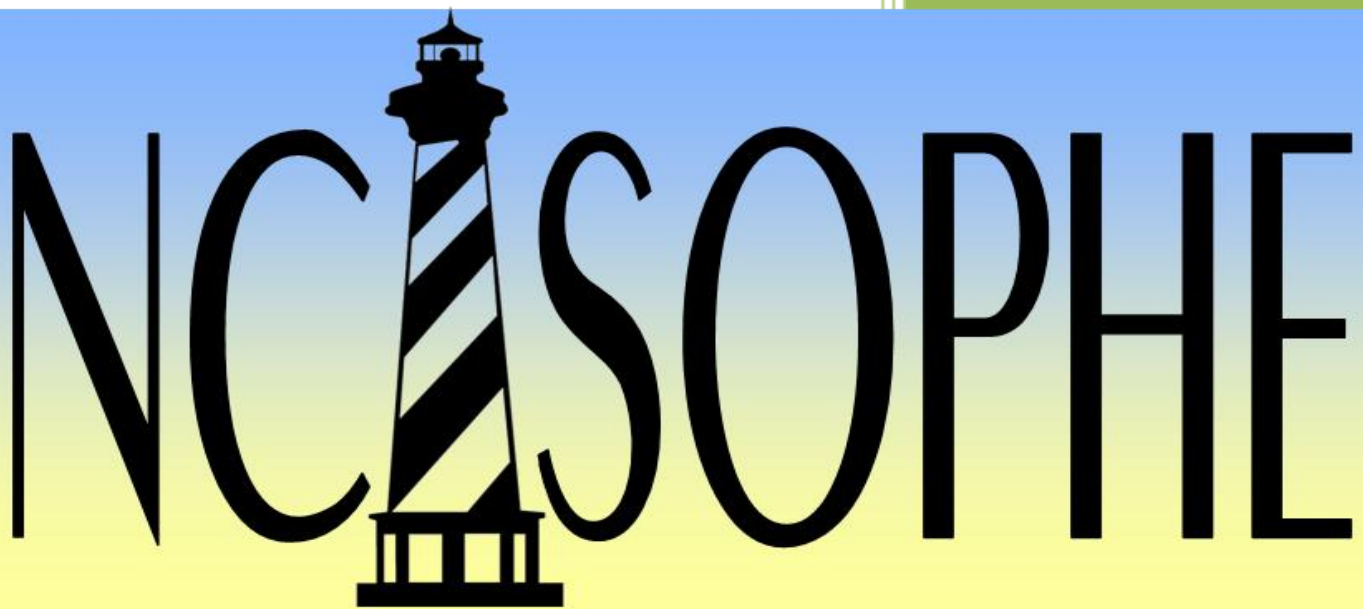


2014-2015

Membership Manual



**NORTH CAROLINA SOCIETY FOR PUBLIC HEALTH EDUCATION**

Updated: May 19, 2015

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# Table of Contents

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What NC SOPHE Membership Offers You	Page 3
2014-2015 NC SOPHE Executive Committee	Page 4
NC SOPHE Chapter History	Page 5
Code of Ethics for The Health Education Profession	Pages 6-10
NC SOPHE Bylaws	Page 11-19
NC SOPHE Committee Descriptions	Page 19-22
NC SOPHE Past Presidents	Page 23-24
NC SOPHE Past Award Winners	Page 25-26
Continuing Education: CHES/MCHES information	Page 27
Change of Information Form	Page 29-31

In order for us to keep in contact with you, please let us know when changes occur. Please use the "Change of Information Form" enclosed. Feel free to contact [info@ncarolinasophe.org](mailto:info@ncarolinasophe.org) if you have any questions.

**NC SOPHE Website**

<http://www.ncarolinasophe.org>

**NC SOPHE Facebook Page**

<https://www.facebook.com/NC SOPHE>

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# What NC SOPHE Membership Offers You

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1. Chapter affiliations to network with other health educators who are active at local, state, and national levels.
2. Continuing Education Contact Hours (CECH) by The National Commission for Health Education Credentialing, Inc. (NCHEC) for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES).
3. Annual awards for a Promising New Health Educator, Outstanding Health Educator, and Kathy Kerr Outstanding Health Education Project.
4. Reduced registration fees for NC SOPHE meetings.
5. Yearly educational scholarships for both undergraduate and graduate students.
6. Affiliation with National SOPHE, therefore providing a bridge to the national organization that advances health education.
7. NC SOPHE E-newsletters.
8. Access to the NC SOPHE email listserv which provides a listing of health education positions available in NC and surrounding areas as well as other news related to the field of health education.
9. Opportunities to achieve professional identity and recognition through service on NC SOPHE committees and leadership positions.
10. State Health Education Legislative updates.
11. Long-term professional development and continuing education opportunities.
12. Opportunities to influence standards for professional preparation and practice.
13. Opportunities for advancement of the profession through officials at local, state, and national levels.
14. Collaboration with other organizations that contribute to the advancement of health through education.
15. Reduced membership/registration fees for students.

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# 2014-2015 NC SOPHE Executive Committee

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**President:** Rebecca Thompson (mrebeccadw@gmail.com)  
**President Elect:** Lindsey Lawhon (llawhon@coacatawba.org)  
**Vice President(s):** Katrina White (kwhite@co.rockingham.nc.us) & Brittany Dobbins (bcrump@caldwellcountync.org)  
**Past President:** Tanya Bass (tmbass95@gmail.com)  
**Treasurer:** Stephania Sidberry (Stephania.sidberry@dhhs.nc.gov)  
**Secretary:** Melissa Rockett (mrockett@mountainwise.org)  
**Members-At-Large:** Alyse Lopez-Salm (lopezsalm@yahoo.com), Keena Moore (moorek2@forsyth.cc), Carrie Meier (carrie.meier@gastongov.com), & Laura Edwards (leedwards@nc.rr.com)  
**Student Member-At-Large:** Jasmine Getrouw-Moore (getroujt@forsyth.cc)  
**Historian:** Doranna Anderson (Doranna.Anderson@gmail.com)  
**Chapter Delegate:** Brittan Wood (Brittan\_wood@hotmail.com)

## NC SOPHE Committee Chairs

**Advocacy Committee:** Alyse Lopez-Salm (lopezsalm@yahoo.com) & Adam Hege (bahege@uncg.edu)  
**Bylaws Committee:** Emily Tyler (ettyler@triad.rr.com)  
**Continuing Education Committee:** Deidre Moyer (dmoyer@rock.k12.nc.us)  
**Finance Committee:** Morgan Swanson (morganbswanson@gmail.com)  
**Health Director Liaison:** Julie Gooding Hasty (julie.gooding-hasty@dhhs.nc.gov)  
**Nominating Committee:** Tanya Bass (tmbass95@gmail.com)  
**Professional Preparation Committee:** Kevin Harrell (kjarrell@ncsu.edu)  
**Program Committee:** Katrina White (kwhite@co.rockingham.nc.us) & Brittany Dobbins (bcrump@caldwellcountync.org)  
**Scholarship Committee:** Annette Johnson (acarrington@dconc.gov)  
**Citation Committee:** Diana Manee (diana.manee@gmail.com)  
**Membership Committee:** Jeff Bolles (jeff.bolles@uncp.edu)  
**Public Relations Committee:** Jasmine Getrouw-Moore (getroujt@forsyth.cc) & Beverly Scurry (bscurry@co.rockingham.nc.us)  
**Research Committee:** Randall Bergman (Randall.Bergman@lr.edu)

**Interested in serving on a committee? Please email the Committee Chair for more information. See Committee Descriptions on page 19 of this Manual.**

# NC SOPHE History

<b>Date</b>	<b>Event/Activity</b>	<b>Person/Entities</b>	<b>Significance to Chapter</b>
1965	The North Carolina Chapter was formed; incorporation status granted by the State (3/65)	Dr. Lucy Morgan, first chapter President; charter member of National SOPHE	The birth of our chapter, the fourth chapter to be designated by SOPHE, INC. (9/64)
1975	Acquired 501 © (6) status through Internal Revenue Service	John Key, President, was responsible for application	First chapter to acquire this IRS designation
1980	The North Carolina Board of Registry for Health Education, Inc. was established under the auspices of NC SOPHE	Pat Garton, Jeanne Palmer, Beverly Blue & others served on the committee to develop bylaws, registration process, etc	First credentialing process established for health educators in the country, the precursor to the National Commission for Health Education Credentialing (1998).
1985	Contract for Secretarial Service	Long-Range Planning Committee Members include Barbara Hager, Julie McQueen, & others	First chapter to contract out for secretarial support services on long-term basis
1986	Hosted the SOPHE Midyear Conference at UNC-CH	Planning Committee – Ruth Richards, Harriet Barr, Emily Tyler, Leonard Dawson & others	The NC Chapter was the third chapter to host the Midyear Conference. All the profit was returned to SOPHE.
1986	NC SOPHE Job Bank	Jeanne Palmer was visionary for this & Julie McQueen was first Job Bank Chair	First Chapter to provide listing of vacant health education positions throughout the state, available free of charge to callers.
1990	Chapter offered first CECH for CHES at our Midyear Meeting, April 2-3, 1990	Denise Teachey Houghton, CE Commission Chair, processed the paper- work. Emily Tyler was a committee member.	One of the first chapters to offer CECH after SOPHE was designated Multiple Event Provider by NCHEC.
1991	Health Educators' Day (later changed to Week)	Committee Members – Emily Tyler, Dennis Joyner & Holly Martin developed a resolution for proclamation to be signed by the governor.	First recognition of health educators in NC (and nationally) establishing a specific time to honor the health education discipline.
1994	Hosted the SOPHE Midyear Meeting in Research Triangle Park	Coordinators included – Emily Tyler, Leonard Dawson & Harriet Barr	NC SOPHE was the first chapter host the SOPHE Midyear Meeting twice & received 10% of profit
1995	Mentoring Project	Sonya Reid, creator & coordinator	New members are paired with experienced members to build future leaders
1997	Chapter website established – <a href="http://www.ncarolinasophe.org">www.ncarolinasophe.org</a>	Kathy Blue, Web Master	Includes information pertaining to history, leadership, job bank, etc.
2008	In collaboration with the NC Public Health Academy, developed/piloted a Health Education Principles Training Course, which combined online and	Nicolette Warren	Designed to help health educators assess their skills, receive professional development guidance, and discover learning opportunities and resources

	classroom instruction.		that enable them to meet their goals.
<b>Date</b>	<b>Event/Activity</b>	<b>Person/Entities</b>	<b>Significance to Chapter</b>
2010	Established NC SOPHE Facebook Page	Regina McCoy	Created as an additional means of communicating NC SOPHE Activities with members and potential members.
2011	Began using Twitter	Tanya Bass	To market and promote NC SOPHE Midyear and Annual Meetings. Also, as a means of getting members involved and communicating during meetings.
2011	Established the Emily T. Tyler Scholarship Fund	NC Board of Registry	The NC Board of Registry dissolved and donated remaining funds to NC SOPHE in order to establish a scholarship in recognition of Emily T. Tyler's years of contributions to the Board of Registry. The scholarship is for graduate students.
2012	Poster Sessions	Shea Cox	Began offering poster sessions at Annual and Midyear meetings to allow students and professionals the opportunity to showcase their research and work.
2012	Began offering MCHES credits	LaKeisha Roberts	In addition to CHES credits the Chapter began offering MCHES credits to conference attendees.
2012	Established the NC SOPHE All-Star Award	Brittan Wood	This award was created to recognize NC SOPHE members who have made significant contributions to the Chapter. The first award was presented at the 2012 Annual meeting in Asheville, NC.
2013	NC SOPHE received the Chapter Excellence Award	Brittan Wood	To recognize a deserving SOPHE Chapter.
2013	Established NC SOPHE Student Recognition Award	Brittan Wood	This award was created by the SOPHE House of Delegates. Each Chapter in the US is asked to select a Chapter Student winner who is then nominated for SOPHE's Student Recognition Award. The first award was presented at the 2013 Annual meeting in Greenville, NC.

**If you would like to suggest additional history to be added please email  
info@ncarolinasophe.org.**

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# Code of Ethics for the Health Education Profession

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## **PREAMBLE**

The health education profession is dedicated to excellence in the practice of promoting individual, family, organizational, and community health. Guided by common ideals, health educators are responsible for upholding the integrity and ethics of the profession as they face the daily challenges of making decisions. By acknowledging the value of diversity in society and embracing a cross-cultural approach, health educators support the worth, dignity, potential, and uniqueness of all people.

The Code of Ethics provides a framework of shared values within which health education is practiced. The Code of Ethics is grounded in fundamental ethical principles that underlie all health care services: respect for autonomy, promotion of social justice, active promotion of good, and avoidance of harm. 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.

Regardless of job title, professional affiliation, work setting, or population served, health educators abide by these guidelines when making professional decisions.

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

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A health educator's 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.

- Section 1:** Health educators support the right of individuals to make informed decisions regarding health, as long as such decisions pose no threat to the health of others.
- Section 2:** Health educators encourage actions and social policies that support and facilitate the best balance of benefits over harm for all affected parties.
- Section 3:** Health educators accurately communicate the potential benefits and consequences of the services and programs with which they are associated.
- Section 4:** Health educators accept the responsibility to act on issues that can adversely affect the health of individuals, families, and communities.
- Section 5:** Health educators are truthful about their qualifications and the limitations of their expertise and provide services consistent with their competencies.
- Section 6:** Health educators protect the privacy and dignity of individuals.
- Section 7:** Health educators actively involve individuals, groups, and communities in the entire educational process so that all aspects of the process are clearly understood by those who may be affected.
- Section 8:** Health educators respect and acknowledge the rights of others to hold diverse values, attitudes, and opinions.

**Section 9:** Health educators provide services equitably to all people.

## Article II: Responsibility to the Profession

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

- Section 1:** Health educators maintain, improve, and expand their professional competence through continued study and education; membership, participation, and leadership in professional organizations; and involvement in issues related to the health of the public.
- Section 2:** Health educators model and encourage nondiscriminatory standards of behavior in their interactions with others.
- Section 3:** Health educators encourage and accept responsible critical discourse to protect and enhance the profession.
- Section 4:** Health educators contribute to the development of the profession by sharing the processes and outcomes of their work.
- Section 5:** Health educators are aware of possible professional conflicts of interest, exercise integrity in conflict situations, and do not manipulate or violate the rights of others.
- Section 6:** Health educators give appropriate recognition to others for their professional contributions and achievements

## Article III: Responsibility to Employers

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

- Section 1:** Health educators accurately represent their qualifications and the qualifications of others whom they recommend.
- Section 2:** Health educators use appropriate standards, theories, and guidelines as criteria when carrying out their professional responsibilities.
- Section 3:** Health educators accurately represent potential service and program outcomes to employers.
- Section 4:** Health educators anticipate and disclose competing commitments, conflicts of interest, and endorsement of products.
- Section 5:** Health educators openly communicate to employers, expectations of job-related assignments that conflict with their professional ethics.
- Section 6:** Health educators maintain competence in their areas of professional practice.

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

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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 the needs of diverse populations and communities.



- Section 1:** Health educators are sensitive to social and cultural diversity and are in accord with the law, when planning and implementing programs.
- Section 2:** Health educators are informed of the latest advances in theory, research, and practice, and use strategies and methods that are grounded in and contribute to development of professional standards, theories, guidelines, statistics, and experience.
- Section 3:** Health educators are committed to rigorous evaluation of both program effectiveness and the methods used to achieve results.
- Section 4:** Health educators empower individuals to adopt healthy lifestyles through informed choice rather than by coercion or intimidation.
- Section 5:** Health educators communicate the potential outcomes of proposed services, strategies, and pending decisions to all individuals who will be affected.

### Article V: Responsibility in Research and Evaluation

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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 1:** Health educators support principles and practices of research and evaluation that do no harm to individuals, groups, society, or the environment.
- Section 2:** Health educators ensure that participation in research is voluntary and is based upon the informed consent of the participants.
- Section 3:** Health educators respect the privacy, rights, and dignity of research participants, and honor commitments made to those participants.
- Section 4:** Health educators treat all information obtained from participants as confidential unless otherwise required by law.
- Section 5:** Health educators take credit, including authorship, only for work they have actually performed and give credit to the contributions of others.
- Section 6:** Health educators who serve as research or evaluation consultants discuss their results only with those to whom they are providing service, unless maintaining such confidentiality would jeopardize the health or safety of others.
- Section 7:** Health educators report the results of their research and evaluation objectively, accurately, and in a timely fashion.

### Article VI: Responsibility in Professional Preparation

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

- Section 1:** Health educators select students for professional preparation programs based upon equal opportunity for all, and the individual's academic performance, abilities, and potential contribution to the profession and the public's health.

- Section 2:** Health educators strive to make the educational environment and culture conducive to the health of all involved, and free from sexual harassment and all forms of discrimination.
- Section 3:** Health educators involved in professional preparation and professional development engage in careful preparation; present material that is accurate, up-to-date, and timely; provide reasonable and timely feedback; state clear and reasonable expectations; and conduct fair assessments and evaluations of learners.
- Section 4:** Health educators provide objective and accurate counseling to learners about career opportunities, development, and advancement, and assist learners in securing professional employment.
- Section 5:** Health educators provide adequate supervision and meaningful opportunities for the professional development of learners.

***Approved:*** Coalition of National Health Education Organizations, November 8, 1999, Chicago, IL

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# NC SOPHE Bylaws

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## ARTICLE I – Name

North Carolina Chapter of the Society for Public Health Education, Inc., hereafter referred to as the Chapter.

## ARTICLE II – Purpose

To promote, encourage and contribute to the advancement of the health of all people by encouraging study, improving practices and elevating standards in the field of public health education.

## ARTICLE III – Membership

### Section 1 – Categories

The membership shall consist of active, student, distinguished, honorary, emeritus, and sustaining members.

### Section 2 – Eligibility

- A. **Active Member** - A health educator who possesses one or more of the following characteristics:
  - 1. A professional with a graduate or undergraduate degree in health education.
  - 2. A professional who is employed or functioning in a health education capacity.
  - 3. An individual with a professional education and experience as a health educator, who has been employed in the health field for at least one year.
  - 4. A faculty member of a health education program.
- B. **Student Member** - A person enrolled full or part-time in a graduate or undergraduate health education program.
- C. **Distinguished Member** - An active member of the Chapter whose contributions to the Chapter entitle this person to the highest recognition given by the Chapter.
- D. **Honorary Member** - A person who is not a health educator but whose contributions to the field of health education or to public health in general entitle them to special recognition by the Chapter. Honorary members receive all chapter mailings, may attend chapter meetings, but do not have voting privileges. Honorary members may serve on committees but cannot be an officer.
- E. **Emeritus Member** - An active member in good standing upon retirement.
- F. **Sustaining Member** - An agency or organization devoting, as part of its business activity, a significant portion of its time to advancing the health of the public. It shall support the goals, objectives, and activities of the Chapter. Sustaining members shall receive all chapter mailings and are eligible to attend chapter Meetings. Sustaining members do not have voting privileges and are prohibited from using the chapter name or logo without prior consent of the Executive Committee. A sustaining member representative may serve on committees but cannot be an officer of the Chapter.

### Section 3 – Dues

- A. Active members are responsible for payment of membership dues as determined by the Finance and Membership Committees, approved by the Executive Committee, and voted upon by the membership.
- B. Student members shall pay half (50%) of the regular membership dues.
- C. Emeritus, Honorary, and Sustaining members are not required to pay membership dues.

#### Section 4 – Suspension and Reinstatement of Membership

- A. Any member, regardless of category, who is not current in his or her dues payment, will have all membership privileges, i.e., voting privileges, suspended until the payment is made. The member may be required to pay a reinstatement fee as determined by the Finance and Membership Committees.
- B. The right of the member to vote, and all rights, title, and interest, both legal and equitable, of a member in or to the corporation or its property shall cease upon the termination of his or her membership.

### **ARTICLE IV – Composition – Duties – Vacancies of the Executive Committee**

#### Section 1 – Composition

- A. The Executive Committee shall consist of the chapter officers and all committee chairpersons.
  - 1. The officers of the Chapter shall consist of a President, President-Elect, Vice President, Secretary, Treasurer, Historian, Delegate to SOPHE, Inc., the immediate Past President, four Members at Large, and one Student Member at Large. Each officer is entitled to one vote on issues determined by the Executive Committee. An absent officer forfeits his or her vote on that issue.
  - 2. The committee chairpersons serve as non-voting members of the Executive Committee.
- B. No individual shall hold more than one office at the same time; however an officer may serve as a Committee Chair.

#### Section 2 – Duties

- A. The duties of each officer shall be those that usually pertain to that office as outlined in the Chapter's Procedures Manual. Other duties may be assigned as needed by the Executive Committee.
- B. All committee chairs shall report their activities to the Executive Committee and carry out other duties as assigned.

#### Section 3 – Vacancies

- A. If an officer position becomes vacant for any reason prior to the expiration of his or her term, the Executive Committee is to elect a member to fill the vacancy. An officer so elected shall serve until the next Annual Meeting.
- B. Unless otherwise stated in these bylaws, the President appoints chapter members to serve as committee chairs.

### **ARTICLE V – Nomination and Election of Officers**

#### Section 1 – Nominations

- A. The Nominating Committee shall prepare a single slate of candidates for the offices to be filled and shall submit the slate to the membership at least 30 days prior to the Annual Meeting.
- B. All nominees must be members of the Chapter and current in his or her dues payment.
- C. Nominations from the floor shall be honored and such names added to the slate if acceptable to the nominee.

#### Section 2 – Elections

- A. All elections by the membership shall take place at the Annual Meeting.
- B. The President and Chapter Delegate shall be SOPHE members in good standing.

- C. The President-Elect, Vice President, and Secretary shall be elected for a term of one year each. Upon completion of his or her term, the President-Elect becomes the President, and at the end of that term, he or she becomes the immediate Past President.
- D. The Treasurer, Chapter Delegate and the four Members at Large shall be elected for a term of two years each. Two Members at Large will be elected each year. A Student Member at Large will serve a one year term and be elected each year.
- E. The Historian shall be elected for a term of three years.
- F. All new officers begin their term of office at the close of the Annual Meeting.

## **ARTICLE VI – Meetings**

### Section 1 – Meetings of Membership

- A. There shall be no less than two meetings of the membership per year.
- B. Continuing professional educational opportunities shall be included in at least one of the meetings.
- C. At any meeting of the Chapter, one third of the members in good standing and at least one officer shall constitute a quorum.
- D. The time and place of each Annual Meeting shall be fixed by the Program Committee with the final approval of the Executive Committee
- E. The election of officers shall be held at the Annual Meeting.
- F. Notice of the Annual Meeting or any special meeting shall be sent to each chapter member at least two months prior to the date of the meeting.
- G. Special meetings of the membership may be called by the Executive Committee upon petition by one third of the membership, which must include one officer.
- H. By December 1<sup>st</sup> of each year the current President will hold a transitional meeting to transfer information from outgoing to incoming officers and chairs.

### Section 2 – Voting

- A. At each meeting of the Chapter, each member not otherwise excluded by these bylaws, shall be entitled to one vote whether in person or by proxy.
- B. All elections shall be held and all questions decided, providing a quorum is present, by a majority vote of the members present in person or by proxy.
- C. A proxy must be evidenced by a duly appointed instrument in writing subscribed by such member and bearing a date not more than eleven months prior to said meeting.
- D. In recognition of the fact that Executive Committee must make some decisions in a timely manner, it is agreed that eMotions and eVotes will be considered formal votes for the Executive Committee in the following cases:
  - a) When a decision must be made due to a deadline which occurs before the next scheduled Executive Committee meeting;
  - b) To fill an Executive Committee position in an interim manner.

## **ARTICLE VII – Committees**

### Section 1 – Standing Committees

- A. The following standing committees shall be established:
  1. Executive
  2. Advocacy
  3. Bylaws
  4. Citation
  5. Continuing Education
  6. Finance

7. Membership
  8. Nominating
  9. Professional Preparation and Standards of Practice
  10. Program
  11. Public Relations
  12. Research
  13. Scholarship
- B. The President, upon approval from the Executive Committee, has the authority to appoint temporary ad hoc committees to work on issues outside the scope of the standing committees.

#### Section 2 – Membership of Committees

- A. The Chairperson of each committee, unless otherwise stated in these bylaws, is appointed by the President.
- B. The number of members on each standing committee shall be determined by the Executive Committee, with a minimum of three.
- C. All persons serving on a committee must be a member of the Chapter and be current in his or her membership dues payment.

#### Section 3 – Duties of the Committees

- A. All committees shall:
  1. Provide a written report of its activities at the Annual Meeting.
  2. Provide funding requests to the Finance Committee to be included in the annual budget.
  3. Obtain Executive Committee approval of projects and budget requests.
  4. Keep the membership informed of committee activities.
  5. Maintain an activity file to pass on to new committee chairs.
  6. Adhere to the policies and guidelines in the Chapter Procedures Manual.

#### Section 4 – Description of the Committees

Certain committee duties may be delegated to a designee or the administrative support person.

- A. The Executive Committee shall:
  1. Hold a minimum of two face-to-face meetings each year.
  2. One third of the voting members shall be necessary and sufficient to constitute a quorum. An act of the majority members present at any meeting, at which there is a quorum, shall be the act of the Executive Committee.
  3. Guide and direct the business affairs of the Chapter.
  4. Direct the administrative work of the Chapter.
  5. Carry out policies of the Chapter as expressed by the membership.
  6. Exercise the corporate powers as provided for in these bylaws and in the laws of the State of North Carolina.
  7. Submit annually a written report of the chapter activities in a format requested by SOPHE for review at its Annual Meeting.
  8. Present at the Chapter Annual Meeting a written report, verified by the President, Secretary, and Treasurer, or by the majority of the Executive Committee, as described in the Chapter Procedures Manual.
  9. Review the criteria for chapter affiliation with SOPHE. Submit to SOPHE at appropriate times a current chapter strategic plan with a request to be designated or redesignated as an official chapter of SOPHE.
- B. The Advocacy Committee shall:
  1. Propose, when appropriate, legislation relating to health education.
  2. Recommend a position for the Chapter on legislative matters.
  3. Keep the membership informed of legislative issues affecting health educators.

4. Solicit from the membership proposals for resolutions on public health and health-related issues and concerns.
  5. Review all proposed resolutions to ensure accuracy of data and documentation contained or referred to in the resolutions.
  6. Provide and distribute copies of proposed resolutions to be considered for adoption.
  7. Submit approved resolutions to appropriate agencies, organizations, and individuals for action and/or implementation.
  8. Keep a record of all resolutions adopted by the Chapter to be retained by subsequent committee chairs and the Historian.
- C. The Bylaws Committee shall:
1. Review the Chapter bylaws annually for needed revisions.
  2. Initiate and accept recommendations for bylaw changes.
  3. Submit proposed changes to the Executive Committee for approval.
  4. Distribute proposed Chapter bylaw changes, approved by the Executive Committee, to the membership at least thirty days prior to action being taken.
  5. Review and update the Chapter Procedures Manual annually to be consistent with these bylaws.
  6. Monitor the SOPHE Bylaws to ensure that there is no conflict between the Chapter and SOPHE Bylaws.
- D. The Citation Committee shall:
1. Solicit from the membership nominations of individuals, groups, agencies, institutions, and organizations to be considered for a citation for outstanding contributions to health education.
  2. Screen nominees and submit a recommendation to the Executive Committee.
  3. Assume responsibility for preparing the citation(s) to be awarded and determine who will present the award(s) at the Annual Meeting.
  4. Forego awards in years when it is appropriate.
- E. The Continuing Education Committee shall:
1. Plan for and promote continuing education of the membership.
  2. Assess the continuing education needs of the membership.
  3. Arrange for the provision of CEU (Continuing Education Units) and CECH (Continuing Education Contact Hours) credit approval for educational programs sponsored and developed by the Chapter Program Committee when appropriate.
  4. Determine a system of documenting continuing education activities.
  5. Apprise membership of CEUs and CECHs available.
  6. Provide the President with a report of all Chapter-sponsored continuing education activities to be included in the Chapter's annual report to SOPHE.
- F. The Finance Committee shall:
1. Audit the financial records of the Chapter in a manner determined by the Executive Committee.
  2. Study and recommend changes to the financial policies of the organization for approval by the Executive Committee.
  3. Report on the financial status of the organization at the Annual Meeting.
  4. No longer than three months following the Annual Meeting, conduct an internal audit and prepare a financial report of the current fiscal year.
  5. Determine dues in collaboration with the Membership Committee for the approval of the Executive Committee and voted upon by the membership.
  6. Prepare a budget proposal for the upcoming fiscal year for approval by the Executive Committee prior to the Midyear Meeting.
  7. Serve as a resource to other committees in the area of budget planning.

8. The Treasurer serves as an ex officio member of the finance committee.
- G. The Membership Committee shall:
1. Recruit new members.
  2. Review applications for membership.
  3. Determine eligibility of applicants as outlined in the Chapter Membership Application.
  4. Notify applicants in writing of their acceptance of membership and include a membership card.
  5. Notify the Executive Committee if the required 10 SOPHE Members in good standing who identify with the Chapter as dues paying members, are not sustained.
  6. Encourage membership in SOPHE.
  7. Prepare a report of new members to publish in each newsletter.
  8. Release membership list on request in accordance with the Chapter policy.
  9. Notify members that membership dues are payable on or before their membership anniversary date.
- H. The Nominating Committee shall:
1. Be chaired by the immediate Past President of the Chapter.
  2. Prepare a single slate of candidates for the offices to be filled.
  3. Inform nominees for President-Elect and Chapter Delegate of SOPHE's membership requirements.
  4. Provide each nominee with a description of his/her responsibility and length of term.
  5. Publish list of nominees in newsletter at least 30 days prior to election.
  6. Insure that all Chapter members have only one vote.
- I. The Professional Preparation and Standards of Practice Committee shall:
1. Study, plan for, provide consultation, and otherwise promote high standards for professional education.
  2. Promote high standards of practice.
  3. Plan and/or assist with other programs as appropriate during the year.
  4. Update list of past and present projects and submit to Historian.
- J. The Program Committee shall:
1. Be chaired by the Vice President.
  2. Plan and conduct the programs for both the Midyear and Annual Meetings.
  3. Assess the continuing education needs of the membership.
  4. Plan and/or assist with other programs as appropriate during the year.
  5. Develop mechanisms to evaluate the programs.
  6. Work cooperatively with the Continuing Education Committee in awarding continuing education credits when appropriate.
  7. Determine the dates, times, and places for both the Midyear and Annual Meetings for the year following the current year and present to the new Executive Committee for final approval at its first meeting.
- K. The Public Relations Committee shall:
1. Maintain and update the Chapter Web page.
  2. Promote the use of the Web page.
  3. Prepare and submit media releases for events, accomplishments, and award winners.
  4. Prepare and distribute a minimum of two editions of the Chapter newsletter each year.
  5. Be responsible for promotional materials, such as display boards, banners, and other items to recruit members.
  6. Work in collaboration with the administrative support person to forward health education position announcements to members using the Chapter listserv.



7. Arrange for announcements of award winners (citation and scholarship) to be sent to hometown print media of recipients.
- L. The Research Committee shall:
1. Review health education research efforts, needs, and interests.
  2. Promote and/or conduct research in the field of public health education.
  3. Incorporate research in Chapter meetings through poster sessions (student and professional presentations).
- M. The Scholarship Committee shall:
1. Develop criteria for recipients of the award.
  2. Establish procedures for application.
  3. Develop application forms and revise as needed.
  4. Solicit and receive applications for scholarship awards.
  5. Screen and make final selection of award winner(s).
  6. Contact winner(s) and make arrangements for presentation of award at the Annual Meeting.

### **ARTICLE VIII – Affiliations**

By vote of the membership, the Chapter may affiliate with selected state organizations. Affiliate representatives shall be appointed by the Executive Committee to serve a two-year term.

### **ARTICLE IX – Finances**

#### Section 1 – Fiscal Year

The fiscal year of the Chapter shall begin on January first and end on December thirty-first.

#### Section 2 – Expenditures and Deposits

- A. Expenditures of chapter funds shall be made only when specifically authorized by a vote of the Executive Committee or under a budget approved by the Executive Committee.
- B. Any expenditure that is in excess of the amount approved through the budget process must have Executive Committee approval before any encumbrance is made.
- C. All expenditures to be reimbursed by anticipated revenue, e.g., from conferences, including those approved previously through the budget process, must have prior approval of the Executive Committee in writing before any contracts or commitments may be made.
- D. The Chapter is not liable for any encumbrance made without the express prior approval of the Executive Committee in writing.
- E. All money received by the Chapter shall be deposited to the account(s) of the Chapter.
- F. The President and/or Treasurer shall be given the authority for signing checks on behalf of the Chapter.

#### Section 3 – Accounting

- A. A year-to-date Treasurer’s Report shall be submitted at the end of each fiscal year. A final report shall be submitted to the Executive Committee and Membership no later than three months after the Annual Meeting.
- B. An audit shall be conducted immediately prior to the transfer of the financial records of the Chapter to a newly-elected Treasurer.

#### Section 4 – Solicitations

- A. Committees proposing the solicitation of funds and/or setting fees for Chapter activities (e.g., registration fees, exhibitors' fees) must first secure the approval of the Executive Committee before the amount of any such fee or solicitation is established.
- B. Any correspondence soliciting funds or services on behalf of the Chapter shall first secure the approval of the Executive Committee and the signature of the President.
- C. Copies of all such correspondence shall be sent to the Treasurer for proper accounting.

**ARTICLE X – Publications**

- A. Any committee of the Chapter may publish a report, provided that the publication has been approved in writing by the Executive Committee.
- B. The Chapter may publish or sponsor the publication of periodicals, monographs or books. Such publications or sponsorships shall be authorized by the Executive Committee and approved by a vote of the membership. A quorum must be present for a vote to be taken at either the Midyear or Annual Meeting.

**Article XI – Chapter Affiliation with SOPHE**

The Chapter shall apply for redesignation consistent with current SOPHE bylaws.

**Article XII – Dissolution of Chapter**

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

**ARTICLE XIII – Amendments**

Proposed amendments to these bylaws may be suggested by any chapter member or committee. Amendments must meet the approval of the Bylaws and Executive Committees before being presented to the membership. A majority vote of the members present, provided there is a quorum, is required to ratify any amendment.

Reviewed 10/86 Approved at Annual Meeting 10/23/86  
 Reviewed 10/88 Approved at Annual Meeting 10/13/88  
 Reviewed 10/89 Approved at Annual Meeting 10/05/89  
 Reviewed 10/90 Approved at Annual Meeting 10/25/90  
 Reviewed 04/92 Approved at Annual Meeting 04/03/92  
 Reviewed 10/92 Approved at Annual Meeting 10/29/92  
 Reviewed 11/94 Approved at Annual Meeting 11/09/94  
 Reviewed 10/96 Approved at Annual Meeting 10/03/96  
 Reviewed 03/97 Approved at Midyear Meeting 03/05/97  
 Reviewed 10/98 Approved at Annual Meeting 10/22/98  
 Reviewed 10/99 Approved at Annual Meeting 10/14/99  
 Reviewed 08/04 Approved at Annual Meeting 09/23/04  
 Reviewed 02/11 Approved at Midyear Meeting 03/11/11  
 Reviewed 08/12 Approved at Annual Meeting 10/10/12

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# NC SOPHE Committee Descriptions

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Whether you are a new, present or past member of NC SOPHE, the work done by committees is very important. If you presently are not on a committee, descriptions are provided below to help you choose a committee of interest.

## **Bylaws**

- Annually review NC SOPHE by-laws and update as needed
- Ensure NC SOPHE by-laws are parallel to National SOPHE's
- Mail proposed by-law changes to the membership or send to newsletter editor for publication.

## **Citation**

- Solicit nominations for the 3 award categories: Outstanding Health Education Project, Outstanding Health Educator, Promising New Health Educator
- Disseminate nomination forms to health system agencies, AHECS, and school systems, colleges and universities with health education programs
- Collect nomination forms and letters of endorsements
- Determine award recipients
- Present award recipients at the Awards Banquet at the Annual Meeting

## **Continuing Education**

- Assess the professional development educational needs of the organization
- Work with Program committee to arrange for approval of CHES contact hours and CEUs
- Apprise membership of CEUs/CHES contact hours

## **Finance**

- Audit the financial records of NC SOPHE
- Prepare the annual budget for NC SOPHE
- Work with Treasurer and Public Relations Committee to establish means of generating revenues for the Chapter

## **Advocacy (Legislative)**

- Monitor legislation which affects health education
- Keep membership apprised of legislative proposals, which affect health education
- Work closely with the Reclassification Committee and make membership aware of any reclassification changes.

## **Membership**

- Recruit new members; retention of current members and encourage participation
- Inform any person(s) inquiring about NC SOPHE about criteria for joining
- Approve/deny applicants
- Contact new members and acquaint them with the various committees
- Update Membership Directory as needed

## **Nominating**

- Compile a list of first and alternate candidates
- Contact nominees and inform them of the office's duties and term of office

- Present slate of officers and present to the Executive Committee for approval
- Submit to membership at least 30 days before the Annual Meeting

### **Professional Preparation and Standards of Practice**

- Promote high standards of practice for health education
- Plan an Annual CHES preparatory workshop for those individuals who choose to take the certification exam

### **Program**

- Plan, conduct, facilitate the Midyear and Annual meetings
- Plan the theme, menus, meeting space, registration, exhibitors, Awards banquet etc.
- Select keynote and other speakers/trainers
- Set registration costs
- Confirm accommodations for lodging

### **Time & Place (Sub- Committee of Program Committee)**

- Secure a site for the Midyear and Annual Meetings two years in advance
- Follow recommended guidelines in order to secure guest rooms, meeting rooms, meals, room set-up, and occupancy rates
- Make a site visit to confirm final selection
- Present findings to Executive Committee
- Request a contract

### **Public Relations**

- Publicize the work of NC SOPHE by organizing media coverage
- Responsible for coordinating Health Education Week
- Coordinate with the Finance Committee to showcase health education (t-shirts, pins, “silent auction” etc)
- Support newsletter editor

### **Research**

- Review, research efforts, needs and interests
- Highlight research in the field of health education in newsletter and NC SOPHE meetings
- Incorporate research in Chapter meetings through poster sessions (student and professional presentations).

### **Scholarship**

- Solicit applications for annual scholarships
- Review applications
- Determine winner(s)
- Announce winner(s) at Annual Meeting

### **Health Director Liaison** (this is an appointed position; not a committee)

- Serves as the liaison between NC SOPHE and the NC Local Health Director’s Association
- Presents NC SOPHE and Health Education information at health director meetings
- Presents relevant information obtained from health director meetings to NC SOPHE Executive Committee

# NC SOPHE Past Presidents

1965-66	Lucy Morgan
1966-67	Howard Fitts
1967-68	Marshall Abee
1968-69	Madelaine McCain
1969-70	Sylvia Saxon
1970-71	Howard Barnhill
1971-72	Harriet Barr
1972-73	Luella Uhrhane
1973-74	Howard Fitts
1974-75	John Key
1975-76	Emily Tyler
1976-77	Barbara Kahn
1977-78	Gary Taylor
1978-79	Anita Page Williams
1979-80	Nan Hubbard
1980-81	Hank Debnam
1981-82	Pat Carr
1982-83	Pat Garton
1983-84	Pheon Beal
1984-85	Jeanne Palmer
1985-86	Kathy Visocki
1986-87	Margaret Pollard
1987-88	Barbara Hager
1988-89	Julie McQueen
1989-90	Theodore Parrish

1990-91	Peter Reichle
1991-92	Dennis Joyner
1992-93	Lindy Willams
1993-94	Karen Webb
1994-95	Sonya Alston Reid
1995-96	Jo Rogerson Morgan
1996-97	Hellen Poole
1997-98	Belinda Pettiford
1998-99	Barbara McNinch
1999-00	Denise Brewster
2000-01	Kathy Blue
2001-02	Tara Owens
2002-03	Doranna Anderson
2003-04	Regina McCoy & Dawn Grant
2004-05	Annette Carrington
2005-06	Nicolette Warren
2006-07	Ann Houston Staples
2007-08	Julie Gooding Hasty
2008-09	Georgia Childs
2009-10	Rebecca Reeve
2010-11	Brittan Wood
2011-12	Diana Manee
2012-13	Sheila Bogan
2013-14	Tanya Bass
2014-15	

## NC SOPHE Award Winners

<b>Year</b>	<b>Outstanding Health Educator</b>	<b>Grace Daniels Promising New Health Educator</b>	<b>Kathy Kerr Outstanding Health Education Project</b>	<b>NC SOPHE All-Star Award (est. 2012)</b>	<b>NC SOPHE Student Recognition Award (est. 2013)</b>
1987	Leonard Dawson	Sandy Tyndall	Worksite Health Promotion, Robeson County Health Department		
1988	Mary Grenz Jalloh	Hellen F. Poole			
1989	Jeanne A. Palmer	Sonya Alston	Man Talk, Forsyth County Health Department		
1990		Linda Charping			
1991	Janice Hayes	Denise Teachey	Minority Health Conference, Wilkes County Health Department		
1992		James D. Martin	Project Straight Talk, Durham County Health Department		
1993	Carlton N. Adams, Jr.	Patricia Byrd Banks	Older Adult Minority Project, Forsyth County Health Department		
1994	Judy Castro	Leatrice Martin			
1995	Jo Rogerson	Annette Carrington	Brothers to Brother Project, Wake County Department of Public Health		
1996	Sonya Reid	Angela Saulter	Pitt County Healthy Youth 2000		
1997	Amy Glenn				
1998	Edna Hensey	Julie Sweedler	Seal the State, NC DHHS Dental Health Section; and Breathe Easy, Wheezing Kids, Caldwell County Health Department		
1999			Columbus County Health Expo		

<b>Year</b>	<b>Outstanding Health Educator</b>	<b>Grace Daniels Promising New Health Educator</b>	<b>Kathy Kerr Outstanding Health Education Project</b>	<b>NC SOPHE All-Star Award (est. 2012)</b>	<b>NC SOPHE Student Recognition Award (est. 2013)</b>
2000	Carolyn Roundtree	Angela Bray	Northside Walking Trails, Pitt County		
2001	Susan Hockaday	Veda Harrell	Child Health Awareness Program (CHAP), Orange County		
2002	Denise Brewster	Kathy Bateman	NC Breast cancer Screening Program		
2003	Marcy Green	Pat Smeallie			
2004					
2005		Lauren Jones	Healthy Alamance Smoke Free Restaurant Campaign		
2006	Cynthia Gary				
2007			Question Why East of Wilmington Health Access for Teens, Youth Empowerment Center of Eastern NC		
2008					
2009			Guilford County Adopt-a-Mom Program; and Orange County Youth Tobacco Use Prevention Program		
2010	Mary Glyn Rodgers	Lindsey Smith and Rebecca Thompson	Guilford County PhotoVoice Project		
2011	Linda Charping	Beverly Scurry	Alamance County H.E.Y. Ladies		
2012		Carrie Meier		Doranna Anderson	
2013				Marquis Eure	Ann Staples
2014	Doranna Anderson and Pam Diggs	Virginia Mitchell	Alamance County Parent as a Teacher Program	Julie Gooding Hasty	Jasmine-Getrou-Moore
2015					

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# Continuing Education Opportunities

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The North Carolina Chapter of the Society for Public Health Education has the opportunity under the Multiple Event Provider designation of SOPHE to offer Category I Continuing Education Contact Hours (CECH) for Certified Health Education Specialists (CHES) and MCHES. Through the two yearly educational meetings of the membership, NC SOPHE is often able to offer CECH as well as Continuing Education Units (CEU) for the North Carolina Board of Registry. The Continuing Education Committee follows the guidelines of the National Continuing Education Committee of SOPHE.

“Continuing education is defined by SOPHE as educational activities that serve to maintain, develop, or increase the knowledge, skills and relationships that a health educator uses to plan implement and evaluate health education interventions.” A commitment to maintain competence through continuing study, training, and research is a major part of the standards set forth in SOPHE’s Code of Ethics.

Additionally, CECH may be obtained through self study of the journals Health Promotion Practice A Journal of Health Promotion/Health Education Application, Policy and Professional Issues and Health Education & Behavior, official publications of SOPHE.

For other educational opportunities visit [www.nchec.org](http://www.nchec.org)

**National SOPHE website: <http://www.sophe.org>**



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# NC SOPHE Change of Information Form

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Name \_\_\_\_\_ Maiden Name/Previous: \_\_\_\_\_

Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

- This is a change from my previous name or address information.
- I am a current member of National SOPHE.
- I have a potential new member in mind, send an application to:

\_\_\_\_\_

Our goal is to provide correspondence via email to provide cost effective service so please ensure that we have your current email address in our database if you have one. If you do not have one or use it infrequently then please write that in the email space above. Thanks for your support!

**Please email form to:  
info@ncarolinasophe.org**

**Or mail to:  
NC SOPHE  
PO Box 10351  
Raleigh, NC 27605**