Membership Manual

NORTH CAROLINA SOCIETY FOR PUBLIC HEALTH EDUCATION

Updated: April 2019
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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 northcarolinasophe@gmail.com if you have any questions.

**NC SOPHE Website**  
[www.ncarolinasophe.org](http://www.ncarolinasophe.org)

**NC SOPHE Facebook Page**  
[www.facebook.com/NCSOPHE](http://www.facebook.com/NCSOPHE)
What NC SOPHE Membership Offers You

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).
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.
2019 NC SOPHE Executive Committee

President: Randy Bergman (randall.bergman@lr.edu)
President Elect: Ashley Rawlinson (arawlinson@orangecountync.gov)
Vice President(s):
  Sarah Langdon (slandon@wakehealth.edu) &
  Leah Mayo (mayom@uncw.edu)
Past President: Carrie Meier (carrie.meier@gastongov.com)
Treasurer: Latisha Williams (latisha.williams214@gmail.com)
Secretary: Kimberly Price (kimberly.price@lr.edu)
Members-At-Large:
  Selena Monk (sjudonm1@nccu.edu)
  Brittany Carey (brittany.carey@gastongov.com)
  Kristie Hicks (kristie.n.hicks@gmail.com)
  Jenna Sorrells (jenna.sorrells@gmail.com)
Student Member-At-Large: Christina McNally (christina.mcnally@my.lr.edu)
Chapter Delegate: Brittan Wood (bwilliams@phaboard.org)

NC SOPHE Committee Chairs

Advocacy: Kelsey Ross Dew (kelseybud17@gmail.com)
Awards: Tekeela Green (tekeelagreen@gmail.com) &
  Ashley Rink (arink@catawbaountync.gov)
Bylaws: Emily Tyler (ettyler@triad.rr.com) &
  Brittan Wood (brittanymarie8914@gmail.com)
Continuing Education: Ann Staples (ann.staples@dhhs.nc.gov)
Finance: Leigh Lane (lmcmanus5@gmail.com)
Health Director Liaison: Kristen Carroll (Krisen.carroll@dhhs.nc.gov)
Nominating: Carrie Meier (carrie.meier@gastongov.com)
Program:
  Sarah Langdon (slandon@wakehealth.edu) &
  Leah Mayo (mayom@uncw.edu)
Time & Place:
  Lolita Smith-Moore (Lolita.smith@alumni.ecu.edu) &
  Tekeela Green (tekeelagreen@gmail.com)
Research: Sarah Langdon (slandon@wakehealth.edu)

Public Relations Committee: Julie Gooding-Hasty (Julie.gooding-hasty@dhhs.nc.gov) &
  Liz Baker (Elizabeth.baker@mtwdh.org)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Activity</th>
<th>Person/Entities</th>
<th>Significance to Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>The North Carolina Chapter was formed; incorporation status granted by the State (3/65)</td>
<td>Dr. Lucy Morgan, first chapter President; charter member of National SOPHE</td>
<td>The birth of our chapter, the fourth chapter to be designated by SOPHE, INC. (9/64)</td>
</tr>
<tr>
<td>1975</td>
<td>Acquired 501 © (6) status through Internal Revenue Service</td>
<td>John Key, President, was responsible for application</td>
<td>First chapter to acquire this IRS designation</td>
</tr>
<tr>
<td>1980</td>
<td>The North Carolina Board of Registry for Health Education, Inc. was established under the auspices of NC SOPHE</td>
<td>Pat Garton, Jeanne Palmer, Beverly Blue &amp; others served on the committee to develop bylaws, registration process, etc</td>
<td>First credentialing process established for health educators in the country, the precursor to the National Commission for Health Education Credentialing (1998).</td>
</tr>
<tr>
<td>1985</td>
<td>Contract for Secretarial Service</td>
<td>Long-Range Planning Committee Members include Barbara Hager, Julie McQueen, &amp; others</td>
<td>First chapter to contract out for secretarial support services on long-term basis</td>
</tr>
<tr>
<td>1986</td>
<td>Hosted the SOPHE Midyear Conference at UNC-CH</td>
<td>Planning Committee – Ruth Richards, Harriet Barr, Emily Tyler, Leonard Dawson &amp; others</td>
<td>The NC Chapter was the third chapter to host the Midyear Conference. All the profit was returned to SOPHE.</td>
</tr>
<tr>
<td>1986</td>
<td>NC SOPHE Job Bank</td>
<td>Jeanne Palmer was visionary for this &amp; Julie McQueen was first Job Bank Chair</td>
<td>First Chapter to provide listing of vacant health education positions throughout the state, available free of charge to callers.</td>
</tr>
<tr>
<td>1990</td>
<td>Chapter offered first CECH for CHES at our Midyear Meeting, April 2-3, 1990</td>
<td>Denise Teachey Houghton, CE Commission Chair, processed the paper-work. Emily Tyler was a committee member.</td>
<td>One of the first chapters to offer CECH after SOPHE was designated Multiple Event Provider by NCHEC.</td>
</tr>
<tr>
<td>1991</td>
<td>Health Educators' Day (later changed to Week)</td>
<td>Committee Members – Emily Tyler, Dennis Joyner &amp; Holly Martin developed a resolution for proclamation to be signed by the governor.</td>
<td>First recognition of health educators in NC (and nationally) establishing a specific time to honor the health education discipline.</td>
</tr>
<tr>
<td>1994</td>
<td>Hosted the SOPHE Midyear Meeting in Research Triangle Park</td>
<td>Coordinators included – Emily Tyler, Leonard Dawson &amp; Harriet Barr</td>
<td>NC SOPHE was the first chapter host the SOPHE Midyear Meeting twice &amp; received 10% of profit</td>
</tr>
<tr>
<td>1995</td>
<td>Mentoring Project</td>
<td>Sonya Reid, creator &amp; coordinator</td>
<td>New members are paired with experienced members to build future leaders</td>
</tr>
<tr>
<td>1997</td>
<td>Chapter website established – <a href="http://www.ncarolinasophe.org">www.ncarolinasophe.org</a></td>
<td>Kathy Blue, Web Master</td>
<td>Includes information pertaining to history, leadership, job bank, etc.</td>
</tr>
<tr>
<td>2008</td>
<td>In collaboration with the NC Public Health Academy, developed/piloted a Health Education Principles Training Course, which combined online and</td>
<td>Nicolette Warren</td>
<td>Designed to help health educators assess their skills, receive professional development guidance, and discover learning opportunities and resources</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>2010</td>
<td>Established NC SOPHE Facebook Page</td>
<td>Regina McCoy</td>
<td>Created as an additional means of communicating NC SOPHE Activities with members and potential members.</td>
</tr>
<tr>
<td>2011</td>
<td>Began using Twitter</td>
<td>Tanya Bass</td>
<td>To market and promote NC SOPHE Midyear and Annual Meetings. Also, as a means of getting members involved and communicating during meetings.</td>
</tr>
<tr>
<td>2011</td>
<td>Established the Emily T. Tyler Scholarship Fund</td>
<td>NC Board of Registry</td>
<td>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.</td>
</tr>
<tr>
<td>2012</td>
<td>Poster Sessions</td>
<td>Shea Cox</td>
<td>Began offering poster sessions at Annual and Midyear meetings to allow students and professionals the opportunity to showcase their research and work.</td>
</tr>
<tr>
<td>2012</td>
<td>Began offering MCHES credits</td>
<td>LaKeisha Roberts</td>
<td>In addition to CHES credits the Chapter began offering MCHES credits to conference attendees.</td>
</tr>
<tr>
<td>2012</td>
<td>Established the NC SOPHE All-Star Award</td>
<td>Brittan Wood</td>
<td>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.</td>
</tr>
<tr>
<td>2013</td>
<td>NC SOPHE received the Chapter Excellence Award</td>
<td>Brittan Wood</td>
<td>To recognize a deserving SOPHE Chapter.</td>
</tr>
<tr>
<td>2013</td>
<td>Established NC SOPHE Student Recognition Award</td>
<td>Brittan Wood</td>
<td>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.</td>
</tr>
</tbody>
</table>

If you would like to suggest additional history to be added please email northcarolinasophe@gmail.com.
Code of Ethics for the Health Education Profession

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
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

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

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

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

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

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
NC SOPHE Bylaws

NORTH CAROLINA CHAPTER SOCIETY FOR PUBLIC HEALTH EDUCATION, INC. BYLAWS

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 Time and Place 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 1st 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. Awards
   4. Bylaws
   5. Continuing Education
   6. Finance
   7. Nominating
   8. Program
   9. Public Relations
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.
   9. Be active on National SOPHE Advocacy Calls
C. The Awards Committee shall:
   1. Develop criteria for recipients of awards.
   2. Establish procedures for application/nomination.
   3. Solicit nominations for awards and applications for scholarships.
   4. Review submissions, select award winner(s), submit recommendation to the Executive Committee.
   5. Assume responsibility for preparing the citation(s) to be awarded, contact winners or nominators, and determine who will present the award(s) at the Annual Meeting.
   6. Forgo awards in years when it is appropriate.

D. 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.

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.
   7. Maintain regular communication with the Program Committee by having the Continuing Education Chair serve on the Program Committee.
   8. Be active in National SOPHE Continuing Education Committee.

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.
   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.
   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.

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.

J. The Program Committee shall:
   1. Be chaired by the Vice President.
   2. Plan and conduct the program for the Annual Meeting.
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. Appoint a Research/ Web-based Subcommittee Chair to promote research in the field of public health education and incorporate research in Chapter meetings through poster sessions (student and professional presentations) and to offer a minimum of one web-based professional development event per year.
8. Appoint a Time and Place Subcommittee Chair to determine the date(s), time, and place of the Annual Meeting for the year following the current year and present to the Program Committee at least 60 days prior to the Annual Meeting.

K. The Public Relations Committee shall:
   1. Recruit new members.
   2. Develop a PR plan for the Chapter, annually, which includes:
      a. Outreach to colleges and universities.
      b. Maintaining and updating social media accounts.
      c. Exhibiting at conferences and events to promote NC SOPHE and encourage membership.
      d. Preparation and distribution of a minimum of two editions of the Chapter newsletter each year.
      e. Other activities as needed.
   3. Be responsible for promotional materials including display boards, banners, and other items.
   4. As needed, prepare and submit media releases for events, accomplishments, and award winners.
5. Ensure that the following processes are managed appropriately by the Administrative Assistant and serve as a back-up to the Administrative Assistant in the event of their absence:
   a. Review applications for membership and determine eligibility of applicants as outlined in the Chapter Membership Application.
   b. Notify applicants in writing of their acceptance of membership and include a membership card.
   c. Notify members that membership dues are payable on or before their membership anniversary date.
   d. Release membership list on request in accordance with the Chapter policy.
   e. 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.

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 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
Reviewed 08/15 Approved at Annual Meeting 10/08/15
Reviewed 10/18 Approved at Annual Meeting 11/07/18
NC SOPHE Committee Descriptions

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.

**Advocacy**
- Monitors legislation which may affect health education, health promotion and the general health of the population
- Assists the Chapter and interested communities in identifying creative and effective ways to affect change in regards to policy

**Awards**
- Coordinates the Chapter’s recognition of members, individuals, groups and agencies for outstanding contributions in the field of Health Education
- Develops criteria for the Chapter Scholarship Awards and actively solicits, screens, and makes decisions for the awards

**Bylaws**
- Annually review NC SOPHE by-laws and update as needed
- Ensure NC SOPHE by-laws are parallel to National SOPHE’s

**Continuing Education**
- Assesses the Chapter’s membership continuing education needs, provides for that need in collaboration with other Chapter committees
- Maintains a system for documenting continuing education units and contact hours

**Finance**
- Audits the Chapter’s financial records
- Prepares budget proposals, and in general ensures the financial and fiscal integrity of the Chapter

**Nominating**
- Coordinates the Executive Committee nomination and elections process

**Program**
- Plan, conduct and facilitate the Annual meeting
- Plan the theme, menus, meeting space, registration, exhibitors, Awards banquet etc.
- Select keynote and other speakers/trainers

**Research/Web-based** (sub-committee of Program)
- Promotes research in the field of health education and incorporates research in Chapter meetings as well as through web-based professional development events
**Time & Place** (sub-committee of Program)
- Secure a site for the Annual Meeting two years in advance
- Follow recommended guidelines in order to secure guest rooms, meeting rooms, meals, room set-up, and occupancy rates

**Public Relations**
- Coordinates the public presence of the Chapter, including preparation of the Chapter newsletter, maintenance of the Chapter website, and other social media and public relations dedicated to promoting the Chapter

**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

<table>
<thead>
<tr>
<th>Years</th>
<th>President</th>
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<tbody>
<tr>
<td>1965-66</td>
<td>Lucy Morgan</td>
</tr>
<tr>
<td>1966-67</td>
<td>Howard Fitts</td>
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<tr>
<td>1967-68</td>
<td>Marshall Abe</td>
</tr>
<tr>
<td>1968-69</td>
<td>Madeleine McCain</td>
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<tr>
<td>1969-70</td>
<td>Sylvia Saxon</td>
</tr>
<tr>
<td>1970-71</td>
<td>Howard Barnhill</td>
</tr>
<tr>
<td>1971-72</td>
<td>Harriet Barr</td>
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<tr>
<td>1972-73</td>
<td>Luella Uhrhane</td>
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<tr>
<td>1973-74</td>
<td>Howard Fitts</td>
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<tr>
<td>1974-75</td>
<td>John Key</td>
</tr>
<tr>
<td>1975-76</td>
<td>Emily Tyler</td>
</tr>
<tr>
<td>1976-77</td>
<td>Barbara Kahn</td>
</tr>
<tr>
<td>1977-78</td>
<td>Gary Taylor</td>
</tr>
<tr>
<td>1978-79</td>
<td>Anita Page Williams</td>
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<tr>
<td>1979-80</td>
<td>Nan Hubbard</td>
</tr>
<tr>
<td>1980-81</td>
<td>Hank Debnam</td>
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<tr>
<td>1981-82</td>
<td>Pat Carr</td>
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<tr>
<td>1982-83</td>
<td>Pat Garton</td>
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<tr>
<td>1983-84</td>
<td>Pheon Beal</td>
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<tr>
<td>1984-85</td>
<td>Jeanne Palmer</td>
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<td>1985-86</td>
<td>Kathy Visocki</td>
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<td>1986-87</td>
<td>Margaret Pollard</td>
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<td>1987-88</td>
<td>Barbara Hager</td>
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<td>1988-89</td>
<td>Julie McQueen</td>
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<td>1989-90</td>
<td>Theodore Parrish</td>
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<tr>
<td>1990-91</td>
<td>Peter Reichle</td>
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<tr>
<td>1991-92</td>
<td>Dennis Joyner</td>
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<tr>
<td>1992-93</td>
<td>Lindy Williams</td>
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<tr>
<td>1993-94</td>
<td>Karen Webb</td>
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<table>
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<tr>
<th>Years</th>
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<tr>
<td>1994-95</td>
<td>Sonya Alston Reid</td>
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<tr>
<td>1995-96</td>
<td>Jo Rogerson Morgan</td>
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<tr>
<td>1996-97</td>
<td>Hellen Poole</td>
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<td>1997-98</td>
<td>Belinda Pettiford</td>
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<tr>
<td>1998-99</td>
<td>Barbara McNinch</td>
</tr>
<tr>
<td>1999-00</td>
<td>Denise Brewster</td>
</tr>
<tr>
<td>2000-01</td>
<td>Kathy Blue</td>
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<tr>
<td>2001-02</td>
<td>Tara Owens</td>
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<tr>
<td>2002-03</td>
<td>Doranna Anderson</td>
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<tr>
<td>2003-04</td>
<td>Regina McCoy &amp; Dawn Grant</td>
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<tr>
<td>2004-05</td>
<td>Annette Carrington</td>
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<tr>
<td>2005-06</td>
<td>Nicolette Warren</td>
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<tr>
<td>2006-07</td>
<td>Ann Houston Staples</td>
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<tr>
<td>2007-08</td>
<td>Julie Gooding Hasty</td>
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<tr>
<td>2008-09</td>
<td>Georgia Childs</td>
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<td>2009-10</td>
<td>Rebecca Reeve</td>
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<tr>
<td>2010-11</td>
<td>Brittan Wood</td>
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<tr>
<td>2011-12</td>
<td>Diana Manee</td>
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<tr>
<td>2012-13</td>
<td>Sheila Bogan</td>
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<tr>
<td>2013-14</td>
<td>Tanya Bass</td>
</tr>
<tr>
<td>2014-15</td>
<td>Rebecca Thompson</td>
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<tr>
<td>2015-16</td>
<td>Tanya Bass &amp; Annette Carrington</td>
</tr>
<tr>
<td>2016-17</td>
<td>Brittany Dobbins</td>
</tr>
<tr>
<td>2017-18</td>
<td>Carrie Meier</td>
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## NC SOPHE Award Winners

<table>
<thead>
<tr>
<th>Year</th>
<th>Outstanding Health Educator</th>
<th>Grace Daniels Promising New Health Educator</th>
<th>Kathy Kerr Outstanding Health Education Project</th>
<th>NC SOPHE All-Star Award (est. 2012)</th>
<th>NC SOPHE Student Recognition Award (est. 2013)</th>
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<tbody>
<tr>
<td>1987</td>
<td>Leonard Dawson</td>
<td>Sandy Tyndall</td>
<td>Worksite Health Promotion, Robeson County Health Department</td>
<td></td>
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</tr>
<tr>
<td>1988</td>
<td>Mary Grenz Jalloh</td>
<td>Hellen F. Poole</td>
<td></td>
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</tr>
<tr>
<td>1989</td>
<td>Jeanne A. Palmer</td>
<td>Sonya Alston</td>
<td>Man Talk, Forsyth County Health Department</td>
<td></td>
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</tr>
<tr>
<td>1990</td>
<td></td>
<td>Linda Charping</td>
<td></td>
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<tr>
<td>1991</td>
<td>Janice Hayes</td>
<td>Denise Teachey</td>
<td>Minority Health Conference, Wilkes County Health Department</td>
<td></td>
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<tr>
<td>1992</td>
<td></td>
<td>James D. Martin</td>
<td>Project Straight Talk, Durham County Health Department</td>
<td></td>
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<tr>
<td>1993</td>
<td>Carlton N. Adams, Jr.</td>
<td>Patricia Byrd Banks</td>
<td>Older Adult Minority Project, Forsyth County Health Department</td>
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<tr>
<td>1994</td>
<td>Judy Castro</td>
<td>Leatrice Martin</td>
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<tr>
<td>1995</td>
<td>Jo Rogerson</td>
<td>Annette Carrington</td>
<td>Brothers to Brother Project, Wake County Department of Public Health</td>
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<tr>
<td>1996</td>
<td>Sonya Reid</td>
<td>Angela Saulter</td>
<td>Pitt County Healthy Youth 2000</td>
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<tr>
<td>1997</td>
<td>Amy Glenn</td>
<td></td>
<td></td>
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<td>1998</td>
<td>Edna Hensey</td>
<td>Julie Sweedler</td>
<td>Seal the State, NC DHHS Dental Health Section; and Breathe Easy, Wheezing Kids, Caldwell County Health Department</td>
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<tr>
<td>1999</td>
<td></td>
<td></td>
<td>Columbus County Health Expo</td>
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<tr>
<td>Year</td>
<td>Outstanding Health Educator</td>
<td>Outstanding Promising New Health Educator</td>
<td>Outstanding Health Education Project</td>
<td>NC SOPHE All-Star Award (est. 2012)</td>
<td>NC SOPHE Student Recognition Award (est. 2013)</td>
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<tr>
<td>2000</td>
<td>Carolyn Roundtree</td>
<td>Angela Bray</td>
<td>Northside Walking Trails, Pitt County</td>
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<tr>
<td>2001</td>
<td>Susan Hockaday</td>
<td>Veda Harrell</td>
<td>Child Health Awareness Program (CHAP), Orange County</td>
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<tr>
<td>2002</td>
<td>Denise Brewster</td>
<td>Kathy Bateman</td>
<td>NC Breast Cancer Screening Program</td>
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<tr>
<td>2003</td>
<td>Marcy Green</td>
<td>Pat Smeallie</td>
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<tr>
<td>2004</td>
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<tr>
<td>2005</td>
<td>Lauren Jones</td>
<td></td>
<td>Healthy Alamance Smoke Free Restaurant Campaign</td>
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<tr>
<td>2006</td>
<td>Cynthia Gary</td>
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<td>2007</td>
<td></td>
<td></td>
<td>Question Why East of Wilmington Health Access for Teens, Youth Empowerment Center of Eastern NC</td>
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<td>2008</td>
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<tr>
<td>2009</td>
<td></td>
<td></td>
<td>Guilford County Adopt-a-Mom Program; and Orange County Youth Tobacco Use Prevention Program</td>
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<tr>
<td>2010</td>
<td>Mary Glyn Rodgers</td>
<td>Lindsey Smith and Rebecca Thompson</td>
<td>Guilford County PhotoVoice Project</td>
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<tr>
<td>2011</td>
<td>Linda Charping</td>
<td>Beverly Scurry</td>
<td>Alamance County H.E.Y. Ladies</td>
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<tr>
<td>2012</td>
<td>Carrie Meier</td>
<td></td>
<td></td>
<td>Doranna Anderson</td>
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<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td>Marquis Eure</td>
<td>Ann Staples</td>
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<tr>
<td>2014</td>
<td>Doranna Anderson and Pam Diggs</td>
<td>Virginia Mitchell</td>
<td>Alamance County Parent as a Teacher Program</td>
<td>Julie Gooding Hasty</td>
<td>Jasmine-Getrou-Moore</td>
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<tr>
<td>2015</td>
<td>Kathy Cox</td>
<td>Anna Martin</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2016</td>
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<tr>
<td>2017</td>
<td>Leslie Robinson</td>
<td></td>
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<tr>
<td>2018</td>
<td>Stacey Taylor</td>
<td></td>
<td>N.C. Radon Statewide Collaboration: An Integrated Approach Model to Address Radon and Lung Cancer in North Carolina (Doranna Anderson and Phillip Ray Gibson)</td>
<td></td>
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</tbody>
</table>
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: [www.sophe.org](http://www.sophe.org)**
The change of information form is available for current NC SOPHE members to use if you have experienced a name change or if any of your contact information has changed (address, email and/or phone number). We will update our records to ensure that you continue to receive all that NC SOPHE has to offer.

Click [here](http://www.ncarolinasophe.org) to access the Change of Information Form found at www.ncarolinasophe.org