

**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, emeritus, and honorary.

Section 2 – Eligibility

- A. Active Member - A health education professional
- B. Student Member - A full or part-time graduate or undergraduate student
- C. Emeritus Member – Retired professional
- 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.

Section 3 – Dues

- A. Active members are responsible for payment of membership dues as determined by the Finance Committee, 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 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 their due 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 committee.
- 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 their 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 office is entitled to one vote on issues determined by the Executive Committee. Two people may serve in one officer position as co-officers but are only allocated one vote for that officer position. An absent officer forfeits their 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 their due's payment.

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 President-Elect's one-year term , they move into the role of the President and at the end of that term, they become 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 one meeting of the membership per year.
- B. Continuing professional educational opportunities shall be included.
- 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 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 full membership, which must include one officer.
- H. By the end of each calendar year the new 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:
 - 1. When a decision must be made due to a deadline which occurs before the next scheduled Executive Committee meeting
 - 2. To fill an Executive Committee position in an interim manner.
- E. It is agreed that eMotions and eVotes will be considered formal votes for Membership if presented by the Executive Committee.

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 first appointed by the President-elect. If a committee chair position remains unfilled after the Annual Meeting the President can appoint. Co-chairpersons are permitted.
 - B. All new Chairpersons begin their term at the close of the Annual Meeting.
 - C. Committee Chairpersons shall be established by the Annual meeting. All incoming and outgoing chairs should attend the transition meeting.
 - D. Committee chairpersons shall serve a minimum of one-year, but do not have a term limit.
- B. The minimum number of members on each standing committee is three.
 - C. All persons serving on a committee must be a member of the Chapter and be current in their 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.
 7. Shall utilize the provided web-based drive folder to store all committee related

documentation.

8. Shall meet regularly with committee membership.

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 re-designated 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 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 Awards Committee shall:

1. Develop criteria for recipients of awards and scholarships.
2. Establish procedures for application/nomination.
3. Solicit nominations for awards and applications for scholarships.
4. Review submissions, select award and scholarship 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) and scholarship(s) at the Annual Meeting.
6. Forego awards or scholarship(s) in years when it is appropriate.
7. Work in partnership with finance committee to ensure sufficient funds are available for awards and scholarships each year before applications are released.

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 or a representative serve on the Program Committee.
8. Be active on the 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.
3. Report on the financial status of the organization at the Annual Meeting.
4. Determine dues in collaboration with the Public Relations Committee for the

- approval of the Executive Committee and voted upon by the membership.
5. Prepare a budget proposal for the upcoming fiscal year for approval by the Executive Committee.
 6. Serve as a resource to other committees in the area of budget planning.
 7. The Treasurer serves as an ex officio member of the finance committee.

G. 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 their responsibility and length of term.
5. Publish list of nominees in the newsletter at least 30 days prior to election.
6. Ensure that all Chapter members have only one vote.

H. The Program Committee shall:

1. Be chaired by the Vice President.
2. Plan and conduct the program for the Annual Conference.
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 the Annual Conference through a poster session (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 Conference for the year following the current year and present to the Program Committee at least 60 days prior to the Annual Meeting.

I. 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. 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, award and scholarship 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.
 - 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 and National organizations. Affiliate representatives shall be appointed by the Executive Committee to serve a two-year term. Representatives are expected to report out on behalf of NC SOPHE and report affiliation updates to Executive Committee.

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 the Annual Meeting.

Article XI – Chapter Affiliation with SOPHE

The Chapter shall apply for re-designation 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
Reviewed 09/19 Approved at Annual Meeting 11/07/19
Reviewed 09/21 Approved via online vote 10/01/21