I. Officers

A. President

The President serves as chair of the Executive Committee.

The President shall:

1. Serve as a voting member of the Executive Committee and share in the responsibilities of the committee.

2. Be a National SOPHE member in good standing upon taking office as President.
   Acquire a working knowledge of parliamentary procedures and a thorough understanding of the rules of the North Carolina Chapter of the Society for Public Health Education, Inc, hereafter referred to as the Chapter, which are contained within the Bylaws and Procedures Manual.

3. Preside and maintain order in meetings using the following procedures (referencing Robert's Rules of Order):
   a. Explain and decide all questions of order.
   b. Announce all business.
   c. Entertain only one motion at a time and state all motions properly. The President invites but does not make motions.
   d. Permit no debate of motions until they are clearly stated and seconded unless coming from committee. Motions from committee do not need a second. Discussion of a motion may not occur until a motion is on the floor.
   e. Encourage debate and recognize those properly entitled to speak.
   f. No member may speak twice on the same question if there are others who wish to claim the floor.
   g. Put all motions to a vote and give result; decide to break a tie vote or not vote at all.
h. Enforce the rules of decorum and discipline.

i. Refrain from discussing a motion when presiding.

j. Be absolutely fair and impartial.

4. A minimum of two face-to-face Executive Committee meetings must be held each year to be arranged by the President. Notice of all Executive Committee meetings shall be given by email, or telephone at least 10 days before the meeting. Arrange face-to-face Executive Committee meetings in a location accessible to the Officers and Committee Chairs. Additional meetings may be called by the President or upon the written request of three members of the Executive Committee.

5. Plan with the help of Officers, when needed, any and all business that is to be transacted.

6. Direct all business that concerns the Chapter. The act of a majority of the voting members present at any meeting at which there is a quorum (one-third of the officers) shall be the act of the Executive Committee.

7. Maintain regular communication (monthly suggested) with chairs of committees, encouraging and reviewing progress of their work.

8. Solicit from each chair a written progress report of the committee's work for each Executive Committee meeting and for the Midyear and Annual Meetings.

9. Write a President's Update article for each issue of the Chapter Newsletter.

10. Review proposed revisions and amendments to the Bylaws and present to the membership in writing at least 30 days before any meeting of the Chapter at which a vote on bylaws is to be taken.

11. Compile a set of records (minutes of Executive Committee meetings including committee and officer reports, business meetings of the Midyear and Annual Meetings, and committee reports) that form the President's permanent file to be passed on the next President.

12. Work with SOPHE Chapter Delegate and Executive Committee in preparing Chapter articles send to SOPHE staff prior to publication deadlines.
13. Appoint all committee chairs. Each chair agrees to a one-year term unless otherwise noted. The President shall obtain signed commitment forms from all chairs indicating they are aware of the responsibilities they have agreed to. Commitment forms should be submitted to the President upon appointment. (See attachment H)

14. Send copies of the Bylaws, Manual of Procedures, and strategic plan to all officers and committee chairs prior to first Executive Committee meeting.

15. Work cooperatively with the chapter Treasurer in signing checks on behalf of the Chapter when expenditures are authorized by a vote of the Executive Committee or through the budget approval process. For Chapter debit card policy/procedures see attachment J.

16. Activate a discretionary fund established to respond to significant life events among chapter members or others who have made a significant contribution to the health education profession. (See Attachment B)

17. Request from each committee chair a written summary of the committee activities to be presented at the Annual Business Meeting and shared with all Chapter members.

18. Preside over the Business Meetings of the Membership including facilitating the election process.

19. Assist the Chapter Delegate in preparing the Chapter Report and Chapter Profile to be presented at the National SOPHE Annual Meeting.

20. Maintain all files to be transitioned to the incoming President within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program, such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year-end reports, finished products, including progress made on Strategic Plan, etc.

21. Preside over transition meeting for upcoming year in collaboration with Past President. Transition meeting should occur no later than December 1st (See attachment M).

22. Serve a term of one year.

B. Past President

The Past President serves as a voting member of the Executive Committee and shares in the responsibilities of the committee.
The Past President shall:

1. Bring to the Executive Committee a sense of history and continuity to insure an orderly transition of the Chapter’s business.

2. Upon transition from President to Past President, transfer to the President and the Historian an orderly set of permanent records that shall include: the Chapter Annual Report, the minutes of Executive Committee meetings, including committee reports and business meetings of the membership, and a list of past officers and committee chairs.

3. Transfer to the President recommendations or proposals adopted at the Annual Meeting as well as any unfinished business of the Executive Committee.

4. Provide an orientation to the President and plan agenda and activities for transition meeting in collaboration with the President, Transition meeting should occur no later than December 1st. (See attachment M)

5. Serve as a resource to the Executive Committee regarding meeting places, potential officers, and other relevant matters.

6. Serve as chair of the Nominating Committee.

7. In the absence of or when inappropriate for the President, activate a discretionary fund established to respond to significant life events among chapter members or others who have made significant contributions to the health education profession. This effort should be coordinated with the Vice-President and President-Elect. (See Attachment B)

8. Annually select a current member who has made significant contributions to the Chapter to receive the NC SOPHE All-Star Award to be presented at the Annual Meeting.

9. Maintain all files to be transitioned to the incoming President within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned to the President. Files should include Executive Committee meeting minutes, monthly committee reports, year end reports, finished products, including progress made on Strategic Plan, etc..

10. Serve a term of one year.
C. President-Elect

The President-Elect serves as a voting member of the Executive Committee and shares in the responsibilities of that committee.

The President-Elect shall:

1. Gain an understanding of the financial operations of the chapter including a working knowledge of budget preparation.

2. Develop a working knowledge of the composition of the Executive Committee and the role of officers and committee chairs.

3. Become familiar with the committee structure of the Chapter and the membership in anticipation of appointing committee chairs when ascending to the position of President.

4. Monitor the Strategic Plan and report to the membership at Midyear and Annual Meetings, including highlighting status of the plan, accomplishments, and challenges.
   a. Contact responsible officers and chairs to track progress and update strategic plan as appropriate
   b. Share progress at each Executive Committee meeting and will be a standing agenda item.
   c. Chair the Strategic Plan ad-hoc committee whose members are appointed by the President during the final year of the current plan. The committee, at minimum, will include President, Past President, and Chapter Delegate. The new Strategic Plan should be approved by Executive Committee no later than the Annual Meeting. (See attachment N for Strategic Plan template and basic procedures)

5. In preparation for serving as President, begin to maintain an electronic filing system for all NC SOPHE business.

6. Become familiar with the Chapter Bylaws and Procedures.

7. Serve as a member of the Nominating Committee.

8. In the absence of or when inappropriate for the President, activate a discretionary fund established to respond to significant life events among chapter members or others who have made significant contributions to the health education profession. This effort should be coordinated with the Past-President and the Vice-President. (See Attachment B)
9. Order the gavel plaque to be presented to the outgoing President at the Annual Meeting.

10. Maintain all files to be transitioned to the incoming President-Elect within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, including progress made on Strategic Plan, etc.

11. Serve a term of one year.

D. Vice-President

The Vice-President serves as a voting member of the Executive Committee and chairs the Program Committee. Should Co-Vice-Presidents be elected, the position will have one vote.

The Vice-President shall:

1. Assist the President with those duties or assignments delegated to that office.

2. Preside and perform the duties of President in the absence of the President. In the event the President resigns or can’t fulfill the duties of the office, the Vice-President may decline the additional role of President.

3. Coordinate the planning of the Midyear and Annual Meetings.

4. In the absence of or when inappropriate for the President, activate a discretionary fund established to respond to significant life events among Chapter members or others who have made significant contributions to the health education profession. This effort should be coordinated with the Past-President and the President-Elect. (See Attachment B)

5. Maintain all files to be transitioned to the incoming Vice-President within 30 days of the annual meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

6. Serve a term of one year.
E. Secretary

The Secretary serves as a voting member of the Executive Committee and shares in the responsibilities of that committee.

The Secretary shall:

1.* Record and maintain minutes of all Executive Committee meetings and business meetings of the membership. A template for Executive Committee meeting minutes is attached. (See attachment F)
   a. Call a meeting to order in the absence of the President or Vice-President and preside until the election of a chair for the current meeting which should take place immediately.
   b. Prepare and forward the minutes to the President for review.
   c. Read or summarize important correspondence.
   d. Record the proceedings (actions taken), not the debate (discussion).
   e. Record the name of the member who introduced a motion. It is not necessary to record the name of the person who seconds the motion.
   f. Distribute minutes of the Executive Committee meeting to all Executive Committee members at least ten days prior to the next meeting.
   g. Record electronic votes and present for approval at next Executive Committee meeting. Template attached. (See attachment G).
   h. Notify and work with the President prior to the meeting to find someone to take the meeting minutes in the absence of the Secretary.

1.* a. - f. referencing Robert’s Rules of Order

2. Save copies of minutes with scanned attachments electronically for the permanent files for the offices of President, Secretary and Historian.

3. Sign official documents of the Chapter when requested by the President.
4. Maintain files containing Executive Committee materials and transition these to the newly-elected Secretary (e.g., minutes, committee reports, contracts, agreements, resolutions, etc.).

5. Maintain all files to be transitioned to the incoming Secretary within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

6. Serve a term of one year.

F. Treasurer

The Treasurer serves as the Chief Financial Officer of the Chapter and financial advisor to the Executive Committee. The Treasurer is a voting member of the Executive Committee and shares in the responsibilities of that committee.

The Treasurer shall:

1. Work in conjunction with the Chapter’s administrative assistant in the receipt and deposit of funds and payment of invoices. Authorization is granted by the Executive Committee either by budget approval or by a specific recommended action.

2. Maintain the financial records of the Chapter. The Treasurer and President are given the authority individually to sign checks on behalf of the Chapter. The Treasurer shall coordinate with the bank new signature cards for current Treasurer and President after each Annual Meeting.

3. Serve as a non-voting, ex officio member of the Finance Committee. The Finance Committee is responsible for auditing the Chapter’s financial records on an annual basis.

4. Prepare monthly reports of the current financial status of the Chapter and present these reports at meetings of the Executive Committee.

5. Prepare current year-end financial status report of the Chapter for review by the Finance Committee and presentation to the membership at the Midyear Meeting.

6. Work in conjunction with the Finance Committee to prepare a financial status report of the Chapter to-date to be presented at the Annual Meeting.

7. Convert bank accounts into the highest interest-bearing accounts available with Executive Committee approval.
8. Electronically file IRS Form 990-N, also known as the e-Postcard, every year by the 15th day of the 5th month after the close of the tax year. The link to the filing site is: http://epostcard.form990.org. NC SOPHE’s tax year is a calendar year; therefore, the filing due date is May 15th of each year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. Failure to file e-Postcards for three consecutive years will result in automatic loss of tax-exempt status. Small tax-exempt organizations whose annual gross receipts are normally $50,000 or less are required to file IRS Form 990-N.

9. Maintain all files to be transitioned to the incoming Treasurer within 30 days after the end of the fiscal year (December 31). Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

10. Serve a term of two years.

G. Chapter Delegate to National SOPHE, Inc.

The Chapter Delegate to National SOPHE serves as a voting member of the Executive Committee and takes part in the responsibilities of the Committee.

The Chapter Delegate to National SOPHE, Inc. shall:

1. Be a National SOPHE member in good standing upon election.

2. Attend the National SOPHE House of Delegates meetings including conference calls. The Chapter assists the Chapter Delegate in attending meetings by offering to pay at least one half the expenses of registration, hotel, meals, and travel following the guidelines of Attachment A. When a National Delegate is able to utilize other funding sources to support partial or total payment of these expenses, it is expected that they do so.

3. Serve as a link between the National SOPHE House of Delegates and the Chapter Executive Committee and membership.

4. Report to the Executive Committee the transactions and deliberations of the SOPHE House of Delegates and Board of Trustees.

5. Work with the President and Executive Committee in preparing Chapter articles to send to SOPHE staff prior to publication deadlines.
6. Responsible for completing the Chapter Annual Report as required by National SOPHE.

7. Responsible for preparing the Chapter Profile for the National SOPHE Annual meeting.

8. Responsible for leading the Chapter's Redesignation process. (See attachment O).

9. Maintain all files to be transitioned to the incoming Chapter Delegate within 30 days of the Chapter Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

10. Serve a term of two years.

H. Historian

The Historian serves as a voting member of the Executive Committee and shares in the responsibilities and decision-making of that committee.

The Historian shall:

1. Collect and record the major events or happenings of the Chapter (e.g., the Midyear and the Annual Meetings).

2. Maintain the records of the Chapter in a secure and accessible location.

3. Request from the Secretary of the Chapter a copy of all Chapter minutes and official reports.

4. Keep yearly chapter records that should include the following:
   - a summary of events,
   - a list of the Chapter membership,
   - list of officers and committee chairs for current year,
   - a copy of all Chapter minutes (including Executive and Membership Business Meetings),
   - official reports and correspondence,
   - copies of newsletters,
   - copies of Annual and Midyear Meeting programs,
   - copy of past presidents,
   - copy of award winners
- copy of scholarship winners
- pertinent information such as newspaper announcements and articles pertaining to chapter activities.
- Important documents such as resolutions, contracts, agreements, RFPs, etc.

5. Keep a file of announcements or articles pertaining to SOPHE activities which are relevant to the Chapter.

6. Transfer all records and files pertaining to the Chapter’s history to the new Historian by the first meeting of the Executive Committee after the Annual Meeting.

7. Maintain all files to be transitioned to the incoming Historian within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

8. Serve a term of three years.

I. Members-at-Large

Five Members-at-Large serve as voting members of the Executive Committee and share in the responsibilities and decision-making of that committee. One of the five Members-at-Large shall be a Student Member-at-Large.

Four Members-at-Large shall:

1. Represent geographical regions of the state and diverse worksite settings in health education.

2. Represent the membership on the Executive Committee. (Sometimes Members-at-Large positions are filled by Chapter members new in the field of health education or who have not previously had the opportunity to take part in the leadership of the Chapter).

3. Solicit input from the membership on potential improvements/changes that the Executive Committee may consider.

4. Encourage members new to the Chapter to become more involved with the Chapter through committee membership and participation.

5. Be members of the Program Committee.
6. Be assigned specific responsibilities by the President such as assisting in Strategic Planning and the recruitment of new and inactive members.

7. Become familiar with the Chapter membership and committees in anticipation of holding a future office or position.

8. Maintain all files to be transitioned to the incoming Members-at-Large within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

9. Serve a term of two years.

One Student Member-at-Large shall:

1. Represent the student membership on the Executive Committee

2. Solicit input from the student membership on potential improvements/changes that the Executive Committee may consider.

3. Encourage student members new to the Chapter to become more involved with the Chapter through committee membership and participation.

4. Be a member of the Program Committee.

5. Be assigned specific responsibilities by the President such as assisting in Strategic Planning and the recruitment of new student members.

6. Become familiar with the Chapter membership and committees in anticipation of holding a future office or position.

7. Maintain all files to be transitioned to the incoming Student Member-at-Large within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

8. Serve a term of 1 year.
II. Committees

A. Standing Committees of the Executive Committee, hereafter called Standing Committees.

Standing Committees are committees named in the Bylaws to function throughout the year. These committees are given responsibilities to initiate or further various projects or duties of the Chapter. Each of these committees shall consist of at least three members, which includes the chair, unless otherwise stated.

The following responsibilities pertain to the Chapter standing committees:

1. The chair of a committee shall convene the meeting and should encourage all members to express their opinions. A minimum of two meetings of the standing committee must be held each year.

2. If a chair is absent or fails to call a meeting of the committee, any two members may issue the call, but a majority of the committee should be present before any action is taken.

3. A committee may not incur debts unless given the authority to do so by the Executive Committee. The committee chair shall submit a budget request to the Finance Committee prior to the beginning of the fiscal year. (The fiscal year is January 1 to December 31)

4. Standing Committees are expected to submit reports to inform, document, or establish a record of committee activities. Such reports shall be submitted to the President at least 10 days prior to the Executive Committee meetings. Committee Report template attached. (See attachment I).

5. In submitting a report from committee, the chair should move the adoption of the committee’s recommendation. This does not require a second since it is the proposal of a committee. It should be stated as a motion by the presiding officer followed by discussion and the vote taken.

6. A meeting may be held via telephone conference, online through Web chat or face-to-face as long as the committee or membership has met quorum of 50% plus one.

7. Notice of all meetings shall be given by email or telephone at least 10 days prior to the meeting date.

8. The committee chair or officer shall arrange meetings in a central or accessible location if meeting face-to-face.

9. Minutes of meetings shall be kept by the committee chair.
10. In accordance with Robert's Rules of Order, the chair shall preside and maintain order in meetings using the following procedures:

a. Explain and decide all questions of order.

b. Announce all business.

c. Entertain only one motion at a time and state all motions properly.

d. Permit no one to debate motions before they are seconded and stated.

e. Encourage debate and recognize speakers. (No member may speak twice on the same question if there are others who wish to claim the floor.)

f. Put all motions to a vote and give result, decide to break a tie or not vote at all.

g. Enforce the rules of decorum and discipline.

h. Refrain from discussing a motion when presiding.

i. Be absolutely fair and impartial.

12. In recognition of the fact that a Standing Committee must make some decisions in a timely manner, it is agreed that eMotions and eVotes will be considered formal votes for the Committee in the following cases:

a) When a decision must be made due to a deadline which occurs before the next scheduled Committee meeting;

b. Documentation of eMotions and eVotes of a Standing Committee shall be recorded by Chair. (See Attachment G):

13. Each committee chair should email timely updates, stories, pictures, etc., at least twice per year to the Public Relations chair, newsletter editor, and Web Master for upcoming newsletter and to add to the website.

14. Each committee chair should submit a year-end report using template of the committee's activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair. (See attachment J)
15. Maintain all files to be transitioned to the incoming Committee Chair within 30 days of the Annual Meeting. Files should be kept electronically in a cloud program such as Drop Box or Google Docs. The previous five years should be maintained and transitioned. Files should include meeting minutes, monthly committee reports, year end reports, finished products, etc.

B. Ad Hoc Committees

Ad Hoc Committees are appointed by the President upon approval of the Executive Committee. Ad Hoc Committees shall:

1. Perform a special assignment, secure more information, investigate a situation, and report or make a recommendation to the Executive Committee.

2. Serve temporarily and cease to function when the assigned task is complete and a report/proposal is submitted to the Executive Committee.

NC SOPHE Committees

A. Executive Committee

The NC SOPHE Executive Committee includes the officers and all committee chairs of the organization. The Executive Committee strengthens the position of the President and transacts routine business between meetings of the Chapter and acts in emergencies. The President appoints the chairs of chapter committees. Chairs should be established by the Annual Meeting. Officers are voting members of the Executive Committee. Committee chairs may introduce a motion, second the motion and participate in the discussion, but are not voting members.

The Executive Committee shall:

1. Be responsible for a minimum of two face-to-face meetings each year. Additional meetings shall be called by the President alone or upon the written request of three members of the committee.

2. Convene with one-third of the voting members to constitute a quorum. The act of the majority of the members present in any meeting at which there is a quorum shall be the act of the Executive Committee.

3. Assist the President in the many decisions and details of running the Chapter, especially working with chairs of the various committees.
4. Provide the Secretary with necessary information for maintaining adequate records of the decisions and work of the Chapter.

5. Delegate the responsibility of recording and distributing minutes of all Executive Committee and Chapter meetings to the Secretary.

6. Review and evaluate committee work and reports.

7. Invite special representatives, special committees, or consultants to meetings as needed.

8. Monitor committees in determining financial status, needs, dues, fees, and expenses for programs and projects.

9. Encourage and support increased public awareness and recognition of Public Health Education.

10. Collaborate with the Program Committee to plan and conduct the Annual Meeting, Midyear Meeting and other programs as appropriate during the year.

11. Be provided with a list of committee chairs and contact information.

12. Determine and designate the number of persons needed to effectively serve on the Chapter's ad hoc committees. The Executive Committee should provide referrals to the committee chair in recruiting committee members from the membership.

13. Encourage students to become involved in committee work to learn the operations of NC SOPHE and recruit new members.

14. Encourage chairs to recruit committee members, keeping in mind time and travel constraints, utilizing technology when possible.

15. Request selected members to serve on various committees in order to insure that committees be composed of persons skilled in a given area. The Executive Committee should recommend members for a committee if the number on that committee is insufficient (less than 3).

16. Assist the President with the appointment of committees not otherwise provided for in the Bylaws. The term of office and charges to these committees should be outlined by the Executive Committee.

17. Approve the slate of officers presented by the Nominating Committee.
18. Exercise the corporate powers as provided for in the Bylaws and the laws of the state of North Carolina.

19. Approve the award and scholarship recipients presented by the Citation and Scholarship Committees.

20. Submit annually a written report of the Chapter's activities as well as the Chapter Profile, under the direction of the President, in the format prescribed by SOPHE Inc., for review at its Annual Meeting. The Annual Report also shall be available to the Chapter membership. The Chapter Delegate shall lead this process in collaboration with the President.

21. Not serve more than three consecutive terms in the same position in order to allow more members the opportunity to serve in a leadership position (the three consecutive terms may begin upon approval of this procedure manual). Under extenuating circumstances, exceptions to be approved by the Executive Committee. No individual shall hold more than one office at the same time; however, an officer may serve as a Committee Chair. No individual shall chair more than one Committee.

22. In recognition of the fact that a Executive Committee must make some decisions in a timely manner, it is agreed that eMotions and eVotes will be considered formal votes for the Committee in the following cases:

   a) When a decision must be made due to a deadline which occurs before the next scheduled Committee meeting;

   b) To fill an Executive Committee position in an interim manner.

   c. Documentation of eVotes and eMotions of the Executive Committee shall be recorded by the Secretary (See attachment)

B. Bylaws Committee

The Bylaws Committee shall:

1. Monitor the National SOPHE Bylaws to insure that there is no conflict with Chapter Bylaws and bring any discrepancies to the attention of the Executive Committee.

2. Review the Chapter Bylaws and Manual of Procedures annually for needed changes.

3. Initiate recommendations for bylaw changes and accept and review proposed recommendations from the Membership.
4. Submit proposed changes to the bylaws for approval by the Executive Committee 30 days prior to any business meeting of the membership at which a vote will be taken.

5. Submit proposed bylaw changes approved by the Executive Committee to the membership at least 30 days prior to a vote being taken at a Chapter Membership Business Meeting.

6. Present proposed bylaw changes to the membership at the next Chapter Membership Business Meeting for vote.

7. Arrange for distribution of the approved bylaw changes to the membership.

8. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relations Chair.

C. Citation Committee:

The Citation Committee shall:

1. Coordinate the four citation awards given annually for (A) Outstanding Health Educator; (B) Grace Daniel Promising New Health Educator (one who has been practicing in the field of health education for five years or less), (C) Kathy Kerr Outstanding Health Education Project and (D) Student Recognition Award. Awards are presented only if qualified candidates are nominated.

2. Solicit nominations of individuals, groups, agencies, institutions, projects, or organizations to be considered for a citation for outstanding contributions to the field of Health Education. Call for nominations should be disseminated no later than one week prior to the Midyear meeting each year. Nominations will be due June 15 of each year. Nominees may be recommended by professionals outside the Chapter membership. Family members are not eligible to make nominations or endorsements.

3. Ensure that nomination forms are made available to persons wishing to make nominations for the awards. Post nomination forms on website and disseminate via membership listserv.

4. Collect nominating forms and letters of endorsement by a date established by the Citation Committee. Nomination packet must meet all criteria. This committee to correct and/or amend any deficiencies of the nomination packet. Incomplete applications will not be considered or reviewed. The Chair and Committee members are not permitted to follow up with
nominators or nominees who have submitted incomplete nomination packages. Each nominator is responsible for ensuring their application package is complete. Chair can only confirm with nominator that application and letters of support have been received.

5. Meet prior to the Executive Committee Meeting before the Annual Meeting to screen nominees and to recommend persons for awards.

6. Report to the Executive Committee at least 30 days prior to the Annual Meeting that citation winners have been selected.

7. Notify the nominators in advance of the ceremony so that they may discern the recipients’ availability to attend and possibly attend themselves.

8. Obtain the appropriate plaques.

9. Determine in consultation with the President who will present the awards at the Annual Meeting, e.g., President, Citation Committee Chair or Member, or the person who made the nomination. Arrange for presentation of the Past President’s selection for the NC SOPHE All-Star Award to be included. The highlights of the accomplishments of the individual receiving the award should be presented verbally to the membership before the winner is announced.

10. Provide a list of all past awards and award winners’ names for each Annual Meeting program. The name and a brief description of the recipients’ achievements shall be submitted to the newsletter editor for inclusion in the first newsletter following the Annual Meeting.

11. Work with the Public Relations Committee to publicize the award presentation(s) to chapter members and send notice to each recipient’s hometown newspaper following the Annual Meeting.

12. Keep the Citation Committee records for last 5 years up to date regarding changes in criteria and procedures, committee members, award recipients, vendors used for plaques or awards, and expenses.

13. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

D. Continuing Education Committee

The Continuing Education Committee shall:
1. Be chaired by a person holding a current CHES or MCHES certification.

2. Be an active participant appoint a designee from the Chapter CE Committee for National SOPHE’s CE Committee calls.

3. Be an active participant or appoint a designee from the CE committee to serve on the Chapter Program Committee.

4. Assess the health education continuing education needs of the chapter membership by conducting a needs assessment at the Midyear and/or Annual Meeting. This may be accomplished with a group process method and/or survey.

5. Encourage membership participation in the assessments.

6. Collaborate with the Program Committee to:
   a. Request time to be allocated at the meeting(s) to explore educational needs of the membership.

   b. Utilize the results of the assessments and input from other committees regarding current and/or future issues which could be addressed through continuing education opportunities.

   c. Develop long-range proposals for Chapter-sponsored educational activities.

7. Maintain a working relationship with the Program Committee, Advocacy Committee, Professional Preparation and Standards of Practice Committee and other committees as appropriate to receive input and ideas.

8. Devise a system for documenting continuing education activities and maintain records for five years on designated events.

9. Arrange for the approval of Continuing Education Units /Continuing Education Contact Hours (CEU/CECH) for Chapter-sponsored educational activities.

10. Apprise members of their CEU/CECH credits earned.

11. Assure that criteria for Category I Continuing Education Contact Hours (CECH) are operating within the policies and guidelines of SOPHE, Inc., and the National Commission for Health Education Credentialing (NCHEC).

12. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.
E. **Finance Committee** (The fiscal year is January 1 to December 31.)

The Finance Committee shall:

1. Audit the financial records of the Chapter by January 31st and report these findings to the Executive Committee at its next meeting and to the membership at the Midyear Meeting. The audit should include a review of bank statements, disbursement requests, deposits made, check book, and monthly Treasurer report.

2. Review the financial status report of the Chapter to-date which has been prepared by the Treasurer to be presented at the Annual Meeting and a year-end status report at the Midyear Meeting.

3. Prepare a budget proposal for presentation at the first meeting of the new Executive Committee for deliberation and/or approval. Upon approval, the budget will be available to the membership.

4. Work with the Treasurer in reviewing financial policies, dues, and expenses and make recommendations to Executive Committee.

5. Request that the Treasurer serve as an ex officio member of the Finance Committee without voting privileges.

6. Plan and present fundraising ideas to the Executive Committee for approval and execute fundraising activities and events for the Chapter.

7. Plan and execute fundraiser at Midyear and Annual meetings, such as silent auction, to raise funds specifically to support Chapter scholarships.

8. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

F. **Advocacy Committee**

The Advocacy Committee shall:

1. Actively solicit input and participation of the membership in identifying and dealing with legislation which affects Public Health/Health Education.
2. Develop legislative proposals to be approved by the Executive Committee.

3. Develop and carry out strategies and procedures to implement legislative proposals. Notify the membership of appropriate action.

4. Monitor legislation which should be supported or opposed by the Chapter.

5. Work closely with official and voluntary health groups on matters relating to programs, manpower, and appropriations which would enhance Health Education in North Carolina.

6. Review past Advocacy Committee recommendations for possible new legislative proposals.

7. Utilize the chapter newsletter, Facebook, and website to keep the membership informed on legislation pertinent to health educators and the work of the Advocacy Committee.

8. The chair or his/her designee shall participate in National SOPHE’s Advocacy Committee’s conference calls.

9. Attend the Annual Health Education Advocacy Summit sponsored by SOPHE, Inc. In the event the chair is unable to attend, a designee appointed by the Executive Committee may attend.

10. Utilize e-voting procedures for time sensitive advocacy efforts, such as sign-ons, letters of support, etc.

11. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

G. Membership Committee

The Membership Committee shall, in collaboration with the Administrative Assistant:

1. Recruit new members and receive applications with a payment for dues. Upon receipt, applicant will receive a receipt for membership dues and a membership card in the mail. A membership manual will be emailed to new and renewing members. New members will be added to the membership email listserv.
2. Report number of active members, new members, and late members at each Executive Committee meeting. Supply upon request to any Executive Committee member an up-to-date membership roster.

3. Encourage the Chapter members to join National SOPHE, Inc.

4. Contact new members and acquaint them with the various committees and encourage their participation.

5. Work to maintain a membership list which is current and follow up on late and inactive members

   a. The Membership Leave Form will be sent, via Google forms, to inactive members when sending renewal notices in order to gather information at a time when an individual is most likely or has decided to leave NC SOPHE.

   b. The Administrative Assistant is primarily responsible for sending the Leave Form, since he/she sends renewal notices to members and keeps track of active/inactive members.

   c. This information will be summarized and shared in the Executive Committee monthly reports; a more formal annual report will be created and provided at the Annual business meeting.

6. Membership list will not be shared. Any such requests will be reviewed for approval by the Executive Committee to potentially send information to Chapter members via the membership listserv.

7. Annually update the Membership Manual and share with all Chapter members each year.

8. Glossary of terms:
   a. Anniversary Month - The month that initial dues were paid. Annual dues must be paid by the 30th of the member’s anniversary month to remain current.

   b. Active status (C) - Member will receive a "dues notice" on the 15th of the month prior to the anniversary month. Members have until the 30th of their anniversary month to pay dues.

   c. Late status (L) - (maximum one year) - Late status is when dues are not paid by the 30th of the member’s anniversary month. To become current, the member pays membership dues and will maintain the same anniversary month.

   d. Inactive status (I) - (maximum five years) - Inactive status is when a member has been in late status for one calendar year and has not renewed membership. Member will not receive the Chapter’s mailings. If an inactive member wishes to renew, s/he pays the $25.00 membership fee and receives a new anniversary date.
9. Oversee the Mentoring Sub-Committee
   a. Appoint a Chair to lead the Mentoring Sub-Committee
   b. Assist in recruiting mentors and mentees
   c. Ensure appropriate mentor-mentee pairing
   d. Monitor mentor-mentee pairings by reviewing annual forms submitted by each Mentor

10. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

H. Nominating Committee

The Nominating Committee shall:

1. Be chaired by the immediate Past President of the Chapter. The President-Elect shall serve as a member of this committee. The Chapter President may appoint members to this committee as well. A minimum core of five members from a broad representation of the Chapter membership are to serve on the Nominating Committee.

2. Distribute a Willingness to Serve/nominating form to Chapter membership at least 5 months prior to the Annual Meeting. Call for nominations should close no later than 3 months prior to the Annual Meeting.

3. Assure that the nominating process be open with significant involvement and input from each of the committee members, recognizing that confidentiality with regard to discussion is paramount.

4. The chair shall distribute a list of all active Chapter members and of current officers and terms of office to the committee. A list of officers in the previous five years should be provided to the committee in advance of the first meeting.

5. The chair shall convene a meeting of the committee in person or by conference call no less than three months prior to the Annual Meeting at which the proposed slate is to be presented. Presentation to Executive Committee should be well before the thirty-day deadline for announcing the proposed slate to the membership.
6. Consider and adopt criteria for the potential candidates, for example:
   - they must be members in good standing in the Chapter;
   - the candidates for officer positions, excluding the members-at-large positions, shall have had prior experience on the Executive Committee as a committee chair, Member-at-Large, or officer;
   - they shall have demonstrated an interest in the Chapter by serving in some capacity or attending meetings, and
   - they shall have demonstrated the ability to complete responsibilities and tasks accurately and in a timely manner.

7. As members of the committee may not know all those proposed for consideration, it is appropriate that discussion take place as to each person's experience and qualifications. So as to encourage candid committee conversation, all committee conversations should remain confidential.

8. Consideration should be given to a slate which supports diversity (such as geographical areas, race, gender, age etc.) on the Executive Committee.

9. Compile a general list of potential candidates meeting the established criteria, then determine the position(s) for which the individuals will be considered and rank order them.

10. The chair or designee will contact potential candidates to determine their interest and/or availability to serve as an officer.

   a. Provide a description of the responsibilities and length of term to all nominees. These descriptions are found in the Manual of Procedures. Nominees are encouraged to check with employers to assure their support prior to their names being put on the ballot.

   b. Those holding the positions of President and National Delegate are required to be members of SOPHE, Inc. This requirement should be stated to those who are approached for these offices.

   c. Upon acceptance of consideration for nomination, potential nominees shall submit a signed commitment form agreeing to the responsibilities of the position. (attachment H)

11. Prepare a single slate of candidates for all positions to be filled and present it to the Executive Committee for approval; these names must then be submitted to the membership at least 30 days prior to the Annual Meeting at which the election takes place.

   a. Notification to the members may be made by publishing the slate in the newsletter as long as it reaches the membership at least 30 days prior to the election. Additionally, the slate should be published on the website and emailed to the Chapter membership listserv.
b. An absentee ballot form will be made available, upon request, to any member who cannot attend the meeting. A list of members voting by absentee ballot shall be maintained and checked against Annual Meeting registration. Any member having voted by absentee ballot who attends the Annual Meeting would be instructed not to vote again at the Business Meeting.

12. Notes and documentation of the committee’s activities shall be transferred to the new Past President at the first meeting of the Executive Committee. This report, including the working list of potential candidates and any notes which may be appropriate for consideration by subsequent nominating committees, should be passed to the next committee chair. The slates for the previous five years also should be provided to the next chair.

13. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

I. Professional Preparation and Standards of Practice

The Professional Preparation and Standards of Practice Committee shall:

1. Include representatives from training institutions as well as others with special interest in this area. Committee members should be representative of both the academic and non-academic work settings, including students. Committee members are encouraged to make a commitment of more than one year to provide continuity.

2. Study, plan, and provide consultation to promote high standards for professional education and practice, e.g. plan/offer CHES/MCHES preparatory session, plan/offer webinars, etc.

3. Maintain an ongoing list of committee projects which will be presented annually at the business meeting.

4. Present projects that involve expenditures to the Executive Committee for approval early in the planning stage, particularly when such anticipated expenditures are not included in the current budget.

5. Plan and/or assist with other committees as appropriate during the course of the year.

6. Lead the call for and selection of poster session abstracts for both Midyear and Annual Meetings, in collaboration with the Research and Program Committee Chairs. Poster session abstracts will be accepted from both students and professionals.
7. Annually update list of NC university/college contacts and distribute to other committee chairs and post to members only section of website.

8. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.

J. Program Committee

The Program Committee shall:

1. Be chaired by the Vice President of the Chapter, to plan, conduct, and facilitate the Annual and Midyear meetings. The five Members-at-Large, including the Student Member-at-Large, will be members of the committee.
   a. The Annual Meeting is generally a multi-day educational conference. Different areas of the state are selected as meeting sites to diversify the length of travel time for the membership.
   b. The Midyear Meeting is a one-day meeting typically held in the spring. The Midyear Meeting provides continuing education and networking opportunities.
   c. Time shall be allocated at these meetings for the two yearly Business Meetings of the Membership which are required by SOPHE, Inc. (See attachment K).

2. Prepare for the Annual and Midyear Meetings as follows:
   a. Contact the current meeting facility to confirm obligations.
   b. Select a theme, overall conference goal, and conference objectives based upon membership surveys and evaluations from previous conferences.
   c. Make local arrangements including:
      - Selection of food.
      - Available lodging for membership, speakers, exhibitors, and guests.
      - Large meeting room.
      - “Breakout rooms” for concurrent sessions and committee meetings.
      - Technology/media equipment support.
- Tables for registration, payment, and continuing education (CECH)
- Space for exhibitors.
- Space for silent auction.
- Space for poster presenters.
- Awards Event (only at Annual Meeting).

d. Select keynote speaker(s). Assure that the keynote speech has relevance to the overall conference theme/goal.

e. Solicit a call for abstracts at least 5 months prior the Annual and Midyear Meetings. Abstracts must include contact information and bio of each speaker, 2-3 measurable objectives, description of session content, and CHES/MCHES competencies to be addressed.

f. Speakers are responsible for their own registration, travel, and hotel expenses. However, special circumstances shall be reviewed by the Executive Committee and honoraria must have prior approval.

g. Present proposed budget for Midyear and Annual Meetings to the Executive Committee for approval.

h. Set registration fees (to be approved by Executive Committee) to cover all expenses related to the meeting (e.g., catering, speaker expenses, meeting rooms, packets). The student and emeritus rate should be based on actual cost.

i. Contact potential exhibitors.

j. Prepare registration brochure to be sent electronically in advance of meetings and meeting program to be provided in hard copy to meeting attendees;
Meeting Program to include:
- Meeting Agenda
- List of Past Presidents
- Current Executive Committee members
- Current Program Committee members
- Past Award and Scholarship winners (Annual Meeting only)
- Final CECH award language: “An application has been submitted to award Certified Health Education Specialist (CHES) and/or Masters Certified Health Education Specialist (MCHES) up to a total of ___ Category I continuing education contact hours (CECH). A maximum of ___ advanced-level CECH are available. The National Commission for Health Education Credentialing, Inc. has approved SOPHE and it’s Chapters as designated event providers in health education.”
k. Prepare and submit application packet for CECH to the Continuing Education Committee no less then 45 days prior to the Midyear and Annual Meeting.

a. The application packet must include:
   - Registration Brochure, which must include appropriate wording for CECH credit: "An application has been submitted to award Certified Health Education Specialist (CHES) and/or Masters Certified Health Education Specialist (MCHES) up to a total of ___ Category I continuing education contact hours (CECH). A maximum of ___ advanced-level CECH are available. The National Commission for Health Education Credentialing, Inc. has approved SOPHE and it’s Chapters as designated event providers in health education."
   - Overall conference goal/objectives
   - Abstracts/Speaker Forms which include measurable objectives
   - Evaluation forms for each session
   - List of Program Committee members that are CHES/MCHES and their #

k. Send out two meeting notices for Midyear and Annual meetings:
   1. Notify members of place and date at least 3-4 months before the meeting, i.e., Save the Date announcement.
   2. Send out announcements to Chapter members and prospective members to promote upcoming meetings.
   3. Send out program registration brochure at least two months prior to the meetings of the membership.

l. Prepare name tags, registration packets, and receipts for presenters, participants and guests, when applicable and approved by Executive Committee. Work with Visitor’s Bureau to prepare name tags and/or registration packets.

m. In conjunction with the Continuing Education Committee, evaluate the Midyear and Annual Meetings.

n. Arrange with the Treasurer to write checks for conference expenses.

3. Include a Time and Place Coordinator who is appointed by the President and is supported by the Program Committee.

4. Submit a year-end report using template (See attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and Public Relation Chair.
K. **Public Relations**

The Public Relations Committee shall:

1. Publicize the work of the Chapter by organizing media coverage of meetings and activities during the Midyear and Annual Meetings. The Public Relations chair is encouraged to work with the Program Committee chair to arrange media coverage.

2. Coordinate with the Executive Committee all media releases relating to the Chapter. Provide information to the media highlighting the activities and interests of the Chapter and Public Health Education to enhance the Chapter's visibility.

3. Be responsible for coordinating the Chapter’s efforts for National Health Education Week (NHEW) during the third week of October and disseminating information to the membership. Publicity for NHEW also should be shared with local health directors.

4. Collaborate with the Finance Committee for fundraising that promotes health education, e.g., T-shirts, buttons, paraphernalia.

5. Include a newsletter editor who is appointed by the President and is supported by the Public Relations Committee.

6. Submit a year-end report of the committee’s activities including copies of the newsletters.

7. Develop a press release to be sent to the hometown newspapers announcing election of new officers; submit press releases prepared by the Citation Committee regarding the chapter award winners.

8. The Newsletter Editor shall:

   a. Publicize deadlines for newsletter articles via the chapter communication channels.

   b. Solicit articles from the membership. Newsworthy articles include research projects, program descriptions, significant happenings in health education, as well as humorous and fun items when possible.

   c. Collect articles and edit materials as needed.

   d. Publish at least two editions yearly - one of these should be published and distributed to membership at least 40 days prior to the Annual Meeting. The purpose of the chapter newsletter is to inform the membership about the following:
- Decisions of the Executive Committee at their regular meetings.
- Activities of official and ad hoc committees of the Chapter.
- Highlights of relevant SOPHE, Inc. Committee Meetings.
- Meeting dates, places, times, and programs of the Chapter and other health education-related events.
- Comments from the membership regarding the activities of the Chapter or SOPHE, Inc., and presentation highlights of unique health education programs currently being implemented within the state.
- Achievements of fellow health educators related to their work settings.
- Prepare an original copy of the newsletter to be printed and distributed.
- Oversee the distribution of the newsletter in order to reduce costs with the use of email in addition to printed copies mailed to the membership.

9. Within 30 days of the Annual meeting develop and disseminate to Chapter membership a year end report/newsletter that shares:
   - Message from outgoing President
   - Message from incoming President
   - List and picture of current officers
   - Committee year end reports, including name of chair, committee members, key accomplishments, major challenges, unfinished business transitioning to incoming Chair, and incoming chair contact information. Year end reports are due to the PR Chair and President at least 2 weeks prior to the Annual Meeting.

10. Includes a Webmaster who is appointed by the President and is supported by the Public Relations Committee.

11. The Webmaster shall:
    a. Maintain the Chapter's Website at the following URL: http://www.ncarolinasophe.org
    b. Maintain at a minimum the following Web page links regarding the Chapter:
- History of the Chapter
- Mission
- Membership
- Newsletter
- Officers and Committees
- Advocacy
- Continuing Education
- Links (that must contain a link to SOPHE, Inc.)
- News & Upcoming Events

c. Coordinate the Website additions, updates, and revisions with the Executive Committee.
d. Publicize deadlines for Website articles, revisions and updates.
e. Solicit newsworthy material appropriate for the Website from the membership. This material includes research projects, program descriptions, significant happenings in health education, and noteworthy events from SOPHE, Inc.
f. Collect and edit submitted Website articles, updates or other Chapter materials as needed.
g. Coordinate with the Chapter Treasurer for budgetary oversight of the Web hosting account.
h. Submit a year-end report using template (attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and PR Chair.

L. Research Committee

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. Convene at the time of the Annual Meeting or soon thereafter to begin to outline plans for the coming year.

4. In collaboration with Program Committee and Professional Preparation and Standards of Practice Committee review and select poster session abstracts to be presented at at least one of the Chapter’s conferences each year.

5. Coordinate and select presenters for research focused session(s) for both Midyear and Annual meeting.

6. Report work and findings of the committee at the Annual Meeting.

7. Assist with research related to the makeup or effectiveness of the Chapter.

8. Identify and disseminate research findings to Chapter membership related to, but not limited to:
   a. Innovative health education methods and techniques.
   b. Training methods.
   c. Standards of practice.
   d. Educational tools and materials.

9. Coordinate activities with Professional Preparation and Standards of Practice Committee when appropriate.

10. Submit a year-end report using template (attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and PR Chair.

M. Scholarship Committee

The Scholarship Committee shall:

1. Develop/update criteria for the Chapter NC SOPHE Annual Scholarship Award and the Emily T. Tyler Academic Scholarship. Criteria include:
   a. A current, dues-paying member of the Chapter upon receipt of application.
b. The NC SOPHE Annual Scholarship shall be for undergraduate students pursuing an academic degree in Health Education or closely related field at the baccalaureate level. If no undergraduate applicants are received or eligible a graduate applicant could be selected to receive the NC SOPHE Annual Scholarship.

c. The Emily T. Tyler Academic Scholarship shall be for graduate level students pursuing an academic degree in Health Education or closely related field at the master's, or doctoral level.

d. Actively involved in the professional practice of Health Education.

2. Establish/review procedures for applying for the Scholarship Awards.

3. Update application form annually.

4. Actively solicit applications for the Scholarship Award. Call for applications should be disseminated no later than January 30 each year. Applications will be due June 15 of each year.

5. The Chair and Committee members are not permitted to follow up with applicants who have submitted incomplete application packages. Each applicant is responsible for ensuring their application package is complete. Chair can only confirm with applicant that application and letters of support have been received.

6. Review and screen applications to insure the applicants meet the criteria.

7. Selection Process:

   a. Chair will share all eligible/complete application packages with the committee for review.

   b. Each Committee member will review and score each application package and submit scoring sheets to the Chair.

   c. A conference call/meeting will be held to discuss and review committee members ratings.

   d. Committee members who have applied for a scholarship or have provided a letter of support for an applicant shall recuse themselves from the discussion and voting of that scholarship.

8. Chair will call the selected applicants' institution to verify that he/she is a current student.
9. Present decision to the Executive Committee for approval.

10. Notify recipient(s) of award. The element of surprise should be maintained if it is known that the recipient is attending the Annual Meeting.

11. Present recipient(s) with check.

12. Recognize recipient(s) at the Awards Event at the Annual Meeting.

13. Submit a year-end report using template (attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and PR Chair.

N. Time and Place Committee

The Time and Place Committee shall:

1. Consist of the appointed Time and Place Coordinator and representatives from the region in which the meetings will be held.

2. Confirm at the first meeting of the new Executive Committee the times, dates, and places for the Midyear and Annual Meetings for the current and subsequent year as established by Time and Place.

3. Secure a site for the Midyear and Annual Meetings at least one year in advance. For example, in 2015, the committee will be planning for the 2016 meetings. Midyear meetings are generally held in the central part of the state during March. Annual Meetings are held across the state rotating East, Central, West, and repeating in this fashion.

   a. Use the proposed recommendations in Attachment C as a tentative plan to secure the guest rooms, meeting space, meals, etc.

4. Determine a variety of venues for the meetings and gather information on hotels available in the area.

5. Use available technology to contact prospective facilities. Facility packets should be requested which include from each facility the total number of rooms; dates available; room rates (government rate, double, single, off-season, etc.); meeting room rates including break-out space; whether meeting room rates are reduced or waived if meals are served or a certain number of rooms are reserved for overnight guests; equipment use fees, and other items of interest, e.g., amenities, fitness centers, pool.
6. Schedule a site visit prior to making final recommendation(s) to the Executive Committee.

7. Make recommendations to the current Executive Committee for approval of the dates and locations of the Midyear and Annual Meetings two years in advance.

9. After approval by the Executive Committee, a letter of intent/commitment should be sent to the selected facility, and, as applicable, a letter to the unselected facilities with which Time and Place has worked.

10. Submit a year-end report using template (attachment J) of the committee’s activities at least 14 days prior to the Annual Meeting to both the President and PR Chair.

O. NC SOPHE Chapter Liaison(s) to the NC Association of Local Health Director (ad hoc position)

1. The NC SOPHE President shall inform the NC Association of Local Health Directors (NCALHD) president who the current NC SOPHE Chapter liaison is immediately following the Annual Meeting.

2. The Chapter liaison contact Lynette Tolson (ltolson@ncapha.org) to receive dates of the NCALHD ‘s meetings.

3. Chapter liaison shall contact the NCALHD ‘s liaison (Lynette Tolson) to receive meeting notes and other correspondence.

4. Chapter liaison shall attend a minimum of 1 NCALHD meeting per quarter and do the following:
   a. Present health education and/or related issues to the NCALHD, as needed. (Secure a place on the agenda via the NCALHD by contacting Lynette Tolson).
   b. Inform the NCALHD about the Chapter’s professional meetings (Midyear & Annual)
   c. Inform NCALHD about Citation and Scholarship opportunities.
   d. Present Chapter proposals and community initiatives

5. The Chapter liaison shall present to the Executive Committee opportunities for collaboration, when applicable.
6. The Chapter liaison shall provide a report that includes the relevant Public Health discussions of the NCALHD meetings to the Executive Committee.

7. The Chapter liaison shall work closely with the Advocacy Committee to learn of legislative changes affecting Health Education or health educators.

8. Receive a copy of the contract. A copy of the contract should be reviewed by Time and Place Coordinator, Vice President, and President. The Coordinator should review the contract carefully for errors or information that was not discussed and contact the facility if there are corrections. The Coordinator should contact the President to advise him/her to sign the contract or to wait for a corrected copy upon further notice from the Coordinator.

9. Notify facility that further correspondence should be sent to the President (or other person on the Executive Committee as directed by the President) providing name and contact information.

10. Forward all information and correspondence concerning the selected site(s) to the President.

11. Submit a year-end report using template (attachment ???) of the committee's activities at least 14 days prior to the Annual Meeting to both the President and PR Chair.

Updated: 04/17/96
Approved: 10/27/06
Approved:
ATTACHMENT A

NC SOPHE National Delegate Guidelines

Sending a delegate to the meetings of SOPHE, Inc. each year is the responsibility of the Chapter. However, this expense is the largest one for the Chapter and it is expected that the delegate will utilize other funding sources to support partial or total payment of these expenses when possible.

1. The delegate shall submit receipts, program announcements, and other documentation regarding fees and services for reimbursement to the Treasurer.

2. For greatest savings, the delegate shall make travel arrangements at least 30 days in advance of a meeting. Consideration should be given to staying over Saturday night if total savings are greater.

3. Registration fees will be reimbursed at the pre-registration rate ONLY. Room rate will be reimbursed at double or single occupancy rate for staying at convention hotel. The delegate will be encouraged to share a room or investigate alternative hotel/motel rates at reduced costs and using other discounts (e.g., AAA, government, etc.).

4. When a meal includes a structured program or business meeting (presentations, awards, banquet, etc.) and the meal is not included in the registration fee, the delegate will be reimbursed the full amount.

5. Meals not included in the registration fee will be reimbursed at the current out-of-state per diem rate for state employees.

6. When available, the delegate shall use the hotel courtesy shuttle to and from the airport rather than cab or limousine unless it is more expensive.

7. Private vehicle travel will be reimbursed at current state rates if total cost is less than public transportation.

8. Recommended amount for purchase of a chapter gift, when requested, for SOPHE Annual Meetings is $10.00 to $15.00 pending approval by the Executive Committee.

9. Tips for room service and other personal hotel/motel services and expenses such as entertainment, alcoholic beverages, set-ups, between-meals-snacks or refreshments, and other personal expenses (phone calls, dry cleaning, etc.) are not reimbursable. (Exception: when bags are stored with bellhop.)

10. If a meal is included in the registration fee, and if the delegate chooses to eat elsewhere, this meal will not be reimbursed (e.g., when the delegate chooses to go out to eat instead of attending the SOPHE, Inc. meal function).
11. Should the Delegate be nominated from the floor at the House of Delegates Meeting to be considered for one of the House representatives to the SOPHE Board of Trustees, the Delegate must have two years remaining in his or her term as Chapter Delegate. In order to meet this requirement, upon approval by Executive Committee, the Chapter Delegate may be nominated to serve an additional term with NC SOPHE.
ATTACHMENT B

Discretionary Fund Recommendations

A discretionary fund shall be established each year to respond in a timely manner to significant life events, such as illness or death, among NC Chapter, SOPHE members and others who have made significant contributions to the profession. Factors to be considered for activation of this fund include, but are not limited to, timing of event, unusual or unique circumstances, present and/or past contributions to the Chapter, SOPHE, Inc., or the profession of health education. Executive Committee shall approve the expenditures of no more than $25 per event.

The fund may be activated by the President. In the absence of the President or in the event it is inappropriate for the President to respond, the Vice-President, Past-President or President-Elect has the discretion to activate the fund. Consultation among these officers is recommended to avoid confusion and duplication.

The budget for this fund will be $50.00 annually with the understanding that the President may request additional funds as needed pending approval of the Executive Committee.

The Executive Committee will monitor use of the funds. The procedures for the discretionary fund will appear in the Appendix of the NC SOPHE Procedures Manual. References to this fund will be in the procedures for President, Vice-President, Past-President, President Elect and Executive Committee.
## ATTACHMENT C
### Membership Meeting Recommendations

<table>
<thead>
<tr>
<th>A. Guest Rooms</th>
<th>Mid-Year Meeting</th>
<th>Annual Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 (unless keynote speaker needs accommodations)</td>
<td>30-50 for 1 to 2 night stay *ask if NC SOPHE is responsible for rooms that do not fill</td>
<td></td>
</tr>
<tr>
<td>B. Number of days</td>
<td>1 (approximately 9 am – 4 pm)</td>
<td>2.5 days (1/2 day Wed. pre-conference &amp; social) (Thursday – Friday conference)</td>
</tr>
<tr>
<td>C. Meeting space</td>
<td>1 large room for General Session and Business Meeting for 125 participants Space for lunch 3 rooms for break-out sessions for 30-50 participants Space for registration, exhibitors, posters and silent auction</td>
<td>2-3 rooms for preconference workshops that hold 30-50 people 1 room for social/ poster viewing 1 large room for General Sessions for 150-200 participants 3 rooms for break-out sessions for 50+ participants Space for registration, exhibitors, posters and silent auction</td>
</tr>
<tr>
<td>D. Meals</td>
<td>Breakfast snacks Lunch Afternoon snacks</td>
<td><em>Wednesday</em>: Boxed lunch, social hors'd'ourves <em>Thursday</em>: morning break, awards banquet lunch, afternoon break <em>Friday</em>: morning break, box lunch</td>
</tr>
<tr>
<td>E. Attendance</td>
<td>100-125 people</td>
<td>125-200 people</td>
</tr>
<tr>
<td>F. Administrative Space</td>
<td>6-12 tables for registration (2), continuing education (1), silent auction (3), exhibitors and others as needed.</td>
<td>6-12 tables for registration (2), continuing education (1), silent auction (3), exhibitors and others as needed.</td>
</tr>
<tr>
<td>G. AV equipment</td>
<td>Projector and screen for all meeting spaces used Ask program committee members to supply laptops Microphone/ speakers needed for general session space</td>
<td>Projector and screen for all meeting spaces used Ask program committee members to supply laptops Microphone/ speakers needed for general session space</td>
</tr>
<tr>
<td>H. Overnight rates</td>
<td>n/a (unless keynote speaker needs accommodations)</td>
<td>Meeting state government allowances</td>
</tr>
</tbody>
</table>
ATTACHMENT D

NC SOPHE Display Procedures

1. The NC SOPHE display shall be housed in one central location, e.g., with the president, public relations chair, or other designated NC SOPHE member.

2. Once the NC SOPHE member has been designated as the display holder, the Executive Committee will be notified.

3. The display holder shall maintain a calendar of NC SOPHE display events.

4. NC SOPHE members must contact the display holder at least one week in advance to arrange a display pick-up time.

5. When checking out the NC SOPHE display, the attached form MUST BE used. Both the NC SOPHE display holder and the NC SOPHE member checking out the display must complete the form together.

6. The NC SOPHE display must be returned within one week of use or by the agreed upon due date.

7. Upon return of the NC SOPHE display, both parties MUST complete the check-out form together.
NC SOPHE Display Loan Agreement

This is to certify that I, the undersigned, agree to accept full responsibility for any damage(s) or loss of parts for the NC SOPHE display. I further accept the responsibility of returning the display by 1:00 p.m. on the due date unless pre-arranged otherwise. I will return the display to ______________ and will not leave the display without it being officially checked in. Failure to do is a breach of this agreement and could result in the termination of the borrowing privileges with NC SOPHE.

<table>
<thead>
<tr>
<th>Borrower’s Information</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name &amp; Title</td>
<td></td>
</tr>
<tr>
<td>Borrower’s signature</td>
<td></td>
</tr>
<tr>
<td>Organization (Division/school etc.)</td>
<td></td>
</tr>
<tr>
<td>Organization Address</td>
<td></td>
</tr>
<tr>
<td>Contract phone number &amp; extension</td>
<td></td>
</tr>
</tbody>
</table>

**NC SOPHE display contact to complete the information below:**

**Equipment Information**

<table>
<thead>
<tr>
<th>Item/Description:</th>
<th>Date Borrowed</th>
<th>Date Due</th>
<th>Date Returned</th>
</tr>
</thead>
</table>

Note any deficiencies:

**NC SOPHE display contact person**

Released by: (NC SOPHE display contact name & signature)

I have inspected the item(s) listed above before release. All parts are currently present and the equipment is functional.

**Return Inspection**

<table>
<thead>
<tr>
<th>Date of return inspection</th>
<th>Name of NC SOPHE display contact:</th>
</tr>
</thead>
</table>

This is to certify that I have thoroughly checked and returned the NC SOPHE display and find it in the same condition as when I borrowed it.

Signature:

Note any deficiencies (not previously identified) on the back:
Objectives

1. To allow NC SOPHE access to an efficient and alternative means of payment for pre-approved expenses, specifically expenses related to organizational conferences/meetings and office supplies.

2. To allow fiscal monitoring and accountability related to debit card purchases.

Policies

1. Officers of NC SOPHE’s Executive Committee, or a designee, shall be given access to the NC SOPHE debit card to defray up-front, out-of-pocket expenses incurred by NC SOPHE members for the purchase of supplies or other items relating to Midyear or Annual meeting.

2. Items that are less than $25.00 should be paid by the member and afterwards the member should seek reimbursement with receipt from the Chapter Treasurer.

3. The NC SOPHE debit card may be used only for business expenses and may not be used for expenses of a personal nature.

4. Cash advances are not allowed.

5. Any debit card purchases, not in the current approved budget, must be authorized by the Executive Committee.

Procedures

1. The debit card must be used only for its intended purpose.

2. The debit card shall be used if a vendor requires payment prior to procurement or delivery of supplies, equipment, or other items. If the vendor will provide the desired items/services in advance of payment and bill or invoice the Chapter during its normal billing cycle, this payment arrangement is preferable.

3. The debit card shall be used if the vendor requires down payment in the form of cash, credit or debit card payment to reserve, hold or book meeting facilities, hotel space, banquet services, or related items. The debit card should be used only with authorization from the Executive Committee.

4. Card user should make every effort to ensure that purchases do not include sales tax.
5. User must submit to the Treasurer all signed receipts/invoices and note the purpose of the expense on the back of the receipt.

6. The user must submit the corresponding receipts with an expense report to the NC SOPHE Treasurer within a week of incurring the expense. Facsimile or scanned documents are acceptable if the employee is on travel and will not be able to meet the one week deadline, provided that original receipts are submitted upon return from travel.

7. The Treasurer will confirm that the charges are justified and appropriate before authorizing any invoice or Purchase Order for payment by noting “Okay to Pay” and signing the body of the invoice. Detailed receipts must be retained and filed with banking account statements by the Treasurer.

8. Individuals who do not adhere to these policies and procedures, privileges of debit card use will be revoked and may be personally responsible for any unapproved expenditures, as determined by the Executive Committee.
Attachment F

Executive Committee Meeting Minutes Template

Minutes
North Carolina Chapter
Society for Public Health Education, Incorporated
Executive Committee Meeting Conference Call

[date]

Attending:

* Denotes voting members

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval of Minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Report</td>
<td></td>
<td></td>
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</table>

OLD BUSINESS

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Delegate Report</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Strategic Plan Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGENDA ITEM</td>
<td>DISCUSSION</td>
<td>ACTION</td>
<td>RESPONSIBILITY</td>
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<tr>
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**NEW BUSINESS**

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|                |            |        |               |
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|                |            |        |               |
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**COMMITTEE REPORTS**

Advocacy
Bylaws
Citation
Continuing Education
Finance

|                |            |        |               |
|                |            |        |               |
|                |            |        |               |
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Historian
Research
<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
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</thead>
<tbody>
<tr>
<td>Membership</td>
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<tr>
<td>Nominations</td>
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<tr>
<td>Program</td>
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<tr>
<td>Public Relations</td>
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<tr>
<td>Scholarship</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Time and Place</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Preparation and Standards of Practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Director Liaison</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjournment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectfully submitted by [secretary name], NC SOPHE Secretary [date]
Attachment G

Addendum of Interim Minutes for eMotions/eVotes
North Carolina Chapter
Society for Public Health Education, Incorporated
Executive Committee Email Action

Requested by:

Reason for Request:

Date sent:

Respond by:

Invited:

Responding:

* Denotes voting members

<table>
<thead>
<tr>
<th>Meeting topic</th>
<th>Summary of comments/discussion</th>
<th>Action/Vote/ Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Compiled by: name, date
Attachment H

NC SOPHE Commitment Form

I, (NAME), attest that I have reviewed the responsibilities of the position, (POSITION NAME), as described in the NC SOPHE Bylaws and Procedures Manual. I have had the opportunity to discuss the position with members of the Nominating Committee or the outgoing incumbent. Additionally, I have discussed this position with my employer and have the support to accept this position and to participate in Executive Committee meetings.

________________________
Date

_______________________
Print Name

________________________
Signature
Attachment I
Monthly Committee Report Template

NC SOPHE [committee name] COMMITTEE REPORT
[date]
[name of chair], Chair

COMMITTEE CHARGE, PURPOSE, FUNCTION

COMMITTEE CHAIR CONTACT INFORMATION

COMMITTEE MEMBERS (names and emails)

ACTIVITIES TO DATE (cumulative for the year; highlight most recent)
1.

COMMITTEE EXPENSES TO DATE (cumulative for the year; highlight most recent)
1.

ACTION ITEMS FOR EXECUTIVE COMMITTEE
1.

FUTURE ACTIVITIES AND ANTICIPATED EXPENSES
1.

WAYS TO INVOLVE THE EXECUTIVE COMMITTEE
1.
Attachment J
Year-End Committee Report Template

(DATE)
Committee Name:
Committee Chair:
Committee Chair Email Address:

1. Summary of major accomplishments (this should not be a copy/paste of monthly committee reports)
   a.
2. Challenges
   a.
3. Recommendations for coming year
   a.
Attachment K
Membership Business Meeting Agenda Template

1. Call to Order

2. Review and approval of Minutes

3. Treasurer Report

4. Committee Reports/Updates
   a. Introduce Committee Chairs
   b. Chairs provide report (if applicable)
   c. Invite members to join committees (have committee descriptions sign up sheets at registration)
   d. Recognize and thank outgoing chairs*

5. Action Items
   a. Election of officers* (recognize and thank outgoing officers)
   b. Approve bylaws Changes, if any.

6. Adjourn

*Annual Meeting
### NC SOPHE Awards Presentation

<table>
<thead>
<tr>
<th>Award</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Opening Remarks</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>Promising New Health Educator Award</td>
<td>Presented by Citation Committee Chair, or designee</td>
</tr>
<tr>
<td>Kathy Kerr Outstanding Health Education Project Award</td>
<td>Presented by Citation Committee Chair, or designee</td>
</tr>
<tr>
<td>Outstanding Health Educator Award</td>
<td>Presented by Citation Committee Chair, or designee</td>
</tr>
<tr>
<td>Student Recognition Award</td>
<td>Presented by Citation Committee Chair, or designee</td>
</tr>
<tr>
<td>NC SOPHE All-Star Award</td>
<td>Presented by Past President</td>
</tr>
<tr>
<td>NC SOPHE Annual Scholarship</td>
<td>Presented by Scholarship Committee Chair, or designee</td>
</tr>
<tr>
<td>Emily T. Tyler Academic Scholarship</td>
<td>Presented by Scholarship Committee Chair, or designee</td>
</tr>
<tr>
<td>Recognition of Current Officers</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>NC SOPHE Installation of Officers</td>
<td>Outgoing President</td>
</tr>
<tr>
<td>Presentation of Gavel to Incoming President</td>
<td>Presented by Outgoing President</td>
</tr>
<tr>
<td>Presentation of Gavel Plaque to Outgoing President</td>
<td>Presented by Incoming President</td>
</tr>
<tr>
<td>Closing Remarks</td>
<td>Incoming President</td>
</tr>
</tbody>
</table>
Attachment M

Executive Committee Transition Meeting Agenda Template

The following items should be covered annually at the Executive Committee Transition Meeting. The Transition Meeting should occur no later than December 1st of each year. The President and Past-President may choose to add additional items.

1. Welcome/Introductions
2. Share Executive Committee roster/contact info
3. Bylaws
   a. Review of position responsibilities
5. Strategic Plan
6. Roberts Rules tipsheet/summary
7. Determine Executive Committee meeting schedule
Attachment N

Strategic Plan Template and Basic Instructions

NC SOPHE Strategic Plan: A Year-long Process

The President Elect will review and distribute current Strategic Plan to the Executive Committee soon after the Annual Meeting.

In collaboration with the President, the President Elect will appoint members to a Strategic Planning Committee by May 1.

Sections of the plan will be assigned to appropriate committees for input on updating goals/objectives related to committee work.

Consider appointing key Executive Committee members to work with President Elect and committee members to monitor and draft updated objectives for the coming year, to be presented to the Executive Committee prior to the Midyear Meeting.

When developing Strategic Plan it’s important that there is some alignment with National SOPHE’s Strategic Plan for Chapter Redesignation purposes.

Prior to Annual Meeting prepare a report for the membership highlighting status of the Strategic Plan including accomplishments in the past year and challenges expected during the coming year.

A standing agenda item for Executive Committee meetings will be an update on the Strategic Plan, provided by the President Elect. This allows for monthly monitoring of the plan.

Template NC SOPHE Strategic Plan (DATE RANGE)

Approved by NC SOPHE Executive Committee (DATE).

Strategic Planning ad hoc committee: (COMMITTEE MEMBER NAMES)

<table>
<thead>
<tr>
<th>NC SOPHE Strategic Planning Goals and Objectives</th>
<th>NC SOPHE’s Committees</th>
<th>National SOPHE’s Strategic Plan Goal</th>
<th>Progress to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. (OBJECTIVE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. (OBJECTIVE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. (OBJECTIVE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment O

SOPHE Chapter Redesignation Process

In order to maintain Chapter Affiliate status and voting privileges within the SOPHE House of Delegates, NC SOPHE must apply for redesignation every 5 years.

The following items must be submitted to National SOPHE as a part of the redesignation application:

- Redesignation Cover Sheet
- Chapter Affiliate Agreement (2 signed originals must be mailed to SOPHE)
- Strategic Plan
- Bylaws
- 2 Business Meeting Minutes
- 2 CE event programs
- Documentation of Incorporated Status
- Proof of current SOPHE membership status for President and Chapter Delegate
- Proof of at least 10 Chapter members who are also current SOPHE members

Once approval of redesignation application is received, NC SOPHE must submit a Chapter affiliate fee of $100.