

SOPHE (Society for Public Health Education) Midwest Chapter Bylaws

Article I – Name

This organization shall be known as SOPHE Midwest.

Article II – Purpose

The purpose of SOPHE Midwest shall be consistent with that of SOPHE. The Society for Public Health Education (SOPHE) is a voluntary, professional member-based association made up of 4,000 health education professionals and students throughout the United States, as well as 25 additional countries. SOPHE Midwest focuses on healthy behaviors, communities, and environments by engaging students and professionals from academic settings (universities, colleges, secondary and elementary schools), community-based organizations, government agencies, businesses, health care, philanthropic foundations, and similar. The Chapter aligns with SOPHE's focus on initiatives that support healthy behaviors through policy, practice, system, and environmental changes to create equitable outcomes across populations. The Chapter aims to advance health education research and practice, contribute to global health efforts and eliminate racial and ethnic health disparities through advocacy, professional development and preparation, technical assistance and connecting people to resources, and leadership in Kansas and Missouri.

Article III – Membership and Dues

Section A – Membership

There shall be the following categories of Members:

- 1) *Professional Member* – an individual who shall be a public health educator or similar professional, having a formal health education or related program degree or training, a retired public health educator, a faculty member in a public health education program, and/or anyone with an interest in public health education and promotion. Professional Members could include Founding Member and Emeritus Member sub-categories.
- 2) *Student Member* – an individual enrolled part-time or full-time as a student in Health Education, Public Health, Health Promotion, Community Health, School Health, or related field or certificate. Student members may be asked to provide documentation attesting to their enrollment status and/or their expected date of graduation.

Section B – Dues

1. Dues shall be set by the Executive Committee and reviewed annually or as needed.
2. Student members will be charged a reduced rate of that of Professional members.
3. Professional members who hold membership with National SOPHE will receive a discounted rate.

Article IV – Composition, Duties, and Vacancies

Section A – Composition

1. All persons serving as Executive Committee Members or members of committees must have paid membership dues for the current year.
2. It is recommended that all persons serving as Executive Committee Members be current members of National SOPHE.
3. Persons serving in the President-Elect, President, and Delegate roles must be current members of National SOPHE.

4. No individual shall hold more than one officer position at the same time unless otherwise determined and agreed upon by Executive Committee Members (e.g., a position vacated prematurely, insufficient nominees).
5. The Executive Committee positions shall be Chapter President, Chapter President-Elect, Chapter Delegate, Immediate Past President, Communications Officer, Evaluation and Learning Officer, Advocacy Officer, Student Officer, and Membership Officer. The Executive Committee is comprised of the officer positions.
6. The terms of the positions are as follows:

Initial Terms

- I. Immediate Past President – 1 year
- II. Treasurer* – 1 year
- III. Chapter President – 1 year
- IV. Chapter President-Elect – 1 year
 - A. Secretary duties
- V. Chapter Delegate – 2 years
- VI. Communications Officer – 1 year
- VII. Evaluation and Learning Officer – 1 year
- VIII. Membership Officer – 1 year
- IX. Advocacy Officer – 1 year
- X. Student Officer – 1 Academic Year (AY)

*In lieu of a filled position, these duties would be absorbed by the Immediate Past President.

Renewal Terms

The initial term of the <Position> shall be <word (#)> year(s); and after such initial term, the term of the <Position> can be renewed for up to one (1) successive term upon member election. Alternatively, either party can provide written notice to the other party of non-renewal not less than forty-five (45) days prior to the end of the then-current renewal term.

Term Commencement & Expiration

Term positions begin during the SOPHE National Annual Conference or April 1st, whichever comes first.

Section B – Functions & Duties of Officers

1. All officers shall have the following responsibilities:
 - a. **ATTENDANCE & PARTICIPATION:** Attend all Executive Committee meetings, with the expectation of attending at least 75% of all regularly scheduled meetings, and honor the attendance & participation expectations of National SOPHE Committees.
 - i. Executive Committee Members are expected to defend regular meeting times in their personal calendars and to avoid scheduling other meetings during that time.
 1. Executive Committee Members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, Executive Committee members are expected to notify the President of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.

- ii. Executive Committee Members are encouraged to join a National SOPHE or similarly relevant professional organization's committee aligned with their SOPHE Midwest Officer role, interests, expertise, or similar.
 - 1. National SOPHE Committees that SOPHE Midwest strives to have representation at include: Advocacy, Awards, Communications, Continuing Education, Professional Development, Resource Development, Strategic Planning.
 - 2. The President and Delegate are expected to participate in the SOPHE House of Delegates (HOD). Executive Committee members will be asked to serve as a proxy if the President and Delegate cannot attend a HOD meeting.
- b. **MANAGEMENT & LEADERSHIP:** Administer the business and actions of the chapter through shared governance, establishing the framework for conducting chapter business, membership engagement, and strategic management of the chapter, including fiduciary tasks and required documentation and reporting.
 - i. Establish a framework for conducting chapter business by creating temporary or special committees as needed, defining duties and responsibilities of committees in writing, and considering committee reports and recommendations.
 - ii. Actively participate in a member engagement role, recruiting and retaining chapter members and organizational partners.
 - iii. Be responsible and a good steward of chapter finances.
 - iv. Determine chapter due rates.
 - v. Participate in all required reporting and documentation for chapter and for National SOPHE.

The President Shall:

1. Be a member in good standing of SOPHE Midwest and National SOPHE.
2. Preside at all Executive Committee meetings.
3. Preside at all Chapter meetings.
4. Recruit for ad hoc committees.
5. Draft an article each quarter for the newsletter.
6. Be the official representative and spokesperson for the Chapter for the term of office.
7. In coordination with the President-Elect, prepare and distribute an agenda for all Executive Committee Meetings and Chapter Membership Meetings.
8. Develop written objectives for his/her term of office.
9. Sign official correspondence for the Chapters.
10. Assist the Chapter Delegate with the Chapter Annual Report and re-designation application for National SOPHE.
11. Direct a review of SOPHE Midwest Chapter bylaws when necessary.
12. Serve as co-trustee of all bank accounts registered in the name of Midwest SOPHE.
13. Participate in National SOPHE House/Board/Leadership meetings.
14. Transfer all files and materials to the incoming President and provide an orientation of the duties of the position.
15. Develop and present a budget to the Executive Committee annually with agreed-upon deadlines.
16. Maintain contact with Executive Committee all committee chairpersons to assure continued action and provide coordination and continuity.

The Immediate Past President shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Draft an article each quarter for the newsletter.
5. Serve in an advisory capacity to the Executive Committee regarding the procedures of SOPHE Midwest.
6. Serve in the role of Treasurer, should the position remain open after an election cycle.
7. Other duties as assigned/needed.

The Treasurer* shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Provide an annual report detailing the financial status of the organization to the President.
5. Maintain records of all income and expenditures.
6. Conduct a monthly reconciliation providing a written statement of the financial status at every Executive Committee meeting.
7. Deposit and account for all monies collected by the organization.
8. Disperse monies, ensuring all expenditures are agreed upon by the President, with the approval of the Executive Committee.
9. Secure/maintain Tax-exempt status.
10. File an annual report updating the IRS on its current activities, income, and financial status completed in a timely fashion according to IRS requirements and deadlines.
11. Develop an annual fundraising strategy for the Chapter.
12. Promptly reimburse Chapter members for approved Chapter purchases/expenditures.
13. Transfer all files written and electronic to the incoming Treasurer (following the election) and provide a brief orientation on the duties of the position.

*In lieu of a filled position, these duties would be absorbed by the Immediate Past President.

The President-Elect shall:

1. Be a member in good standing of SOPHE Midwest and National SOPHE.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Draft an article each quarter for the newsletter.
5. Ideally has actively served on the Executive Committee or another committee for at least one year prior to the nomination.
6. Become thoroughly familiar with operations of SOPHE Midwest; Chapter by-laws, overall budget and budgeting process, the duties of each of the officers of the chapter, the overall committee structure, and charges to and functions of each committee.
7. Become familiar with the duties and relationships of the SOPHE Midwest regarding National SOPHE.

8. Work jointly with the President in planning and executing Chapter business and programs, preparing and distributing an agenda for all Executive Committee Meetings and Chapter Membership Meetings.
9. Record and distribute minutes of all Executive Committee meetings and general membership meetings.
10. In the absence of the President, preside over meetings.
11. Succeed the office of the President in the event of a vacancy during the term of office.
12. Transfer all files written and electronic to the incoming President-Elect (following the election) and provide a brief orientation on the duties of the position.

The Chapter Delegate shall:

1. Be a member in good standing of SOPHE Midwest and National SOPHE.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Draft an article each quarter for the newsletter.
5. Have actively served on the Executive Committee or another committee for at least one year prior to nomination.
6. Represent SOPHE Midwest by attending the mid-year and annual National SOPHE meeting.
7. Create and provide a written and verbal report on national updates, and highlights from national meetings.
8. Provide SOPHE Midwest news and updates to National SOPHE.
9. Perform responsibilities as outlined by National SOPHE.
10. Participate in National SOPHE House of Delegates/Board/Leadership meetings.
11. With assistance from the President, prepare and submit the Chapter Annual Report and re-designation application for National SOPHE.
12. Transfer all files written and electronic to the incoming Chapter Delegate (following the election) and provide a brief orientation on the duties of the position.

The Communications Officer shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.

Social Media

4. Create content for 3-5 social media posts each week.
5. Coordinate content and maintenance for social media accounts (Facebook, LinkedIn, Twitter, Buffer, etc.)
6. Develop and maintain a social media presence following any guidelines established by National SOPHE.

Newsletters, Other modes of Members-Only communication*

7. Draft an article each quarter for the newsletter.
8. Produce and distribute a quarterly SOPHE Midwest Newsletter.
9. Solicit articles from Chapter members and affiliated organizations for the newsletter.

10. Transfer all files written and electronic to the incoming Public Relations Officer (following the election) and provide a brief orientation on the duties of the position.

*As the Executive Committee sees fit

The Evaluation and Learning Officer shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Draft an article each quarter for the newsletter.
5. Coordinate or write the Annual Continuing Education Report as required by National SOPHE.
6. Coordinate a minimum of one continuing education activity annually, identifying and recruiting potential speakers/panelists in collaboration with the Executive Committee.
7. Complete and submit the CECH paperwork pre-and post-event, ensuring the event evaluation form is available and consistent with National SOPHE.
8. Collaborate with the Executive Committee on any member surveys.
9. Collaborate with other professional organizations and promote continuing education opportunities for Chapter members.
10. Transfer all files written and electronic to the incoming Evaluation and Learning Officer (following the election) and provide a brief orientation on the duties of the position.

The Membership Officer shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Draft an article each quarter for the newsletter.
5. Transfer all files written and electronic to the incoming President-Elect (following the election) and provide a brief orientation on the duties of the position.

Membership Recruitment & Maintenance

6. Develop an annual member recruitment strategy, establishing timelines, activities, intended populations/partners, and strategic communication.
7. Establish/maintain relationships with 3-5 organizations (schools, health depts., funders, community-based organizations, etc.) for member recruitment each year.
8. Maintain an update-to-date membership contact list.
9. Send emails/videos, letters, etc. upon joining or renewing.

Website

10. Coordinate content and maintenance for the SOPHE Midwest website.
11. In collaboration with the Executive Committee, manage email communication with members through Google Groups/CRM.
 - a. Manage the CRM

The Advocacy Officer shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Create content for 1 social media post each quarter.
5. Draft an article each quarter for the newsletter.
6. Comply with the advocacy opportunities and limitations are for non-profit organizations as they pertain to SOPHE Midwest.
7. Manage the Advocacy Speaker's Bureau, developing a yearly series in coordination with the Evaluation and Learning Officer.
8. Draft emerging and planned Advocacy Alerts in coordination with the Communications Officer.
9. Establish/maintain relationships with 3-5 organizations, (schools, health depts., non-profits, community-based organizations, etc.) as strategic alliances each year.
10. Transfer all files written and electronic to the incoming President-Elect (following the election) and provide a brief orientation on the duties of the position.

The Student Officer shall:

1. Be a member in good standing of SOPHE Midwest.
2. Attend all Executive Committee meetings.
3. Participate in all Chapter meetings.
4. Create content for 1 social media post each quarter.
5. Draft at least one article each quarter for the newsletter.
6. Plan one student program per term/Academic Year highlighting student member benefits
7. Make recommendations to the Executive Committee.
8. Transfer all files written and electronic to the incoming President-Elect (following the election) and provide a brief orientation on the duties of the position.

Section C: Vacancies

If any office of the Chapter comes vacant (for various reasons), the Executive Committee may temporarily appoint a replacement or absorb the position until the next voting cycle.

Article V – Meetings, Nominations, Elections

Section A: Meetings

SOPHE Midwest will hold two full membership meetings (e.g., Spring and Fall). At least one of the meetings will offer continuing education contact hours (CECHs). The Executive Committee will meet no less than every other month (6 times per year), plus attend the full membership meetings. Monthly meetings are an ideal cadence, and bi-monthly meetings may be scheduled, when necessary and feasible. Special meetings of the membership may be called as needed by the President.

Section B: Nominations

Individual SOPHE Midwest members in good standing, and with a National SOPHE membership for required positions, may self-nominate for an Executive Committee position. Requests for nominations will be solicited at least two weeks prior to announcing the candidate slate. A Nominations Committee

comprised of at least 3 SOPHE members (including but not limited to Executive Committee members, other SOPHE chapters, SOPHE National members, and/or up to 2 non-SOPHE Midwest-affiliated professionals or students) shall be formed. None of the Nominations Committee members will be running for an Executive Committee position. Barring they aren't running for a new Executive Committee position, the Immediate Past President will serve in an Ex-Oficio, non-voting member capacity on the Nominations Committee.

Section C: Elections

All officers shall be from and elected by the membership of SOPHE Midwest. Election to an office is confirmed by majority vote of the members responding to the ballot within 21 days. Electronic voting will be allowed and voting will be tabulated by a Nominations Committee member. The Nominations Committee will maintain confidentiality throughout the nominations, elections, and announcement process.

Article VI – Finances

Section A: Fiscal Year

The fiscal year of SOPHE Midwest shall begin January 1st and end December 31st.

Section B: Expenditures and Deposits

Expenditures of SOPHE Midwest funds shall be approved by the Executive Committee, and represented in the annual budget. All monies received by SOPHE Midwest shall be deposited into the account of the chapter. The Registered Agent, President, and Treasurer shall be given signing authority on behalf of SOPHE Midwest.

Section C: Financial Statements and Accounting

The Executive Committee shall submit a written budget report annually to the membership. The books of the Chapter shall be audited in a manner determined by the Executive Committee. An audit shall be conducted immediately prior to the transfer of the financial books of the Chapter to a newly elected Treasurer. Any reports or reviews needed by the financial institution, by National SOPHE, or to maintain non-profit status, shall be completed by the Treasurer (with support from the President, Registered Agent, and Executive Committee).

Article VII – Chapter Affiliations with National SOPHE

Section A:

1. SOPHE Midwest shall conduct at least two business/membership meetings per year.
2. SOPHE Midwest shall prepare the Annual Chapter Report within the timeline specified by the House of Delegates, which is to be distributed to all SOPHE Midwest members.
3. SOPHE Midwest shall pay annual dues to National SOPHE.
4. SOPHE Midwest shall send their Chapter Delegate and President to all House of Delegate meetings or a proxy for either position when necessary.

5. SOPHE Midwest shall submit the Chapter Re-designation Application to National SOPHE, every five years.

Article VIII – Amendments to the By-laws

Section A: Any three (3) SOPHE Midwest members or the Executive Committee may submit proposed amendments to the by-laws, in writing, to the President. Amendments must be submitted at least 30 days before any meeting of the Chapter, and distributed to Membership for consideration. A quorum, consisting of one-third of the membership in good standing, must be present before a vote can be taken.