

# ETA SIGMA GAMMA



## Constitution

Revised October, 2013

Eta Sigma Gamma  
Professional Health Education Honorary  
National Office  
2000 University Avenue  
Muncie, IN 47306

National Constitution of Eta Sigma Gamma  
October, 2013

Constitution  
Preamble

We, the members of Eta Sigma Gamma in order to elevate the standards, ideals, competence and ethics of professionally trained men and women in health education discipline, do hereby establish this constitution for the governance of our Honorary.

Article I  
Name and Professional Identity

Section 1 Name.

The name of this organization shall be Eta Sigma Gamma, The National Professional Health Education Honorary.

Section 2 Professional Identity.

Health education is a discipline that draws from the biological, environmental, psychological, physical, and medical sciences to promote health and prevent disease, disability, and premature death through theory-based, education-driven, voluntary behavior change activities. It is characterized by a process with intellectual, emotional, spiritual, physical, and social dimensions. Health education enables people to make informed decisions affecting their personal, family, and community well-being. It is a process based on sound scientific principles that facilitate learning and ~~changing~~ behavior ~~change~~. Health education is more than the provision of information. While it includes acquiring knowledge about health matters, its purpose is the use of that knowledge. It addresses the formation of values, the acquisition of skills, and the adoption or reinforcement of desirable health behaviors. It honors the individual's right to privacy, a right to meaningful information, and his or her right to make healthy choices.

**Comment [t1]:** Can be counter to "making informed choices." For example, some policies, such as smoke-free policies, limit personal choice.

Article II  
Mission and Goals

Section 1 Mission Statement

The mission of the honorary is to promote the discipline by elevating the standards, ideals, competence and ethics of professionally prepared men and women in Health Education.

Section 2 Goals

The goals of the honorary include: supporting the planning, implementation and evaluation of effective health education programs and resources; stimulating and disseminating scientific research; motivating

and providing effective health education services; recognizing and rewarding academic achievement; supporting health education advocacy initiatives; promoting professional standards and ethics; and promoting effective networking activities among health educators and related professionals.

### **Article III** **Membership**

**Section 1 Eligibility to membership.**

Membership in Eta Sigma Gamma Honorary is open to men and women who meet the national and local standards of this organization and are accepted into membership of a collegiate chapter or in the National Chapter-at-Large

**Section 2 Membership categories.**

- A. Founders. Members who organized and had incorporated this national professional Honorary.
- B. Charter Members. Members who are initiated at the time of the granting of a local charter shall be charter members of the chapter in which they are initiated.
- C. Active Members. Members who have met current financial obligations of the National Honorary are known as active members. This includes life members.
- D. Life Members. A member may acquire life membership by paying the appropriate fee as determined by the National Board of Directors.
- E. National Honorary Members. Honorary membership may be conferred upon non-members for outstanding contributions to the health education profession. It is not necessarily an annual award and is presented by the National Honorary upon action of the Board of Directors.
- F. Collegiate Honorary Members. Honorary membership in a collegiate chapter may be conferred upon non-members, for outstanding contributions to the health education discipline by three-fourths affirmative vote of the current active membership of the collegiate chapter.
- G. Inactive members. Members who have not met current financial obligations to the National Honorary are known as inactive members.

### **Article IV** **Organization**

**Section 1 Laws.**

The laws of the Honorary consist of the Ritual, the Constitution and By-laws, and the interim actions and regulations of the National Board of Directors.

**Section 2 Incorporation.**

The Honorary is represented legally by Eta Sigma Gamma Incorporated, organized and incorporated under the laws of the State of Indiana, August 15, 1967. The Directors of the corporation are the members of the National Board of Directors.

**Section 3 General Administration.**

The routine affairs of the Honorary are conducted through a central office of administration (known as the National Office) as called for in this Constitution.

**Section 4 The National Honorary.**

A. Definition. The National Honorary consists of the active members as determined by the national roster of active members maintained in the National Office. The National Honorary, as so defined, is considered in the continuous session for the transaction of all business requiring its action. The principal units of the National Honorary are as follows:

1. The National Board of Directors
2. The National Executive Director
3. The Collegiate Chapters
4. The National Chapter-at-Large

B. Officers. The officers of the National Honorary consist of the following:

1. Elected
  - a. The National Honorary elects the National Vice-President who serves for a term of two years, or until his or her successor is duly elected or qualified. At the end of the two year term, he or she serves a two year term as President. Following the two year term as President, he or she serves a two year term as Immediate Past-President.
  - b. The National Honorary elects three At-Large Board members. Two of these members are active members who are currently employed as professionals in the field. These At-Large members serve for terms of three years, or until their successors are duly elected. The third At-Large member is enrolled as a full-time student. This person serves a two year term, or until his or her successor is duly elected.
2. Appointed

- a. The National Secretary-Treasurer, Historian, National Director of Chapter Development, Editor of *The Health Educator*, and Editor of *The Eta Sigma Gamma Monograph Series* are appointed by the National President, with the approval of the National Board of Directors. An honorarium for services rendered may be provided for these officers.
- C. Balloting. Balloting on all legislation, or nominees for elective offices, and on all questions and controversial issues, is by vote, with each active member being entitled to one vote.
1. All additions, deletions, and amendments to the Constitution require for adoption a two-thirds favorable majority of the votes cast by active members of the National Honorary.
  2. Balloting on questions and controversial issues, on amendments to the By-Laws, and on nominees for the elective offices, requires for adoption a simple favorable majority of the votes cast by active members. If there are more than two candidates for an elective office, a plurality of votes cast determines the winner.
  3. All legislation adopted under the provisions of Section 4B2 shall become effective as the Law of the Honorary thirty days after a tally of ballots has been made and the final results have been publicized by the National Office.
  4. Nominees for elective offices are declared elected to office after a tally of ballots has been made and the newly elected office holders have been publicized by the National Office.
  5. New office holders assume office at the time of their official installation during the Annual meeting.
  6. Voting on all matters requiring National Honorary action is by electronic ballot. The National Secretary-Treasurer prepares a ballot which has thereon:
    - a. a true copy of the proposed legislation in its original and revised form, with arguments for and against its adoption and/or a complete statement of the question or controversial issue concerning which an opinion of the National Honorary is desired and/or the names of the nominees for elective offices, with the biographies and platforms of each of them.
  7. This prepared ballot also:
    - a. States clearly the final date by which ballots must be cast electronically to be valid .
    - b. Reminders are sent directly to each active member by the National Office as stipulated in the ESG Policy and Procedures Manual.

**Section 5 The National Board of Directors and Executive Director.**

- A. Voting members of the Board of Directors.  
The National Board of Directors consists of the National President, National Vice-President, National Immediate Past-President, National Secretary-Treasurer, National Director of Chapter Development, Editor of *The Health Educator*, Editor of *The Eta Sigma Gamma Monograph Series*, the National Historian, two elected Professional At-Large members, and an elected Student At-Large member.
- B. Duties of the National Officers and Executive Director.  
The Board of Directors and the Executive Director take action as will best serve the interests of the Honorary as defined in the Constitution and By-Laws. The specific duties of members of the Board of Directors and the Executive Director are as follows:
1. National President. The National President presides at all National Honorary meetings and meetings of the National Board of Directors, and performs such duties as custom and parliamentary usage requires, and such as are designated to him or her by the Constitution and By-Laws.  
The National President:
    - a. Has power to temporarily fill vacancies in the office of Vice-President with an interim appointee, subject to majority approval of the appointment by ratification of the appointment by the National Board of Directors. The term of this appointment will end when a new Vice President is elected.
    - b. Appoints a National Secretary-Treasurer, Historian, National Director of Chapter Development, and Editors.
    - c. Sees that officers of the Honorary discharge their duties faithfully, impartially, accurately, and promptly.
    - d. Has power to appoint all committees that may be deemed advisable for carrying on the work of the Honorary.
    - e. Annually makes a written report of his or her official acts and the general condition of the Honorary and makes such recommendations as he or she may deem proper for the information of the National Honorary.
    - f. Supervises in person or by representative, the Executive Director and the collegiate chapters of the Honorary.

- g. Serves at least a one-year term as a delegate or alternate to the Coalition of National Health Education Organizations (CNHEO).
  - h. Coordinates the planning for the Annual Meeting. The President may convene a subcommittee of the Board, to be known as the National Executive Committee, consisting of the National President, the National Vice President, the National Secretary/Treasurer, and the National Immediate Past President, for the purpose of developing proposals for board consideration.
  - i. Serves as a member of the Honorary's Finance Committee.
  - j. The President, or his or her designee, will over-see the Executive Director and annually conduct a performance evaluation and make a report to the board of directors.
2. National Vice President.
- The National Vice President assists the National President in the performance of the latter's duties, and in the absence or disability of the National President, shall assume the latter's powers and duties as may be delegated by the National President or by the National Board of Directors if the President is disabled or otherwise unable to serve. Upon completion of the two year term as Vice President, he or she serves a two year term as President, followed by a two year term as Immediate Past President.
- The National Vice-President:
- a. Serves as Chair of the Honorary's Documents Committee.
  - b. Serves as a member of the Honorary's Finance Committee.
  - c. Serves at least a one-year term as a delegate or alternate to the Coalition of National Health Education Organizations (CNHEO).
  - d. Plans the Eta Sigma Gamma social for the Annual Meeting.
  - e. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - f. Serve as a member of the National Executive Committee.
  - g. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.

3. National Immediate Past-President.
  - a. Chairs the Nominations and Elections Committee.
  - b. Serves as a member of the Honorary's Finance Committee.
  - c. Serves at least a one-year term as a delegate or alternate to the Coalition of National Health Education Organizations (CNHEO).
  - d. Participates in the planning and implementation of at least one Eta Sigma Gamma program or activity held at the National Meeting or at other health education national conferences.
  - e. Serve as a member of the National Executive Committee.
  - f. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - g. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
  
4. National Secretary-Treasurer.
  - a. Has charge of and is responsible for all communications and correspondence of the Honorary, except those that pertain to other officers and the Executive Director.
  - b. Receives and disperses all moneys on behalf of the National Honorary and the National Board of Directors.
  - c. Signs all checks and receives and disperses all monies in connection with Honorary publications.
  - d. Deposits, in the name of the Honorary, all monies in such depositories as may be designated by the National Board of Directors.
  - e. Keeps accurate books of account and furnishes such reports to the Board of Directors and others as may be legally required but no less than two times a fiscal year.
  - f. Has the financial records of the Honorary audited by an independent, certified public accountant during the month following the close of the fiscal year; a report of the audit shall be presented to the National Board of Directors and made available for public review upon written request.
  - g. Is required to give bond in such sum as the National Board of Directors may direct, the expense of which



shall be paid by the Honorary; this bond shall be delivered to the National President within fifteen days from the assumption of office by the National Secretary-Treasurer

- h. In conjunction with the Historian, maintains the national archives and serves as custodian of the National Eta Sigma Gamma Historical Library
  - i. Serves as chair of the Finance Committee.
  - j. Serve as a member of the National Executive Committee.
  - k. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - l. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
5. The Editor of *The Health Educator*:
- a. Edits and publishes *The Health Educator*, the official journal of the Honorary, two issues annually unless otherwise ordered by the National Board of Directors.
  - b. Is business and circulation manager of *The Health Educator*.
  - c. Recruits, selects and trains all Editorial Board Members and staff as needed.
  - d. Serves as Co-Chair of the Publications Committee.
  - e. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - f. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
6. The Editor of *The Eta Sigma Gamma Monograph Series*:
- a. Edits and publishes *at least two issues annually of The Eta Sigma Gamma Monograph Series* unless otherwise instructed by the Board of Directors.
  - b. Is business and circulation manager of *The Eta Sigma Gamma Monograph Series*.
  - c. Recruits, selects and trains all Editorial staff as needed.
  - d. Serves as Co-Chair of the Publications Committee.
  - e. Annually makes a written report of his or her official acts and makes such recommendations as he or she

- may deem proper for the information of the National Honorary.
- f. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
7. Director of Chapter Development:
    - a. Assists chapters that have been inactive to reactivate their chapters.
    - b. Assists chapters in identifying specific problems which limit their potential.
    - c. Serves as a liaison between chapter sponsors and the National Board of Directors.
    - d. Assists in establishing new Eta Sigma Gamma chapters.
    - e. Maintains and regularly updates the Eta Sigma Gamma Chapter Handbook.
    - f. Chairs the National Chapter Development Committee.
    - g. In conjunction with the National Chapter Development Committee, plans and develops materials for chapter development training sessions at the Annual National Meeting, and for regional chapter meetings.
    - h. Responds to concerns and requests of chapters stated in their annual reports.
    - i. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
    - j. Encourages chapters to apply for annual national awards.
    - k. Encourages Chapter Sponsors to nominate members of local chapters for national awards.
    - l. Contact Chapter Sponsors on a regular basis to offer assistance and support.
    - m. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
  8. Professional At-Large Members.
    - a. Are responsible for all duties delegated to them by the National President.
    - b. Participate in the planning and implementation of at least one Eta Sigma Gamma program or activity held at the National Meeting or at other health education national conferences.
    - c. Serve as Co-Chair of the Awards Committee.
    - d. Nominates chapters and members for awards.

- e. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - f. Have such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
9. Student At-Large Member.
- a. Is responsible for all duties delegated to him/her by the National President.
  - b. Participates in the planning and implementation of at least one Eta Sigma Gamma program or activity held at the National Meeting or at other health education national conferences.
  - c. Edits and publishes two issues annually of The Vision newsletter unless otherwise directed by the Board of Directors.
  - d. Coordinates the Student Poster Session for the Annual Meeting.
  - e. Nominates chapters and members for awards.
  - f. Annually makes a written report of his or her official acts and makes such recommendations as he or she may deem proper for the information of the National Honorary.
  - g. Has such further powers and duties as may be prescribed by the laws of the Honorary or assigned by the National President.
10. Executive Director.
- The Executive Director oversees the day-to-day operations of the Honorary and serves as a nonvoting member of the Board. His or her duties include:
- a. Handling correspondence with all active members and chapters.
  - b. Maintaining up-to-date electronic files on all active members.
  - c. Responsibility for publication of the annual budget.
  - d. Responsibility for membership renewal.
  - e. Managing the initiation process of new members for all collegiate chapters and the National Chapter-at-Large.
  - f. Attending National Board of Directors meetings and recording minutes of each meeting as requested by the National Board of Directors.
  - g. Keeping the official minutes of meetings of the National Board of Directors.

- h. Providing technical assistance in publishing *The Health Educator* and *The Eta Sigma Gamma Monograph Series*.
- i. Assists in managing and planning the annual national meeting of the Honorary.
- j. Managing and maintaining the web page of the Honorary.
- k. Ordering and distributing all jewelry, certificates, charters, rituals, and initiatory equipment of the Honorary.
- l. Responsibilities for the collection of dues and preparation of expenses for the Secretary/Treasurer.
- m. Oversight of access to lending materials from the National Library and Archives;
- n. Receive and review all applications for membership in the National Chapter-at-Large.
- o. Other duties as assigned by the National President or the National Secretary/Treasurer.
- p. Further powers and duties as prescribed by the laws of the Honorary.

**Section 6** **Fiscal Year.** The fiscal year for the Honorary begins on the first day of September and covers the period up to and including the last day of August of the succeeding year.

**Section 7** **The Collegiate and the National Chapter-At-Large.** Chapters of the Honorary may be instituted only as provided in this Constitution and By-Laws. After installation, Collegiate chapters must consist of not less than seven members. The Chapter-At-Large has no membership quota. Membership is open to students, faculty, administrators, and active professionals in the Health Education field. There are not any insurance or benefit features, nor are there other adjuncts or auxiliaries.

**A. Collegiate Chapters.**

Collegiate chapters must limit themselves to health education students (majors and minors), and faculty or administrators of health education programs in the territory for which jurisdiction is granted by their charter. The name of each collegiate chapter is the Greek letter in alphabetical order, determined by the order in which the charter is granted.

**B. National Chapter-At-Large.**

The National Chapter-At-Large is provided for those professionals for whom it is deemed impossible to be initiated through or participate in collegiate chapter. Membership is available only to those qualified individuals who have been professionally trained and have earned an academic degree in health education and are employed in the health education discipline. Additionally, members who are not geographically near a local chapter may apply for membership in

the National Chapter-at-Large. Applications for membership in the National Chapter-at-Large are to be submitted into National Secretary-Treasurer.

#### **Article V** **Publications**

- Section 1** *The Health Educator*. The Honorary publishes an official journal, *The Health Educator*, at least twice per year. The Editor of *The Health Educator* is responsible for publishing, editing and managing each issue.
- Section 2** *The Eta Sigma Gamma Monograph Series*. The Honorary publishes at least two issues annually of *The Eta Sigma Gamma Monograph*. The *Eta Sigma Gamma Monograph Series* is dedicated to reporting and exploring special issues in the health education discipline. The Editor of *The Eta Sigma Gamma Monograph Series* is responsible for publishing, editing and managing each issue. There is to be at least one Monograph each year dedicated to student authors.
- Section 3** **Other Publications**. The Honorary publishes other material as authorized by the National Honorary or the National Board of Directors.

#### **Article VI** **Discipline of the Individual**

- Section 1** **Types of Penalties**. Penalties for violation of the laws of the Honorary by an individual shall be reprimand, suspension, or expulsion.
- Section 2** **Trial**. No member may be expelled from the Honorary without first having been granted an open hearing by a collegiate chapter. Conviction is to be determined by a majority vote of those members attending the open hearing. Fifty percent of the currently active membership must be present as a quorum to take such an action. Members charged with misconduct are not allowed to vote at this trial nor are they counted as part of the quorum.
- Section 3** **Appeal**. In case of conviction the accused may appeal his or her case to the National Board of Directors.
- Section 4** **Impeachment of the Members of the National Board of Directors**. A National Board member may be impeached upon substantiated charges brought by any member of the Honorary for failure to perform properly the duties of his or her office, for violation of any of the fundamental laws of the Honorary or for violations of the Code of Ethics for the Health Education Profession established by the Coalition of National Health Education Organizations. After an open hearing by the National Board of

Directors, this body may dismiss all charges or, upon a two-thirds majority vote, invoke the appropriate penalty. In all cases, the Board of Directors will strictly adhere to the Board of Directors Policies and Procedures Manual.

## **Article VII** **Discipline of Chapters**

- Section 1 Probation.** The National Board of Directors may at any time place any chapter on probation if in its judgment such action is necessary for disciplinary reasons. A two-thirds affirmative vote of the members of the Board of Directors is necessary to place a chapter on probation. In all cases, the Board of Directors will strictly adhere to the Board of Directors Policies and Procedures Manual.
- Section 2 Suspension or Revocation of Charter.** The National Board of Directors may, after due and thorough investigation and hearing, suspend or revoke the charter of a collegiate chapter for non-payment of financial obligations to the Honorary or other serious infraction(s). A three-fourths affirmative vote of the members of the National Board of Directors is necessary for the suspension or revocation of a charter. In all cases, the Board of Directors will strictly adhere to the Board of Directors Disciplinary Policies and Procedures Manual.
- Section 3 Revival of a Chapter Whose Charter Has Been Withdrawn or was Suspended by the National Judicial Hearing Board NJHB.** A collegiate chapter whose charter has been withdrawn, Surrendered or suspended by the NJHB may petition in writing to the National Board of Directors for reinstatement of membership into the Honorary. In all cases, the BOD will follow the rules dictated by the National Disciplinary Policy and Procedures Manual.

## **Article VIII** **Amendments**

- Section 1 Constitution.** This Constitution may be amended, altered or abrogated by a two-thirds majority of the active National Honorary voting.
- Section 2 By-Laws.** The By-Laws may be amended, altered or abrogated by a majority vote of the active National Honorary voting.
- Section 3 Amendments.** All proposed amendments to the Constitution and By-Laws must be submitted in writing to the National Secretary-Treasurer. He or she refers such amendment(s) to the National Board of Directors for its review and commendation. Should the proposed amendment receive favorable action by the National Board of Directors, it is returned to the

National Honorary for vote. If such amendment(s) are approved by active members of the National Honorary, the amendment(s) are adopted and become effective as the Law of the Honorary thirty days after a tally of the ballots has been made and publicized in accordance with the provisions contained in Article IV, Section 4B, and may not again be voted upon for one year.

**Section 4** **Interim Action.** Interim action of the National Board of Directors to not move any proposed amendment forward may be revoked by a two-thirds majority vote of the active members of the National Honorary by the submission of a Call for Revocation (CFR). Article X of the By-Laws describes the mechanism for these actions.

# ETA SIGMA GAMMA



## By-Laws

DOCUMENTS COMMITTEE WORKING COPY  
"WORKING COPY BY LAWS 8.2013"

Revised, \_\_\_\_\_ 2013

Eta Sigma Gamma  
Professional Health Education Honorary  
National Office  
2000 University Avenue  
Muncie, IN 47306

National and By-Laws of Eta Sigma Gamma



**Article 1**  
**General Administration**

**Section 1 Meetings.** The National Board of Directors shall hold at least two regular meetings during the year for the purpose of conducting the business of the Honorary and the determination of the time and place of the National Honorary meeting. Business may be conducted via telephone, Skype (or other visual media software) as long as all members have equal access to the conduct and business of the meeting.

A. The order of business at these meetings is as follows:

1. Roll call  
2. Reading (Question: Do we really read the minutes? Or do we just review them and then vote to accept after any changes are recorded) of minutes of the last preceding meeting

3. Report of the National Secretary-Treasurer

4. Report of the National Vice-President

5. Report of the National President

6. Report of the National ~~Historian~~-Director of Chapter Development

7. Report of the Editor of *The Health Educator*

8. Report of the Editor of *The Eta Sigma Gamma Monograph Series*

9. Report of the National Historian

10. Transaction of old business

11. Transaction of new business

12. Adjournment provided that, in the absence of any objection, the presiding officer may vary the order of business at his or her discretion.

13. Each member of the Board of Directors will also file a written report at the Annual meeting at a time and place to be determined by the Board.

**Section 2 Records of Membership.** The National Secretary-Treasurer shall keep in the National Office, a record of every initiate, showing his or her full name, home address, email address, chapter affiliation, date of initiation, and college or university and other pertinent information.

**Section 3 Bulletins and Reports.**

A. The National Secretary-Treasurer issues such bulletins and reports as may be required by the Constitution and as he or she may be directed to issue by the National Board of Directors.

- B. All National Officers, standing and temporary committees, and special appointees submit yearly reports of their activities to the National Secretary-Treasurer for summarization and availability to the members. These reports are due no later than two weeks prior to the Annual Board Meeting each year.

**Section 4 Uniform Accounting System.** A uniform system of accounting and filing is devised by the Finance Committee and National Secretary-Treasurer for the use of the chapters of the Honorary. It is incumbent upon the chapters to use this system unless local college or university regulations specify otherwise.

**Section 5 History.** The National Historian incorporates the official minutes of the National Board of Directors meetings into the historical record of Eta Sigma Gamma. (Questions: What does this really mean? How is this done? For example, are they kept in the National Library, Archives, etc.?) In addition, the Historian keeps an accurate record and complete file and record of all publications, documents, photographs, and other items which will contribute to a complete recording. In conjunction with the National Secretary/Treasurer, the National Historian maintains the national archives and serves as custodian of the National Eta Sigma Gamma Historical Library. At the end of each five year period, the Historian prepares a historical summary of the Honorary's activities and achievements for that period.

**Comment [t2]:** JMH: I agree—this process should be more clear.

## **Article II** **National Committees**

**Section 1 Standing Committees.** There shall be the following National standing committees: awards, professional development, chapter development, membership, publications, finance, and documents (maybe the Historical Committee). The members of these committees shall be appointed by the National President. They:(a) study facts, factors, and conditions pertaining to the internal functioning of the Honorary; (b) identify ways and means of operating in the best interests of the Honorary and (c) make reports and recommendations which will advance the Mission of the Honorary.

For all of these committees we need to stipulate the number of members, the development of Operating Codes, how long each member serves, etc.)

- A. **Awards Committee.** It is the duty of the Awards Committee to study the various types of awards which are current in the Honorary, to evaluate them with a view of eliminating those which have outlived their value and proposing others which are needed. This committee shall also secure, examine, and pass upon

the credits and credentials of candidates for all Scholarship, Honor, and Chapter Awards. The Awards Committee will be co-chaired by the Professional At-Large Members of the Board.

- B. **Professional Development Committee.** It is the duty of the Professional Development Committee to investigate and generate potential opportunities for professional development through partnerships with professional health education organizations, establish and enhance relationships with member organizations of the Coalition of National Health Education Organizations (CNHEO), (Again, do we have sufficient space on the CNHEO for each of these officers to serve on the Coalition?)and establish working relationships with voluntary health organizations. The Professional Development Committee will be chaired by the Eta Sigma Gamma Delegate or Alternate to the Coalition of National Health Education Organizations (CNHEO). (Who will this be. Seems we could have two people serving on the Coalition at any one time.)
- C. **Chapter Development Committee.** It is the duty of the Chapter Development Committee to identify resources and mechanisms to promote and support chapter success in teaching, research and service. It is also the duty of the committee to review and revise the chapter annual reporting procedures to link teaching, research, advocacy and service activities to National Eta Sigma Gamma goals, and to encourage individual chapters to develop and implement strategic plans that support National Eta Sigma Gamma goals. The Chapter Development Committee will be chaired by the National Director of Chapter Development.
- D. **Membership Committee.** It is the duty of the Membership Committee to develop and implement activities that can be used to facilitate retention of Eta Sigma Gamma members; this includes tracking inactive members. It is also the duty of the committee to develop and implement mechanisms to communicate the benefits of maintaining Eta Sigma Gamma membership. The Membership Committee will be chaired by the National Secretary-Treasurer.
- E. **Publications Committee.** It is the duty of the Publications Committee to create, adjust, and oversee a master plan for improving and expanding Eta Sigma Gamma publications. The Publications Committee will be chaired by the Journal Editors.
- F. **Finance Committee.** The duty of the Finance Committee is to act in an advisory capacity to the National Board of Directors in all financial matters; to devise and maintain proper accounting procedures for the Honorary and its chapters in cooperation with the National Secretary-Treasurer; and to formulate definite investment policies, in order that the vital financial stability of the Honorary may be preserved. The Finance Committee will consist of the National Secretary-Treasurer (chair), the National President, National Vice President, and National Immediate Past President.

G. **Nominations and Elections Committee.** It is the duty of this committee to seek nominations and create the ballot for the election of the Officers of the Honorary. (See Article IV, Section 4, C1 of the Constitution for a listing of said officers.) The Committee is also responsible for over-sight of all elections held by the National Office. The

Nominations and Elections Committee will be chaired by the National Immediate Past President.

H. **Documents Committee.** It is the duty of the Documents Committee, in cooperation with the National Historian, to review and suggest updates of the Honorary documents to the National Board of Directors. The documents reviewed include but are not limited to: The Constitution, By-Laws, Initiation Manual, Officer Handbook and brochures. It is also the duty of the Documents Committee to develop and implement policies and procedures regarding the use of technology. The Documents Committee will be chaired by the National Vice President.

**Section 2 Special Committees.** The National President may constitute and appoint such other committees as he or she or the National Board of Directors may deem advisable. When this is done, the duties, responsibilities, members and time-lines of such committees are clearly specified by the National President.

### **Article III** **Official Publications**

**Section 1** *The Health Educator.* This is the official journal of the Honorary and is edited and published at least two times per year by the Editor and all scientific articles must be blind peer-reviewed. *The Health Educator* carries the proceedings of the National Honorary meeting, an annual audit of the financial status of the Honorary, National and local chapter news and reports, and the Directory of Eta Sigma Gamma officers. (Question: Is this the best place for these last several items? Maybe they can be published on the website, in the Vision, etc. and not distract from the scientific nature of the *Health Educator*.)

**Section 2** *The Eta Sigma Gamma Monograph Series.* *The Eta Sigma Gamma Monograph Series* is published at least two times per year by the Honorary through the editorial management of the Editor of *The Eta Sigma Gamma Monograph Series*. Topics, issues and authors for each issue are based upon recommendations by the National Board of Directors and directed toward furthering the Honorary's commitment to excellence in teaching, research, advocacy and service. At least one issue a year of the Monograph Series is to be dedicated to articles authored by current student members.

**Comment [t3]:** JMH: It seems commonplace for organizations to have a "publications" section, but separating my highlight the peer-reviewed publications.

- Section 3** **Initiation Manual.** The Initiation Manual is used exclusively for the Initiation and training of new members to the Honorary. It acquaints an initiate with the history, government, traditions, and ideals of the Honorary and helps them understand their obligations to it and to their profession.
- Section 4** **Officers Handbook.** The Officers Handbook is prepared by the National Secretary-Treasurer and contains a complete listing of National Office Memoranda instructing chapter officers in their duties and responsibilities. This Handbook expedites the handling of all the local chapter activities and the efforts of the National Secretary-Treasurer. It is the responsibility of all chapter officers to know, understand and follow its content.
- Section 5** **The Ritual.** The Ritual of Eta Sigma Gamma contains detailed instructions for carrying on all ritualistic ceremonies of the Honorary. Initiation of new members, charter members and new chapter installation ceremonies are conducted as described in the Ritual. The National Board of Directors is responsible for the revision of the Ritual.

**Article IV**  
**Official Emblems, Awards, Regalia**

- Section 1** **Distribution.** The Executive Director orders and distributes all jewelry, certificates, awards, charters, rituals, initiatory equipment and other official items of the Honorary as authorized by the National Board of Directors.
- Section 2** **Official Badge.** The official badge (pin or charm) of the Honorary is worn in accordance with the regulations as prescribed in the Ritual.
- Section 3** **Official Recognition Pin.** The official Recognition Pin of the Honorary is available to members. The recommended display of the recognition pin is over the heart.
- Section 4** **Official Seal.** The official Seal of the Honorary is used to authenticate such documents and papers as require official attestation. The National Historian is the custodian of the official seal.
- Section 5** **Awards.** The Awards of Eta Sigma Gamma are:  
A. **Honor Award.** This award may be presented to individuals or organizations who have made major contributions to the profession through teaching, service, advocacy or research. It is the highest award given by Eta Sigma Gamma. Both members and non-members are eligible for this award. It is not necessarily an annual award and can be presented by the National Honorary (as decided by the Board of Directors) and by a collegiate chapter (as determined by locally

designated committees). The national award is known as the Eta Sigma Gamma Honor Award and locally is designated as The Eta Sigma Gamma \_\_\_\_\_ Chapter Honor Award. An appropriate symbol of this award is given to the recipient.

- B. Scholarship Key. Candidates for the Scholarship Key, after approval of the Awards Committee, may be awarded the Key in accordance with the Provisions as described in the Officer's Handbook. The Scholarship Key can be awarded by both the

National Office and Local Chapters.

- C. Distinguished Service Award. This award may be presented to a person or persons in recognition of outstanding service to furthering the goals of Eta Sigma Gamma. It is not especially an annual award and is meant for members only. It can be presented by the National Honorary (as decided by the National Board of Directors) and a collegiate chapter (as determined by locally designated committees). The national award is known as the Eta Sigma Gamma Distinguished Service Award, and locally is designated as the Eta Sigma Gamma \_\_\_\_\_ Chapter Distinguished Service Award. An appropriate memento of this award is given to the recipient.

**Section 6 Official Colors and Honorary Flower.** The Official Colors of the Honorary are Green and Gold. The Official Flower of the Honorary is the Trillium.

**Section 7 Ritual Regalia.** The regalia necessary at all ritualistic ceremonies is in accordance with the ceremonial provisions as prescribed in the Ritual.

## **Article V** **Admission of New Chapters**

**Section 1 Formation of Collegiate Chapters.** A local organization desiring admission as a collegiate chapter of Eta Sigma Gamma presents a petition to the National President, which is prepared in such form as is prescribed by the National Board of Directors. The petition contains the following fact: Name, address, course (By "course" do we mean their major or their class standing. Note: Many schools are getting away from the terms Freshmen, Sophomore, etc. and using first year, second year, etc.) in college, class, college activities, and other necessary and important information about each member of the petitioning group; a brief history of the founding, development, and longevity of the petitioning group; a summary of the over-all Honorary situation at the institution, including a list of all other student honoraries where the group is located; a brief analysis of the academic level and nature of the college or university to which the

petitioning group is attached, such as courses of study, degrees, faculty, building, property and equipment, age and history of the institution; together with letters of recommendation from the campus President and at least three other members of the faculty of the institution with reference to the record in scholarship and activities, general moral character and standing on the campus of the petitioning group; and such other additional information the National Board of Directors may require. The petition is assembled in a loose-leaf or bound booklet form (Question: Is this really the best way to have this prepared and presented? I would think they could submit a digital copy of a completed petition). It is signed by at least fifteen student members of the petitioning group who would be eligible for membership in the Honorary, at least 7 of which must be students with at least two academic semesters remaining before graduation, as certified by the petitioning faculty member. The academic standing requirement cited in By-Laws, Article VIII, Section 5A may be waived during the installation of a collegiate chapter. Instead, each petitioning student must have achieved a cumulative grade point ratio of 2.25 on a 4.0 grade point system and completed either 60 semester or 90 quarter credits....At least two academic years).

**Comment [t4]:** JMH: Agreed. I suspect few processes continue to use paper products.

**Section 2 Administrative Guide.** An administrative guide outlining the steps to be taken before a new collegiate chapter may be admitted into Eta Sigma Gamma is available in the National Office.

**Section 3 Chapter-At-Large.** A chapter-at-large is available for affiliation by duly initiated professionals who cannot affiliate with a collegiate chapter. All standards for membership are met unless specifically waived by a majority vote of the National Board of Directors.

#### **Article VI** **Discipline by the Honorary**

**Section 1 Jurisdiction.** The National Board of Directors and collegiate chapters are judges of the qualifications of their own members. They expel, suspend, or reprimand any of their members as provided in the Constitution, and such expulsion or suspension operates as expulsion or suspension from the Honorary at both the local chapter and national levels.

**Section 2 Status of Members When Charter is Revoked.** Members of a collegiate chapter in good standing with the National Honorary at the time of the suspension or revocation of the charter of a chapter to which the members are attached continue to be members in good standing of the Honorary. Members of a chapter whose charter has been suspended or revoked not in good standing are subject to discipline in accordance with the provisions of

the Constitution, and proceedings are instituted by the National Secretary-Treasurer for such disciplinary action.

- Section 3 Status of a Chapter Under Suspension.** A collegiate chapter under suspension is permitted no voice in the Honorary; receives no literature, communications or publications from the National Office; is not permitted to pledge, initiate, or accept members in the name of Eta Sigma Gamma; is required to return its copies of the Ritual to the Honorary's National Office.
- Section 4 Status of a Chapter Under Revocation:** A collegiate chapter whose Charter has been revoked is permitted no voice in the Honorary; receives no literature, communications or publications from the National Office; is not permitted to pledge, initiate, or accept members in the name of Eta Sigma Gamma; is not permitted to purchase official jewelry or other Honorary materials; it is required to return its copies of the Ritual, its Charger, , the Initiation materials, and other Honorary materials as stipulated to the Honorary's National Office within seven days after notification of suspension. Failure to conform to these regulations is deemed sufficient cause for the revocation of charter.
- Section 5 Inactive Chapter.** The sponsors or members of collegiate chapters may render themselves inactive by notification of the National President. An inactive chapter has no voice in the Honorary; receives no literature, communication or publications from the central office of administration; is not permitted to pledge, initiate or accept members in the name of Eta Sigma Gamma Honorary; and is not permitted to purchase official jewelry. Reactivation of collegiate chapters is possible under the directions of By-Laws, Article V, Sections 1 and 2, and By-Laws, Article VII, Section 1.

## **Article VII** **National Finance**

- Section 1 Chapter Charter Fees.** Each collegiate chapter pays to the National Secretary-Treasurer a charter fee. The amount of the fee is to be determined by the National Board of Directors. It is paid before the charter is issued. A collegiate chapter applying for reinstatement of charter after revocation pays a fee to be determined by the National Board of Directors.
- Section 2 Initiation Fee.** Each new member pays an initiation fee to The National Office , as stipulated by the National Board of Directors, to cover the administrative and material costs of the initiation.
- Section 3 Membership Dues.** Each member pays annual National dues as determined by the National Board of Directors. Dues are payable at the



time of initiation and at the beginning of each National Honorary's fiscal year thereafter.

A. Collection of Dues.

1. Chapters are responsible for the collection of local dues of members in their respective chapters.
2. Active members pay national dues directly to the National Secretary-Treasurer.
3. Inactive members may become active upon payment of current dues.
4. Payment of these fees entitles members to receive *The Health Educator*, *The Eta Sigma Gamma Monograph Series*, an identification and membership card, and such other publications as the National Board of Directors may decide.

**Section 4 Life Membership.** A member may acquire life membership and participated in all Honorary activities, vote in all national elections, and receive all other membership privileges by paying a specified sum of money determined by the National Board of Directors. Pledges may apply for life membership by paying a specified sum in addition to the initiation fee.

**Section 5 General Finances.**

A. Budget

1. The National Secretary-Treasurer will prepare a tentative budget for the ensuing fiscal year. This will be submitted to the National Board of Directors for approval and will represent the funds available for the fiscal year. In no case will it approve a budget total of more than the net receipts of the previous year, minus the amount allocated yearly to the Reserve Fund, plus ten per cent (10%) of the total Reserve Fund.
2. The budget, when approved, will be kept permanently in duplicate in the budget file in the National Office.
3. The National Secretary-Treasurer will annually complete the budget estimate sheets to provide a comparative record of the amounts budgeted and of the amounts spent in each account of the General Fund.
4. For budgetary and cost-accounting purposes the General Fund is allocated to subsidiary accounts department in a special ledger, as follows:
  - National Office Account
  - Jewelry Account
  - National Chapter Account

Publications Account  
Awards and Research Account

Do we need an Advocacy Committee

- B. Honorary Funds
  - 1. All funds of the National Honorary are administered by the National Board of Directors and are placed to the credit of the Honorary General Fund in a commercial account.
  - 2. The National Secretary-Treasurer keeps an accurate record of the receipts and expenditures of the National Honorary, and classify and arrange them according to the accounts herein provided so that the status of any account may be ascertained at any time.
- C. Audit. The National Secretary-Treasurer will, during the month of October, prepare and publish a complete financial statement covering the transactions of his or her office for the past fiscal year. He or she will then have all books and accounts reviewed by a public accountant. The report of the accountant shall be published in *The Health Educator*.

**Section 6** **Fiscal Year.** The fiscal year for the Honorary begins on the first day of September and covers the period up to and including the last day of August of the succeeding year.

**Section 7** **Bonding.** The National Secretary-Treasurer is covered by fidelity insurance in an amount equal to the maximum of all funds handled by the Treasurer. Provision is also made for protection by insurance or otherwise against loss from robbery.

**Article VIII**  
**The Collegiate Chapter**

**Section 1** **By-Laws.** The by-laws of a collegiate chapter shall be such as is provided in Article IV, Section 7 of the Constitution with such additions as may be deemed necessary. In no case will these by-laws violate any of the provisions of the National Constitution and By-laws, the State of Indiana or the State laws of the State where the Chapter is located (Issue: We may need insure that the laws of Indiana are not in conflict with the laws of the local chapter's state.)

**Section 2** **Officers.** The officers of a collegiate chapter will be: a President, a Vice-President, a Secretary, a Treasurer, an Historian-Editor, a Guide and a Sargent-At-Arms.

**Comment [t5]:** JMH: Agreed, although I'm not sure how we write a By-law that accounts for all variation in state law.

- A. Officers may be elected at any time during the fiscal year as specifically provided in the local Constitution and By-laws. They will be installed in the manner provided in the ritual.
- B. The duties of the officers are such as are customary in the respective offices.

**Section 3 Sponsors.** Each chapter must have a faculty member to supervise, encourage, and advise them within the rules and regulations of the college or university and the National Office.

**Section 4 Meetings.** While in session, each chapter will display its charter, plaque, or banner. Regular meetings should be held at least once per month during the school year. The order of business is:

1. Opening Ceremony
2. Roll call
3. Review and approval of past meeting minutes
4. Treasurer's report
5. President's Report
6. Reports of committees and officers
7. Balloting on candidates/other
8. Initiation
9. Unfinished business
10. New business
11. Election of officers
12. Remarks for the good of the Honorary
13. Closing ceremony (Pledge)

**Section 5 Pledging and Initiation.** Candidates may be considered for membership after completion of two semesters or two quarters (we may want to be more specific and say a certain number of semester or quarter credits) of college work and only after officially declaring a major or minor in health education.

- A. Academic standing. Candidates must earn a grade point average of at least 2.7 (on a 4.0 grade point system) in one semester or quarter, followed by an average of at least 2.5 in the next semester or quarter to be eligible for election into a collegiate chapter.
- B. Voting on Candidates. After meeting the academic standard of this Honorary, candidates are voted on by the active members in a secret ballot. A candidate will be declared elected if he or she receives no more than one negative vote. Any active member may challenge the vote of a denied candidate by immediately calling for an open vote, in which dissenting members may be asked to justify their negative ballot. A previously denied candidate will be declared elected if he or she receives no more than one negative vote in the open ballot.

**Comment [RMP6]:** Fuzzy memory- the GPA wasn't changed?

- C. Instruction of Pledges. Pledges are instructed as provided in the constitution, by-laws, and official ritual of the Honorary.
- D. Initiation. Initiation is as prescribed in the constitution, by-laws, and official ritual of the Honorary.
- E. Special regulations governing the installation of new chapters are cited in By-Laws, Article V.

**Section 6 Founders Day.** Each chapter will devote the meeting nearest to Founders Day to the appropriate observance of this occasion. The National Founders Day is August 15, 1967.

**Comment [RMP7]:** Great idea but as a past faculty sponsor nothing was ever given out to acknowledge if this was or was not completed.

JMH: I like the idea, but the timing can be difficult. Most university begin the fall semester during this time and it takes a few weeks to "get the semester going" and establish availability

### Article IX The National Chapter-At-Large

**Section 1 Members.** Professional Health Educators affiliated with the National Chapter-At-Large are bound by the laws of the Honorary as specified in the National Constitution and By-Laws.  
Qualifications for membership NCA:  
Application for membership in NCAL:

**Section 2 Officers.** Officers of the National Chapter-At-Large are the national officers of the Honorary.

**Section 3 Meetings.** Since regular meetings of the National Chapter-At-Large are deemed impractical, members are encouraged to attend collegiate and national meetings whenever time and geographic location permit.

**Section 4 Initiation.** Professionals will be initiated into the Chapter-At-Large according to the standards and procedures as approved by the National Board of Directors.

### ARTICLE X

#### Interim Action of the Board of Directors Related to Amendments

**Section 1** Revocation of the Interim Action of the Board of Directors. Interim action of the National Board of Directors that does not move any proposed

amendment forward may be revoked by a two-thirds majority vote of the national active members of the Honorary according to Section of the By-Laws.

Section 2 Call for Revocation of Board of Directors Interime Action. In such cases, if the Call for Revocation (CFR) of the Board of Directors interim action is determined valid by the National Secretary Treasurer, the proposed amendment will then be submitted to the national active membership for a vote to approve the proposed amendment. The CFR requires the affirmative support of at least two thirds (2/3) of the active membership of each of at least three (3) active Collegiate Chapters. The National Chapter-at-Large is not allowed to be one of the chapters submitting the CFR.

Section 3 Content of the Call for Revocation. The CFR must be submitted in writing to the National Secretary Treasurer and must contain all of the following:

- A. A clearly stated rationale why the interim action of the Board of Directors should be revoked;
- B. A clearly stated rationale for why the proposed amendment should be passed by the national active membership without the approval of the Board of Directors.
- C. Signed affidavits from the President and Faculty Advisor of each of at least the three active Collegiate Chapters submitting the CFR certifying that a two-thirds majority of the active Collegiate Chapter members voted to revoke the interim action of the Board of Trustees and approve the proposed amendment.
- D. The name of each active member of all three Collegiate Chapters and each member's vote on the CFR (for; against; abstention).

Section 4 Validation of the Call for Revocation. After receiving the CFR, the National Secretary Treasurer must notify the Board of Directors, in writing and within ten (10) business days of the date of receipt of the CFR, that a CFR was submitted. After receiving and reviewing the CFR, the affidavits, the vote tallies and the rationales from the three Collegiate Chapters, the National Secretary Treasurer must certify, within sixty (60) business days of the receipt of the CFR at the National Office, the validity of the CFR and that two-thirds of the active members at each Collegiate Chapter submitting the CFR voted in favor of the revocation and that each member is indeed an active member of the Honorary.

If this validity is not provided by the National Secretary Treasurer, then the CFR is rejected and returned to the each of the three Collegiate Chapters with a clear explanation of why the CFR was considered invalid. Within ten (10) business days of determination of the invalidity of the CFR,

the National Secretary Treasurer must notify the Board of Directors, in writing, that a CFR was ruled invalid. Within thirty (30) days of receipt of the invalidated CFR, the Collegiate Chapters are allowed to revise the CFR, affidavits, vote tallies and rationales and resubmit the CFR to the National Secretary Treasurer.

The process described in Section 4 will again be conducted to determine the validity of the CFR. If the CFR is again ruled invalid by the National Secretary Treasurer, the CFR is again returned to the Collegiate Chapters and the CFR is ruled permanently invalid.

If the Collegiate Chapters' CFR request is validated, the interim action of the Board of Directors is immediately revoked. Following the revocation, the National Secretary Treasurer must then prepare a ballot for a national active membership to vote on the proposed amendment. The ballots will be sent out to the active National membership along with statements from both the Board of Directors and the involved Collegiate Chapters stating their rationale for each side of the issue. This ballot must be sent to the national active membership within sixty (60) business days of the certification that the CFR is valid. The national active membership will be provided thirty (30) business days from the date of the mailing of the ballots and rationales to return their ballots on the amendment to the National Office.

Section 5 Results of Voting. If the proposed amendment passes by a two-thirds majority vote of the national active membership, the National Secretary Treasurer certifies that the proposed amendment(s) are adopted and become effective as the Law of the Honorary thirty (30) business days after a tally of the ballots has been made and publicized in accordance with the provisions contained in Article IV, Section 4B, the National Secretary Treasurer must notify the Board of Directors and the national membership, in writing and within 30 (30) business days of last date for national active membership voting, that the proposed amendment either passed or failed. If the measure does not gain a two thirds (2/3) affirmative vote the measure is defeated, the interim action of the Board of Directors is upheld and the proposed amendment may not again be voted upon for three (s) years.