

ETA SIGMA GAMMA



Constitution and By-Laws

Proposed Revision, April 2004

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

**National Constitution and By-Laws of Eta Sigma Gamma
October 1967**

**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.

**Article II
Mission and Goals**

Section 1 Mission Statement

The mission of the honorary is promotion of 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 health education programs and resources; stimulating and disseminating scientific research; motivating and providing health education services; recognizing academic achievement; supporting health education advocacy initiatives; promoting professional standards and ethics; and promoting networking activities among health educators and related professionals.

Article III **Membership**

Section 1 Eligibility to membership.

Membership in Eta Sigma Gamma Honorary is limited to men and women who meet the national and local standards of this organization and are accepted and initiated 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 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 housed 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. Elective
 - 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. Appointive.
 - 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 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. 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 publicized.
 4. Nominees for elective offices are declared elected to office after a certified tally of ballots has been made and publicized. They assume office at the time of their official installation as hereinafter provided.
 5. Voting on all matters requiring National Honorary action is by mail 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
 - b. a complete statement of the question or controversial issue concerning which an opinion of the National Honorary is desired and/or
 - c. the names of the nominees for elective offices, with the biographies and platforms of each of them.

This prepared ballot also:

- d. states clearly the final date by which ballots must reach the National Office to be valid.
- e. is mailed directly to each active member by the National Office.
and/or
is mailed to chapter secretaries who, after securing the vote by individual ballot from those present at the meeting, return the results of the vote and the individual ballots with the prepared voucher. It is stated on the voucher that the vote was properly conducted, and that only those members who attended the meeting voted. Above this statement on the voucher, the Chapter secretary lists the names of the members who voted. The voucher must be signed by

the sponsor or his or her representative, the president, and the secretary of the chapter.

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*, 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 require, and such as are designated to him or her by the Constitution and By-Laws.
The National President:
 - a. Has power to fill vacancies in the office of Vice-President, subject to ratification of the appointment by the National Board of Directors.
 - 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 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.
 - i. 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.

- j. Serves as a member of the Honorary's Finance Committee.
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. 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. Has such further powers and duties as may be prescribed by the laws of the Honorary.
 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. Has such further powers and duties as may be prescribed by the laws of the Honorary.
 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.
 - 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 moneys 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 from time to time as may be legally required.
 - f. Has the books audited by a 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 published in *The Health Educator*.
 - 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. Has such further powers and duties as may be prescribed by the laws of the Honorary.
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 Editorial Board Members and staff.
 - d. Serves as Co-Chair of the Publications Committee.
 - e. Has such further powers and duties as may be prescribed by the laws of the Honorary.
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*.
 - b. Is business and circulation manager of *The Eta Sigma Gamma Monograph Series*.
 - c. Recruits, selects and trains editorial staff as needed.
 - d. Serves as Co-Chair of the Publications Committee.
 - e. Has such further powers and duties as may be prescribed by the laws of the Honorary.
7. Director of Chapter Development:
- a. Assists chapters that have been inactive to reactivate their chapter.
 - 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. Has such further powers and duties as may be prescribed by the laws of the Honorary.
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. Have such further powers and duties as may be prescribed by the laws of the Honorary.
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.
 - d. Coordinates the Student Poster Session for the Annual Meeting.
 - e. Has such further powers and duties as may be prescribed by the laws of the Honorary.
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 computer 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.
- f. Attending National Board of Directors meetings and recording minutes of each meeting.
- g. Providing technical assistance in publishing *The Health Educator* and *The Eta Sigma Gamma Monograph Series*.
- h. Managing the planning for the annual national meeting of the Honorary.
- i. Managing and maintaining the web page of the Honorary.
- j. Keeping the official minutes of the sessions of the National Board of Directors.
- k. Ordering and distributing all jewelry, certificates, charters, rituals, and initiatory equipment 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 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 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 a 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.

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.
- Section 3** **Other Publications.** The Honorary publishes other material as may be 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.
- 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 or for violation of any of the fundamental laws of the Honorary. 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.

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.

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. A three-fourths affirmative vote of the members of the National Board of Directors is necessary for the suspension or revocation of a charter.

Section 3 Revival of a Chapter Whose Charter Has Been Suspended or Revoked. A collegiate chapter whose charter has been withdrawn or surrendered may petition the National Board of Directors for reinstatement of membership into the Honorary in accordance with such rules and regulations as the National Board of Directors may establish.

Article VIII Amendments

Section 1 Constitution. This Constitution may be amended, altered or abrogated by a two-thirds majority of the National Honorary voting.

Section 2 By-Laws. The By-Laws may be amended, altered or abrogated by a majority vote of the 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 recommendation. 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 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 may be altered, amended, or revoked by a majority vote of the National Honorary. Such recommendation for referendum requires the support of at least three chapters.

By-Laws

Article 1 General Administration

Section 1 Meetings. The National Board of Directors shall hold 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.

- A. The order of business at these meetings is as follows:
1. Roll call
 2. Reading 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.

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, chapter affiliation, date of initiation, and college or university.

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. 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 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.

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. 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 implement the purposes of the assignment.

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 appear to be needed. This committee shall also secure, examine, and pass upon the credits and credentials of candidates for 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 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), 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).

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 revise the chapter annual reporting procedures to link teaching, research 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 maintain a database 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 elective officers of the Honorary. (See Article IV, Section 4, C1 of the Constitution for a listing of said officers.) 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 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 and responsibilities of such committees are clearly specified.

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. *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.
- 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 and service.
- Section 3** **Initiation Manual.** The Initiation Manual is used exclusively for the indoctrination 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 and understand 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 and 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 and initiatory equipment 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, 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.
 - 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 may be prescribed by the National Board of Directors. The petition contains the following fact: Name, address, course 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 age of the petitioning group; a resume of the Honorary situation at the institution where the group is located; a brief analysis 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 President and 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. 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.
- 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 will be available in the National Office.
- Section 3 Chapter-At-Large.** A chapter-at-large is available for affiliation by duly initiated professionals who can not 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.

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 not permitted to purchase official jewelry; is required to return its copies of the Ritual to the office of administration within seven days after notification of suspension. Failure to conform to these regulations is deemed sufficient cause for the revocation of charter.

Section 4 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 to The National Board of Directors, to cover the administrative 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 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 this fee 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 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
- 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.

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.

- 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 will have a faculty member to supervise, encourage, and advise them within the rules and regulations of the college or university.

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. Reading and approval of 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 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.
 - 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.

Article IX
The National Chapter-At-Large

- Section 1** **Members.** Professionals affiliated with the National Chapter-At-Large are bound by laws of the Honorary as specified in the National Constitution and By-Laws.
- 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.

Non-discrimination Clause:

Eta Sigma Gamma-Gamma Lambda Honor Society shall not discriminate on the basis of race, color, religion, national origin, disability, gender, citizenship, sexual orientation, or age when determining full rights of membership. Candidates for membership into Eta Sigma Gamma-Gamma Lambda will be considered for membership after choosing a major and minor in Health Education. Each candidate must earn a grade point average of at least a 2.7 (on a 4.0 grade point scale) in one semester, followed by an average of at least 2.5 in the next semester to be eligible. Aside these requirements, an active member has to meet academic and financial requirements of the honorary. Members will revert to inactive status after six months of non-payment of dues and in the event from the Health Education major or minor to another discipline.