

ETA SIGMA GAMMA



Constitution

“Revised and Approved” 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. 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.

**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 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 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.

This Constitution was revised and approved October 2013.

Thank you to the members of the Constitution and By-Laws Committee without their hard work and dedication this would not have been possible.

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Nondiscriminatory Clause:

Eta Sigma Gamma does not discriminate against qualified members of the University on the basis of their race, color, creed, religion, national origin, sex, gender, age, marital status, ability, or veteran status, and abides by the Non-Discrimination Policy set in place by The University of Texas at El Paso and the UT System.