

ETA SIGMA GAMMA



By-Laws

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Revised, September 2015

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

**National and By-Laws of Eta Sigma Gamma
October 2015**

**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. Business may be conducted via telephone, Skype (or other visual media or electronic modes) as long as all members have equal access to conduct the business of the meeting.

- A. The order of business at these meetings is as follows:
1. Roll call
 2. Review and Approve Minutes
 3. Report of the National Secretary-Treasurer
 4. Report of the National Vice-President
 5. Report of the National President
 6. Report of the 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. Report of the National Director of Advocacy
 11. Transaction of new business
 12. Transaction of old 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. A uniform system of record keeping is devised by the National Board of Directors for use by the members of the Honorary. It is incumbent upon the chapters to use this system for reporting unless local college or university regulations specify otherwise.

- A. 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, most current college or university affiliation, and other pertinent information.
- B. 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 will be maintained. In conjunction with the National

Secretary/Treasurer, the Executive Director maintains the national archives and serves as custodian of the National Eta Sigma Gamma Historical Library.

Section 3 Bulletins and Reports.

- A. The National Secretary-Treasurer issues bulletins and reports as required by the Constitution and as he or she may be directed by the National Board of Directors.
- B. All elected National Officers, appointed Members of the Board of Directors, 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 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.

Article II
National Committees

Section 1 Standing Committees. There shall be the following National standing committees: awards, professional development, chapter development, membership, publications, finance, nominations and elections, documents and advocacy. The members of these committees shall be appointed by the National President to (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. Each standing committee will have an operating code that exists within the ESG Policies and Procedures Manual.

- A. **Awards Committee.** It is the duty of the Awards Committee to review the various types of awards which are currently being presented by the Honorary, to evaluate these awards with a view to revise or propose new awards which may be needed, and to eliminate those awards which have outlived their value. 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 of Directors.
- 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, to establish and enhance relationships with member organizations of the Coalition of National Health Education Organizations (CNHEO), and to 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 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 which facilitate recruitment and retention of Eta Sigma Gamma members, including 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 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 the Nominations and Elections committee to seek nominations and create the ballot for the election of the Officers of the Honorary. 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 Honorary documents to the National Board of Directors. The documents reviewed include but are not limited to: Constitution, By-Laws, Initiation Manual, Officer Handbook and ESG Policies and Procedures Manual. 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.
- I. **Advocacy Committee.** It is the duty of the Advocacy Committee to investigate and generate potential opportunities to support health education advocacy initiatives and establish and enhance relationships with member organizations of the Coalition of National Health Education Organizations (CNHEO) to collaborate on advocacy initiatives. The Advocacy Committee will be led by the appointed Eta Sigma Gamma Advocacy Chair.

Section 2 Special Committees. The National President may constitute and appoint other committees as he or she or the National Board of Directors 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.* *The Health Educator* is the official journal of the Honorary and is edited and published at least two times per year by the Editor. All evaluation or research based articles must be blind peer-reviewed.

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.

- Section 3** **The Vision.** *The Vision* is a newsletter produced semiannually by the Student at large member. It is composed of articles written by fellow Gammans and Board Members. The publication is posted on the Eta Sigma Gamma website during the spring and fall of every year. *The Vision* keeps members up-to-date with the organization's current events and recognizes specific members and chapters.
- Section 4** **Initiation Manual.** The Initiation Manual is used exclusively for the initiation 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 5** **Officers' Manual.** The Officers Manual 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 Manual 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 6** **Ritual Manual.** The Ritual and Administrative Manual for the Initiation of Candidates into Eta Sigma Gamma contains detailed instructions for conducting 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.
- Section 7** **Policies and Procedures Manual.** The Eta Sigma Gamma Policies and Procedures Manual contains guidelines for actions related to Eta Sigma Gamma Business. The manual also has guidelines to modify, supplement or revoke Eta Sigma Gamma privileges and activities at the discretion of the National Board of Directors. It is the responsibility of all chapter officers to know, understand and follow its content.
- Section 8** **Administration Manual.** The Administrative Manual for the Formation of a New Collegiate Chapter was prepared to provide an overview about requirements to become a collegiate chapter of Eta Sigma Gamma and explain eligibility for membership into a Collegiate Chapter of Eta Sigma Gamma.
- Section 8** **ESG Manual.** The Manual for Eta Sigma Gamma Chapter Sponsors and Officers was prepared to provide an overview about collegiate chapter operation and being a chapter sponsor and collegiate officer. It is the

responsibility of all chapter sponsors and officers to know, understand, and follow its content.

Article IV
Official Emblems, Awards, Regalia

- Section 1** **Distribution.** The Executive Director orders and distributes all jewelry, certificates, awards, charters, rituals, initiation materials and other official items of the Honorary as authorized by the National Board of Directors.
- Section 2** **Official Badge.** The official badge of the Honorary is an accessory worn in accordance with the regulations as prescribed in the Ritual and Policies and Procedures Manual.
- Section 3** **Official Pin.** The official recognition pin of the Honorary is available to members as a symbol of affiliation with Eta Sigma Gamma. The recommended display of the recognition pin is in accordance with regulations.
- Section 4** **Official Seal.** The Official Seal of the Honorary is used to authenticate documents and papers which require official attestation. The recommended use of the official seal is in accordance with regulations as prescribed in the Policies and Procedures Manual.
- 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 Robert Synovitz 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 as prescribed in the Administrative Manual for the Formation of a New Collegiate Chapter and the National Board of Directors.

Section 2 Administrative Guide. An Administrative Manual for the Formation of a New Collegiate Chapter outlining the steps to be taken before a new collegiate chapter is formed and admitted into Eta Sigma Gamma is available from the National Office.

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, as such, this operates as expulsion or suspension from the Honorary at both the national and collegiate level.

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; and 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; and it is required to return its copies of the Ritual, its Charter, 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 membership 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 participate 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 percent (10%) of the total Reserve Fund.
 - 2. The budget, when approved, will be kept permanently 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 to members in a way designated by the National Board of Directors.

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 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 or the State laws where the Chapter is located.

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

- A. Officers may be elected at any time during the academic 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 customary to the respective positions.

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 recommended 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 to become a pledge after completion of two semesters or quarters of collegiate course completion 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 Pledge Candidates. After meeting the academic standard of this Honorary, pledge candidates may be voted on by the active members in a secret ballot. A pledge 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. Diversity of pledges. Chapters must embrace candidates' diversity of collective personal experiences, be inclusive, and value all people regardless of age, religion, gender identity, sexual orientation, language, race, ethnicity, geographic origin, values, abilities/disabilities, or socio economic status. These collective views and diversity of thought will enrich the chapter's ability to excel in research, teaching, service & advocacy.

- C. Instruction of Pledges. Pledges are instructed as provided in the Constitution, By-Laws, and official ritual of the Honorary.
- D. Initiation. Initiation is conducted as prescribed in the Constitution, By-Laws, and official ritual of the Honorary.
- E. Regulations governing the installation of new chapters are cited in the Administrative Manual for the Formation of a New Collegiate Chapter.

Section 6 Founders Day. Each chapter will acknowledge, during the meeting nearest to, Founders Day on August 15, 1967.

Article IX

The National Chapter-At-Large

Section 1 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 must be met unless specifically waived by a majority vote of the National Board of Directors.

- A. Membership is available only to qualified individuals who have been professionally trained and have earned an academic degree in health education or closely related field and are employed in the health education profession. Additionally, potential members who are not geographically near a local chapter may apply for membership in the National Chapter-At-Large.
- B. Membership into the Chapter-At-Large will be determined regardless of age, religion, gender identity, sexual orientation, language, race, ethnicity, geographic origin, values, abilities/disabilities, or socio economic status.
- C. Applications for membership in the National Chapter-At-Large are to be submitted into National Office and will be voted upon in accordance with the standards and procedures as approved by the National Board of Directors.

Section 2 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.

Section 3 Officers. Officers of the National Chapter-At-Large are the national officers of the Honorary.

Section 4 Meetings. Because 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 5 **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 Constitutional Amendments

Section 1 **Revocation.** Interim action, defined as those between constitutional votes, of the National Board of Directors that does not move proposed constitutional amendments forward may be revoked by a two-thirds majority vote of the national active members of the Honorary.

Section 2 **Call for Revocation.** In revocation cases, if the Call for Revocation (CFR) of interim action is determined as valid by the National Secretary Treasurer, the proposed amendment will be submitted to active members for a vote to approve the proposed amendment. The CFR requires affirmative votes from at least two thirds (2/3) of active Collegiate Chapters of the National Honorary.

Section 3 **Content of the Call for Revocation.** The CFR must be submitted in writing to the National Secretary Treasurer. Processes for the Content of the CFR will be described in the Policies and Procedures Manual. The manual will also include processes for the Validation of the Call for Revocation and publishing of the Results of Voting related to the Call for Revocation.