

Health Education and Promotion Section BYLAWS

Article 1

Definition

The name of this body shall be the Health Education and Promotion Section (HEPS) and shall be referred to as HEPS throughout these bylaws. HEPS was created as a section of the Arkansas Public Health Association (APHA).

Article II

Objectives

The objective of HEPS shall be:

1. To promote the profession of Health Education within the field of public health.
2. To provide quality and timely continuing education opportunities to individuals practicing health education.

Article III

Membership

There shall be two types of members, namely:

1. Active Membership
2. Retired Membership

Section 2

Any person who is a member in good standing of APHA and who is employed in or has interest in health education and promotion may be an active member.

Section 3

Retired membership may be conferred upon any APHA member who has retired from the field of health education.

Article IV
Officers

Section 1

The officers of HEPS shall be chairperson, chair-elect, secretary, and treasurer; each serving one-year terms.

Section 2

Any member of the section, who is also in good standing with APHA, shall be eligible to hold office in the section.

Article V
Duties of Officers

Section 1

The duties of officers shall be such as are implied by their titles and which usually pertain to their perspective offices together with such other duties as are specified in these bylaws, or may in addition from time to time, be delegated to them by the Executive Committee.

Section 2

The Chairperson shall be Chairman of the Executive Committee, and shall preside at the meetings of the Section and shall appoint all committees and chairpersons thereof except those assigned to specific offices in the bylaws. The Chairperson shall serve as the Section Representative on the Executive Council of APHA, and serve as the Chairperson of the section's Program Committee.

Section 3

The Chair Elect shall assume the duties of the Chairperson at the conclusion of the annual meeting. The Chair Elect shall carry out the primary responsibilities of preparing for assuming the office of Chairperson. The Chair Elect shall be the ranking officer in the absence of the Chairperson.

Section 4

The Secretary shall have custody of all records and papers, give notice of time, place and purpose of all meetings, take and make available minutes of all meetings, submit a copy of meeting minutes to secretary of APHA, and conduct the correspondence of HEPS. A membership roster shall be kept by the Secretary.

Section 5

The Treasurer shall have charge of all funds of the section and shall deposit same in an account approved by the Executive Committee. The Treasurer shall report the financial condition of the section at each scheduled meeting.

Section 6

In the event of a vacancy in any office, the Executive Committee shall appoint an active member to complete the term of office.

Article VI Executive Committee

Section 1

The Executive Committee of HEPS shall consist of all officers listed in Article V, Section 1 and the immediate past-chairperson of the section.

Section 2

An Executive Committee member who is not present at a meeting may be represented by a proxy provided in writing. The letter shall be submitted to the secretary for inclusion with the records of the meeting.

Section 3

The Executive Committee shall have the same rights, powers, and privileges and duties as are generally conferred upon executive committees. They shall include the following:

- a) Conduct and carry on the affairs and business of the section.
- b) Provide ways and means of financing activities of the section and increasing resources available to it.
- c) May provide a bond for the section treasurer.
- d) Provide for auditing of accounts of the section as deemed necessary.
- e) Provide for the management of regular and annual meeting of the section, in cooperation with APHA Executive Council and it's Committee Chairs.

- f) Provide any rules and regulations needed for the purpose of carrying out these Bylaws in cases not specifically covered herein.

Section 4

A quorum of the Executive Committee shall consist of 3 out of 4 of the Executive Committee members.

Article VII Meetings

Section 1

There shall be at minimum, quarterly meetings of HEPS, with the annual meeting being held concurrently with APHA.

Section 2

There shall be a General Assembly, constituting the annual meeting, held with APHA, which shall include, but not be limited to the following:

- a) The procedure of election of officers for the upcoming year
- b) Treasurer's report
- c) Committee reports
- d) Action on resolutions
- e) Action on correctly submitted amendments to the Bylaws

Article VIII Voting Privileges and Election of Officers

Section 1

The privilege to vote is conferred upon active and retired members in good standing with APHA.

- a) Voting on all matters of business, with the exception of election of officers may be by voice vote, ballot, absentee ballot, or electronic means.
- b) Voting on the election of officers shall be by ballot or absentee ballot.

Section 2

The HEPS shall elect annually, a Chairperson, Vice-Chairperson, Secretary, and Treasurer.

- a) Active members may be nominated for office by the Nominating Committee or by a section member in good standing.
- b) All officers shall be elected by a majority vote of the ballots cast.
- c) If the Vice-Chairperson is unable to assume the duties of the Chairperson, as described in Article V, a Chairperson will be elected.

Article IX Committees of the Section

Section 1

All committee chairpersons shall be appointed by the Chairperson.

Section 2

All committee Chairpersons shall give either a written or oral report at each HEPS meeting.

Section 3

Functioning Committees of HEPS may include:

Bylaws Committee
Nominating Committee
Awards Committee
Program Committee

Section 4

The Bylaws Committee shall consist of at least 2 section members. It shall be the duty of this committee to consider all bylaws changes and present at the annual meeting a report upon each resolution accompanied by the recommendation of said committee as to action to be taken by the section membership.

Section 5

The Nominating Committee shall consist of at least 3 members. It shall be the duty of the committee to propose a slate of officers each year for consideration by the section membership.

- a) The committee shall provide a proposed slate of officers to section membership at least 30 days prior to the annual meeting.
- b) Nominations from section membership will be accepted and added to the ballot for consideration by the section membership.
- c) The committee shall prepare a ballot and provide a means of accepting absentee ballots. Absentee ballots should be available at least 15 days prior to the annual meeting and should be received by the date of the annual meeting.
- d) The committee shall tally the votes and present the newly elected officers to the section membership.

Section 6

The Awards Committee shall consist of at least 5 members. It shall be the duty of the committee to select and provide an annual Health Education and Promotion Section Award.

- a) An application process must be announced and application form provided at least 90 days prior to the annual meeting.
- b) Award and scoring criteria established by the section shall be used in the selection of award recipient.
- c) Award shall be presented at the annual meeting with APHA.

Section 7

The Program Committee shall consist of at least 2 members. The section Chairperson shall serve as the Chair for the Program Committee. It shall be the duty of the committee to determine educational sessions and other activities to be held in conjunction with the APHA annual meeting.

Article X Amendments to the Bylaws

Section 1

These bylaws may be amended by a majority vote of the active members present in the annual meeting, at which time such proposed amendments are submitted to a vote.

Section 2

As a prerequisite to the adoption of any amendment, the proposed amendment must be submitted:

- a) By the Executive Committee, or
- b) By the Bylaws Committee

Section 3

The Bylaws Committee shall give notice of proposed amendments to the bylaws by providing each member of the section with the text of each proposed amendment at least 30 days prior to the annual meeting, at which time proposed amendments are to be submitted to vote.

Article XI

Section Affiliation with Arkansas Public Health Association

Section 1

The HEPS is a recognized section affiliated with the Arkansas Public Health Association and shall conduct all business matters in accordance with these bylaws and those of the Arkansas Public Health Association.