

# Constitution of Iowa Health Educators Association

## **By-Laws and Policies**

Revised December 2015

# Iowa Health Educators Association

## Bylaws

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# **By-Laws of Iowa Health Educators Association**

## **ARTICLE I. NAME**

The name of this organization shall be Iowa Health Educators Association (IHEA).

## **ARTICLE II. IOWA HEALTH EDUCATORS ASSOCIATION**

IHEA shall be affiliated with the Iowa Association for Career and Technical Education (IACTE). By-laws of IACTE shall take precedence over the IHEA by-laws should a conflict arise between the two.

## **ARTICLE III. PURPOSE**

The purpose of this organization shall be to discover and serve the needs of health education in the State of Iowa.

## **ARTICLE IV. PROGRAM YEAR**

The program year is from July 1 through June 30. Officers shall assume their new duties at the beginning of each program year.

## **ARTICLE V. MEMBERSHIP**

- A. Eligibility: All health educators and those individuals who cooperate in the development of health education in the state of Iowa may become members upon payment of the annual active membership dues.
- B. Classification of Members - Membership shall be available in the following classifications:
  - 1. Standard Membership – Includes membership in both the state IACTE and IHEA organizations. All persons engaged in health education shall be eligible for standard membership in this Association.
  - 2. Student Membership - Student membership (defined as those enrolled as undergraduate students in health education) shall be entitled to full membership privileges by payment of annual active membership dues.
  - 3. Retired Educator Lifetime Membership - Available to any former affiliated member who has retired from health education.
  - 4. Facility/Agency Membership - Available to any industry or business or industry representative that supports health education.
- C. Dues: Annual dues for each membership classification shall be determined by the Board of Directors.
- D. Membership Year: Members may join IHEA at any time during the year. The IHEA membership year shall begin on the first day of the month of the annual IHEA conference/meeting. All memberships will end on the last day of the month preceding the annual IEA conference/meeting.
- E. Voting and Holding Office
  - 1. Standard Members may be candidates for elected offices, hold positions on the Board of Directors, and vote on any business of the Association. Note: Officers and Directors must be members of IHEA and IACTE.
- F. Membership Responsibility: It shall be the responsibility of all members to:

1. Participate in IHEA activities.
2. Elect members to the offices of IHEA.
3. Present facts and express their opinions and desires regarding the various activities and programs of IHEA.
4. Accept and carry out assignments designated by the IHEA committee chairpersons, the IHEA Board of Directors, and IHEA President.

## **ARTICLE VI. OFFICERS**

### **A. Elected Officers**

1. The officers of the Association shall be the president, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary and treasurer.
  - a. The term of office for elected officers shall begin on the date of the annual IHEA conference/meeting, and will end two years after election at the annual IHEA conference/meeting.
2. The president shall perform all of the duties assigned to that office.
  - a. The president, or in his/her absence, the 1<sup>st</sup> vice president, shall preside at all meetings of the Association, Board of Directors, and Executive Committee and represent or appoint a person to represent IHEA in all relations with the IACTE and such other organizations and associations as are properly concerned with the purpose of this association.
  - b. The president shall fill, with the advice of the Board of Directors, all vacancies that may occur on the Board.
  - c. The president will chair the annual conference planning committee.
  - d. The president shall represent the IHEA organization as a delegate at the annual IACTE Assembly of Delegates.
  - e. The president will serve in the capacity of immediate past-president on the Board of Directors, following a two year term as president.
3. The 1<sup>st</sup> vice president shall perform all of the duties assigned to that office.
  - a. The 1<sup>st</sup> vice president shall assist the president with such duties as are delegated to him/her.
  - b. The 1<sup>st</sup> vice president shall perform the duties of the president when the latter is absent or unable to serve.
  - c. The 1<sup>st</sup> vice president shall act as co-chair the annual conference planning committee.
  - d. The 1<sup>st</sup> vice president shall represent the IHEA organization as a delegate at the annual IACTE Assembly of Delegates.
  - e. The 1<sup>st</sup> vice president shall appoint committee chairpersons for the annual conference of the association.
  - f. The 1<sup>st</sup> vice president shall review, as prepared by the treasurer, a budget for the coming year for presentation at the annual convention of the association.
  - g. The 1<sup>st</sup> vice president shall assume the role of president, following a 2 year term as 1<sup>st</sup> vice president.
4. The 2<sup>nd</sup> vice president shall perform all of the duties assigned to that office.
  - a. The 2<sup>nd</sup> vice president shall assist the president and 1<sup>st</sup> vice president with such duties as are delegated to him/her.
  - b. The 2<sup>nd</sup> vice president shall represent the IHEA organization as a delegate at the annual IACTE Assembly of Delegates.
  - c. The 2<sup>nd</sup> vice president shall act as co-chair of the annual conference planning committee.

- d. The 2<sup>nd</sup> vice president shall serve as the IHEA representative to the IACTE Board of Directors with duties as outlined in Article VIII, Section C.
  - e. The 2<sup>nd</sup> vice president shall assume the role of 1<sup>st</sup> vice president, following a 2 year term as 2<sup>nd</sup> vice president.
5. The secretary shall perform all duties assigned to that office.
- a. The secretary shall keep full and accurate minutes of all meetings.
  - b. The secretary shall email a copy of the Board of Directors meeting minutes to all board members.
  - c. The secretary shall maintain accurate membership information, and keep the membership email list up to date.
  - d. The secretary shall direct the annual membership drive.
  - e. The secretary shall serve on the Nomination Committee.
  - f. The secretary shall represent the IHEA organization as a delegate at the annual IACTE Assembly of Delegates.
  - g. The secretary shall be eligible for re-election each year.
6. The treasurer shall perform all of the duties assigned to that office.
- a. The treasurer shall be responsible for all funds.
  - b. The treasurer shall pay all bills upon presentation of invoices. Any invoice in excess of \$500 shall be authorized by the president. All invoices will be paid within 15 business days.
  - c. The treasurer shall collect and record all membership dues and other deposits.
  - d. The treasurer shall make a full report of the finances of the association to the membership at the annual convention of the association.
  - e. The treasurer shall prepare the annual budget.
  - f. The secretary shall represent the IHEA organization as a delegate at the annual IACTE Assembly of Delegates.
  - g. The treasurer shall be eligible for re-election each year.

#### **ARTICLE VII. THE BOARD OF DIRECTORS**

- A. There shall be a Board of Directors consisting of voting members: officers (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer), three (3) appointed affiliate representatives, immediate past president, and non-voting members: Department of Education representative and Web Master.
- B. The Board of Directors shall:
  - 1. Determine the annual membership dues
  - 2. Provide assistance and advice to the 1<sup>st</sup> vice president in planning the annual convention of the association.
  - 3. Maintain active membership in IHEA and IACTE.
  - 4. Participate as appointed on IHEA and IACTE committees.

#### **ARTICLE VIII. BOARD OF DIRECTORS, VOTING MEMBERS**

- A. ***Affiliate Representatives.*** There shall be one area representative appointed by the officers to represent the Healthcare Industry. One member will be appointed to represent Community College membership and one member will be appointed to represent Secondary Health Occupations educators. The term of office of one-third of the affiliate representatives shall expire at the time of the annual conference of the association. The affiliate representatives shall:
  - 1. Submit area news and/or content articles to the web editor of the IHEA.
  - 2. Promote IHEA membership in their respective areas.
  - 3. Work with the Awards Committee in the selection of the award recipients.
  - 4. Serve on the Nominating Committee.
  - 5. Serve on ad hoc committees as assigned.

- B. **Immediate Past President.** The immediate past president shall:
  1. Serve as advisor to the Executive Board.
  2. Be the chairperson of the Nominating Committee.
  3. Be the chairperson of the Awards Committee
  
- C. **IACTE Representative.** The IACTE representative shall be the 2<sup>nd</sup> vice president. The IACTE representative shall:
  1. Serve as a liaison between IHEA and IACTE
  2. Promote membership in IACTE
  3. Serve as a voting delegate at the IACTE meetings
  4. Reports actions of the IACTE Board to the IHEA Board of Directors and membership.

**ARTICLE IX: BOARD OF DIRECTORS, NONVOTING MEMBERS**

- A. **Department of Education Representative.** The Department of Education, State of Iowa, shall be invited to appoint a health education consultant as a member of the Executive Board with a term of office concurrent with that of the president of the association. The representative shall serve as a liaison between the Department of Education and the IHEA. This may be a recurring position each year.
- B. **Web Master.** The Board of Directors shall appoint a web master whose term of office shall be one year. The web master shall:
  1. Maintain the IHEA website to include pertinent and timely information.
  2. Work in tandem with the IHEA Board of Directors to promote the organization.
  3. The Web Master may be a recurring position each year.

**ARTICLE X. SELECTION OF OFFICERS/BOARD MEMBERS**

- A. The Nominating Committee, composed of the immediate past president as chairperson, the secretary, and the affiliate representatives, shall prepare a slate of nominees consisting of officers and the necessary representatives and submit their names for election or appointment at the annual conference of the association. A call for nominations shall be announced to members via the membership email list and the IHEA website.
- B. No person's name shall be presented for nomination without his/her consent. Each nominee must be a member of IHEA and, if not already a member, join IACTE when elected.
- C. All elections shall take place at the annual conference of the association. At this time, nominations may be made from the floor. The person having the majority of votes shall be elected.

**ARTICLE XI. COMMITTEES**

- A. There shall be three standing committees: Nominating, Conference Planning and Awards.
  1. **Nominating.** The Nominating Committee shall consist of a chairperson who is the immediate past president. Additional committee members will consist of the three affiliate members who currently serve on the Board of Directors. The chairperson may appoint additional members to serve on the committee. The committee shall:
    - a. Promote better public relations among health educators.
    - b. Promote better public relations with the various groups which serve and are served by health education.
    - c. Serve on the Conference Planning Committee for conference publicity.
  2. **Conference Planning.** The Conference Planning Committee shall consist of a chairperson who is the 1<sup>st</sup> vice president. Additional committee members will consist of the Secretary, the

Web Master and the chairperson of the Awards committee, along with members of the Nominating Committee. Additional committee members who are IHEA standard members may be appointed by the committee chairperson. The Committee shall:

- a. Seek nominations for future IHEA board positions.
  - b. Coordinate the annual IHEA Conference with the IACTE Unified conference planning group.
  - c. Determine topics and speakers beneficial to all health educators at the secondary and post-secondary level.
  - d. Work with the Board of Directors Treasurer to determine a conference budget and determine conference fees.
3. **Awards.** The Awards Committee shall consist of a chairperson who is an IHEA member that is appointed by the president with the advice of the 1<sup>st</sup> vice president and subcommittee members appointed by the Awards chairperson as needed with the advice of the Board of Directors.
- a. The Awards Committee chairperson shall:
    1. act as coordinator of the awards committee
    2. report to the Board of Directors
    3. serve on the Conference Planning Committee
  - b. The Awards Committee chairperson, along with committee members, shall be responsible for determining the following annual award winners to be presented at the annual conference:
    1. Teacher of the Year
    2. Outstanding New Teacher
    3. Outstanding Health Educator
    4. Outstanding Service
    5. Outstanding Career/Guidance

## **ARTICLE XII. MEETINGS**

- A. The annual conference of the association shall be held at a time determined by the Board of Directors.
- B. Only members shall have the right to vote in business sessions.
- C. A majority of membership in attendance shall constitute a quorum for the transaction of business at any business meeting of the association.
- D. The Board of Directors shall meet at regular intervals at least quarterly at a time and place determined by the Officers.

## **ARTICLE XIII. PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the IHEA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws as well as any special rules of order the IHEA may adopt.

## **ARTICLE XIV. AMENDMENTS**

Amendments to this constitution may be made by a majority vote of the membership present at any business meeting of the association, provided such amendments are presented to the Board of Directors in writing (14) days before the meeting.

The President shall notify all members of the proposed amendments through the IHEA web page, e-mail, and/or direct mail at least 7 days prior to any action. If the proposed amendment occurs during

the fiscal year, the Executive Committee may elect to mail ballots to Members from the immediate past membership year 7 days prior to the ballot deadline.