

Eta Sigma Gamma
Delta Kappa Chapter
University of South Florida
Tampa, Florida

Constitution

Adopted: December 2002, Revised: January 2015

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 the health education discipline, do hereby establish this constitution for the government of our Honorary.

Article I: Name

The name of this organization shall be Delta Kappa Chapter of Eta Sigma Gamma, hereafter referred to as ESG.

Article II: Purpose & Objectives

- A. The purpose of ESG shall be to further the professional competence and dedication of the individual members in and for the health education discipline and the promotion of this discipline by:
1. Disseminating knowledge through a variety of scholarly pursuits, such as publishing in the ESG student monograph, participating in poster sessions and/or lectures locally and nationally, and taking part in research week within the College of Public Health.
 2. Recognizing academic achievement via member eligibility for ESG national awards and scholarships.
 3. Supporting professional standards and ethics through active membership in this health education honorary.
 4. Providing opportunities for health education students and professional health educators to share information, ideas, and resources with each other through networking occasions and guest speakers.
 5. Providing opportunities for members to attend national meetings and the annual advocacy summit.
 6. Promoting health education as a discipline through continuous advocacy for the profession itself.
- B. The Delta Kappa chapter is affiliated with the national organization of Eta Sigma Gamma, the National Professional Health Education Honorary

Article III: Membership Qualifications

A. Requirement for Membership

Only undergraduate and graduate students currently enrolled on the University of South Florida Tampa campus are eligible for membership. 100% of active membership must be USF- Tampa students.

Associate members may be USF faculty, staff, or alumni and spouses and domestic partners of student members. These associate members shall not be given the rights and privileges of active USF students including but not limited to voting rights, use of facilities, or equipment, and/or benefits from student funded resources.

Membership in Eta Sigma Gamma shall be limited to students with a health education focus. To be eligible for election into the chapter, collegiate honorary members must:

1. Have completed at least 6 graduate credits from within the Health Education concentration area and have earned an overall grade point average of 3.0 or higher.
2. To remain eligible as a member once elected, students must maintain an overall graduate grade point average of 3.0 or higher.

B. Length of term for membership

1. Collegiate Members. Undergraduate or graduate students who are duly initiated into a collegiate chapter of Eta Sigma Gamma shall be known as collegiate members. 100% of active membership must be USF students. Associate membership may be granted to non-USF-students under special circumstances; these associate members shall not be given the rights or privileges of active USF students.
2. Faculty Members. Full time faculty and administrators in health education (or equivalent) departments who are accepted into a collegiate chapter shall be known as faculty members.
3. Honorary Members. Honorary membership may be conferred upon nonmembers of outstanding contributions to the health education profession by three-fourths affirmative vote of the quorum.
4. Emeritus Members. Emeritus membership is conferred upon retired members of collegiate or alumni chapters upon recommendation of their chapters. The member shall have been in continuous active standing for a period of at least ten years immediately preceding the application for emeritus membership. Such membership carries with it full privileges without payment of national dues.
5. Unaffiliated Members. Members no longer affiliated with collegiate or alumni chapters who pay their dues directly to the National Office shall be known as unaffiliated members.
6. Inactive Members. Members who have not met meeting requirements and/or financial obligations to the collegiate chapter and the National Honorary shall be known as inactive members. Inactive members do not have voting rights.

C. Requirements for continued membership

Length of term for membership is granted on a semester by semester basis.

D. Specifications for the removal of members from the group. Please specify a process for the removal of members, as well as what specific reasons might cause a member to be removed.

To maintain a collegiate member status, USF student status must be maintained. Collegiate members will not be recognized as members if any of the following occur:

- 1) They leave USF
- 2) Graduation
- 3) Dismissal from USF.

If involuntary removal of member is necessary, a vote may be made at any regular meeting by a two-thirds vote of active members.

E. Voting rights (MUST include that non-USF-students cannot have voting rights).

Only collegiate students of USF student status have voting rights. Non-USF-student and those members following under the aforementioned categories cannot have voting rights.

Article IV: Dues/Fees

Local dues will not be assessed. National dues are required to be an official member for Eta Sigma Gamma, Delta Kappa Chapter which are collected at induction ceremonies. The national office will assess national dues and renewal fees.

Article V: Quorum & Voting

1. A quorum to vote on issues relating to ESG's operation and its constitution will consist of fifty percent (50%) and one (1) of the active members present at a meeting.
2. All Collegiate Members (USF students) has the right to vote. Associate members (non-USF-students) do not have the right to vote on any issue regardless of the circumstances.

Article VI: Officers

A. Officers

The officers of the Delta Kappa Chapter of Eta Sigma Gamma shall be President, Vice-President, Secretary, Treasurer, and Historian.

B. Duties of Officers

1. **President.** The president shall preside over all meetings of ESG and perform such duties as custom and parliamentary usage require, and shall:
 - a. See that officers of ESG discharge their duties faithfully, impartially accurately, and promptly.
 - b. Have power to appoint all committees that may be deemed advisable for carrying on the work of ESG.
 - c. Annually make a report of his/her official acts and the general condition of the organization, to both the membership of the collegiate chapter and National

Organization and make such recommendations, as he/she may deem proper for the information of the collegiate chapter.

2. **Vice-President.** The vice-president shall assist the President in the performance of the latter's duties and in the absence or disability of the President, shall assume the latter's powers and duties. He/She shall have the powers and duties as delegated to him/her by the President. In addition, the Vice President shall be the supervisor of all chapter projects.
3. **Secretary.** The secretary shall:
 - a. Keep the official minutes of the sessions of the organization.
 - b. Have charge of and be responsible for all communications and correspondence of the organization, except such that pertain to other officers.
 - c. Keep complete records of the membership of the organization.
 - d. Have such further powers and duties as prescribed by the laws of the organization. e. Provide special information to the National Office as routinely prescribed by that office and upon special request.
4. **Treasurer.** The treasurer shall receive and disperse all monies on behalf of the organization and shall also:
 1. Be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.
 2. Keep accurate books of account and cash such reports from time to time as may be legally required.
 3. Order and distribute all jewelry, certificates, rituals, and initiatory equipment of the organization.
5. **Historian.** The Historian shall:
 - a. Collect and forward to the National Historian such information deemed appropriate for inclusion in *The Health Educator*, the official publication of Eta Sigma Gamma.
 - b. Be the custodian of the official seal, and of records, papers, and properties of the organization.
 - c. Have such further powers and duties as may be prescribed by the laws of the organization.
 - d. Keep the Eta Sigma Gamma Blackboard, website, and other documentation and/or communication updated every month.

C. Term of Office

Election of officers shall occur in the spring semester of each academic year and their terms will last until the following election.

Article VII: Method of Election

A. The method of election shall be by a majority vote of the active members present with a quorum.

B. Vacancies

If for any reason any of the above offices are vacated, an election shall be held to fill such office(s).

Article VIII: Removal from Office

An officer may be impeached upon substantiated charges brought by any member of the organization for failure to perform properly the duties of that office or for violation of any of the fundamental laws of the organization. A three-fourths vote of the active members present will be necessary.

Article IX: Advisor(s)

A. Selection Process. ESG leadership/membership shall select one or more advisors for the organization. The faculty advisor must have a background degree or experience in health education and be familiar with Eta Sigma Gamma – National Health Education Honorary. A three-fourths vote of the active members present will be necessary to complete the selection process.

B. Duties. The minimum duties of the Advisor of ESG include the following:

1. Meet with the President and/or the Executive Committee a minimum of once a month
2. Be placed on all communication venues (e.g., email listservs, websites, etc.) the organization has set in place
3. Attend a minimum of one meeting/event the organization holds a semester
4. Advise on all matters of expenditures of the organization's funds
5. Provide general advisement/guidance to the organization and its members on organizational matters
6. May not have voting, financial management, or decision-making authority in the organization

C. Removal Process. The faculty advisor may be removed if felt necessary. A three-fourths vote of the active members present will be necessary for removal of advisor.

D. Length of Term. Advisor will hold position until removal or change of advisor by organization is necessary. No pre-determined length of time.

Article X: Meetings

A. General membership meetings shall be held at least four times during the year, preferably a minimum of two meetings during Spring and Fall semesters. The officers can vote to hold more frequent meetings or to call a special meeting.

B. The officers of ESG shall meet or communicate, as necessary, to ensure the continued operation of ESG.

C. An officer transition meeting will be held no more than 2 weeks following the election of new officers.

Article XI: Committees

A. Committees shall be appointed and established as needed by the organization.

B. The Executive Committee shall consist of the officers of the organization.

Article XII: Parliamentary Authority

- A. The Eta Sigma Gamma *Health Educator*, Pledge Manual, Officers' Handbook, and *Robert's Rules of Order* shall be the reference guides of the organization.
- B. The ESG President shall chair general meetings and meetings of the Executive Committee. At meetings where the President is absent or unable to serve in this capacity, the Vice President shall chair the meetings. Decisions shall be made by means of consensus. If consensus cannot be reached, any member may invoke Roberts Rules of Order as parliamentary procedure.

Article XIII: Awards

The awards of Eta Sigma Gamma shall be:

- **Honor Award.** This award is the highest given by Eta Sigma Gamma. Candidates for the Honor Award must meet the criteria as described by the active members of the local chapter. The award may be given to a nonmember of Eta Sigma Gamma for exemplary service in furthering the health of mankind.
- **Graduate Scholarship Key.** This award will be given to the graduating master degree active honorary member of Eta Sigma Gamma at the University of South Florida who has the highest cumulative grade point average.
- **Distinguished Service Award.** A certificate for distinguished service to the organization may be awarded to a collegiate chapter member who has done the most to further the ideals of Eta Sigma Gamma. No person may receive the award more than once from this local chapter. The active membership will determine the recipient.

Article XIV: Amendments

- A. Amendments to the constitution shall be made at any regular meeting by a two-thirds vote at which a quorum is present. Proposed amendments shall be submitted in writing and read to the members at a regular meeting at least one week before being voted upon.
- B. ESG shall operate in accordance to al University, Student Government, and the Center for Student Involvement provisions. Amendments and revisions to the constitution will be considered pending until presented to and reviewed by the Center for Student Involvement.

Article XV: Statement of Non-Discrimination

This organization shall not discriminate on the basis of race, color, religion, gender, age, sexual orientation, marital status, national origin, disability, and status as a Vietnam era or

disabled Veteran. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article XVI: Statement of Non-Hazing

ESG adheres to the anti-hazing policy pursuant to Florida Statute 240.262 and the University of South Florida and is as follows:

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: “Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced, exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

ARTICLE XVII: Organization Agreement

ESG agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, the organization agrees to abide by all Center for Student Involvement policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.