



## *Coalition of National Health Education Organizations*

The Coalition of National Health Education Organizations (CNHEO) is a federation of national and international organizations with a national presence in the United States, each of which is a professional organization or has an organizationally distinct health education unit having principal membership of professional health educators. Membership comprises: American College Health Association, American Public Health Association – Public Health and Health Promotion Section, American Public Health Association – School Health Education and Services Section, Directors of Health Promotion and Education, Eta Sigma Gamma, Society for Public Health Education and the Society. The CNHEO has been designed to function in a manner that in no way compromises the autonomy or prerogatives of any member organization.

### I. Purposes

- A. To strengthen communications among the Member Organizations as well as between the health education profession and policymakers, other professions, and consumers
- B. To develop, implement, and evaluate a shared vision and strategic plan for health education and the health education profession.
- C. To educate policy makers on the need for federal and state public policies that support healthy behaviors and healthy communities.
- D. To collaborate on common issues, problems, and concerns related to health education.
- E. Increase the visibility of the health education profession and its member organizations.

### II. Responsibilities of Member Organizations

Member Organizations accept the responsibility to:

- A. Appoint a Delegate and an Alternate to the CNHEO, who will each serve for a term of up to three years based on each organization's leadership cycle. Member Organizations will review appointments every three years and maintain the prerogative to reappoint. Appointments will last for up to three years.
- B. Review, comment, and implement, where appropriate, the recommendations of the CNHEO.
  - C. Contribute annually to help defray operating costs of the CNHEO. The assessment may be waived on an annual basis, should other funding sources meet operating expenses. An organization in arrears for two years shall be deleted from the CNHEO roster.

### III. CNHEO Structure

The CNHEO is a Delegate assembly with two officers (Coordinator and Deputy Coordinator) elected from within the assembly, as specified in this Working Agreement.

#### A. Meetings of Delegates

1. When funding or opportunities are available the CNHEO shall schedule at least one face-to-face meeting each year.
2. As needed, the CNHEO shall schedule monthly meetings via conference call, which the Delegates and/or Alternate of each Member Organization must attend.

3. A quorum of at least a majority of Member Organizations being represented is required to conduct official CNHEO business.
4. All actions will be taken as follows:
  - a. Each Member Organization has one vote.
  - b. Matters of procedure require a majority (over half of all Delegates) vote.
  - c. Matters of substance, the profession must speak as one voice; require referral to the Member Organizations and agreement of all Member Organizations. One hundred percent of Member Organizations must agree. "Matters of substance" is defined as "being of considerable importance." Further, if any Delegate or Alternate asks that an issue be considered "substantive," it shall be.
  - d. In the event of non-agreement, the CNHEO may write a letter of summary of dialogue and not take a stand.
  - e. Delegates shall report all actions taken at meetings to the organization they represent.

## B. Working Organization

### 1. Coordinator

- a. The Coordinator will be elected by a majority vote of all Delegates.
- b. The Coordinator's term of office will be for three years. Tenure shall be limited to two terms. If a Delegate is elected to complete an un-expired term, that time shall not be counted as a term in office, for the purpose of this section.
- c. If a Coordinator does not or cannot fulfill his or her duties, Delegates may elect another Delegate to complete the un-expired term. Filling an un-expired term shall not count as a term in office, for the purpose of this section.
- d. The Coordinator will perform or Delegate the following duties:
  - i. Bring to the attention of the Delegates, issues and requests brought to the CNHEO by agencies, organizations, and persons in the public and private sectors.
  - ii. Coordinate program planning and development of a budget in relationship to program needs for approval by Delegates.
  - iii. Authorize expenditure of funds in accordance with the approved budget.
  - iv. Make arrangements for meetings and prepare a meeting agenda.
  - v. Seek Delegate interest in and make appointments to standing and ad hoc committees.
  - vi. Initiate action on committee recommendations.
  - vii. Initiate and finalize negotiations with potential funding sources.
  - viii. Bring to the attention of the CNHEO Delegates national health issues that are appropriate for CNHEO consideration.
  - ix. Keep informed and provide information to Delegates concerning the activities of health and health related national level organizations.
  - x. Coordinate and distribute minutes of CNHEO meetings to Delegates, Alternates, chief elected officers, chief staff officers, and when appropriate, to others.
  - xi. Maintain official records of the CNHEO. Keep complete files of CNHEO activities, and correspondence, and pass these materials on the succeeding coordinator.
  - xii. Send an annual letter of dues assessment to the Member Organizations.
  - xiii. Ensure that minutes are recorded for each meeting of the CNHEO.

- xiv. In the absence of the Deputy Coordinator, the Coordinator may designate another Delegate to record and distribute minutes from a meeting of the CNHEO, if the Deputy Coordinator is absent from the meeting.
- xv. Notify the Member Organizations when a Delegate has failed to participate in two consecutive meetings of the CNHEO.
- xvi. Upon completion of his or her term of office, forward a copy of all CNHEO minutes, actions, correspondence, and files in his or her possession to his or her successor, as well as to the CNHEO Archives, currently located at SHAPE America archives.

## 2. Deputy Coordinator

- a. The Deputy Coordinator will be elected by majority vote of all CNHEO.
- b. Delegates for a three-year term. Tenure shall be limited to two terms. If a Delegate is elected to complete an un-expired term, that time shall not be counted as a term in office, for the purpose of this section.
- c. If a Deputy Coordinator does not or cannot fulfill his or her duties, Delegates may elect another Delegate to complete the un-expired term. Filling an un-expired term shall not count as a term in office, for the purpose of this section.
- d. The Deputy Coordinator will perform responsibilities as Delegated by and negotiated with the CNHEO Coordinator.
- e. Be responsible for taking minutes at CNHEO meetings, and coordinating and distributing those minutes to Delegates, and Alternates and when appropriate, to others.
- f. Upon completion of his or her term of office, forward a copy of all CNHEO minutes, actions, correspondence, and files in his or her possession to his or her successor, as well as to the CNHEO Archives, currently located at SHAPE America archives.

## 3. Delegates will:

- a. Participate in all CNHEO in-person or by phone meetings, or be responsible for representation from their member organization.
- b. If a Delegate does not or cannot fulfill his or her duties, the Coordinator will notify the member organization.
- c. Keep their respective Member Organizations informed of CNHEO activities, by forwarding the minutes of the CNHEO to the chief elected officer, chief staff officer, and any others so designated by their respective Member Organizations.
- d. Be responsible for obtaining action by their Member Organizations on CNHEO issues in a timely manner.
- e. Assist in the work of the CNHEO, including responsibility for seeking funding sources for CNHEO meetings.
- f. Be responsible for orienting the new Delegate and/or Alternate from their respective Member Organization when Delegates or Alternates change. This will involve sending all CNHEO files to the new Delegate.
- g. Provide CNHEO Delegates with information about the Member Organization he or she represents. (See C1)
- h. Keep the Coordinator, Deputy Coordinator and webmaster informed in writing of any changes of Delegate, Alternate, chief staff officer, chief elected officer, or other organizational representatives, including changes of addresses, telephone numbers, fax numbers, or e-mail addresses.

i. Update the CNHEO Webmaster annually on Delegates, Alternate and all chief officers in their respective organization, and check the CNHEO website for accuracy.

4. Alternates will:

a. Keep informed about the activities and progress of the CNHEO.

b. If an Alternate does not or cannot fulfill his or her duties, the Coordinator will notify the member organization.

c. Represent his or her Member Organization at CNHEO phone or face-to-face meetings if the Delegate is unable to attend, and communicate information to the Delegate.

d. Cooperate with the Delegate in orienting a new Delegate or alternate from the Member Organization he or she represents. This will involve, in part, passing all CNHEO files to any new Alternate from his or her member organization.

e. Defer decisions to the Delegate if both are present.

C. Communication Mechanisms

1. Among Member Organizations, share annual reports and/or other relevant documents of sections of the organization as appropriate.

2. Communicate information when possible from and to Member Organizations via email.

D. Management of CNHEO Funds

1. Delegates will select one of the Member Organizations with appropriate tax-exempt status to serve as the fiscal agent for the CNHEO funds.

2. The Coordinator will authorize disbursements in accordance with the established budget.

3. Through its Delegate, the fiscal agent shall provide an annual accounting of CNHEO funds.

E. Committees

A vote of the CNHEO Delegates may establish appropriate standing and ad hoc committees to carry on the business of the CNHEO. Standing and ad hoc committees report directly to the Coordinator.

F. Addition of Member Organizations

The number of organizations who can be Delegate organizations to the CNHEO has no limit. A professional organization may apply if it is national or international with a national presence in the United States in scope, has members or constituents who are professional health educators, and has health promotion/health education as a key element of its mission statement.

The process required for applying to become a "Delegate organization" follows:

1. The organization notifies the CNHEO (by way of the Coordinator) of an interest in applying.

2. CNHEO Delegates vote at the next conference call/meeting to indicate whether or not the organization meets the basic criteria stated in the introduction of this section.

3. If approved for application, the CNHEO Coordinator will forward application information to the representative of the interested organization.

a. The application information will include the following:

i. A copy of the CNHEO's Working Agreement

- ii. A statement regarding the financial obligation(s) of the Member Organizations that the applicant organization's authorized officer must sign and include with the formal letter of application.
- iii. A letter explaining that the applicant must submit a letter of application that includes the following:
  1. A statement why the organization desires to become a Delegate organization
  2. An overview of the mission, history and the constituency of the applicant organization
  3. A description of what the organization would contribute to the mission of the CNHEO
  4. The Applicant's website URL.
- b. Decision on the application
  - i. There is not a time frame associated with the decision to add Member Organizations.
  - ii. Each CNHEO Delegate will forward the completed application materials to his/her organization.
  - iii. Each Member Organization shall review and vote on the application according to its usual procedures.
  - iv. The Member Organization will report its vote in a timely manner to its CNHEO Delegate who will report the vote to other Delegates at the next scheduled CNHEO meeting/conference call.
  - v. A unanimous vote for approval is required.
  - vi. The CNHEO Coordinator will report the vote in a letter to the applying organization.
- c. If membership is approved, the applicant will become a fully participating Delegate organization upon receipt of its first annual dues payment. If the application is not approved by Member Organizations, notification of such and need for further action will be decided on a case-by-case basis.

#### G. Revisions to the Working Agreement

Revisions to the Working Agreement may be proposed by any Delegate or member organization. Any revisions so proposed must be unanimously ratified by the respective Member Organizations prior to becoming a part of this Working Agreement

Date of report 7/15/84

Revised 5/11/99

Ratified 11/9/99

Revised: 7/13/04

Ratified: 1/10/06

Revised: 9/9/14

Ratified: 3/10/2015

Revised: 10/11/2016

Ratified: 02/17/2017