



ARTICLE I – NAME

The organization shall be known as the Central College Health Association (CCHA), an incorporated affiliate of the American College Health Association (ACHA), a non-profit organization.

ARTICLE II – PURPOSE

The purpose and goals of CCHA are to promote the objectives of ACHA as follows:

1. To provide a regional professional organization for institutions and individuals engaged in providing health care to members of the higher education community in Kansas, Missouri, and Nebraska.
2. To extend the benefits of continuing education, collective information, knowledge, standards, stimulation to college health professionals in all areas.
3. To provide ACHA and its affiliate organizations with a channel of communication to disseminate information to and from the region.
4. To provide a mechanism for education and programming.

ARTICLE III – MEMBERSHIP

Membership will be open to anyone who is a member of ACHA and who works for or has relationship with a college health service in Kansas, Missouri, or Nebraska.

Individual membership categories shall be: (a) Regular, (b) Student, (c) Associate, and (d) Emeritus:

1. Regular membership shall be open to anyone
 - a. Providing health services to students of an Institution of Higher Education (IHE), or
 - b. On the staff of an IHE
2. Student membership is open to individuals who are students at a recognized college or university and not employed as a "professional" or "civil service" employee at the health service.
3. Associate membership shall be open to anyone who is not eligible for Regular or Student membership.
4. Emeritus membership shall be open to any individual member in good standing at the time of retirement providing the member has held such individual membership status for at least five years immediately preceding retirement. Retirement shall mean that an individual member has withdrawn from active working life and is thus no longer employed to a significant degree, as determined by the ACHA Board of Directors, in college health or elsewhere.



ARTICLE IV – OFFICERS

SECTION 1 – OFFICERS

The Officers of this affiliate shall be the Immediate-Past President, President, President-Elect, Vice President, Secretary, Treasurer, and six (6) Members-at-Large (two from each State). The Offices of the Immediate-Past President, President, President-Elect and Vice-President are held as a four-year succession. These Officers shall be elected at the CCHA Annual Meeting and take office following the ACHA Annual Meeting.

SECTION 2 – TERMS

The term of office of the Members-at-Large shall be two years alternating within each state. The term of office for the other Officers shall be one year or until their successors are elected and assume office.

SECTION 3 – DUTIES

The duties of the Officers shall be those commonly performed by such Officers and any other duties which the affiliate or the ACHA may assign. Guidelines shall be written by the Executive Board and reviewed annually or as needed by the Executive Board. Members-at-Large shall serve as the Membership Committee, and will perform those duties as necessary, including maintaining a current contact list of their State's members, and keeping the Executive Board apprised of significant events within the State impacting the membership and college health.

SECTION 4 – VACANCIES

Vacancies in office which occur between the Annual Meeting shall be filled as follows: If the Office of President becomes vacant the President-Elect shall assume the position for the remainder of the term and shall continue as President for his/her regular designated term of office. The Office of President-Elect shall remain vacant until the next CCHA Annual Meeting. Vacancies in all other offices shall be filled by the Executive Board.

ARTICLE V – COMMITTEES

SECTION 1 – EXECUTIVE BOARD

There shall be an Executive Board composed of the present Officers, the Immediate Past-President, the six Members-at-Large and appointed positions.

The Executive Board shall transact the business of the Affiliate in the interim between meetings, as well as CCHA Annual Meetings, and shall present a report at the Annual Meeting.



SECTION 2 – APPOINTMENTS

The President, with the approval of the Executive Board, shall appoint a Communications Editor, Historian, Program Planning Chair, and the chair persons of any special committees that may be needed to carry out the mission of the Affiliate. All appointments are non-voting positions of the Executive Board.

SECTION 3 – BY-LAWS REVIEW COMMITTEE

The By-Laws Review Committee shall be composed of the President-Elect and the Members-at-Large. This committee will review the By-Laws at least every three years, more frequently if requested by the President or Executive Board.

SECTION 4 – NOMINATING COMMITTEE

The Nominating Committee shall be composed of the Immediate Past-President and Members-at-Large. The committee shall present a slate of nominees for the President-Elect, Vice President, Secretary, Treasurer, and one Member-at-Large from each state, each year. The committee shall communicate Executive Board vacancies with the membership and solicit nominations through a variety of means to ensure maximum opportunity to serve.

SECTION 5 – AUDIT COMMITTEE

An annual audit of the association's financial records shall be conducted at the time of the CCHA Annual Meeting. The President shall appoint a committee to conduct the audit, comprised of a member from each state not currently serving on the Executive Board. The committee shall make a report of their audit to the Executive Board during the CCHA Annual Board Meeting.

ARTICLE VI – MEETINGS

SECTION 1 – FREQUENCY

There shall be a CCHA Annual Meeting at a time and place selected by the Program Planning Chair. Special meetings may be called as deemed necessary by the Executive Board at a designated place and time.

SECTION 2 – QUORUM

At the business session of the CCHA Annual Meeting or other special meetings of the Affiliate, a quorum shall be those members present and eligible to vote.



SECTION 3 – REGISTRATION

The Program Planning Chair shall determine the registration fees for the CCHA Annual Meeting.

ARTICLE VII – ELECTIONS

A slate of nominees for the President-Elect, Vice President, Secretary, Treasurer and three Members-at-Large each year shall be presented at the CCHA Annual Meeting by the Nominating Committee.

Nominations may be made from the floor. Officers will be elected by a majority of those members present and voting. In the event no candidate has a majority after the first ballot, a second round of voting will occur between the two candidates with the most votes in the first round.

ARTICLE VIII – DUES

The ACHA Board of Directors will determine the portion of the ACHA dues that will be remitted to the Affiliate. There will be no additional membership dues.

ARTICLE IX – RULES OF ORDER

In the absence of any provision to the contrary in these By-Laws, all meetings of the Affiliate shall be governed by the current edition of *Roberts Rule of Order Newly Revised*.

ARTICLE X – AMENDMENTS

Amendments to these By-Laws may be adopted by a majority of voting members present at any CCHA Annual Meeting. Proposed amendments shall be communicated to the membership at least 30 days prior to the CCHA Annual Meeting.

ARTICLE XI – DISSOLUTION OF ORGANIZATION

Upon dissolution of this organization, all assets remaining after payment of debts or provision therefore, shall be distributed to ACHA or other organization exempt from Federal Income Tax, as described in Section 501 (C) (3) of the Internal Revenue code.

Revision History:

- Revised 6/10
- Revised 3/04
- Revised 4/03
- Revised 3/97