

# AMERICAN COLLEGE HEALTH ASSOCIATION

## Bylaws

### ARTICLE I NAME

This organization shall be known as the American College Health Association.

### ARTICLE II PURPOSE

The American College Health Association (ACHA) will be the principal advocate and leadership organization for college and university health. The Association will provide advocacy, education, communications, products and services, as well as promote research and culturally competent practices to enhance its members' ability to advance the health of all students and the campus community.

### ARTICLE III MEMBERSHIP

There shall be three categories of membership: (1) institutional, (2) individual, and (3) sustaining.

#### Section 1. Institutional Membership

##### a. Eligibility

Institutional membership shall be open to any institution of higher education which offers a program of study applicable toward an associate, baccalaureate, or a higher degree, and which is fully accredited by a member of the Council for Higher Education Accreditation or has an application for accreditation pending with a member of this Council. Institutions outside the United States may become institutional members if they meet the criteria above, and are accredited by the appropriate accrediting body in their country.

##### b. Privileges

1. An institution of higher education may submit an application for membership to the Executive Director, who may approve it or request a review by the Executive Committee.
2. Upon payment of institutional membership dues, each member institution shall have one vote in the Assembly of Representatives and shall designate one individual to be its Representative of the Member Institution (RMI) and vote on its behalf.
3. In the event that the regularly appointed RMI is unable to attend an annual or special meeting, or is otherwise eligible to participate in such meeting, the institution may designate an alternate RMI in accordance with procedures established by the Board of Directors. The duly designated alternate RMI shall be able to vote on behalf of the institution at the meeting.
4. Upon the institution's membership approval, the RMI shall become an individual member of the Association. As an individual member, the

RMI is accorded all rights and responsibilities of individual regular membership in the Association.

5. Each member institution may designate a Student Representative of the Member Institution (SRMI). The student representative shall become an individual member of the Students/Consumers section and will be accorded all rights and responsibilities of a student member in the Association.

#### Section 2. Individual Membership

##### a. Categories

Individual membership shall be of four types: (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, or b) on the staff of an institution of higher education.
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. Student membership is limited to participation in the Students/Consumers section only.
3. Associate membership shall be open to anyone who is not eligible for regular membership.
4. Emeritus membership will 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 Board of Directors, in college health or elsewhere.

##### b. Privileges

1. A regular member shall be eligible to vote and hold office in the section in which membership is held and may hold office in the Association.
2. Upon payment of dues, each regular and student member shall have one vote in the election of the Association's officers.
3. A student member shall be eligible to vote and hold office in the Students/Consumers section only. Student members are eligible for election to any officer position within the section provided they meet the student

definition at the time of election.

4. Associate members shall be eligible for membership in the section of their choice and the regional affiliate where they reside. They may not vote or hold office in any Association body, including, but not limited to, the Board of Directors, affiliates, sections, or coalitions except that a past president who is an associate member may continue to vote in the Assembly of Representatives. Associate members may not be members of Association, affiliate, or section committees.
5. Emeritus members may, on payment of individual dues, have the privileges of the class of membership to which they belonged prior to becoming emeritus.

### **Section 3. Sustaining Membership**

#### *a. Eligibility*

Sustaining membership shall be open to health and business organizations that may wish to support and cooperate with the Association in furtherance of its objectives. All sustaining membership applications must be approved by the Executive Committee.

#### *b. Privileges*

Sustaining members may designate representatives who may attend and participate in meetings of the Association. They may not vote, hold office, or be a member of any Association body, including, but not limited to, the Board of Directors, affiliates, sections, or coalitions. These individuals may not be members of Association, affiliate, or section committees.

### **Section 4. Additional Membership Categories**

Additional membership categories, appropriate to the purpose of the Association and distinct from those above, may be established with the approval of the Board of Directors.

### **Section 5. Disciplinary Action**

The Board of Directors may take disciplinary action, including suspension or expulsion, against any member for misconduct or other activity that is detrimental to the objectives and purposes of the Association, or that is contrary to the reasonable rules and regulations established from time to time by the Board of Directors.

## **ARTICLE IV DUES**

Annual dues for the various categories of membership shall be approved by the Board of Directors. If two or more distinct and separate educational institutions are under the administration of one governing body, each such institution shall be considered as a separate college for membership in the Association. Dues for member institutions shall become due and payable upon their becoming members. Individual dues

are payable upon application for membership.

## **ARTICLE V OFFICERS**

### **Section 1. Officers and Terms of Office**

The officers of the Association shall be the President, the President-Elect, the Immediate Past President, the Vice-President, and the Treasurer. The President, President-Elect, and Immediate Past President shall serve for a term of one year. The Vice President and Treasurer shall serve for two-year terms, which are staggered so that one of these two officers is elected each year. All officers shall serve for their designated terms or until their successors assume office.

The Executive Director shall serve as Secretary of the Association and may, with the approval of the Board of Directors, designate Assistant Secretaries.

### **Section 2. Eligibility**

Each of the officers shall be an individual regular member during the term of office.

Each officer shall have been an individual regular member for at least three years prior to election.

### **Section 3. Election**

Officers shall be elected by individual regular and student members. The President-Elect shall be nominated and elected annually. The Vice President and Treasurer have two-year terms and shall be nominated and elected in alternating years. Upon completion of their terms, the President-Elect shall assume the office of President, and the President shall assume the office of Immediate Past President.

Election of officers of the Association shall be conducted according to procedures adopted by the Board of Directors. These procedures shall respect the principle of the secret ballot, shall assure that write-in votes are permitted, and shall assure that the voting process does not have the effect of disenfranchising eligible voting members of the Association.

The Nominating Committee shall prepare and publish a slate of nominations at least two months prior to the commencement of the voting process. The voting process shall commence at least two months prior to the beginning of the Annual Meeting. The initial voting process shall conclude at least one month prior to the beginning of the Annual Meeting. If no candidate has a majority of votes cast, a second round of voting shall commence to include the two highest vote recipients from the initial round of voting. The second round of voting, if needed, shall conclude prior to the beginning of the Annual Meeting. Election results shall be announced during the Annual Meeting.

#### **Section 4. Installation**

The officers of the Association shall assume their office at the end of the last meeting of the Assembly of Representatives at the Annual Meeting.

### **ARTICLE VI DUTIES OF OFFICERS**

#### **Section 1. President**

The President chairs the Assembly of Representatives and shall serve as presiding officer of the Board of Directors. The President shall appoint all committees not otherwise provided for in these bylaws. The President shall serve as an ex-officio member of all committees except the Nominating Committee. The President shall address the Assembly of Representatives to provide a report on the activities of the Board of Directors.

#### **Section 2. Immediate Past President**

The Immediate Past President shall be a member of the Board of Directors and Chair of the Resolutions Committee of the Assembly of Representatives.

#### **Section 3. President-Elect**

The President-Elect shall preside at meetings of the Association and the Board of Directors in the absence of the President. The President-Elect shall appoint a Chair-Elect for the Program Planning Committee for the Annual Meeting and this Chair-Elect shall be an individual regular member of ACHA.

#### **Section 4. Vice-President**

The duties of the Vice-President shall be designated by the Board of Directors.

#### **Section 5. Treasurer**

The Treasurer shall chair the Finance Committee and oversee the Executive Director's preparation of the ACHA budget. The annual budget of the Association must be approved by the Board of Directors. The Treasurer shall deliver an annual finance report to the Assembly of Representatives.

#### **Section 6. Executive Director**

The Executive Director shall be a member, without vote, of all committees and shall receive reports of all committee action to insure familiarity with all business of the Association. The Executive Director shall make an annual report to the Assembly of Representatives reviewing the activities of the national office.

#### **Section 7. Vacancies**

Vacancies in office which occur between Annual Meetings shall be filled as follows:

- a. If the office of President becomes vacant, the President-Elect shall assume the office of President

for the remainder of the term and shall continue as President during the succeeding year.

- b. A vacancy in the office of President-Elect, Vice-President, or Treasurer shall be filled by action of the Board of Directors, until the next Annual Meeting.
- c. A vacancy in the position of Immediate Past President shall be filled by the most recent and available Past President.

### **ARTICLE VII ASSEMBLY OF REPRESENTATIVES**

#### **Section 1. Purpose**

The Assembly of Representatives shall meet annually to establish overall organizational policies by:

- a. The adoption of resolutions;
- b. Action on amendments to the bylaws; and
- c. Review of the activities of the American College Health Association.

#### **Section 2. Composition**

The Assembly of Representatives shall be composed of (a) the Association Officers described in Article V above; (b) the Representatives of Member Institutions; (c) the members of the Board of Directors; (d) three designated members from each section: the Chair, Chair-Elect, and a designated representative; (e) all Past Presidents of the Association who maintain membership; and (f) the Executive Director, without vote.

Only individual members shall be eligible for membership in the Assembly of Representatives.

All guests and non-voting members of the Association are welcome to attend the annual business meeting of the Assembly of Representatives as observers.

#### **Section 3. Conduct of Business**

- a. The Assembly of Representatives is chaired by the President of the Association who votes only when his/her vote will affect the outcome. The Executive Director serves as Secretary. At its Annual Meeting, the Assembly of Representatives receives the following reports:
  1. Report of the Board of Directors (delivered by the President)
  2. Finance Report (delivered by the Treasurer)
  3. National Office Report (delivered by the Executive Director)
- b. The President shall appoint a parliamentarian to serve during the meeting.
- c. Any member of the Assembly of Representatives can present an item to the Assembly. Other

Association members may present their concerns through a member of the Assembly of Representatives.

- d. The Board of Directors establishes the agenda of the Assembly of Representatives.
- e. The Assembly of Representatives shall have the authority to amend the bylaws.
- f. The Resolutions Committee provides a vehicle for agenda items to come before the Assembly of Representatives. At any time during the year, a member of the Association can present a resolution to the Committee, which will forward their recommendations to the Board of Directors. The Board of Directors bears responsibility to deliberate the resolutions and take action on those they approve. When the Board of Directors disapproves an item, it will include the item in the agenda under the Report of the Resolutions Committee, at the next meeting of the Assembly of Representatives along with the Board's opinion. The final decision then rests with the Assembly of Representatives.
- g. A quorum of the Assembly of Representatives shall be constituted by those members present and eligible to vote.
- h. Special meetings of the Assembly of Representatives may be called by the President with the approval of two-thirds of the Board of Directors, and shall be called upon written request of fifty members of the Assembly of Representatives. All members of the Assembly of Representatives must be notified of both regular and special meetings at least fourteen days in advance of such meetings.

## **ARTICLE VIII BOARD OF DIRECTORS**

### **Section 1. Purpose**

The Board of Directors is the chief operating body of the American College Health Association, and as such, it develops procedures to implement the policies of the Association as established by the Assembly of Representatives.

### **Section 2. Function**

- a. The Board of Directors shall be responsible for the full range of Association committee work, which is predominately ad hoc and focused on tasks of limited time frame. The Board of Directors may create such ad hoc committees and task forces as it deems necessary to assist in carrying out its functions. The Board of Directors is responsible for initiating and concluding such activities as are appropriate to the interest of the Association. The Board of Directors reviews and approves various committee reports.
- b. On behalf of the Board of Directors, the President shall present a summary of Association activities to

the Assembly of Representatives during the Annual Meeting.

- c. The Board of Directors shall have the power to employ, to discharge, and to fix the compensation of the Executive Director. The Executive Director, in turn, shall be responsible for the employment and direction of such personnel as may be required to execute the decisions of the Association and shall be responsible to the Board of Directors for the acts of such employees. Staff appointments shall be in conformity with the budget as approved by the Board of Directors.
- d. The Board of Directors shall have the authority to approve the expenditure of Association funds and/or to delegate this authority to the Executive Director.
- e. The Board of Directors shall solicit nominations for the awards of the Association according to established procedure.
- f. The Board of Directors shall have the authority to approve Minutes of the Assembly of Representatives.

### **Section 3. Composition**

- a. The Board of Directors shall consist of the President, who shall be the presiding officer, the President-Elect, the Immediate Past President, the Vice-President, the Treasurer, six Regional Representatives, two students, four members-at-large, and the Executive Director serving ex officio, without vote.
- b. Six Regional Representatives are members of the Board of Directors. Regional Representatives are elected for two-year terms by individual regular and student members in each region. Elections are staggered with three Regional Representatives elected each year.
- c. There shall be four at-large members of the Board of Directors. Each President shall appoint two at-large members to serve two-year terms. Both appointments shall allow the Board of Directors to better represent the varied needs, interests, and identities of the members of the American College Health Association and the students which college health serves.
- d. Student members of the Board of Directors shall be the Chair and Chair-Elect of the Section on Students/Consumers.
- e. Student members of the Board of Directors must be student members of the Association during their entire term on the Board. All other members of the Board of Directors must be individual regular members of the Association during their entire term as a member of the Board.

#### Section 4. Meetings

The Board of Directors meets during the Annual Meeting and at periodically scheduled times during the year. A quorum of the Board of Directors shall consist of a majority of the voting members of the Board.

#### Section 5. Executive Committee

The Executive Committee shall be composed of the Officers and the Executive Director, who will serve ex-officio without vote.

The Executive Committee is authorized to conduct Association business on behalf of the Assembly of Representatives and the Board of Directors. The Executive Committee serves as the Personnel Committee for the Board of Directors.

### ARTICLE IX COMMITTEES

#### Section 1. Composition

A variety of committees, standing and ad hoc, carry out the work of the Association. Except where otherwise specified in these bylaws, the President shall appoint chairs and members of committees from among the regular individual and student members of the Association.

No regular or student member may simultaneously be a member of more than two committees, ad hoc or standing. Members of committees must maintain individual regular or student membership in the Association to continue to serve. Positions on committees which require membership on another committee shall be counted as one committee membership.

#### Section 2. Standing Committees

Standing Committees are as follows:

- *Annual Meeting Program Planning Committee.* The President-Elect shall appoint a Chair-Elect for a one-year term after which this individual will become Chair for a one-year term. Each section shall be represented by one member. The Board of Directors may designate additional members. The function of the committee is to plan the educational program for the annual meeting. The committee reports to the Board of Directors.
- *Audit Committee* (chaired by the member of the committee who is not an Association officer). Members shall consist of the members of the Finance Committee minus the Executive Director. The function of the committee is to facilitate communication between the Association's external auditors and the Board of Directors.
- *Bylaws Committee* (chaired by a Past President). Members, in addition to the Chair, consist of three section representatives who are not RMIs and three RMIs. No member of the committee can

simultaneously serve on the Board of Directors. Each member serves a three-year term, to be phased in with one RMI and one non-RMI of the committee completing their term each year. It shall be the responsibility of the Bylaws Committee to review the bylaws of the Association. It shall also be the committee's responsibility to review the bylaws of all affiliates and the operating guidelines of the sections to ensure consistency with the Association's bylaws. The Board of Directors may comment on proposed amendments to the Association's bylaws. The committee reports to the Assembly of Representatives.

- *Continuing Education Committee* (the Chair of the committee shall be one of the Chairs of the subcommittees and appointed by the President). Members include the Continuing Medical Education Subcommittee, the Continuing Nursing Education Subcommittee, the Continuing Education for Certified Health Education Specialists Subcommittee, the Continuing Psychology Education Subcommittee, and the Continuing Education for National Certified Counselors Subcommittee. Membership of the subcommittees should comply with the standards of each accrediting body. This committee is responsible for the Association's continuing education activities including accreditation as a provider and approver of professional continuing education. The committee reports to the Board of Directors.
- *Ethics Committee.* The President shall appoint the Chair for a one year term from among individuals who have at least one year of experience as an Ethics Committee member. In addition to the Chair, there shall be eight members appointed for two year terms from a diverse range of professions, geographic regions, and other identities to assure broad representation of Association members. To assure continuity, half of the committee members will be appointed each year. The Chair and members may serve for renewable terms. No member of the committee may simultaneously serve on the Board of Directors. The function of the committee is to advise the Board of Directors and Association membership on understanding and resolving ethical issues. The committee reports to the Board of Directors.
- *Finance Committee* (chaired by the Treasurer). Membership is the same as the Executive Committee plus one other member of the Board of Directors. This committee is responsible for advising the Board of Directors on appropriate funding levels for all functions of the Association. The committee reports to the Board of Directors.
- *Nominating Committee* (chaired by a Past President). The President shall appoint the Chair. Membership consists of one member from each of the six regions appointed by the Regional Representative from each region. Regional members on the committee will serve a two-year term concurrent with the Regional Representatives

who appointed them. In addition, the Board of Directors will select two members-at-large for one-year terms by majority vote and the Student/Consumer Section will select one member from among their section membership for a one-year term. Members may serve for renewable terms. No member of the committee can simultaneously serve on the Board of Directors. The committee presents a slate of nominees for President-Elect (annually), Vice President and Treasurer (alternating years), and for Regional Representatives of three regions each year. The committee reports to the voting membership.

- *Resolutions Committee* (chaired by the Immediate Past President). In addition to the Chair, six members will be appointed from the membership of the Assembly of Representatives excluding current Association officers and members of the Board of Directors. Two-year terms, with one half of the committee turning over each year, ensures needed continuity. The committee reports to the Assembly of Representatives through the Board of Directors.

### **Section 3. Ad Hoc Committees**

In addition to the above Standing Committees, the President and Board of Directors are charged with establishing and monitoring a variety of ad hoc committees, which include task forces, representing activities of major interest to the Association. Membership on ad hoc committees is generally one year, with reappointment possible.

### **Section 4. Committee Reports**

The reports of all committees which are responsible to the Board of Directors are included in the Board Report delivered by the President to the Assembly of Representatives.

Ad hoc committees are reviewed annually by the Board of Directors and those whose work has been completed shall be discontinued.

## **ARTICLE X AFFILIATES AND REGIONAL REPRESENTATIVES**

### **Section 1. Formation**

The Board of Directors sets policy governing the creation and operation of affiliates within the structure of ACHA. No individual member of the American College Health Association shall be denied membership in an affiliate.

### **Section 2. Purpose and Goals**

The purpose and goals of the affiliates of the American College Health Association are as follows:

- (1) To serve the individual members of the Association as the infrastructure for making geographically local/regional connections among multidisciplinary college health professionals with campus wide

constituents, including students, whose work affects the health and wellbeing of the campus community.

- (2) To provide a local/regional organizational structure for professional development and continuing education, networking, advocacy, collaboration, and dissemination of knowledge and standards based on the core values and strategic initiatives of ACHA.
- (3) To enhance channels of communication among members both locally and nationally.
- (4) To support member recruitment and retention.
- (5) To develop members for leadership roles.
- (6) To be the recognized local organizational structure of ACHA.

### **Section 3. Operation**

- a. Affiliate Associations may develop an organizational form and adopt bylaws as desired but with the provision that they shall not be in conflict with the bylaws of the Association, as determined by the Bylaws Committee of ACHA.
- b. The Secretary, or other designated representative, of each affiliate shall submit annually a report of its activities through its Regional Representative to the Board of Directors of the Association.

### **Section 4. Function of Regional Representatives**

The principal function of Regional Representatives is to provide a communication link between members and affiliates in their region and the leadership of the Association. Regional Representatives shall serve as official representatives of Association leadership at meetings of the affiliate organizations when requested by the President or Board of Directors. Regional Representatives are responsible for presenting discussion items from regional affiliate leadership and other members in their regions to the Board of Directors. Lastly, Regional Representatives are responsible for appointing a regional member to the Nominating Committee who will serve a concurrent two-year term with each Regional Representative. Additional duties may be assigned by the Board of Directors.

### **Section 5. Election of Regional Representatives**

The individual regular and student members in each region shall elect a Regional Representative to the Board of Directors from a slate chosen by the Nominating Committee. Each region's member on the Nominating Committee shall be principally responsible for soliciting candidates from their region. The regions shall consist of the following:

- Region I—Southern and Southwest College Health Associations

- Region II—Rocky Mountain, Central, and North Central College Health Associations
- Region III—Mid-America and Ohio College Health Associations
- Region IV—Mid-Atlantic College Health Association
- Region V—New England and New York State College Health Associations
- Region VI—Pacific Coast College Health Association

The election process shall be the same as that described for Association Officers in Article V, Section 3 and shall be conducted at the same time.

Individual regular and student members who reside outside the fifty United States and the District of Columbia shall be entitled to vote for a Regional Representative. The Board of Directors shall determine a voting policy for these members.

Each Regional Representative is elected to serve as a member of the Board of Directors for two years. In order to assure continuity, three Regional Representatives are elected each year.

In the event of a vacancy in the position of Regional Representative, the President shall appoint a person to fill the remainder of the term from a list provided by the Nominating Committee. The Nominating Committee shall provide a list to the President that includes one or more individuals.

### **Section 6. Qualifications of Regional Representatives**

Qualifications for Regional Representative are as follows:

- Individual regular member during entire term of office
- Individual regular member for at least three years prior to election
- Demonstrated leadership in Association activities at the affiliate, regional, or national level

## **ARTICLE XI SECTIONS**

### **Section 1. Purpose**

The sections of the American College Health Association are a focus of affiliation for individual members.

### **Section 2. Officers**

Elections shall be conducted in accordance with procedures established by the Board of Directors. Each section shall elect a slate of officers for a period, not to exceed three years, determined by the section. The officers shall include a chair and chair-elect, each of

whom are designated representatives to the Assembly of Representatives, and one additional designated representative. A section may elect one or more alternate designated representatives to the Assembly of Representatives to represent the section in the event a regular representative is unable to attend an Assembly meeting. Each section shall designate an individual to serve as a Program Planner-Elect to the Annual Meeting Program Planning Committee for a one-year term after which this individual will be expected to serve as a member of the Program Planning Committee for a term to be determined by the section. The Program Planner-Elect will not be a member of the Annual Meeting Program Planning Committee unless the Board of Directors so directs.

### **Section 3. Names of Sections**

The sections of the Association shall consist of the following:

- (1) Section on Administration
- (2) Section on Advanced Practice Clinicians
- (3) Section on Clinical Medicine
- (4) Section on Health Promotion
- (5) Section on Mental Health
- (6) Section on Nursing
- (7) Section on Nurse-Directed Health Services
- (8) Section on Pharmacy
- (9) Section on Students/Consumers

Names of sections formed or dissolved by the Board of Directors shall be automatically added to or deleted from this list without the need for a bylaws amendment.

### **Section 4. Function**

- a. The officers of the various sections shall prepare agendas for the section meetings to be held during the Annual Meeting of the Association.
- b. The Association will assist in the distribution of section newsletters, and notices.
- c. Sections may submit proposals to the Board of Directors through the Executive Director with a request for financial support. The Association shall provide financial support for each section in an amount to be determined and appropriated by the Board of Directors. The presiding officers of each section shall provide to the Executive Director an annual accounting of all funds so appropriated and a report of section activities.
- d. The Chair of each section shall provide reports of section activities through the Executive Director at intervals determined by the Board of Directors.

### **Section 5. Formation**

A new section may be formed with the approval of the Board of Directors provided that:

- (1) Fifteen or more individuals petition to form a new section.

- (2) Clear measurable goals and objectives are documented that cannot be or are not included in an existing section.
- (3) A plan for educational programs worthy of the Association is presented

**Section 6. Dissolution**

A section may be dissolved by the action of the Board of Directors. A section shall be dissolved when it provides neither of the following functions:

- (1) Acts as a consultative resource in its area for members of the Association interested in initiating or maintaining in their institution, the services or expertise represented by the section.
- (2) Presents programs worthy of the Association at Annual Meetings of the Association.
- (3) Or, it fails to maintain a minimum of 15 members for two consecutive membership years.

**ARTICLE XII  
COALITIONS**

**Section 1. Purpose**

The purposes of coalitions are as follows:

- (1) Provide a multi-disciplinary, topic-oriented organizational mechanism with broad geographic representation for continuing education; advocacy; knowledge; standards; and professional development.
- (2) Enhance channels of communication among members with different professional backgrounds to address common issues in college health.
- (3) Expand Association membership recruitment and participation opportunities.

**Section 2. Function**

Coalitions shall:

- (1) Serve as an information and consultative resource for both Association members and other communities of interest.
- (2) Create informational and educational resources, guidelines, and/or best practices.
- (3) Advise the Board of Directors on relevant policy issues.
- (4) Plan, solicit, or facilitate programming at Association and affiliate meetings.

**Section 3. Formation**

A coalition may be formed with the approval of the Board of Directors if the following conditions are met:

- (1) A minimum of twelve individual regular members request the formation of the coalition.
- (2) A majority of regions and sections are represented.

**Section 4. Officers and Operations**

*a. Officers*

Coalition officers shall be a chair, a chair-elect, and a secretary.

*b. Term of Office*

The term of office may be one or two years. The term must be the same for all officers. Upon formation of a coalition, the members of the coalition shall determine by majority vote whether the term of the officers will be one or two years. By majority vote, members of the coalition may change the term of office, but any change will only go into effect at the end of the term of the current chair.

*c. Elections*

The chair-elect and secretary shall be nominated and elected annually or biennially depending on the length of term. Upon completion of a term as chair-elect, this individual shall automatically assume the position of chair. Elections shall be conducted in accordance with procedures established by the Board of Directors.

*d. Vacancies*

In the event of a vacancy in the office of chair, the chair-elect shall assume the position of chair and shall continue as chair during the succeeding term. In the event of a vacancy in the office of chair-elect or secretary, the President, in consultation with the coalition chair, shall appoint an individual to serve the remainder of the term.

*e. Duties of Officers*

- 1. The Chair shall preside over all meetings of the coalition and shall oversee the activities of the coalition. The Chair shall report on the activities of the coalition at intervals determined by the Board of Directors.
- 2. The Chair-elect shall assist the Chair in the performance of his or her duties. In the absence of the Chair, the Chair-elect shall preside over meetings of the coalition.
- 3. The Secretary shall record the minutes of all meetings of the coalition and shall maintain all records of the coalition.

f. Any individual member may join a coalition. Only individual regular and student members may vote or hold office in a coalition.

**Section 5. Dissolution**

The Board of Directors may dissolve a coalition if any of the following occur:

- (1) Membership drops below the minimum requirement to form a coalition.

- (2) The coalition no longer performs the functions of a coalition.

**ARTICLE XIII  
MEETINGS**

**Section 1. Frequency**

There shall be an Annual Meeting of the Association and of the Assembly of Representatives at a time and place designated by the Board of Directors.

**Section 2. Quorum**

At business sessions or duly called special meetings of the Association, a quorum shall be constituted by those members present and eligible to vote.

**Section 3. Registration Fees**

The Board of Directors shall determine registration fees for all meetings of the Association.

**ARTICLE XIV  
RULES OF ORDER**

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

**ARTICLE XV  
AMENDMENTS**

The Bylaws Committee functions to review and present amendments to the bylaws of the American College Health Association. The Assembly of Representatives shall have the authority to amend the bylaws of the Association at any annual or special meeting; a two-thirds affirmative vote of the members of the Assembly of Representatives present and voting shall be necessary for adoption. Proposed amendments must be published to the membership at least 60 days prior to the vote.

Articles I and II of these bylaws are consistent with the corporate charter of the Association. These articles can be amended only according to the requirements of the corporate charter.

Bylaws originally adopted: 5/86  
REVISION ADOPTED 5/26/95  
AMENDED 6/5/98  
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AMENDED 6/11/04  
AMENDED 6/3/05  
AMENDED 6/2/06  
AMENDED 6/1/07  
AMENDED 6/6/08  
AMENDED 5/29/09  
AMENDED 6/4/10  
AMENDED 6/3/11