

1 PACIFIC COAST COLLEGE HEALTH ASSOCIATION
2 BYLAWS
3

4 ARTICLE I: NAME and FORMATION

5 **Section 1. Name**

6 This organization shall be known as the Pacific Coast College Health Association (PCCHA), henceforth referred to
7 as PCCHA, a voluntary, non-profit, affiliate (Region VI) of the American College Health Association (ACHA).
8 Eligible for ACHA membership from Region VI which includes Alaska, Arizona, California, Hawaii, Idaho,
9 Oregon, Nevada, Utah, and Washington or from Western Canada, Mexico, Australia, New Zealand, Asia and other
10 Pacific Rim Countries applies to eligible for PCCHA membership.
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12 **Section 2. Formation**

13 In any locality, institutions of higher education and individuals eligible under Article III for membership in the
14 American College Health Association may, with the advice and consent of the Board of Directors, form an affiliate
15 for the purpose of promoting the objectives of the Association. No member of the American College Health
16 Association shall be denied membership in the regional affiliate.
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18 ARTICLE II: PURPOSE

19 The purpose of an American College Health Association Affiliate, outlined in Article X, Section 2 of the ACHA
20 Bylaws, is:
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22 (1) To extend the benefits of continuing education; collective information; knowledge; standards; and
23 stimulation to college health workers in all areas.

24 (2) To provide the national and affiliate organizations with channels of communication to disseminate
25 information to and from the local level.

26 (3) To provide regional or local organizational mechanisms for education and programming.
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1 To accomplish these purposes, PCCHA establishes goals which will guide yearly objectives set forth by the Affiliate
2 President in conjunction with the National President. Therefore, as an affiliate of ACHA, a professional
3 organization that works with individuals and institutions of higher education to advance student learning through
4 health, PCCHA will:
5 Provide professional development opportunities, such as online resources, annual meetings, workshops and
6 seminars.
7 Support the development and maintenance of standards such as those available through the Council for the
8 Advancement of Standards in Health Education (CAS) to assure that campus communities continue to provide
9 appropriate and quality services.
10 Encourage working relationships with all individuals concerned with advancing the health of students.
11 Promote communication and cooperative liaisons among institutions of higher education regarding issues of health
12 and learning.

13 14 ARTICLE III: MEMBERSHIP

15 PCCHA is an ACHA affiliate; therefore, membership categories will mirror those outlined in the American College
16 Health Association Bylaws.

17 18 ARTICLE IV: DUES and FISCAL YEAR

19 **Section 1. Dues**

20 Dues are outlined in the ACHA Bylaws, Article IV.

21 22 **Section 2. Fiscal Year**

23 The fiscal year is January 1 through December 31.
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ARTICLE V: OFFICERS

Section 1. Officers and Terms of Office
The President, President-elect, Vice-President, Vice-President-Elect, Secretary, Treasurer, Historian, and Immediate Past President shall serve for a term of one year or until their successors are elected and assume office. The Regional Representative is selected and serves a term of office as outlined in the ACHA Bylaws. There are two Student Representatives. The Vice-President-Elect will appoint one enrolled student from his or her institution to serve a two year term as a Student Representative. There are two Members-at Large. The President will appoint one member to serve a two year term as a Member-at-Large.

Section 2. Eligibility
Each of the officers shall be a member in good standing.

Section 3. Election
The Nominating Committee Chair will mail a ballot with a slate of nominees to the membership for: President-Elect, Vice-President-Elect, Secretary, Treasurer; and Historian thirty days prior to the annual business meeting. All ballots received by the Secretary fourteen days prior to the annual business meeting shall be counted. A simple majority shall elect. The votes shall be counted by both the Chair of the Nominating Committee or someone appointed by him or her, and by the PCCHA Secretary or someone appointed by him or her. Both positions are subject to the approval of the PCCHA President.

Section 4. Installation
The officers of the PCCHA shall assume their new duties at the conclusion of the annual business meeting.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1. President
The President shall serve as the presiding officer of the Executive Committee and all PCCHA business meetings.
The President appoints the chair and creates a yearly charge letter for all standing and ad hoc committees, unless

1 otherwise stated. The President oversees the operation of the PCCHA. The President consults with the Regional
2 Representative regarding ACHA business and strategic plan. The President, or other designated representative, shall
3 submit an annual report of its affiliate activities through the regional representative to the Board of Directors of the
4 Association. The President will automatically succeed to the position of Immediate Past President. The President
5 and the Regional Representative represent PCCHA at any ACHA Affiliate Officers meetings.

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7 Section 2. President-Elect

8 The President-elect chairs PCCHA meetings in the absence of the President, serves as the PCCHA Webmaster and
9 assists the President as requested. The President-elect will automatically succeed to the position of President. The
10 President-elect is a member of the Executive Committee.

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12 Section 3. Vice-President

13 The Vice-President is responsible for the affiliate's professional development, chairs the professional development
14 committee, and assists the President as requested. The Vice-President is a member of the Executive Committee.

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16 Section 4. Vice-President-Elect

17 The Vice-President-Elect succeeds the Vice President, serves as a member of the professional development
18 committee, appoints one enrolled student from his or her institution to serve as a Student Representative and assists
19 the Vice-President as requested. The Vice-President-Elect will automatically succeed to the position of Vice-
20 President. The Vice-President-Elect is a member of the Executive Committee.

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22 Section 5. Secretary

23 The Secretary assists the President and other officers as requested and serves as a member of the Executive
24 Committee. The Secretary is responsible for recording and posting the minutes of the business meetings of PCCHA.
25 The Secretary performs a role in elections as described above. The Secretary is responsible for reviewing the
26 PCCHA By-Laws to insure their adequacy in reconciling with the ACHA By-Laws, and recommending changes, if
27 any, to the Executive Committee for vote. The Secretary is a member of the Executive Committee.

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1 Section 6. Treasurer

2 The Treasurer serves as chair of the Finance Committee. The Treasurer is responsible for preparing the annual
3 budget and for overseeing the financial operation. The Treasurer oversees the transfer of dues and the current
4 membership list from ACHA. The Treasurer reports on the financial operation and presents the budget for approval
5 at the annual business meeting. The Treasurer is a member of the Executive Committee.

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7 Section 7. Immediate Past President

8 The Immediate Past-President shall serve as requested by the President as a member of the Executive Committee.

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10 Section 8. Regional Representative

11 The Regional Representative serves as the governance link for the Affiliate to the ACHA Board of Directors. The
12 Regional Representative regularly requests input from the affiliate executive committee and general membership on
13 issues slated to come before the ACHA Board of Directors. The Regional Representative submits written bi-annual
14 reports of affiliate executive committee decisions and regional activities to the ACHA Board of Directors. The
15 Regional Representative regularly posts written reports of ACHA Board of Director discussions and decisions and
16 provides a year in review report to the general membership at the annual business meeting. The Regional
17 Representative is a member of the Executive Committee.

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19 Section 9. Student Representatives

20 There are two Student Representatives who are responsible for representing the interests of college students and
21 serve as members of the Executive Committee.

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23 Section 10. Members-at-Large

24 A Member-at-Large serves as chair of either the Grants Committee or the Awards Committee. Both of the
25 Members-at-Large assist the President as necessary and serve on the Executive Committee.

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1 Section 11. Historian

2 The Historian compiles a yearly online scrapbook of significant events that shape the organization throughout a
3 year. These events may be within PCCHA or within Society at large. The Historian assists the President as
4 necessary. The Historian serves on the Executive Committee.

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6 Section 12. Vacancies

7 Vacancies in officer positions which occur between annual meetings shall be filled as follows: The President-Elect
8 succeeds the President. The President, in consultation with and through majority vote of the Executive Committee,
9 shall fill a vacant officer position by appointment, to serve until the next election.

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ARTICLE VII: ACHA BOARD OF DIRECTORS

12 The Board of Directors is the chief operating body of the American College Health Association, and as such, it
13 develops procedures to implement the policies of the Association as established by the Assembly of Representatives
14 (see Article VIII of the ACHA Bylaws). The Regional Representative serves as the official liaison to PCCHA as an
15 ACHA Affiliate.

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ARTICLE VIII: COMMITTEES

18 Section 1. Composition

19 A variety of committees, standing and ad hoc, carry out the work of PCCHA. The President shall appoint chairs
20 and, in some cases, committee members. Members of the committee must be in good standing. Occasionally,
21 individuals who are not members of PCCHA may be invited to serve on a standing or ad hoc committee as an
22 advisory non-voting member. All committees are responsible to and report to the President.

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26 Section 2. Standing Committees

27 Standing Committees are as follows:

1 ***Executive Committee***

2 (chaired by the President). The Executive Committee is responsible for all activities of PCCHA. The Executive
3 Committee directs all affairs of PCCHA not otherwise provided in these By-Laws. The Executive Committee
4 membership consists of the elected officers, the two Student Representatives and the two Members-at-Large. The
5 President chairs the Executive Committee. **To make binding decisions, a quorum of a majority (i.e. 50% plus
6 one) of the executive committee members must be present to vote. If a quorum is not present, decisions can
7 be made on a provisional basis. These decisions must be ratified by a majority of the executive committee
8 board, either at a later meeting, or by some other means, such as by email or phone. Contact with other
9 executive board members can be initiated by the PCCHA President, or by someone designated by the
10 President.**
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12 ***Nominating Committee***

13 (chaired by a Past President) The Nominating Committee is responsible for selecting and recommending a slate for
14 the officer positions of President-Elect, Vice-President-Elect, Secretary, Treasurer and Historian to the membership
15 at the annual meeting. The Nominating Committee consists of two members representing the Executive Committee
16 and two members representing the general membership, and is chaired by a Past President other than the Immediate
17 Past President. The members of the committee shall be appointed by the President. The Chair of the Committee
18 performs a role in elections as outlined above.
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20 ***Finance Committee.***

21 (chaired by the Treasurer) The chair is responsible for the development, review and recommendation of the annual
22 operating budget, and oversees the other financial activities of PCCHA. The chair selects the committee members.
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24 ***Professional Development Committee***

25 (chaired by the Vice President) The Vice-President-Elect serves as a member. The chair is responsible for the
26 development, review and recommendation of the professional development activities of PCCHA, such as the annual
27 meeting. The chair selects the committee members.
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1 ***Awards Committee***

2 (chaired by one of the Members-at-Large) The Awards Committee is responsible for seeking nominations to
3 recognize members and programs that have made significant contributions to college health and to PCCHA. The
4 committee is responsible for selecting the individual or programs to receive the awards and reporting their selection
5 at the annual meeting. The chair selects the committee members.

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7 ***Research and Grants Committee***

8 (chaired by one of the Members-at-Large) The Research and Grants Committee is responsible for awarding grants,
9 including the "Joel C. Grinolds, M.D." research grants. The committee presents their selection(s) to the Executive
10 Committee. The chair selects the committee members.

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12 Section 3. Ad Hoc Committees;

13 In addition to the above Standing Committees, the President is charged with establishing and monitoring a variety of
14 ad hoc committees, which may include task forces, representing activities of major interest to PCCHA. These ad
15 hoc committees may convene only for the year the President is in office.

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17 **ARTICLE IX: MEETINGS**

18 Section 1. Frequency

19 There shall be an annual business meeting of PCCHA, the time and place to be designated by the Executive
20 Committee.

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22 Section 2. Quorum

23 A quorum shall be constituted by those members present and eligible to vote.

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25 **ARTICLE X: RULES OF ORDER**

26 In the absence of any provision to the contrary in the By-Laws, all meetings of PCCHA shall be governed by the
27 current edition of Robert's Rules of Order.

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ARTICLE XI: BYLAWS REVIEW and AMENDMENTS

Section 1. Bylaws Review

The Secretary shall review the Bylaws yearly and bring recommendations to the Executive Committee. An ACHA Affiliate 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. The By-Laws shall serve as the basis upon which decisions are made for PCCHA.

Section 2. Amendments

Proposed amendments to the Bylaws shall first be submitted by the secretary to the Executive Committee for further study. If the proposed amendment is approved by the Executive Committee, the secretary shall prepare suitable texts of the amendment(s) for distribution to all members for study at least two weeks prior to the next meeting. The proposed amendments shall be adopted and the revision date changed on the document, if approved by two thirds majority of the members voting at the annual business meeting. In an electronic voting structure, a quorum will be constituted by those members who are eligible to vote and who do so electronically.

ARTICLE XII: DISOLUTION

Prior to dissolution of this organization, the Executive Committee will decide where all assets remaining after payment of debts or provision will be distributed. These funds may be distributed to the ACHA or to other organizations exempt from federal income tax, as described in Section 501 (C) (3) of the Internal Revenue Code.

Amended 1984, Revised 1987, Amended 1990, Revised 1995, Amended 1996, Revised 2001, Revised 2005, Revised 11 2006