

SOUTHWEST COLLEGE HEALTH ASSOCIATION BYLAWS

Amended, November, 2006

Article I. Name

This association shall be known as the Southwest College Health Association (S.W.C.H.A./SWCHA) an affiliate of the American College Health Association (A.C.H.A./ACHA). SWCHA is comprised of the member states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Article II. Purpose

The mission of the Southwest College Health Association (SWCHA) is to serve as a professional organization for (1) individuals who provide health care and programs to members of the higher education community; and (2) students active in the interest of the health services at their institutions of higher education. SWCHA is intended to be a mechanism by which institutions of higher education and their health services can improve the health of those they serve.

Article III. Membership

Membership categories are individual, student, institutional, and emeritus. Upon payment of ACHA membership dues, each individual, student, and institution shall have privileges of membership in accordance with ACHA Bylaws, Article III. Institutional votes represent a collective vote of that institutions non-individual (SWCHA) member staff/representative(s) and must be cast by a non-individual member or by proxy. All proxies must be announced to the executive committee at or before the start of the SWCHA business meeting.

Article IV. Dues

SWCHA is a united affiliate member of ACHA. As a result, ACHA members within the jurisdiction of a united member affiliate receive concurrent membership in the affiliate organization at no additional cost. SWCHA receives a designated portion of the ACHA membership dues from members within the SWCHA jurisdiction.

Article V. Officers

Section 1. Officers and Terms of Office

The Officers of the Southwest College Health Association (SWCHA) shall be President, President Elect, Immediate Past President, Secretary-Treasurer, and Historian. These officers constitute the Executive Committee. The terms of office for these officers shall be one year or until successors are elected and assume office.

Should the annual SWCHA meeting merge with the annual ACHA meeting, officers will serve 1.5 years or until the next affiliate meeting. See attachment 1 for example.

Section 2. Eligibility

ADD: Each of the officers shall be on the staff of an institution of higher education within the geographical region and shall be an individual regular member of the Southwest Affiliate of ACHA during the term of office.

Section 3. Election

Officers shall be elected by the regular individual and student members. The president, president elect, secretary-treasurer, and historian shall be nominated and elected annually. Upon completion of his/her term the President-elect shall assume the office of President and the President shall assume the office of Immediate Past President.

The nominating committee, chaired by the Immediate Past President, shall prepare and publish a slate of nominations at least six weeks prior to the commencement of the voting process. The voting process shall commence at least one month prior to the beginning of the annual meeting. The initial voting process shall conclude at least two weeks 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. Duties

The duties of the officers shall be those described below and any other duties the voting assembly may deem appropriate.

President: The President shall serve as the presiding officer of the Board of Directors. The President shall serve as an ex-officio member of all committees except the Nominating Committee. The President shall address the business meeting attendees to provide a report on the activities of the Executive Committee.

Immediate Past President: The Immediate Past President shall be a member of the Board of Directors and Chair of the Nominating Committee.

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 assist in the program planning for the annual meeting.

Secretary/Treasurer: The Secretary/Treasurer shall prepare the SWCHA budget report. The annual budget of the affiliate must be approved by the Executive Committee. The Secretary/Treasurer shall deliver an annual financial report to the membership at the annual meeting.

State Representatives: Arkansas, Louisiana, New Mexico, Texas and Oklahoma shall have one representative who will serve a two year term as a member of the Board of Directors. The state representatives provide linkage between the regional organization

and his/her individual state. Each state representative acts as an official spokesperson on behalf of the affiliate.

Section 5. Vacancies

Vacancies in offices occurring between annual meetings shall be filled as follows: 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 for his/her regularly designated term of office. The office of President Elect shall remain vacant until the next annual meeting. Vacancies in all other offices shall be appointed by the Executive Committee.

Section 6. Installation

The officers of the Southwest College Health Association (SWCHA) shall assume their duties during the last business meeting at the annual affiliate meeting.

Section 7. Meeting

One or more members of the Executive Committee shall attend the affiliate leadership meeting with the ACHA Board of Directors during the annual ACHA meeting.

Article VI. Board of Directors

Section 1. Purpose

The Board of Directors is the chief operating body of the Southwest College Health Association, and as such, it develops procedures to implement the policies of the association as established by the voting membership.

Section 2. Function

The Board of Directors shall oversee all SWCHA committee work. The Board may create 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.

Section 3. Composition

The Board of Directors shall consist of the President, who shall be the presiding officer, the President-Elect, the Immediate Past President, the Secretary/Treasurer, the State Representatives from Arkansas, Louisiana, New Mexico, Oklahoma and Texas, and two student affiliate representatives (Defined in Article VIII).

Article VII. Regional Representative

Section 1. Duties and Functions

The principal function of the Regional Representative is to provide a communication link between members and affiliates (Southwest and Southern) in their region and the leadership of the American College Health Association. Regional representatives shall serve as official representatives of ACHA leadership at meetings of the affiliate.

Section 2. Election

The Southwest and Southern Affiliates of ACHA elect the Region 1 Representative to the ACHA Board of Directors. The regional representative is elected for a two year term by regular and student individual ACHA members in the region. The elected representative alternates every 2 years between the two affiliates.

Article VIII. Student Affiliate Representatives

Section 1. Purpose

The purpose of the Student Affiliate Representatives is to provide a vehicle by which the interests of both student members and non-members of SWCHA can play an active role in the formulation of programming, the development of relevant college health issues, the promotion of the welfare and health of students at higher education institutions, and to provide linkage between the student membership of SWCHA, the officers of SWCHA, and the national organization's Student/Consumer Section. The Student Affiliate Representative will assist the SWCHA officers in the planning of student programming at the annual conference and act as the official student representative for the Southwest to the Student/Consumers Section of the American College Health Association.

Section 2. Eligibility

The Student Affiliate Representatives shall be from a recognized college or university within the affiliate and not employed as a "professional" or "civil service" employee at the health service.

Section 3. Selection

The President and President-Elect each will nominate one student. The Board of Directors shall consider and approve the nominations. Vacancies may be filled through the consensus of the Board of Directors.

Section 4. Term of Office

The Student Affiliate Representative shall assume office upon approval by the voting membership on the last business meeting of the annual conference at which they were nominated and approved. The term shall be one year or until her/his successor is selected and assumes office.

Section 5. Duties

The Affiliate Student Representative shall The Affiliate Student Representative shall facilitate student involvement in SWCHA, serve on the Board of Directors, and represent SWCHA student members in the Student Consumer's Section of ACHA.

Section 6. Vacancies

Should the office of affiliate student representative become vacant between terms, the President shall appoint eligible persons to serve out the remainder of the term, subject to the approval of 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. The President shall appoint chairs and members of committees from the membership of the Association. Occasionally, individuals who are not members of the Association may be invited to serve on a standing or ad hoc committee as an advisory/honorary non-voting member.

Section 2. Ad Hoc Committees

The Board of Directors is 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 3. Committee Reports

All committee chairs shall make an annual written report to the Board of Directors not later than thirty (30) days before the Annual Meeting.

Article X. Meeting

Section 1. Frequency

There shall be an annual meeting at a time and place selected by the Board of Directors, and may be held in conjunction with the ACHA annual meeting. Special meetings may be called as deemed necessary by the Board of Directors.

Section 2. Quorum

At business sessions or duly called meetings of the Southwest College Health Association (SWCHA), those members present and eligible to vote shall constitute a quorum.

Section 3. Registration Fees

The Board of Directors shall determine registration fees for all meetings of the Southwest College Health Association (SWCHA).

Section 4. Materials

All members shall receive a copy of the agenda, previous meetings minutes, budget, and any other pertinent materials. Minutes shall be made available to all officers and any member who requests a copy within two weeks after the meeting. Should the annual not occur, all pertinent documents shall be made available to the SWCHA membership.

Article XI. Parliamentary Authority

In the absence of any provision to the contrary of these bylaws, all meeting of this association shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

Article XII. Amendments

This voting membership shall have the authority to amend the bylaws of the Southwest College Health Association (SWCHA.) at any annual meeting; a two-thirds affirmative vote of the members present and voting shall be necessary for adoption. Proposed amendments must be published to the membership at least 30 days prior to the vote.

Article XIII. Dissolution of Organization

Upon dissolution of this organization, all assets remaining after payment of debts or provision thereof shall be distributed to the American College Health Association (ACHA) or to other organizations exempt from the federal income tax, as described in Section 501 © (3) of the Internal Revenue Code.