

Rocky Mountain College Health Association
Organized in 1971
Bylaws

Article I NAME

This organization shall be known as the Rocky Mountain College Health Association (RMCHA), hereafter called the Association, an affiliate of the American College Health Association (ACHA). This Association is comprised of members from Colorado, Wyoming and Montana.

Article II PURPOSE

Section 1. Mission

The mission of the Rocky Mountain College Health Association is to serve as a professional organization for individuals who provide health care and programs to members of the higher education community and to be a mechanism by which institutions of higher education and their health services programs advance the health of all students and the campus community.

Section 2. Purpose

The purpose and goals of the Rocky Mountain College Health Association are as follows:

- (1) To extend the benefits of continuing education, networking, collective information, knowledge, advocacy, standards, and stimulation and support to college health professionals in all areas.
- (2) To provide the national and affiliate organizations with channels of communication to disseminate information to and from the local level.
- (3) To advocate and promote the professional practice of college health.

Article III MEMBERSHIP

Membership with Rocky Mountain College Health Association is through institutional, individual, emeritus, and sustaining membership of the American College Health Association.

Section 1. Institutional Membership

a. Eligibility

Institutional membership shall be open to any institution of higher education located in the affiliate area of recognized standing, not conducted for financial gain or profit.

b. Privileges

- (1) An institution of higher education may become an institutional member by payment of dues to the American College Health Association.
- (2) All individuals employed by a college or university that pays institutional dues are eligible to hold office and vote at meetings of the Association.

Section 2. Individual Membership

a. Eligibility

Individual membership is obtained by joining the American College Health Association (ACHA). All members of ACHA from the states of Colorado, Wyoming, and Montana will automatically be members of the Association.

b. Categories

Individual membership shall be of three types (1) regular, (2) associate, and (3) student.

- (1) Regular membership shall be open to any staff of an institution of higher education.
- (2) Associate membership shall be open to anyone who is not eligible for regular membership who has an interest in the purpose of the Association.
- (3) Student membership shall be open to any student of an institution of higher education.

c. Privileges

- (1) A regular member shall be eligible to vote and hold office.
- (2) Associate members shall be eligible for non-voting membership and may serve on Association committees. Non-voting members are not eligible to hold office.
- (3) A student member shall be eligible to vote and hold student offices.

Section 3. Emeritus Membership

a. Eligibility

Emeritus membership shall be open to any individual member of the American College Health Association in good standing at the time of retirement that has held such individual membership for at least five years.

b. Privileges

Emeritus members may, on payment of individual dues through ACHA, have the privileges of the class membership to which they belonged prior to becoming emeritus.

Section 4. Sustaining Membership

a. Eligibility

Sustaining membership shall be open to health and business organizations and to individuals who may wish to support and cooperate with the Association in furtherance of its objectives.

b. Privileges

Sustaining members may designate representatives who may attend and participate in meetings of the Association. They may not vote or hold office.

Section 5. Additional Membership Categories

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

Section 6. Disciplinary Action

The Board of Directors may take disciplinary action, including reprimand, 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. No disciplining action shall be taken against any member until such member has been served with written specific charges and given thirty days to respond. Action will be taken based on a majority vote of the Board of Directors.

Article IV DUES

a. Categories

1. Institution and individual dues are established and collected by ACHA with a portion sent to the Association. The fiscal management of these dues will be overseen by the RMCHA Board of Directors.

Article V BOARD OF DIRECTORS/OFFICERS

The Board of Directors is the chief operating body of the Rocky Mountain College Health Association, and as such it develops procedures to implement the policies and activities of the Association. The Board of Directors shall be responsible for the full range of Association committee work. The Board of Directors shall have the authority to approve the expenditure of Association funds.

Section 1. Officers and Terms of Office

a. Officers

There shall be a Board of Directors composed of the president, president-elect, program chair, program chair-elect, secretary, treasurer, and the immediate past president. The Region II Representative for ACHA will be a member of the Board of Directors with voice but no vote. The states comprising the affiliate should each have at least one member on the Board of Directors.

b. Terms of Office

- (1) The president, president-elect, immediate past president, program chair, and program chair-elect shall serve for one year or until their successors are elected and assume office.
- (2) The secretary and treasurer shall serve for one year or until their successors are elected and assume office; they may serve additional one-year terms.
- (3) Members-at-large shall serve for two years or until their successors are elected and assume office. Member terms should be staggered.

Section 2. Eligibility

Each member of the Board of Directors shall be on the staff of an institution of higher education and be a member during the term of office. Officers of this Association shall be non-student members with demonstrated leadership skills. Members-at-large shall be

non-student members of the Association who have demonstrated interest in the purpose of the Association.

Section 3. Election

The Nominating Committee shall present a slate of nominees for president-elect, secretary, treasurer, program chair-elect, and member-at-large to the members attending the annual meeting. Nominations may also be taken from the floor. Officers shall be elected annually by a simple majority of votes by those members present and voting at the annual meeting.

Section 4. Installation

The Board of Directors and Officers of the Association shall assume their office following the business meeting of the annual meeting at which they are elected.

Article VI DUTIES OF OFFICERS

The duties of the officers shall be those commonly performed by such officer and other duties, which the Association may assign. The Board of Directors shall review duties annually or as needed.

Section 1. President

The president chairs the Board of Directors. The president shall appoint members to the Nominating Committee, the Bylaws Committee, and any ad hoc committees recommended to the Board of Directors. The president is responsible for assuring that committees execute their respective charges. The president plans the RMCHA meeting at the ACHA annual meeting and other meetings deemed appropriate. The president reports on the Association's business to the Board of Directors of ACHA and shall address the Association at the annual meeting providing a report on the activities of the Association. The president plans the associations Board of Directors meetings and acts on behalf of the organization between meetings.

Section 2. President Elect

The president-elect is a member of the Board of Directors and shall preside at meetings of the Association and the Board of Directors in the absence of the president.

Section 3. Immediate Past President

At the conclusion of the one-year term of office, the president shall be a member of the Board of Directors for a term of one year. The past president shall be responsible for ensuring that information on the RMCHA web page is correct.

Section 4. Secretary

The secretary is a member of the Board of Directors and responsible for general correspondence of the Association, including minutes of all meetings. The secretary is responsible for sending RMCHA updates and annual reports to ACHA in a timely manner.

Section 5. Treasurer

The treasurer is a member of the Board of Directors and shall oversee the collecting, accounting and disbursing of all monies of the Association. The treasurer is responsible for maintaining accurate and current financial records of revenue received and expended. The treasurer shall arrange, in conjunction with the president and one other board member, a review of the financial records of the Association to be completed at the end of each year and at the expiration of their term of office. The treasurer shall deliver an annual finance report to the Association.

Section 6. Program Chair

The program chair is a member of the Board of Directors and shall organize and plan all activities related to the upcoming RMCHA annual meeting. This includes budget, sponsorship, content, registration, and other meeting logistics. The program chair also chairs the program planning committee.

Section 7. Program Chair Elect

The program chair elect is a member of the Board of Directors and shall oversee all duties of the program chair to prepare for the next RMCHA annual meeting. The program chair elect should assist the program chair in planning the current year's meeting, as appropriate, and sits on the program planning committee.

Section 8. Members-at Large

There shall be three members-at-large serving the Board of Directors. They serve staggered two-year terms representing the general membership of the Association and provide advice and give input to the Board.

Section 9. Students

There shall be space available for volunteer student members to serve as advocates to the Board of Directors representing college and university Student Health Advisory Councils or equivalent groups.

Section 10. Regional Representative-Region II

The RMCHA will rotate the representation of Region II to the Board of Directors of ACHA with the Central College Health Association and the North Central College Health Association. The Region II Representative to the Board of Directors of ACHA shall be elected in accordance with the constitution and bylaws of the ACHA as follows: Regional representatives must be current or past officers of an affiliate organization or have made a significant contribution to their affiliate or to ACHA. The Regional Representative must be a current member of ACHA and must have been an individual member for at least three years prior to assuming office. They shall be elected for two year terms by the affiliate organizations in accordance with procedures approved by the ACHA Board of Directors.

The regional representative provides a major vehicle to communicate relevant college health issues, promote the profession, and provide linkage between the national organization and the regional affiliates. The regional representative is responsible for coordinating regional activity and acts as official spokesman on behalf of the region. The representative submits annually the report of affiliate activities to the Board of ACHA.

Section 11. Vacancies

Vacancies in office which occur between annual meetings shall be filled as follows:

a. President

If the office of president becomes vacant, the president-elect shall assume this position for the remainder of the term and shall continue as president during the succeeding year.

b. President-Elect

The office of president-elect shall remain vacant until the next annual meeting of the Association.

c. Other Officers

The Board of Directors shall fill vacancies in all other offices, and those officers shall serve the remainder of the vacant term. The Nominating Committee will solicit nominations from the membership and prepare a slate for the election at the next business meeting.

d. Member-at-Large

If the position of member-at-large becomes vacant, the Board of Directors shall fill the vacancy, and that member shall serve the remainder of the vacant term.

Article VII
ASSOCIATION EXPENSES

Reimbursement of any expenses, other than those expenses defined specifically in the bylaws, is subject to the approval of the Board of Directors. The president in consultation with the officers has the authority to approve one time, unexpected expenses up to \$1,000 to conduct the business of the Association. Expenses exceeding \$1,000 will require Board of Directors approval.

a. Reimbursement of Board of Directors expenses

Reimbursement of any expenses for members of the Board of Directors is subject to the approval of the officers of the Association.

b. Reimbursement of Program Chair-Elect expenses

Air and ground transportation, four (4) nights lodging and four (4) days per diem will be considered for payment by this Association for the program chair-elect to attend the program planning meeting held annually at the ACHA annual meeting. Total amount is to be approved by the officers of the Association on an annual basis.

c. Reimbursement of Student Travel

Consideration will be made for up to two (2) students of member institutions to attend the ACHA or RMCHA annual meeting for up to half (1/2) of their air and/or ground transportation, lodging, and per diem. Per diem and lodging level of funding are to be established by the officers of the Association. Priority will be given to students involved in program planning for the following year's annual meeting.

d. Reimbursement of Regional Representative

Expenses for the regional representative to attend the ACHA annual meeting during their term in office may be reimbursed with Association funds. Reimbursement level of funding is to be established by the officers of the Association.

e. Reimbursement of ACHA Representative

The officers of the Association may reimburse expenses for an ACHA representative to attend the RMCHA annual meeting from Association funds subject to approval.

f. Reimbursement receipts

Receipts for expenses must support any request for reimbursement of expenses.

Article VIII MEETINGS

a. Annual Meeting

- (1) There shall be an annual meeting of the Association at a time and place selected by the Board of Directors. The annual meeting of the Association will consist of two components: (1) Educational programming and (2) Association Membership Business Meeting.
- (2) A quorum for the Board of Directors shall be a minimum of five (5) voting members present.

b. Quarterly Meetings of the Board of Directors

- (1) Quarterly meetings of the Board of Directors may be held as deemed necessary by the officers of the Association.
- (2) A quorum for the Board of Directors shall be a minimum of five (5) voting members present.

Article IX COMMITTEES

A variety of committees, standing and ad hoc, carry out the work of the Association. The president appoints chairs and members of committees, all committees are responsible to the Board of Directors and reports are delivered at the annual meeting.

Section 1. Standing Committees

a. Nominating Committee

There shall be a Nominating Committee consisting of two members of the Board of Directors and one member from the general membership. The president shall appoint the Nominating Committee and its chair yearly. The Committee will solicit nominations from the membership and prepare a slate for the election at the next Association annual meeting.

b. Program Planning Committee

There shall be a Program Planning Committee chaired by a program chair and composed of the program chair-elect and other members appointed by the president and program planning chair. The committee shall plan and execute the Association's annual meeting and educational program.

c. Bylaws Committee

There shall be a Bylaws Committee chaired by the president-elect and composed of two additional members appointed by the president. The Bylaws Committee shall review the bylaws annually and shall submit a report to the president at least 30 days prior to the annual meeting of the Association.

d. Ad Hoc/Other Committees

The president, with the approval of the Board of Directors, shall appoint such other committees as are needed to promote the affairs of the Association.

Section 2. Committee Vacancies

In the event of the resignation of a committee member, the president shall appoint a person to fill the vacancy. The Board of Directors at its next regularly scheduled meeting shall ratify this appointment.

Article X RULES OF ORDER

In the absence of any provision to the contrary in these bylaws, the current edition of Robert's Rules of Order shall govern all meetings of this Association.

Article XI AMENDMENTS

Amendments to these bylaws may be adopted by two-thirds vote of the eligible members present and voting at any annual meeting, provided that notice of any proposal shall have been presented to the membership at least three weeks prior to the annual meeting.

Article XII DISSOLUTION OF ASSOCIATION

Upon dissolution of the Association, all assets remaining after payment of debts or provision thereof shall be distributed to the American College Health Association or to other organizations exempt from federal income tax, as described in section 501 (C) (3) of the Internal Revenue Code. The disposition of records or properties shall be decided in concert with ACHA.

