

# NORTH CENTRAL COLLEGE HEALTH ASSOCIATION BY-LAWS

## **Article I – NAME**

The North Central College Health Association (NCCHA) was founded in 1932 and became a United Member of the (ACHA)\* in 2008. It will hereinafter be referred to as the NCCHA.

## **Article II – PURPOSE**

The purpose of the NCCHA is to be an organization in which institutions of higher education and individuals in Iowa, Minnesota, North Dakota, South Dakota and Wisconsin may function in the promotion of health of college students through health education, preventive and therapeutic medical care, counseling/mental health care, public health, and environmental health and safety in the campus community.

## **Article III – MEMBERSHIP**

### **A. State Composition of NCCHA**

All institutional members of the American College Health Association from the states of Iowa, Minnesota, North Dakota, South Dakota and Wisconsin will automatically be institutional members of the NCCHA. All individual members of ACHA who reside within those states will automatically be individual members of NCCHA.

### **B. Categories**

Individual membership shall be of four types: (1) regular, (2) associate, (3) student, and (4) emeritus. Only individual members of the American College Health Association in these categories are eligible for membership in NCCHA.

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. Associate membership shall be open to anyone who is not eligible for regular membership.
3. 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. Each institutional member of ACHA may designate one student as the Student Representative of the Member Institution (SRMI) at no cost. Other student members must pay the ACHA student member dues which may be covered by a college or university.
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 Retirement shall mean that an individual member has withdrawn from active working life and is thus no longer employed to a significant degree, as determined by the ACHA Board of Directors, in college health or elsewhere.

\*By virtue of the United Membership Letter of Agreement with ACHA, a portion of individual dues paid to ACHA become NCCHA funds.

**C. Privileges of Individual Members**

1. A regular member shall be eligible:
  - To vote and hold office
  - May receive a discounted Registration fee for the Annual NCCHA meeting
2. A student member shall be eligible to vote for NCCHA officers and hold office in a position designated for students.
3. An associate member may not vote, hold office, or be a member of a standing or ad hoc committee.
4. Emeritus members have the privileges of the class of membership to which they belonged prior to becoming emeritus.

**D. Privileges of Institutional Members**

1. Staff employed by an Institutional Member School:
  - May receive a discounted Registration fee for the Annual NCCHA meeting

**Article IV – EXECUTIVE BOARD – see appendix for full position descriptions**

**A. Composition**

**The Executive Board shall consist of the following officers:**

1. President
2. President Elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Membership Coordinator/ Historian
7. Member-at-Large from each state of the NCCHA
8. Newsletter Editor
9. Student Representatives (2) from a member school(s) - either the ACHA student representative for a member school, or is a paid ACHA student member from a member school.

### **Non-voting Board Participants:**

1. Region II Representative (See ACHA Bylaws for selection process).
2. Conference Planner
3. Immediate Past Program Planner through completion of final report to the Board.

### **B. Nominations**

1. The Nominating Committee, consisting of two individual members appointed by the President, and chaired by the Immediate Past President, shall present a slate of candidates for the open offices at the annual business meeting.
2. Nominations may also be made from the floor.
3. A majority of those voting shall elect the officer.
4. If no candidate achieves a majority, a run-off vote shall be held for the top two candidates.
5. Officers will assume their office at the conclusion of the business meeting.

### **C. Vacancies**

Vacancies in officer positions occurring between Annual Meetings shall be filled as follows: The President Elect succeeds the President for the remainder of the current term and shall continue as President for his/her regularly designated term of office; all other vacancies in positions of the Executive Board shall be filled by appointment by the Executive Board.

## **ARTICLE V – COMMITTEES**

The President shall appoint such committees as may promote the work of the organization, with the approval of the Executive Board.

## **ARTICLE VI – MEETINGS**

### **A. Annual Meeting**

1. There shall be an Annual Meeting and such other meetings as may be called by the Executive Board.
2. The site and tentative date of the Annual Meeting shall be confirmed at the annual business meeting of the year proceeding. Member institutions and individual members shall be notified of the exact date not later than six months prior to the upcoming annual meeting.
3. The NCCCHA board shall hire a Conference Planner.

4. The program shall be completed and sent by the Program Planning Committee to all member institutions and individual members, as well as to other potentially interested institutions and list serves, at least one month in advance of the meeting date.
  5. All new business to come before the membership for action at an Annual Meeting shall be included in an agenda distributed to the membership no less than two weeks in advance of the meeting date. At the discretion of the President, new business may be referred to a committee for study and recommendation, presented to the Executive Board and then to the Annual Meeting, if the Executive Board so decides.
- B. The NCCHA Board is also expected to have both an executive committee meeting as well as a general meeting of the NCCHA membership at the ACHA annual meeting in which to conduct Association business.
- C. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the NCCHA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the NCCHA may adopt.

#### **ARTICLE VII – REVISION OF BYLAWS**

- A. Upon recommendation of the Executive Board, Bylaws may be enacted, amended, or revoked at any general membership meeting held at the Annual NCCHA meeting and/or Annual ACHA meeting.
- B. Proposed changes to the By-Laws shall be presented to the membership not less than two weeks prior to the general membership meeting and may be adopted if approved by two-thirds of those voting.

#### **ARTICLE I – DISSOLUTION OF ORGANIZATION**

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

#### **REFERENCES:**

ACHA Bylaws

NCCHA Articles of Incorporation completed 5/12/2008

NCCHA Officer Position Descriptions

Revised October 1994

Revised June 11, 2008

Revised August 13, 2008

Draft for General Membership approval planned for October 2010

ACHA Memo from PJ Crone in reference to “*The History of Sections in the American College Health Association*” by Dr. Bill Christmas (1991)

ACHA/NCCHA United Membership Affiliate Agreement (Original in 2008, renewed annually)

Revised November 2015