

PACIFIC COAST COLLEGE HEALTH ASSOCIATION BYLAWS

ARTICLE I: NAME AND FORMATION

Section 1. Name

This organization shall be known as the Pacific Coast College Health Association (PCCHA), henceforth referred to as PCCHA, a voluntary, non-profit, affiliate (Region VI) of the American College Health Association (ACHA). Individuals and institutions that are members of ACHA, and are within Region VI are eligible for PCCHA.

Section 2. Formation

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

ARTICLE II: PURPOSE AND GOALS

The purpose and goals of an American College Health Association Affiliate, outlined in Article X, Section 2 of the ACHA Bylaws, are as follows:

- a. 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 constituent, including students, whose work affects the health and wellbeing of the campus community.
- b. 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.
- c. To enhance channels of communication among members both locally and nationally.
- d. To support member recruitment and retention.
- e. To develop members for leadership roles.
- f. To be the recognized local organizational structure of ACHA.

To accomplish these purposes, PCCHA establishes goals which will guide yearly objectives set forth by the Affiliate President in conjunction with the ACHA Strategic Plan. Therefore, as an affiliate of ACHA, a professional organization that works with individuals and institutions of higher education to advance student learning through health, PCCHA will:

- a. Provide professional development opportunities, such as online resources, annual meetings, workshops and seminars.
- b. Support the development and maintenance of professional standards and guidelines in all disciplines to assure that campus communities continue to provide appropriate and quality programs and services.
- c. Encourage working relationships with all individuals concerned with advancing the health and well-being of students.
- d. Promote communication and cooperative liaisons among institutions of higher education regarding issues of health and learning.

ARTICLE III: MEMBERSHIP

PCCHA is an ACHA affiliate; therefore, membership categories will mirror those outlined in the American College Health Association Bylaws (Article III).

ARTICLE IV: DUES and FISCAL YEAR

Section 1. Dues

Dues are outlined in the ACHA Bylaws, Article IV.

Section 2. Fiscal Year

The fiscal year is January 1 through December 31.

ARTICLE V: EXECUTIVE BOARD OFFICERS

Section 1. Officers and Terms of Office

The Executive Board is composed of the President, President-Elect, Immediate Past President, Vice-President, Vice-President-Elect, Treasurer, Secretary, Historian, Regional Representative, Student Representative, and two Members-at-Large. The Regional Representative is the only non-voting member of the Executive Board. The following officers shall serve a 1-year term or until their successors are elected and assume office: President, President-Elect, Vice President, Vice President-Elect, Immediate Past President, and Student Representative. The Secretary, Treasurer, Regional Representative, Historian, and Members-at-Large shall serve a 2-year term or until their successors are elected and assume office. The Regional Representative is an elected position and serves a term of office as outlined in the ACHA bylaws. The President shall appoint the Members-at-Large and Student Representative and present them to the Executive Board for approval.

Section 2. Eligibility

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

Section 3. Election

The Nominating Committee Chair will provide the membership, no later than November 15th, with a ballot of nominees for the following positions: President-Elect, Vice-President-Elect, Secretary, Treasurer, and Historian. Members shall have 14 days to cast their ballots from the date the ballots are sent. A simple majority shall elect. The votes shall be verified 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.

Section 4. Installation

The voting officers of PCCHA Executive Board shall assume their new duties on January 1 following their election. The Regional Representative shall follow the installation procedures, as outlined in the ACHA bylaws (Article X, Section 5). Outgoing PCCHA officers will provide training to newly elected officer prior to their assuming office.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD OFFICERS

Section 1. President

The President shall serve as the presiding officer of the Executive Board and all PCCHA business meetings. The President appoints the chair and creates a yearly charge letter for all standing and ad hoc committees, unless otherwise stated. The President oversees the operation of the PCCHA. The President consults with the Regional Representative regarding ACHA business and strategic plan. The President, or other designated representative, shall submit an annual report of its affiliate activities through the Regional Representative to the Board of Directors of the Association. The President will automatically succeed to the position of Immediate Past President. The President and the Regional Representative represent PCCHA at any ACHA Affiliate Officers meetings. The President collaborates with the Treasurer to ensure the fiscal accountability of funds and has signature authority on bank

accounts to include checking, savings and CD's. The President serves on the Finance Committee. The President or appointee actively works to cultivate vendor relationships. The President establishes annual objectives with the President-Elect.

Section 2. President-Elect

The President-elect chairs PCCHA meetings in the absence of the President, collaborates with the President to establish annual objectives, identifies potential appointees for Member-at-Large positions, and assists the President as requested. The President-elect will automatically succeed to the position of President.

Section 3. Vice-President

The Vice-President oversees professional development efforts for the region, coordinates the annual regional conference, and assists the President as requested.

Section 4. Vice-President-Elect

The Vice-President-Elect succeeds the Vice President and supports the work of the Vice-President. The Vice-President-Elect will automatically succeed to the position of Vice-President.

Section 5. Immediate Past President

With an aim toward diverse regional representation, the Immediate Past-President recruits and nominates individuals to serve on the incoming executive board. The Immediate Past-President solicits new membership and is responsible to create a membership growth plan for the upcoming year. The Immediate Past-President also serves on the Finance Committee and has signature authority on bank accounts in the absence of the Treasurer and/or President.

Section 6. Secretary

The Secretary assists the President and other officers as requested. The Secretary is responsible for recording and posting the minutes of the PCCHA business meetings to the website. The Secretary is responsible for ensuring PCCHA Bylaws align with the ACHA Bylaws and recommending changes, if any, to the Executive Board for vote. The Secretary will also be responsible for publishing regular PCCHA newsletters.

Section 7. Treasurer

The Treasurer serves as chair of the Finance Committee comprising of the Treasurer, President and Immediate Past President. The Treasurer is responsible for preparing the monthly budget and for overseeing the financial operations which include reimbursements, deposits, accounts receivable/payable tasks, and fiscal budget reconciliation. The Treasurer reconciles the transfer of dues with the current membership list from ACHA. The Treasurer reports on the financial operation and presents the budget for approval at the annual business meeting. The Treasurer has signature authority on bank accounts to include checking, savings and CD's.

Section 8. Historian

The Historian compiles an annual online record of PCCHA events and assists the President as necessary. The Historian updates the PCCHA website with relevant documents.

Section 9. Members-at-Large

Member at Large for Grants oversees the call for submissions, convenes the Grants Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Member at Large for Grants presents the grants and publicizes the results.

Member at Large for Awards oversees the call for submissions, convenes the Recognition Awards Committee, reviews submissions, and makes subsequent recommendations to the Executive Board. The Member at Large for

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Awards presents awards and publicizes the results. The Member at Large for Awards will provide an overview of upcoming fellowship to the Executive Board.

Both of the Members-at-Large assist the President as necessary and serve on the Annual Conference Planning Committee with the Vice-President.

Section 10. Student Representatives

The Student Representative is responsible for representing the interests of college students. The Student Representative assists the secretary with publishing the quarterly PCCHA newsletters and assists the Vice President with the annual conference planning.

Section 11. Regional Representative

Duties as outlined in the ACHA bylaws Article X, Section 4.

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. The Regional Representative shall serve as the official representative 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 ACHA 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 12. Vacancies

With approval of the Executive Board, the President shall fill a vacant officer position by appointment to serve until the next election.

ARTICLE VII: ACHA BOARD OF DIRECTORS

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 (see Article VIII of the ACHA bylaws). The Regional Representative serves as the official liaison to PCCHA as an ACHA Affiliate.

ARTICLE VIII: COMMITTEES

Section 1. Composition

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

Section 2. Standing Committees

Standing Committees are as follows:

Executive Board (Executive Committee)

The Executive Board, chaired by the President, is responsible for all activities of PCCHA. The Executive Board directs all affairs of PCCHA not otherwise provided in these bylaws. The Executive Board membership consists of

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the elected officers, a Student Representative, a Regional Representative, and two Members-at-Large. The President chairs the Executive Board. To make binding decisions, a quorum of a majority (i.e., 50% plus one) of the executive board members must be present to vote. If a quorum is not present, decisions can be made on a provisional basis. These decisions must be ratified by a majority of the Executive Board, either at a later meeting, or by some other means, such as by email or phone. Contact with other Executive Board members can be initiated by the PCCHA President, or by someone designated by the President.

Nominating Committee

The Nominating Committee is chaired and its members appointed by the Immediate Past-President, who is responsible for selecting and recommending a slate for the officer positions of President-Elect, Vice-President-Elect, Secretary, Treasurer and Historian to the membership no later than November 15th.

Finance Committee.

The Finance Committee, chaired by the Treasurer, is responsible for the development, review and recommendation of the annual operating budget, and oversees the other financial activities of PCCHA. The Finance Committee is composed of the Treasurer, President, and Immediate past President, and as a whole provides oversight/checks and balances on signature authority.

Professional Development Committee

The Professional Development Committee is chaired by the Vice-President, with the Vice-President Elect serving as a member. The chair is responsible for the development, review, and recommendation of the professional development activities of PCCHA, such as the regional conference. The Professional Development Committee chair selects the committee members.

Recognition Awards Committee

The Recognition Awards Committee, chaired by a Member-at-Large, is responsible for seeking nominations to recognize members and programs that have made significant contributions to college health and to PCCHA. The committee is responsible for selecting the individual or programs to receive the awards and reporting their selection at the annual meeting. The chair selects the committee members.

Grants Committee

The Grants Committee, chaired by a Member-at-Large, is responsible for annually awarding grants for research and program development. The committee presents their selection(s) to the Executive Board. The chair selects the committee members.

Section 3. Ad Hoc Committees

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

ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

Section 1. Frequency

There shall be an annual meeting of the PCCHA membership to provide a forum for discussion. The time and place to be designated by the Executive Board.

Section 2. Purpose

The purpose of the annual meeting is to provide a forum for reporting, discussing, and reviewing issues pertinent to the membership. The Executive Board may bring forth items for vote by the membership at the annual meeting.

Section 3. Quorum

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

ARTICLE X: RULES OF ORDER

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

ARTICLE XI: BYLAWS REVIEW and AMENDMENTS

Section 1. Bylaws Review

The Bylaws will be reviewed every three years and/or as needed. Recommended revisions will be brought to the Executive Board for discussion and review. 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 ACHA. The bylaws 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 of the Executive Board for further study. If the proposed amendment(s) is approved by the Executive Board, the Secretary shall prepare suitable texts of the amendment(s) for distribution to all members for study at least two weeks prior to the annual business meeting. The proposed amendments, if adopted, and a revision date, will be updated in the document. 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 Board 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 2006, Revised 2010, Revised 2013, Revised 2014.

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