



## May 2019 Newsletter

Dear PCCHA Members:

I am very excited to meet those of you who will be in attendance at ACHA Conference in Denver! Please join us on May 30<sup>th</sup>, Thursday at 12:00 pm – 1:15 pm (refer to final schedule for room assignment) as we conduct our Business Meeting. This is open to all PCCHA members. In this meeting, we will have the opportunity to meet the new Board, recognize grant recipients, vote on changes to bylaws, and network, among other things. If there is any item that you would like to be added on to the agenda, please e-mail me at least a week before the meeting.

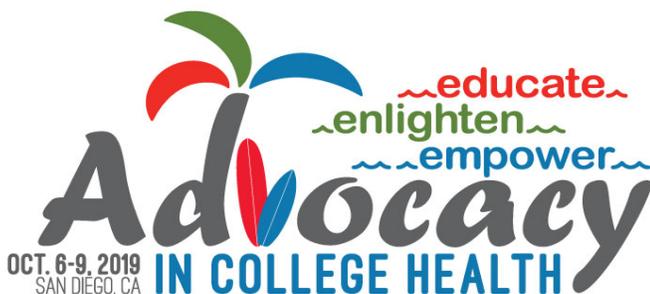
Speaking of Bylaws, it is due for review this year. Both the current and proposed versions are attached. Our bylaws dictate that members be given at least 2 weeks to review and comment on changes that need to be made before it is ratified. Please take time to review both documents attached and bring up your comments at the Business Meeting. Most of the proposed changes are updates on the Duties and Responsibilities of Officers which were edited to reflect the jobs that they have already been performing in the last few years. The rest of the proposed changes are due to the revised language in the ACHA bylaws, which we are supposed to adopt. Edits are in blue.

You know what else is exciting? Hosting PCCHA 2019 Conference in Kona Kai Resort and Spa in San Diego, California! So save the date: October 6-9, 2019.

See you in a few weeks!

Sincerely,  
Michelle Laabs, MSN, FNP-C  
President

### 2019 PCCHA Regional Conference in San Diego – Save the Date!



We are thrilled to announce that the [2019 PCCHA Regional Conference](#) will be held in San Diego on October 6-9, 2019. We have secured the beautiful resort and spa of [Kona Kai](#) on Shelter Island for this event. We will update you soon with registration details.

Most importantly, we need volunteers to serve on the planning committee. We're looking for folks to serve on, or chair, the following committees:

**Conference Program** (Chair: Amy Chadwick, Washington State Univ., [amy.chadwick@wsu.edu](mailto:amy.chadwick@wsu.edu)) – Develops conference theme and plan to integrate into conference; collaborates with graphic designer to create hard copy program or may research and implement online app for virtual program; works with Web developer to create conference site.

**Program Reviewers** (Monideepa Becerra, California State Univ, San Bernardino, [mbecerra@csusb.edu](mailto:mbecerra@csusb.edu)) – Reviews submitted conference proposals to ensure CEU standards are met; requires reps from nursing, medical, psychiatry, health promotion, and administrative areas.

**Vendor/Sponsor Development** (Chair: Donna Hash, Washington State University, [donna.hash@wsu.edu](mailto:donna.hash@wsu.edu)) – Cultivates sponsors and vendors; promotes variety of sponsorship opportunities addressing pricing, ACHA protocols, and timely communication.

**Keynote/Speaker(s)** (Chair: Open) – Identifies dynamic keynote/speakers who can address relevant issues in college health while aligning with conference theme; manages all communication, payment, etc.

**Marketing and Promotion** (Chair: Enid Jennings, University of Nevada, Reno, [ejennings@med.unr.edu](mailto:ejennings@med.unr.edu)) – Develops and implements marketing plan to maximize attendance; creates materials for Web, social media, newsletters, etc.; conducts outreach at ACHA and to other regions as appropriate.

**Volunteer Facilitators** (Chair: Jeanie Deakyne, University of California, Irvine [jdeakyne@uci.edu](mailto:jdeakyne@uci.edu)) – Coordinate volunteers to facilitate one or more breakout sessions. Responsibilities of the facilitator will include keeping time, making sure there are enough chairs in the room, and introducing speaker(s).

If you would like to get involved please contact the conference chair and indicate your area of interest: Amy Chadwick, [amy.chadwick@wsu.edu](mailto:amy.chadwick@wsu.edu) or 509-335-5293.

## PCCHA Regional Conference Sponsorships



If anyone has Colleges or Universities interested in providing in kind donations for conference activities or know of any Vendors who may be interested in Exhibiting at the conference, please have them contact Donna Hash, Vendor Selection Committee Chair, [hashd@wsu.edu](mailto:hashd@wsu.edu).

## [Call for Proposals](#) – Deadline: May 31<sup>st</sup>!

You are cordially invited to be a presenter at the 2019 PCCHA Annual Meeting and Conference, October 6–9, 2019, in San Diego, California.

Program proposals are now being accepted for consideration. Programs applicable to all facets of college health are warmly welcome! We are especially interested in programs in the following areas:

- Clinical Care
- Nursing Clinics or Programs
- Mental Health
- Medical Operations
- College Health Administration

- Service Integration
- Operational Improvement
- Health Promotion and Wellness
- Innovation that supports a “culture of health” on campuses

Should you need assistance, please contact [Monideepa Becerra](#) or [Amy Chadwick](#).

[Click here](#) to submit a proposal. **The deadline to submit is May 31, 2019**

### **Call for Award Nominations – Deadline July 31<sup>st</sup>!**

Do you know of an individual or program that deserves recognition? The [2019 PCCHA award nominations](#) are open and will be accepted through July 31, 2019. Visit the link above for more information about the Ruby Rich Burgar Award for Outstanding Service to College Health and the Golden Gull Award for Best Practices in College Health. The nomination process is easy, so don't delay!

Please visit [PCCHA Recognition Awards](#) website to learn more about these awards and to download nomination forms.

Questions or comments? Email Brian Davies/PCCHA Awards Committee Chair: [bdavies@collegeofidaho.edu](mailto:bdavies@collegeofidaho.edu)

1  
2 PACIFIC COAST COLLEGE HEALTH ASSOCIATION 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 Individuals and institutions that are members of ACHA, and are within Region VI are eligible for PCCHA.

9 Section 2. Formation

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

14 ARTICLE II: PURPOSE

15 The purpose of an American College Health Association Affiliate, outlined in Article X, Section 2 of the ACHA  
16 Bylaws, is:

- 17 (1) To extend the benefits of continuing education, collective information, knowledge, standards, and  
18 intellectual stimulation to college health workers in all areas.  
19 (2) To provide the national and affiliate organizations with channels of communication to disseminate  
20 information to and from the local level.  
21 (3) To provide regional or local organizational mechanisms for education and programming.  
22

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

27 Provide professional development opportunities, such as online resources, annual meetings, workshops and  
28 seminars.

1 Support the development and maintenance of professional standards and guidelines in all disciplines to  
2 assure that campus communities continue to provide appropriate and quality programs and services.

3 Encourage working relationships with all individuals concerned with advancing the health and well-being  
4 of students.

5 Promote communication and cooperative liaisons among institutions of higher education regarding issues  
6 of health and learning.

### 7 ARTICLE III: MEMBERSHIP

8 PCCHA is an ACHA affiliate; therefore, membership categories will mirror those outlined in the American College  
9 Health Association Bylaws including the three ACHA membership categories: (1) institutional, (2) individual, and  
10 (3) sustaining (see ACHA Bylaws for Membership Eligibility and Privileges).

### 11 ARTICLE IV: DUES and FISCAL YEAR

#### 12 Section 1. Dues

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

#### 14 Section 2. Fiscal Year

15 The fiscal year is January 1 through December 31.

### 16 ARTICLE V: OFFICERS

#### 17 Section 1. Officers and Terms of Office

18 The Executive Committee (voting members) is composed of the President, President-Elect, Vice-President, Vice-  
19 President-Elect, Secretary, Treasurer, Historian, Regional Representative, Members-at-Large, Student  
20 Representatives, and Immediate Past President. Except for the Treasurer, Regional Representative and Members-at-  
21 Large, Executive Committee members, shall serve for a term of one year or until their successors are elected and  
22 assume office. The Treasurer shall serve a term of two years or until their successors are elected and assume office.  
23 The Regional Representative is selected and serves a term of office as outlined in the ACHA Bylaws. There is one  
24 Student Representative. The Vice-President will appoint one enrolled student from his or her institution to serve a  
25 one year term as a Student Representative. There are two Members-at-Large. The President will appoint one  
26 member to serve a two year term as a Member-at-Large.

1 Section 2. Eligibility

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

3 Section 3. Election

4 The Nominating Committee Chair will provide a ballot with of nominees to the membership for: President-Elect,  
5 Vice-President-Elect, Secretary, Treasurer, and Historian within 7 days after the annual business meeting or no later  
6 than October 31st when no affiliate meeting is held. Members shall have 14 days to cast their ballots from the date  
7 the ballots are sent. A simple majority shall elect. The votes shall be verified by both the Chair of the Nominating  
8 Committee, or someone appointed by him or her, and by the PCCHA Secretary, or someone appointed by him or  
9 her. Both appointed positions are subject to the approval of the PCCHA President.

10 Section 4. Installation

11 The officers of the PCCHA shall assume their new duties on January 1 following their election. Outgoing PCCHA  
12 officers will provide training to newly elected officer prior to their assuming office.

13 **ARTICLE VI: DUTIES OF THE OFFICERS**

14 Section 1. President

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

23 Section 2. President-Elect

24 The President-elect chairs PCCHA meetings in the absence of the President, establishes annual objectives, identifies  
25 potential appointees for Member-at-Large positions, and assists the President as requested. The President-elect  
26 appoints one enrolled student from his or her institution to serve as a Student Representative and assists the Vice-  
27 President as requested The President-elect will automatically succeed to the position of President. The President-  
28 elect is a member of the Executive Committee.

1 **Section 3. Vice-President**

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

4 **Section 4. Vice-President-Elect**

5 The Vice-President-Elect succeeds the Vice President, serves as a member of the professional development  
6 committee. The Vice-President-Elect will automatically succeed to the position of Vice-President. The Vice-  
7 President-Elect is a member of the Executive Committee.

8 **Section 5. Secretary**

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

14 **Section 6. Treasurer**

15 The Treasurer serves as chair of the Finance Committee. The Treasurer is responsible for preparing the annual  
16 budget and for overseeing the financial operation. The Treasurer oversees the transfer of dues and the current  
17 membership list from ACHA. The Treasurer reports on the financial operation and presents the budget for approval  
18 at the annual business meeting. The Treasurer is a member of the Executive Committee and serves a two-year term.

19 **Section 7. Immediate Past President**

20 The Immediate Past-President chairs the Nominating Committee and serves, as requested by the President, as a  
21 member of the Executive Committee.

22 **Section 8. Regional Representative**

23 The Regional Representative serves as the governance link for the Affiliate to the ACHA Board of Directors. The  
24 Regional Representative regularly requests input from the affiliate executive committee and general membership on  
25 issues slated to come before the ACHA Board of Directors. The Regional Representative submits written bi-annual  
26 reports of affiliate executive committee decisions and regional activities to the ACHA Board of Directors. The  
27 Regional Representative regularly posts written reports of ACHA Board of Director discussions and decisions and  
28 provides a year in review report to the general membership at the annual business meeting. The Regional

1 Representative is a member of the Executive Committee. The principle function of the Regional Representative is  
2 to provide a communication link between members and affiliates in their region and the leadership of ACHA.  
3 Regional Representatives shall serve as official representatives of ACHA leadership at meetings of the affiliate  
4 when requested by the President or Board of Directors. Regional Representatives are responsible for presenting  
5 discussion items from regional affiliate leadership and other members in their regions to the Board of Directors.  
6 Lastly, Regional Representatives are responsible for appointing a regional member to the Nominating Committee  
7 who will serve a concurrent two-year term with each Regional Representative. Additional duties may be assigned by  
8 the Board of Directors.

### 9 Section 9. Student Representatives

10 There is one Student Representative responsible for representing the interests of college students and serving as a  
11 member of the Executive Committee. The President-elect will appoint one enrolled student from his or her  
12 institution to serve a one year term as a Student Representative.

### 13 Section 10. Members-at-Large

14 *A Member-at-Large serves as chair of either the Recognition Awards Committee or Grants*  
15 *Committee which annually solicits proposals and provides funds for research and program*  
16 *development or the Awards Committee which solicits nominations and provides recognition*  
17 *awards for service to the field of college health. Both of the Members-at-Large assist the*  
18 *President as necessary and serve on the Executive Committee.*

### 19 Section 11. Historian

20 The Historian compiles a yearly online record of significant events that shape the organization throughout a year.  
21 These events may be within PCCHA or within the college health community. The Historian assists the President as  
22 necessary. The Historian serves on the Executive Committee.

### 23 Section 12. Vacancies

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

1 **ARTICLE VII: ACHA BOARD OF DIRECTORS**

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

6 **ARTICLE VIII: COMMITTEES**

7 **Section 1. Composition**

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

12 **Section 2. Standing Committees**

13 Standing Committees are as follows:

14 ***Executive Committee***

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

23 ***Nominating Committee***

24 The Nominating Committee, chaired by the Immediate Past-President, is responsible for selecting and  
25 recommending a slate for the officer positions of President-Elect, Vice-President-Elect, Secretary, Treasurer and  
26 Historian to the membership within 7 days after the annual business meeting, or by October 31 on those years when  
27 a business meeting is not held. The Nominating Committee consists of two members representing the Executive

1 Committee and two members representing the general membership, in addition to the Immediate Past President who  
2 serves as chair. The members of the committee shall be appointed by the President. The Committee Chair performs  
3 a role in elections as outlined above.

4 ***Finance Committee.***

5 The Finance Committee, chaired by the Treasurer, is responsible for the development, review and recommendation  
6 of the annual operating budget, and oversees the other financial activities of PCCHA. The Chair selects the  
7 committee members.

8 ***Professional Development Committee***

9 The Professional Development Committee is chaired by the Vice-President, with the Vice-President Elect serving as  
10 a member. The Chair is responsible for the development, review and recommendation of the professional  
11 development activities of PCCHA, such as the annual meeting. The Chair selects the committee members.

12 ***Recognition Awards Committee***

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

17 ***Grants Committee***

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

21 **Section 3. Ad Hoc Committees**

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

1 ARTICLE IX: GENERAL MEMBERSHIP MEETINGS

2 Section 1. Frequency

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

5 Section 2. Purpose

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

8 Section 3. Quorum

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

10 ARTICLE X: RULES OF ORDER

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

13 ARTICLE XI: BYLAWS REVIEW and AMENDMENTS

14 Section 1. Bylaws Review

15 The Bylaws will be reviewed every three years and/or as needed. Recommended revisions will be brought to the  
16 Executive Committee for discussion and review. An ACHA Affiliate may develop an organizational form and adopt  
17 bylaws as desired but with the provision that they shall not be in conflict with the bylaws of the Association, as  
18 determined by the Bylaws Committee of ACHA. The By-Laws shall serve as the basis upon which decisions are  
19 made for PCCHA.

20 Section 2. Amendments

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

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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 2006, Revised 2010, Revised 2013.

## 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, Treasure, 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 15<sup>th</sup>, 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](#)

PCCHA Bylaws Adopted on \_\_\_\_\_

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

PCCHA Bylaws Adopted on \_\_\_\_\_

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 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 15<sup>th</sup>.

#### *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**

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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](#).

Rev. May 8, 2019

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