



## **Mid-Atlantic College Health Association By-Laws**

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## **ARTICLE I NAME**

This organization shall be known as the Mid-Atlantic College Health Association (MACHA), hereafter called the Association, a voluntary, non-profit affiliate in Region IV of the American College Health Association (ACHA). The Association is comprised of members from Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia, and the District of Columbia.

## **ARTICLE II PURPOSE**

### **Section 1. Mission**

The mission of the Mid-Atlantic 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 improve the health of those they serve.

### **Section 2. Purpose and Goals**

The purpose and goals of the Mid-Atlantic College Health Association are as follows:

- (1) To extend the benefits of continuing education; collective information; knowledge; 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.

## **ARTICLE III MEMBERSHIP**

### **Section 1. State Composition of the Association**

All member of the American College Health Association from the states of Delaware, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia and the District of Columbia will automatically be members of the Association.

## **Section 2. Individual Membership**

### **a. Categories**

Individual membership shall be of four types: (a) regular, (b) associate, (c) student, and (d) emeritus.

- (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 shall be open to any student of an institution of higher education.
- (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 Retirement shall mean that an individual member has withdrawn from active working life and is thus no longer employed to a significant degree, as determined by the ACHA Board of Directors, in college health or elsewhere.

### **b. Privileges**

- (1) A regular member shall be eligible to vote and hold office.
- (2) A student member shall be eligible to 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, upon payment of dues, have the privileges of the class of membership to which they belonged prior to becoming emeritus.

## **Section 3. Sustaining Membership**

### **a. Eligibility**

Sustaining membership shall be open to health and business organizations 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. They may not be members of any standing or ad hoc committees.

### **Section 4. Additional Membership Categories**

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

## **ARTICLE IV DUES**

Annual dues for the various categories of membership shall be in collaboration with the Board of Directors of the American College Health Association.

## **ARTICLE V OFFICERS**

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

The officers of the Association shall be a president, a president elect, a vice-president, a secretary, and a treasurer. The president, president elect, and vice-president shall serve for a term of one year or until their successors are elected and assume office. The treasurer and secretary shall serve for terms of two years or until their successors are elected and assume office.

The Executive Committee is comprised of the officers, the immediate past president, the regional representative to the Board of Directors of the American College Health Association and four members at large, including up to two student members.

### **Section 2. Eligibility**

Each of the officers shall be a regular individual member for the entire term of office. Student members of the Executive Committee must be student members during their term of office.

### **Section 3. Election**

Officers and two members at large shall be elected by the Association at its annual meeting. The secretary and treasurer shall serve staggered two-year terms; the secretary's term will start in even years and the treasurer's term in odd years. The members at large shall serve staggered 2 year terms. The president elect will become the president at the close of the business meeting at the annual meeting. The vice president will become the president elect at the close of the business meeting at the annual meeting.

The Nominating Committee chaired by the immediate past president shall prepare and publish a slate of nominations to be presented in writing to the membership at least three weeks prior to the meeting. Voting will be done on line in accordance with ACHC guidelines. A majority of the votes cast are necessary to elect. In the case of three or more nominees, if one nominee fails to receive a majority of votes cast, the nominee receiving the lowest number of votes shall be eliminated from consideration and a new ballot taken.

#### **Section 4. Installation**

The officers of the Association shall assume their new duties following the business meeting of the annual meeting at which they are elected.

### **ARTICLE VI DUTIES OF OFFICERS**

#### **Section 1. President**

The president chairs the Executive Committee. The president shall appoint members to the Nominating Committee, the Bylaws Committee and any ad hoc committees recommended to the Executive Committee. The President is responsible for assuring that committees execute their respective charges. The President plans the MACHA 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 the American College Health Association and shall address the Association at the annual meeting providing a report on the activities of the Association. The President plans the Association's Executive Committee meetings and acts on behalf of the organization between meetings. The president completes the ACHA mid- year and end of the year report to the ACHA board of directors.

#### **Section 2. Past President**

At the conclusion of the one-year term of office as president, the past president shall be a member of the Executive Committee for a term of one year. The past president shall assume the position of Chair of the MACHA Strategic Planning Committee. Duties

include: continuing the MACHA Strategic Planning Initiatives on membership, program planning, membership services and communications.

The Chair works with the ACHA office in integrating its strategic planning initiatives with overall national objectives and where appropriate, integrates those goals with MACHA objectives. The Chair will select a Committee, make assignments and monitor the progress and activities. The Chair is responsible directly to the MACHA Executive Board and will provide periodic updates and communications for the MACHA membership via the MACHA Web Page. The Past President is a member of the Bylaws Committee. The Past President is the chair of the nominating and awards committee.

### **Section 3. President-Elect**

The president-elect shall be a member of the Executive Committee and shall preside at meetings of the Association in the absence of the president. The president-elect shall chair the Program Committee for the annual meeting and be responsible for appointing the student member at large. The President-Elect shall assume the position of President at the close of the business meeting at the annual meeting.

### **Section 4. Vice President**

The vice president shall be a member of the Executive Committee and shall assist the president-elect in organizing the annual meeting held in the fall of the year. Job duties include assisting with the CE application, hotel arrangements, communication with ACHA CE reviewers and with other presenters; assisting in identifying additional speakers such as keynotes and other presenters to complete the program.

### **Section 5. Secretary**

The secretary shall be a member of the Executive Committee and is responsible for general correspondence of the Association, including minutes of all meetings. The secretary shall submit an annual report of MACHA activities to the Regional Representative for the Board of Directors of the American College Health Association. The secretary shall serve a two-year term of office beginning in even years. The secretary is responsible to submit relevant information for the MACHA website, including minutes.

### **Section 6. Treasurer**

The treasurer shall be a member of the Executive Committee 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 provides advice and guidance to the president regarding the budget of the annual meeting. The treasurer shall deliver an annual finance report

to the Association at the annual membership meeting. The treasurer will provide a balance sheet of income and expenses at each Executive Board meeting and complete the end of the year financial report to the ACHA. The treasurer shall serve a two-year term of office beginning in odd years.

## **Section 7. Members at Large**

There shall be four members at large, two “individual” and up to two “student” members.

a. The “Individual” members at large advise and give input to the Executive Committee. They serve as active members of the Program Planning Committee and assist the president and vice-president in such activities as exhibitor solicitation and future site selection.

b. The Student Regional Representative to the ACHA Student Section is a member at large and serves on the Program Planning Committee.

c. The “Student Mentor” member at large serves on the Program Planning Committee and is the Student Advisor to the Student Regional Representative to the ACHA Student Section.

d. One Student member at large is appointed each year by the current president elect, if there is student interest.

## **Section 8. Regional Representative – Region IV**

a. The Regional Representative, elected by regular individual and student members in Region IV, serves as a member of the ACHA Board of Directors for a two year term. The principal function of the Regional Representative is to provide a communication link between members in Region IV and the leadership of ACHA. The Regional Representative shall serve as the official representative of ACHA leadership. The Regional Representative is responsible for presenting discussion items from MACHA leadership and other MACHA members to the ACHA Board of Directors. Lastly, the Regional Representative is responsible for appointing a regional member to the ACHA Nominating Committee who will serve a concurrent two-year term with the Regional Representative.

b. The Regional Representative is nominated and elected by a process outlined in the ACHA Bylaws.

c. The qualifications for Regional Representative are as follows:

- Regular individual member during entire term of office
- Regular individual member for at least three years prior to election

- Demonstrated leadership in ACHA activities at the affiliate, regional, or national level

### **Section 9. Vacancies**

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

a. 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 during the succeeding year.

b. In the event of a vacancy in the office of president-elect, vice-president, secretary, treasurer or member-at-large, the president shall appoint a person to fill the vacancy. The Executive Committee at its next regular scheduled meeting shall ratify this appointment until the next regular elections are to take place.

c. In the event of a vacancy in the position of Regional Representative, the ACHA President shall appoint a replacement for the remainder of the term in accordance with the ACHA Bylaws.

### **Section 10. Term Limits**

Members of the Executive Committee shall be limited to two consecutive terms in the same capacity. They may assume other board positions, and they can resume a position after at least one term break.

## **ARTICLE VII EXECUTIVE COMMITTEE**

### **Section 1. Purpose**

The Executive Committee is the chief operating body of the Mid-Atlantic College Health Association, and as such, it develops procedures to implement the policies of the Association.

### **Section 2. Function**

a. The Executive Committee shall be responsible for the full range of Association committee work. The Executive Committee may create ad hoc committees as it deems necessary to assist in carrying out its functions. The Executive Committee is responsible for initiating and concluding such activities as are appropriate to the interest of the organization. The Executive Committee reviews and approves various committee reports.



b. On behalf of the Executive Committee, the president shall present a summary of association activities to the membership of the Mid-Atlantic College Health Association during the annual meeting.

c. The Executive Committee shall have the authority to approve the expenditure of association funds. Gifts, donations, and honorarium shall not exceed \$500 annually.

d. The Executive Committee shall approve award nominations presented by the awards/nomination committee according to the established procedure..

### **Section 3. Composition**

The Executive Committee shall consist of the president, who shall be the presiding officer, the president-elect, the vice-president, the immediate past president, the treasurer, the secretary, the regional representative, and the four members-at-large, including two student members.

### **Section 4. Meetings**

The Executive Committee meets during the annual meeting and at periodically scheduled times during the year. A quorum of the Executive Committee shall consist of a majority of the members of the committee.

## **ARTICLE VIII COMMITTEES**

### **Section 1. Composition**

A variety of committees, standing and ad hoc, carry out the work of the Association. Chairs and members of committees are appointed by the president. Only regular individual and student members may be appointed to committees.

### **Section 2. Standing Committees**

Standing Committees are as follows:

**Nominating and Awards Committee (chaired by the past president).** The Committee presents a slate of nominees for vice-president, secretary, treasurer, two members at large and regional representative to the Board of Directors of the American College Health Association. The Committee reports to the Executive Committee. The Committee recommends recipients for the Annual Awards of the Association: the John A. Hargleroad II Award, the Janet Diggs Award and the Region V New Professional Award/Scholarship for the Executive Board's approval.

The Evelyn B. Wiener New Professional Scholarship covers ACHA registration fee for the recipient of that year's Region IV's New Professional.

**Program Committee (chaired by the president-elect).** This committee is made up of the Executive Committee and must include representatives of nursing, medicine and health education. Other disciplines and students should also be represented in order to plan the program for the following year's annual meeting. The committee is responsible to the Executive Committee. Job duties of the committee include assisting with the Continuing Education (CE) application, hotel arrangements, communication with ACHA CE reviewers and with program presenters; assisting in identifying additional speakers such as keynotes and other presenter to complete the program.

**Bylaws Review Committee (chaired by the president).** This committee shall be composed of the President, immediate past president, members at large and interested members. The Regional Representative serves as liaison to this committee. The committee will review the bylaws at least every three years, more frequently if requested by the Executive Board, and shall submit a report to the Executive Committee. The Bylaws Committee's goal is to review this document, with development of appropriate revisions as needed to reflect the current status of the organization as well as congruence with the Bylaws of the American College Health Association.

**Strategic Planning Committee (chaired by the past president).** The committee will continue the work of the MACHA Strategic Planning Initiative on membership, program planning, membership services and communications. The committee works with the ACHA office and the regional representative in integrating its strategic planning initiatives with overall national objectives and where appropriate, integrates those goals with MACHA objectives. The chair will select committee members, make assignments and monitor the progress and activities. The committee is responsible to the Executive Board and will provide periodic updates and communications for the MACHA membership via the MACHA Web.

### **Section 3. Ad Hoc Committees**

In addition to the above standing committees, the president and Executive Committee are charged with establishing and monitoring a variety of ad hoc committees representing activities of major interest to the Association.

### **Section 4. Committee Reports**

All committees are responsible to the Executive Committee and reports are delivered to the membership at the Annual Meeting. Ad hoc committees are reviewed annually by the Executive Committee with discontinuation decisions made for those whose work has

been concluded. Membership on ad hoc committees is generally one year, with reappointments possible.

## **ARTICLE IX MEETINGS**

### **Section 1. Frequency**

There shall be an annual meeting of the Association at a time and place designated by the Executive Committee.

### **Section 2. Quorum**

At business sessions or duly called special meetings of the Association, a quorum shall be constituted by those members present and eligible to vote.

### **Section 3. Registration Fees**

- A. The Executive Committee shall determine registration fees for all meetings of the Association.
- B. The Executive Committee will give financial consideration for Executive Board members to attend ACHA and MACHA meetings. The financial support would be up to the cost of the conference registration for the MACHA President and Program Planner to attend the annual ACHA meeting, if the individual is not receiving funding support from other sources (e.g. a stipend from their college or university) and attendance would be a financial hardship for the individual.

## **ARTICLE X RULES OF ORDER**

In the absence of any provision to the contrary in these bylaws, all annual meetings of the Association and all committee meetings shall be governed by the then-current edition of "*Robert's Rules of Order Newly Revised*" (10<sup>th</sup> ed).

## **ARTICLE XI AMENDMENTS**

A Bylaws Committee functions to review and present amendments to the bylaws of the Mid-Atlantic College Health Association.

The membership shall have the authority to amend the bylaws of the Association by online voting under the guidelines of ACHA. A two thirds affirmation of the members voting shall be necessary for adoption. Proposed amendments must be published to the membership at least 3 weeks prior to the vote.

**ARTICLE XII**  
**DISSOLUTION OF ORGANIZATION**

Upon dissolution of this organization, all assets remaining after payment of debts or provision therefore, shall be distributed to the American College Health Association or other organization exempt from Federal Income Tax, as described in Section 501 © (3) of the Internal Revenue code.

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