

**American College Health Association**  
**Section on Advanced Practice Clinicians**

**Articles of Operation**

**Article I**

**Name**

This section shall be named the Section on Advanced Practice Clinicians (APC) (hereafter referred to as the APC Section) of the American College Health Association (hereafter referred to as ACHA). (ACHA Bylaws Article XI, Section 3).

**Article II**

**Purpose**

**(ACHA Bylaws Article XI, Section 1 with Function in Section 4)**

The purpose of the Section is to consider and make recommendations representing the concerns of Advanced Practice Clinicians in this section in their roles in college health by a) addressing the knowledge and skill enhancement needs of APCs b) creating a forum and resources for networking on issues unique to APCs c) framing a strategy for advocacy geared toward consistency in scope of practice for APCs across the six regions of ACHA.

**Article III**

**Membership**

Membership in the Section is open to all interested in the stated purpose for the Section and qualified for membership in accordance with the ACHA Bylaws Article III.

**Article IV**

**Dues**

Dues are detailed in the ACHA Bylaws Article IV

**Article V**

**Officers and Terms of Service**

(ACHA Bylaws Article XI, Section 2)

**Section 1. Officers and Terms of Service**

The officers shall consist of the Section Chairperson, Section Chair-Elect, Secretary, the Planner (Annual Meeting Program Planning Committee Representative), the Planner-Elect (Annual Meeting Program Planning Committee Representative-Elect) and a member at large. The Chair-Elect, Secretary, member at large and the Planner-elect are elected on the national ballot. They serve a one year term with the exception of the Planner and Secretary who serve a two year terms. The Chair-elect, Chair and the Planner-elect ascend to their respective positions the following year. All officers serve until their

successors are elected and assume office. Chair and Planner officer positions may be served concurrently. A Section Chairperson may appoint such other officers, as determined by the needs of the section, to serve one year terms.

## **Section 2. Eligibility**

Eligibility to vote is detailed in ACHA Bylaws Article V, Section 2.

## **Section 3. Elections**

Except for the Student/Consumer Section, the core leadership officers shall be elected by members of the section on the national ballot. In October of each year, the Section Officer Nominating Committee will solicit nominations from the section for developing the ballot. The final ballot will include at least one, preferably two or more, candidate(s) for each core leadership officer position who, in the opinion of the Nominating Committee members, would well serve the section with leadership and vision. The Section Officer Nominating Committee will prepare the ballot of nominees and forward the ballot to the ACHA staff for an election to follow the outlined election process detailed in ACHA Bylaws Article V, Section 3.

## **Section 4. Installation**

The installation process is detailed in ACHA Bylaws Article V, Section 4. All officers of the Association shall assume their office at the end of the annual business meeting, the Assembly of Representatives at the Annual Meeting.

# **Article VI**

## **Duties of the Officers**

### **Section 1. Section Chairperson**

1. Provides leadership to the section in meeting section goals and objectives.
2. Calls and chairs Section Executive Committee meetings at least quarterly.
3. Plans and conducts the Section Business Meeting at the Annual Meeting, in consultation with the Section Executive Committee.
4. Presents progress on section goals and objectives at Annual Section Business Meeting.
5. Makes all section committee appointments and serves as an ex-officio member of all section committees.
6. Appoints section members to conduct special functions for the section.
7. Advises the ACHA President of section members to serve on ACHA standing ad hoc committees.
8. Communicates with the ACHA Board of Directors liaison and the ACHA staff for all matters affecting the section.
9. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).

10. Submits budget requests to the ACHA Board of Directors in early fall, and assures appropriate use of any funding
11. Prepares Mid-Year and Final reports for ACHA Board of Directors
12. Assures that no officer or committee member incur expenses until approval has been given and funds granted by the ACHA Board of Directors

### **Section 2. Chair-Elect**

1. Assists the Section Chairperson as assigned
2. Assumes the Section Chairperson's responsibilities in the absence of the Section Chairperson
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII)
4. Assists the Section Chairperson in reviewing section goals and objectives
5. Assists the Section Chairperson with establishing a budget in the early fall
6. Reviews ACHA leadership development materials and advises the Section Executive Committee
7. Assists the Association in recruiting and welcoming new members.
8. Plans the Social Event at the ACHA annual meeting and conference

### **Section 3. Secretary**

1. Keeps minutes and official documentation of section business meetings and Section Executive Committee meetings
2. Maintains a portfolio of all section records and documents including: Official minutes of all section meetings and section Executive Committee meetings, documents submitted for section approval (i.e., proposals, reports), section newsletters, and current section membership list
3. Serves as section newsletter coordinator
4. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VII)
5. Submits portfolio to the incoming Secretary at the end of the term

### **Section 4.**

#### **Planner (Section Annual Meeting Program Planning Committee Representative)**

1. Chairs the Section Subcommittee for Professional Development (annual meeting program planning), which coordinates the selection of sessions to be hosted by the section at the Annual Meeting and consists of the Planner-elect and other section members as appointed by the chair.
2. Serves as a member of the ACHA Annual Program Planning Standing Committee (ACHA Bylaws, Article IX, Section 2).
3. Maintains a portfolio documenting the annual meeting program planning process, including:

- a. A detailed checklist and timeline of all necessary duties.
  - b. Minutes from subcommittee meetings.
  - c. Copies of the Annual Meeting Final Program.
  - d. An evaluation report on the Annual Meeting.
4. Submits portfolio documents to the Chair-elect for record keeping, and to the Planner-elect, at the end of the term.

## **Section 5.**

### **Planner-Elect (Section Annual Meeting Program Planning Committee Representative-Elect)**

- 1. Assists the Planner as assigned.
- 2. Serves as a member of the Section Subcommittee for Professional Development.
- 3. Assumes the Section Planner responsibilities in their absence.

## **Section 6**

### **Member at Large**

- 1. Serves on the executive board
- 2. Serves as a member of the Section Subcommittee for Professional Development.
- 3. Serves as a member of the nomination committee
- 4. Provides assistance to other officers as needed
- 5. Chair may appoint to conduct special functions for the section.

## **Section 7**

### **Immediate Past Chair**

- 1. Mentors and Assists the Section Chairperson as needed
- 2. Chairs the sections nomination committee
- 3. Assists the Association in recruiting and welcoming new members.

## **Section 8. Vacancies**

Vacancies parallel the process outlined in the ACHA Bylaws Article VI, Section 7. Vacancies in officer positions, which occur between Annual Meetings, shall be filled as follows: If the office of Section Chairperson/Planner becomes vacant, the Chair-Elect/Planner-elect shall assume the office for the remainder of the term and shall continue in the office until the end of their term. The Chair-Elect/Planner-elect position will be filled at the next election. The Section Chairperson, in consultation with and through majority vote of the Section Executive Committee, shall fill a vacant Secretary, Chair-elect, or Planner-elect position by appointment, to serve until the next election.

## **Article VII**

### **Assembly of Representatives**

The section Chairperson, Chair-Elect, and Secretary represent the Section at the ACHA Assembly of Representatives.

The Assembly of Representatives meets annually to hear open debate of issues, to vote on Resolutions, to establish overall organizational policies and to review the activities of the American College Health Association.

Any member of the Assembly of Representatives can present an item to the Assembly. The Resolutions Committee provides a vehicle for agenda items to come before the Assembly of Representatives. At any time during the year, a member of the Association can present a resolution to the Committee, which will forward their recommendations to the ACHA Board of Directors, and the Assembly of Representatives. The Assembly of Representatives is detailed in ACHA Bylaws Article VII.

## **Article VIII**

### **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. The Board is detailed in Article VIII of the ACHA Bylaws.

## **Article IX**

### **Committees**

#### **Section 1. Composition**

Unless otherwise indicated, the Section Chairperson appoints the chairs and membership of the section standing and ad hoc committees.

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

**Standing Committees are as follows:**

##### **- Executive Committee (chaired by the Section Chairperson)**

The governing body of the section shall be the Section Executive Committee. The Section Executive Committee shall be composed of the Section Chairperson, Chair-Elect, Planner, Planner-Elect, Secretary, Immediate past Chair and Member at Large. The Section Chairperson shall be the presiding officer. Under the leadership of the Section Chairperson, Section Executive Committee shall, participate in the coordination and implementation of all section activities. Section Executive Committee responsibilities include collaborative decision making regarding current and future section concerns; and helping to set the agenda for the annual Section Business Meeting.

##### **- Nominating Committee (chaired by the Immediate Past Section Chairperson)**

Membership consists of the Secretary, Member at Large and at least one other member of the section not currently serving on the Executive Committee.

**- Section Committee on Professional Development: (chaired by the Planner)**

The Planner chairs the Section Committee on Professional Development. Membership includes the Planner-Elect, the Member at Large and other members as appointed by the Chair. It is responsible for planning, implementing, and evaluating the ACHA Annual Meeting and other professional development opportunities.

**Section 3. Ad hoc Committees**

In addition to the above Standing Committees, the Chair with the approval of the Executive Committee may appoint and charge ad hoc committees to serve for one year.

**Article X**

**Meetings**

**Section 1. Frequency**

There shall be an annual Section Business Meeting at a time and place designated by the ACHA Board of Directors.

**Section 2. Quorum**

A quorum is detailed in ACHA Bylaws Article XII, Section 2. At business meetings, those members present and eligible to vote shall constitute a quorum.

**Article XI**

**Rules of Order**

All motions brought forward for a vote shall be decided by a majority vote of current section members in attendance at the Annual Section Business Meeting. The Chairperson votes only in case of a tie. Robert's Rules of Order, Newly Revised, or modification thereof, shall govern. The rules of order are detailed in ACHA Bylaws Article XIV.

**Article XII**

**Amendments**

Amendments to these Section Articles of Operation may be adopted by a two-thirds vote of the eligible members present and voting at the Section Business Meeting or by electronic means. Nothing in these Articles of Operation shall conflict with ACHA Bylaws.

**These Articles of Operation adopted October 2003**

**These Articles of Operation revised November 2013**

**These Articles of Operation revised October 2018**