

AMERICAN COLLEGE HEALTH ASSOCIATION

Section on Administration

Articles of Operation

ARTICLE I

NAME

Sections of the American College Health Association (ACHA) shall be known by the names as detailed in ACHA Bylaws Article XI, Section 3. This section of ACHA shall be known as the Section on Administration.

ARTICLE II

PURPOSE

The purpose of the sections in ACHA is detailed in the ACHA Bylaws Article XI, Section 1 with Function in Section 4.

The purposes of the Section on Administration shall be to:

- 1.) Stimulate interest in, and provide a resource for those concerned with the administrative aspects of student health services.
- 2.) Address the specific knowledge and skill enhancement needs of administration professionals and promote the dissemination of current information relevant to the field.
- 3.) Serve as a forum for the interchange of ideas and experiences of section members while assisting members in developing collegial relationships with others in their discipline.
- 4.) Develop and promote standards of operation for student health services, finances, and improved administration of health services.
- 5.) Provide educational opportunities for the support of these and other related purposes.

ARTICLE III

MEMBERSHIP

Membership in a section is detailed in the ACHA Bylaws Article III, Section 2. Membership is open to anyone interested in the purpose of the section on administration and qualified for section membership.

ARTICLE IV

DUES

Dues are detailed in the ACHA Bylaws Article IV.

ARTICLE V

OFFICERS

Section 1. Officers and Terms of Office

The officers shall consist of the Section Chairperson, Section Chair-Elect, Secretary, the Planner (Annual Meeting Program Planning Committee Representative), and the Planner-Elect (Annual Meeting Program Planning Committee Representative-Elect). The Chair-Elect, Secretary, and the Planner-elect are elected on the national ballot. All officers shall serve a one year term with the exception of the Chair-elect, Chair, Planner-elect, and Planner. Collectively, the program planning commitment shall be for two years; the first year the officer serves as Planner-elect and the second year that officer serves as Planner. Hence, the Chair-elect and the Planner-elect ascend to their respective Chairperson and Planner 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 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 positions who, in the opinion of the Nominating Committee members, would well serve the section with leadership and vision. The Section 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.

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 ((e.g., proposals, reports), section newsletters, current section membership list.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws Article VIII).
4. 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 Committee for Professional Development 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 Section 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. Vacancies

Vacancies parallel the process outlined in the ACHA Bylaws Article VI, Section 7. So that vacancies in office 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 and 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

SECTION ON ADMINISTRATION COMMITTEES

Section 1. Composition

Unless otherwise indicated, the Section Chairperson appoints the Chairs and membership of the Section Standing and Ad Hoc advisory 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, the Chair-Elect, Planner, Planner-Elect, and the Secretary. The Section Chairperson shall be the presiding officer. The Section Executive Committee shall, under the leadership of the Section Chairperson, 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 a Past Section Chairperson)

The Section Chairperson shall appoint the Chair. Membership consists of the Secretary and one other member of the section not currently serving on the Executive Committee.

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

The Section Committee on Professional Development is chaired by the Planner. Membership includes the Planner-Elect, and other members as appointed by the Section 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 an Ad Hoc Committee to serve until the next annual business meeting of the Section. Ordinarily, the Ad Hoc Committee will report on its charge at the annual meeting of the Section and/or at the request of the Executive Committee. The charge of the Ad Hoc Committee will be written at the time of the appointment.

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 or duly called Special Meetings of the Section, a quorum shall be constituted by those members present and eligible to vote.

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

Changes in these operating guidelines of the sections must be adopted by the ACHA Bylaws Committee.

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.

ARTICLE XIII - OFFICERS

Section 1. Officers and Terms of Office

ADDENDUM

Additional officers will serve on the Section Executive Committee. The additional officer positions, who are appointed for a one-year term by the incoming Section Chairperson, shall be two (2) Members-at-Large. The Section Officer Nominating Committee shall collect the names and all relevant application materials from each potential Member-at-Large and forward a recommendation to the Chair-Elect for consideration.

Revision to these Articles of Operation October 2013.

Revision to these Articles of Operation June 2016.

Revision to these Articles of Operation June 2018.