

# **AMERICAN COLLEGE HEALTH ASSOCIATION**

## **HEALTH PROMOTION SECTION**

### **Articles of Operation**

#### **ARTICLE I**

##### **NAME**

This section shall be named the Section on Health Promotion (hereafter referred to as the Section) of the American College Health Association (hereafter referred to as the 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 address the specific knowledge and skill enhancement needs of health promotion professionals and promote the dissemination of current information relevant to the field of health promotion in higher education. The Section serves 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. In addition, the Section may develop and promote standards or guidelines for the field of health promotion in higher education.

#### **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**

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

The core leadership positions of the Section shall be as detailed in the ACHA Bylaws Article XI, Section 2. They are the Section Chair, Section Chair-Elect, Secretary, the Program Planner (Annual Meeting Program Planning Committee Representative), Program Planner-Elect (Annual Meeting Program Planning Committee Representative-Elect) and the Immediate Past Chair. These elected officers serve as the Section Executive Committee.

The Chair-Elect, Secretary, and the Program Planner-Elect are elected on the national ballot and serve one-year terms. The Chair-Elect and the Program Planner-Elect ascend to their respective positions, Chair and Program Planner, the following year. The Chair serves as Chair of the Nominating Committee in their third year. All officers serve until their successors are elected and assume office.

Additional officers will serve on the Section Leadership Committee. The additional officer positions, who are appointed for a one-year term by the incoming Section Chair, shall be four (4) Members-at-Large. The Section 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.

The Section Chair may appoint such other officers, as determined by the needs of the Section, to serve one-year terms. The duties of such appointed officers shall be written at the time of their appointment(s).

### **Section 2. Eligibility**

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

### **Section 3. Elections**

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 position(s) who, in the opinion of the Nominating Committee members, would 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.

Any voting decisions EXCEPT the annual election of officers and Articles of Operation (AOO) amendments will be left to the Section Executive Committee including the Chair, Chair-Elect, Secretary, Program Planner, Program Planner-Elect and the Immediate Past Chair.

### **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 last meeting of the Assembly of Representatives at the Annual Meeting.

## ARTICLE VI

### DUTIES OF THE OFFICERS

#### Section 1. Section Chair

1. Provides leadership to the Section in meeting Section goals and objectives.
2. Calls and chairs Section Leadership Committee meetings at least quarterly.
3. Plans and conducts the Annual Section Business Meeting at the ACHA Annual Meeting, in consultation with the Section Leadership Committee.
4. Presents progress on Section goals and objectives at Annual Section Business Meeting.
5. Appoints the chairs and membership of the Section standing committees 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 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.
13. Serves as Chair of the Section Nominating Committee for one year when their term as Section Chair ends.

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

1. Assists the Section Chair as assigned.
2. Assumes the Section Chair's responsibilities in the absence of the Section Chair.
3. Serves as a Representative to the Assembly of the American College Health Association (ACHA Bylaws, Article VII).
4. Assists the Section Chair in reviewing Section goals and objectives.
5. Assists the Section Chair with establishing a budget in the early fall.
6. Reviews ACHA leadership development materials and advises the Section Leadership Committee.
7. Assists the Association in recruiting and welcoming new members.
8. Chairs the Section Strategic Planning Committee.
9. Serves as member of committees as appointed by the Section Chair.

## **Section 3. Secretary**

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

## **Section 4. Program Planner**

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

1. Chairs the Section Annual Meeting Program Planning Committee which coordinates the selection of sessions to be hosted by the Section at the Annual Meeting and consists of the Program Planner-Elect and other Section members as appointed by the Section Chair.
2. Serves as a member of the standing ACHA Annual Meeting Program Planning 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 committee 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 Program Planner-Elect at the end of the term.
5. Serves as member of committees as appointed by the Section Chair.

## **Section 5. Program Planner-Elect**

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

1. Assists the Program Planner as assigned.
2. Serves as a member of the Section Annual Meeting Program Planning Committee.
3. Assumes the Program Planner responsibilities in their absence.
4. Leads the Section Poster Review efforts under the leadership of the ACHA Annual Meeting.

5. Serves as member of committees as appointed by the Section Chair.

### **Section 6. Vacancies**

Vacancies parallel the process outlined in the ACHA Bylaws Article VI, Section 7 so that vacancies which occur between Annual Meetings shall be filled as follows: If the office of Section Chair/Program Planner becomes vacant, the Chair-Elect/Program 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/Program Planner-Elect position will be filled at the next election. The Section Chair, in consultation with and through majority vote of the Section Leadership Committee, shall fill a vacant Secretary, Chair-Elect, or Program Planner-Elect position by appointment, to serve until the next election.

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

Duties for the additional appointed officer positions are:

1. Serve as members of the Section Annual Meeting Program Planning Committee.
2. Assist the Program Planner as assigned.
3. Serve as members of the Section Leadership Committee.
4. Serve as members of committees as appointed by the Section Chair.

## **ARTICLE VII**

### **ASSEMBLY OF REPRESENTATIVES**

The Section Chair, 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 ACHA 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 Chair appoints the chairs and membership of the Section standing committees.

**Section 2. Standing Committees**

Standing Committees of the Section are as follows:

**a. Executive Committee (chaired by the Section Chair)**

The governing body of the Section shall be the Section Executive Committee which consists of elected officers. The Section Executive Committee shall be composed of the Section Chair, the Chair-Elect, Program Planner, Program Planner-Elect, Secretary and Immediate Past Chair. The Executive Committee will meet on a consistent basis, plan agendas for the Leadership Committee meetings, and ensure that Section tasks are completed in a timely manner.

**b. Leadership Committee (chaired by the Section Chair)**

The Section Leadership Committee shall, under the leadership of the Section Chair, participate in the coordination and implementation of all Section activities. Section Leadership Committee responsibilities include collaborative decision-making regarding current and future Section concerns, and helping to set the agenda for the Annual Section Business Meeting.

**c. Nominating Committee (chaired by a Past Section Chair)**

The Section Nominating Committee is chaired by the past Section Chair and consists of the

Secretary and one other member of the Section not currently serving on the Executive Committee. Responsibilities include soliciting candidates for the elected positions of: Chair-Elect, Program Planner-Elect, and Secretary, soliciting candidates for the appointed Members-at-Large positions, and preparing any elected candidate materials for submission to the ACHA National Office. Additionally, the Section Nominating Committee works with Section Committee Chairs to recruit nominations (including self-nominations) for membership in the various committees.

**d. Section Annual Meeting Program Planning Committee (chaired by the Program Planner)**

The Section Annual Meeting Program Planning Committee is chaired by the Program Planner. Membership includes the Program Planner-Elect and other members as appointed by the Section Chair. It is responsible for planning, implementing, and evaluating the ACHA Annual Meeting.

**e. Strategic Planning Committee (chaired by the Chair-Elect)**

The Section Strategic Planning Committee shall be responsible for conducting a Section needs assessment on a rotating basis; analyzing the needs assessment data, compiling results and providing a summary of key points to the Section membership. It will also update the Section Strategic Plan based on results gathered from the Section needs assessment. The needs assessment and strategic plan must be approved by the Section Leadership Committee. The following is the recommended timeline for these activities:

- **Year 1:** revise existing survey instrument incorporating current priorities in the field of health promotion/disseminate needs assessment to Section members.
- **Year 2:** analyze the needs assessment data, compile results and provide a summary of key points to the Section membership.

- **Year 3:** review/revise strategic plan.

The Strategic Planning committee shall be chaired by the Section Chair-Elect and include other members as appointed by the Section Chair.

**f. Member Development Committee**

The Member Development Committee (MDC) shall be responsible for planning and implementing activities as well as professional development that address the identified needs of both new and existing members. The two Members-at-Large appointed to the MDC will serve in collaboration with the Annual Meeting Program Planning Committee, but shall not be responsible for the standard functions associated with the ACHA Annual Meeting Program Planning.

**g. Committee to Advance Health Promotion Resources**

The Committee to Advance Health Promotion Resources (CAHPR) shall be responsible for identifying, revising, and disseminating recommendations for implementing standards-based health promotion practice; for facilitating discussion, teaching and learning about standards-based health promotion practice; and for serving as a consultative resource to those who are working to bring their institution's health promotion practice into greater alignment with the Standards of Practice for Health Promotion in Higher Education. The Section Chair shall appoint a Chair (or Co-Chairs) and members for the Committee to Advance Health Promotion Resources.

**h. Research Committee**

The Research Committee shall be responsible for identifying and communicating research needs to advance the field of health promotion in higher education and conducting research as appropriate. The Section Chair shall appoint a Chair (or Co-Chairs) and members for the Research Committee.

### **Section 3. Committee Chair Selection**

Section members interested in the Chair positions of the Membership Development Committee, Committee to Advance Health Promotion Resources, or Research Committee must be current members of that particular committee in order to self-nominate, or be nominated, for the Chair position. Letters of interest will be solicited each spring and must be submitted to the current committee Chair, as well as the Section Chair and Chair-Elect. Letters of interest will be reviewed by all three and a decision will be made upon consensus. Consideration will be given to applicants who have been engaged in the committee work, have a commitment to ACHA activities and have the ability to fulfill the Chair role. The selected Committee Chair will serve a one-year term and be officially notified via email by the Section Chair-Elect of their appointment. In the case that a current Committee member is not nominated or selected for the Chair position, the Section Chair and Chair-Elect may solicit letters of interest from the general Section membership.

## **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 XIII, Section 2. At business meetings, 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 Chair 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 must be adopted by a two-thirds vote of the eligible members present and voting at the Annual Section Business Meeting or by electronic means. Proposed amendment(s) to the AOO should receive review by the ACHA Bylaws Committee prior to voting.

Articles of Operation originally adopted: May 2000

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AMENDED February 8, 2012

AMENDED June 2, 2016

AMENDED June 1, 2017

AMENDED May 31, 2018

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